



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

1. The student and parent/guardian schedule a Minor Meeting with the Lead Teacher, who explains Leon's Law requirements.
2. Create the student's account in *Advansys*.
3. College and Career Readiness (CCR) staff enter the application in Colleague using APPN/SHAP.
4. When the application status is changed to MS, Colleague flags the record for account creation during the next automated run (every two–four hours).
5. The student's Self-Service (SS) account is created.
6. At orientation, the student logs into SS. If an RCC email has not been set-up, the student must activate email and, if prompted, set up Microsoft Authenticator to access SS.
7. In SS, the student clicks the profile icon (top right).
8. Select Required Agreements, read the acknowledgement, and check the box to agree.
9. Return to the profile icon and select Student Records Release.
10. Enter all parent/guardian names, create a unique PIN for each, set the Start Date to today's date, and set the End Date to the student's 18th birthday.
11. The student is now eligible to be registered.
12. For parent/guardian information requests, the parent/guardian must provide the PIN created by the student. No PIN = no release. Faculty and staff can view the PIN(s) in SS within the student's profile, consistent with FERPA and Leon's Law.