



Minor Student Enrollment & Records Release (Leon's Law)

-CU Undergraduate Procedures

* In the very near future, the Leon's Law agreement will be on the CFNC Application, so these procedures for signing will change once it is in place. For now, the information below is accurate (as of 10/17/25).

1. Setup

- a) New students applying using CFNC will have the Leon's Law agreement added to their record by the Registrar's Office.
- b) Student Success Counselors will notify the Registrar's Office when applicants, who are under the age of 18, have applied.
- c) Once students are eligible to register for classes, Student Success Counselors will reach out to their students to assist in completion of the agreement.

2. Student Completion Steps/Registration (Self-Service)

- a) Students log into Self-Service (SS). If RCC email and Microsoft Authenticator are not set up, students complete those steps to access SS.
- b) Select Profile (top right) → Required Agreements; read and check the box to acknowledge.
- c) Return to Profile → Student Records Release; enter all parent/guardian names, create a unique PIN for each, and set Start Date = today, End Date = 18th birthday.

3. Verification & Registration

- a) Each Monday, registrars/program support specialists/counselors/coaches/coordinates use the emailed Leon's Law report to verify completions and record the acknowledgment date on their registration spreadsheet.
- b) The Student Success Counselors verify with the Registrar's Office that students have signed the agreement, and the Registrar removes the registration hold, once completion is verified.
- c) Students may be registered.

4. Parent/Guardian Information Requests

- a) The parent/guardian must provide the PIN created by the student. No PIN = no release. Faculty/staff may view the PINs in SS within the student's full profile, consistent with FERPA and Leon's Law.



* Process for New CU Undergraduate Students who complete CFNC application, once Leon's Law agreement is added to the CFNC application.

1. Setup

- a) New students applying to RCC using the CFNC Undergraduate application will have signed Leon's Law agreement upon submission of their college application.

2. Student Completion Step/Registration (Self-Service)

- a) Student Success Counselors verify students are under 18 by double checking their AD-Moved to Student Report in *Informer* before they can assist in registration.
- b) At time of appointment with students, Student Success Counselors assist students in logging into Self-Service (SS). If RCC email and Microsoft Authenticator are not set up, students complete those steps to access Self-Service.
- c) Then, students enter their Student Records Release Information:
 - i. Select Profile (top right)→ Student Records Release; enter all parent/guardian names, create a unique PIN for each, and set Start Date = today, End Date = 18th birthday.
- d) Students may be registered.

3. Parent/Guardian Information Requests

- a) The parent/guardian must provide the PIN created by the student. No PIN = no release. Faculty/staff may view the PINs in SS within the student's full profile, consistent with FERPA and Leon's Law.