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

REGISTRATION PRIOR TO THE FIRST DAY OF CLASS

New Students:

NOTE: Minor students cannot complete online registration. They must apply/register in person.

1. The student completes the paper registration form and submits it to the Program Support Specialist.
2. The Program Support Specialist looks at birthday and if under 18, he or she will have the student complete a paper acknowledgement form.
3. Registration and acknowledgment forms are submitted to the Director of WCE Operations & Compliance.
4. The Director creates a student record in Colleague, scans the acknowledgement form into Etrieve, and registers the student.

Returning Students – *haven't completed the acknowledgment form, but already in Colleague:*

1. The student completes the paper registration form and submits it to the Program Support Specialist.
2. The Program Support Specialist looks at birthday and if under 18, he or she will have the student complete a paper acknowledgement form.
3. Registration and acknowledgment forms are submitted to the Director of WCE Operations & Compliance.
4. The Director scans the acknowledgement form into Etrieve and registers the student.

For parent/guardian information requests, the parent/guardian must provide identification documentation to the Director. The Director will compare against the information provided on the acknowledgment form scanned into Etrieve.

REGISTRATION ON THE FIRST DAY OF CLASS

NOTE: All class packets, for which a minor can enroll, will contain hard copies of the acknowledgment form.

New Students:

1. The student completes the paper registration form and submits it to the instructor.
2. The Instructor looks at birthday and if under 18, he or she will have the student complete a paper acknowledgement form.
3. Registration and acknowledgment forms are submitted to the Program Support Specialist.
4. The Program Support Specialist will give paperwork to the Director of WCE Operations & Compliance.
5. The Director creates a student record in Colleague, scans the acknowledgement form into Etrieve, and registers the student.

Returning Students – *haven't completed the acknowledgment form, but already in Colleague:*

1. The student completes the paper registration form and submits it to the instructor.
2. The Instructor looks at birthday and if under 18, he or she will have the student complete a paper acknowledgement form.
3. Registration and acknowledgment forms are submitted to the Program Support Specialist.
4. The Program Support Specialist will give paperwork to the Director of WCE Operations & Compliance.
5. The Director scans the acknowledgement form into Etrieve and registers the student.

For parent/guardian information requests, the parent/guardian must provide identification documentation to the Director. The Director will compare against the information provided on the acknowledgment form scanned into Etrieve.