



READING AREA COMMUNITY COLLEGE

Dear Prospective Early Admissions Student:

Thank you for your interest in Reading Area Community College! RACC offers you the opportunity to complete college credits while you are still in high school. If you're a motivated, hardworking student interested in enhancing your high school curriculum, we would like to invite you to get started on your college courses early at Reading Area Community College. We offer the option of taking classes online and/or on-campus. Students have access to all the resources on our beautiful campus.

You will joining a growing number of students who will be getting a jump start on college by saving time and tuition dollar, along with having college experiences that will help you stand out on college applications. You can chose from over 50 associate degree programs, many of which will transfer seamlessly to bachelor's degree programs through articulation agreements.

Early admission will be determined based on a thorough review of your academic readiness, which will include evaluation of standardized test scores and high school transcripts. Because you will be a college student while in high school, you need to complete a FERPA waiver form, which grants permission to your parents and/or guardian to talk to RACC staff. Also, we ask for you to sign the rights and responsibility form to acknowledge that RACC staff, fellow students, and faculty will treat you as an adult. These documents are on our website.

With the help of an Enrollment Services Coordinator, you and your high school guidance counselor will develop an academic plan that will allow you to graduate from high school and fulfill your early college goals. If you have any questions or need additional information from an Enrollment Services Coordinator, please call 610-372-4721, extension 6224. Please indicate that you are interested in the Early Admissions program.

I wish you well in your pursuit of higher education and hope that Reading Area Community College can be a part of this exciting time in your academic career.

Sincerely,

Dr. Abigail Wernicki
Director of Admissions & Enrollment Services

EARLY ADMISSIONS APPLICATION FORM

Note: The student must bring this form, a completed college application for admission, and an official high school transcript when meeting with the Enrollment Services Staff. **Call 610.607.6224 to schedule an appointment.** The student’s ability to benefit from courses at Reading Area Community College will be assessed. He or she will be required to take the College’s placement tests. Registration will be limited only to courses approved by the high school counselor and for which the student has satisfied all prerequisites or other requirements established by Reading Area Community College. Please note that high school students are not eligible for financial aid. Grades earned at RACC become part of the permanent college transcript.

I authorize my high school and RACC to exchange any necessary information, including my academic history, to facilitate the awarding of college credit and enrollment at RACC. I understand that my high school counselor or principal has the right to select the course area(s) for which I register. Upon completion of coursework, it is my responsibility to make arrangements for my RACC transcript to be sent to the high school.

NAME _____ **DATE OF BIRTH** _____

PLEASE PRINT

ADDRESS _____

PHONE: _____

HIGH SCHOOL _____ **GRADUATION YEAR** _____

I hereby request permission to enroll at Reading Area Community College for:

____ Fall Semester ____ Spring Semester ____ Summer Session

Student Signature Date

Parent or Guardian Signature Date

Note: The student must meet with an admissions office representative before November 1 for the spring semester, April 15 for the summer session and July 1 for the fall semester.

TO BE COMPLETED BY THE HIGH SCHOOL REPRESENTATIVE

I authorize the above named student to register at Reading Area Community College for the courses listed below. I have assessed that the student has the academic ability to be successful in these college courses.

Recommended Courses:

1) _____

2) _____

Has this student been subject to disciplinary action? YES or NO

Is this student in good academic standing at your school? YES or NO

Can this student continue attending your school? YES or NO

High School Counselor or Principal Signature / Date

Print Name and Title

READING AREA COMMUNITY COLLEGE
DISCLOSURE OF INFORMATION (FERPA)
(Please use blue or black ink pen **ONLY**)

**Disclosure of Information from Education Records to Parents of Students Attending Reading Area
Community College**

Recently, many questions have arisen concerning the Family Educational Rights and Privacy Acts (**FERPA**), the federal law that protects the privacy of students' education records.

What are parents' rights and students' rights under FERPA?

At the K-12 school level, FERPA provides parents with the right to inspect and review their children's education records, the right to seek to amend information in the records they believe to be inaccurate, misleading, or an invasion of privacy, and the right to consent to the disclosure of personally identifiable information from their children's education records. When a student turns 18 year old or enters a postsecondary institution at any age, these rights under FERPA transfer from the student's parents to the student. Under FERPA, a student to whom the rights have transferred is known as an "eligible student." Although the law does say that the parents' rights afforded by FERPA transfer to the "eligible student," FERPA clearly provides ways in which an institution can share education records on the student with his or her parents.

While concerns have been expressed about the limitations on the release of information, there are instances listed below where the school can disclose information.

Can a school disclose information to parents in a health or safety emergency?

FERPA permits schools to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

Can parents be informed about students' violation of alcohol and controlled substance rules?

Another provision in FERPA permits a college or university to let parents/guardians of students under the age of 21 know when the student has violated any law or policy concerning the use or possessions of alcohol or a controlled substance.

Can a school disclose law enforcement unit records to parents and the public?

Additionally, under FERPA, schools may disclose information from "law enforcement unit records" to anyone – including parents or federal, State or local law enforcement authorities – without the consent of the eligible student. Many colleges and universities have their own campus security units. Records created and maintained by these units for law enforcement purposes are exempt from the privacy restrictions of FERPA and can be shared with anyone.

Can school officials share their observations of students with parents?

Nothing in FERPA prohibits a school official from sharing with parents information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record. Therefore, FERPA would not prohibit a teacher or other school official from letting a parent know of their concern about their son or daughter that is based on their personal knowledge or observation.

Can a student allow additional disclosure with parents?

FERPA prohibits an additional disclosure unless the student provides consent prior to the additional disclosure and the student must state the purpose of the disclosure.

For more information about RACC's policies on FERPA, please visit
<http://www.racc.edu/StudentLife/Services/Records/pdf/FERPA.pdf>

Request to waive the disclosure provisions to the Family Educational Rights and Privacy Acts (FERPA)

The following signatory will be filed with Reading Area Community College

Social Security Number

Student ID Number

Date

PRINT:

Last Name

First Name

M.I.

I certify that I have read and understand my rights under FERPA.

Student Signature: _____ **Date:** _____

By signing this form, I attest that I have received a copy of the FERPA regulations, read and understand the policy and wish to relinquish my rights. By signing this form, I understand that disclosure is not immediate and that RACC staff members must secure this document before any information is released to my parents. If I need to update my personal information and/or authorized personnel on my FERPA waiver, I will complete a new FERPA waiver and submit to RACC Records.

Purpose of Disclosure:

Names of Authorized Persons:

This form must be completed in the Records and/or school office and the signature must be witnessed by a professional staff member of Reading Area Community College or the sending school district.

Memorandum of Understanding

Acknowledgement of Rights and Responsibilities

Social Security Number

Student ID Number

Date

PRINT:

Last Name

First Name

M.I.

As a student taking courses with RACC before graduating high school, I understand I will be respected as an adult by Reading Area Community College staff and faculty. Therefore, I agree to the following responsibilities and conditions as a college student:

- 1.) I authorize my high school and RACC to exchange any necessary information, including my academic history, to facilitate the awarding of college credit and enrollment at RACC. I understand that the high school professional staff of my school district has the right to select the course area(s) for which I register.
- 2.) Upon completion of coursework, it is my responsibility to make arrangements for my RACC transcript to be sent to the high school.
- 3.) I follow the RACC student handbook policies and procedures.
- 4.) I acknowledge that if I attend classes on campus, I will be taking classes with adult students.
- 5.) I acknowledge that if I attend classes online, I will be taking classes with adult students.
- 6.) I acknowledge that the college classroom is a place of free exchange of ideas and I will be exposed to class content, discussions, and opinions that I may not otherwise experience in a high school classroom.
- 7.) If I want to have a parent/guardian to communicate with RACC about my student record, I will complete a FERPA waiver, found at <http://www.racc.edu/StudentLife/Services/Records/pdf/FERPAReleaseForm.pdf>

I certify that I have read and acknowledge my responsibilities and conditions as a college student.

Student Signature

Date

Staff Signature

Date

Parent/Guardian Signature (if student is under 18 at the time of admission to the College)

Date

This form must be completed in the Records and/or school office and the signature must be witnessed by a professional staff member of Reading Area Community College or the sending school district.