



Minor Student Enrollment & Records Release (Leon's Law) – CCP and RECHS Procedures

*Process for New CCP and RECHS Students who Complete the CFNC Application beginning 9/13/25:

A. Setup

1. New students apply using the CFNC application (curriculum) or the Workforce Continuing Education (WCE) Career and College Promise (CCP) application. Both applications include the Leon's Law agreement; students must sign the application, acknowledging Leon's Law.

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

2. Students log into Self-Service (SS). If RCC email and Microsoft Authenticator are not set up, students complete those steps to access SS.
3. 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.
4. Coaches/coordinators verify by recording the CFNC/WCE application completion date on the registration spreadsheet; the RECHS Coordinator removes the hold upon verification.
5. Once they are Moved to Student, the students must complete Profile → Student Records Release in SS (add guardians, create PINs, and set Start/End Dates as above)
6. Students may be registered.

C. Parent/Guardian Information Requests

7. 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 Fall 2025 CCP and RECHS Registered Students and New Students Who Completed the CFNC Application prior to 9/13/25:

A. Setup

1. The Registrar's Office receives the student ID and adds the Leon's Law Required Agreement to the student record in Colleague (AGRB).
2. The assigned agreement appears on the "Student Services – Leon's Law Agreement" report, which is auto-emailed each Monday to the High School Hub distribution list and designated coaches/coordinators.
3. The High School Career Coach meets with students to show how to complete the agreement.

B. Student Completion Steps (Self-Service)

4. Students log into Self-Service (SS). If RCC email and Microsoft Authenticator are not set up, students complete those steps to access SS.
5. Select Profile (top right) → Required Agreements; read and check the box to acknowledge.
6. 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.

C. Verification & Registration

7. Each Monday, registrars/program support specialists/counselors/coaches/coordinators use the emailed Leon's Law report to verify completions and record the acknowledgment date on their registration spreadsheet.
8. The RECHS Coordinator removes the registration hold, once completion is verified.
9. Students may be registered.

D. Parent/Guardian Information Requests

10. 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.