



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. 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 be joining a growing number of students who will be getting a jump-start on college by saving time and tuition dollars, along with having college experiences that will help you stand out on college applications. You can choose 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. In addition, we ask 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.

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,

Kristen M. Marcinko M. Ed.

Kristen Marcinko, M.Ed.

Assistant Director of Community and Academic Partnerships

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

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 years 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.

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 a students' violation of alcohol and controlled substance rules?

Another provision in FERPA permits a college or university to let parents 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.

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

PERMISSION FOR RELEASE OF STUDENT INFORMATION

By completing the information below, you, the student, agree that RACC staff members can share information of all past and current college information with your school and with your parents and/or guardians.

Last four of Social Security Number Student ID Number Date of Birth

PRINT: Last Name First Name M.I.

Print the name and address of your school:

School Name Street Address City State Zip

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.

This form must be completed and signed by student.

Student Signature Date Staff Signature Date



Early College Programs Memorandum of Understanding

Acknowledgement of Rights and Responsibilities

Date of Birth (xx/xx/xxxx)

RACC Student ID #

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 or RACC have 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 Code of Conduct as outlined in the Student Handbook.
- 4.) I acknowledge that if I attend classes on campus or online, I will be taking classes with adult students.
- 5.) 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.
- 6.) If I want to have a parent/guardian to communicate with RACC about my student record, I will complete a FERPA waiver.
- 7.) I acknowledge that Early College courses do not qualify for federal financial aid.

NOTICE OF FINANCIAL RESPONSIBILITY I have reviewed the prerequisites for the above listed courses in the appropriate college catalog and, therefore, assume all responsibility for my course selection. Any changes in this registration form must be made officially by completing a change of schedule or withdrawal form. Furthermore, I understand that, in accordance with policies of the Board of Trustees, I may be administratively withdrawn from the college and/or forego such benefits as transcripts and diplomas if tuition charges, fees and any other financial obligations are not fulfilled in an agreed upon manner. I acknowledge my financial responsibility and agree to pay all costs and charges necessary for the collection of any amount not paid when due. I also agree to pay all attorney's fees and/or legal fees and court costs.

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 (Parent/Guardian, agree to the Financial
Responsibility clause if my child is under 18 years of age)

Date

THIS SECTION IS FOR BERKS COUNTY TECHNICAL AND TEACHER ACADEMY STUDENTS ONLY

Career Pathway Partnership with Reading Area Community College, Reading Muhlenberg CTC, & Berks CTC. Class of 2023

Overview:

The Technical and Teacher Academies provide college-bound students with opportunities to develop advanced technical skills and earn college credit toward an associate degree at Reading Area Community College (RACC) while in high school. The Academy is highly selective, with strict criteria for admission to and progress in one of its programs of study. These Academies, taught at the Reading Muhlenberg and Berks Career and Technology Centers offer students college credit in the following career-college pathways: Business, IT-Networking, IT-Programming, Early Childhood Education, Mechatronics, and Web Development.

Student/Parent Financial Responsibility:

The courses students complete on the CTC campus will be provided with credit on a Reading Area Community College unofficial transcript by way of an articulation agreement. If CTC students successfully complete all of the CTC courses with a C or better, they may spend their senior year taking up to 3 courses on RACC’s campus or online and will be handled as “early admissions.” These campus and online courses will be charged at the prevailing per credit hour and fee rates and may be underwritten by the CTC with alternative funding as deemed available. Students in the Academies must be continuously dually enrolled at the CTC and RACC in order to benefit from the agreement.

- A. Student/Parent Costs: Capstone Year (Grade 12)
 - 1. All students in the Academy are responsible for the cost of textbooks for their courses. The CTC will seek funding opportunities to offset these costs, but does not guarantee funding for this expense.
 - 2. Tuition for courses completed as part of the Mechatronics career pathway at the Schmidt Training & Technology Center (STTC) are charged at the prevailing per credit hour and fee rates while the high school student is actively enrolled in the Academy.
 - 3. Students’ total cost of the capstone year will be communicated through the Academy brochure, as part of the advising session, and again at a capstone orientation held at the RACC campus.
- B. Student/Parent Costs: Post-graduation
 - 1. Once students graduate from high school the tuition and fees associated with the remaining courses will be the responsibility of the student. Students may apply for financial aid as any other RACC student.

Release of RACC Official Transcript:

Matriculation to RACC – the Academy affords students the opportunity to complete nearly their first year of the RACC associate degree; consequently, the Academy students matriculating to RACC after high school graduation have established RACC transcripts with their grade point average counting toward the associate degree in their intended program of study. An official transcript will be released upon request.

- A. Transfer to an institution of higher education other than RACC – The RACC credits earned at the CTC will be held in escrow on an unofficial transcript.
 - 1. A release of the high school graduate’s official college transcript to an institution of higher education other than RACC will occur after they have paid the prevailing dual enrollment credit hour rate and fees at the time the courses were taken at the CTC.
- OR
- 2. High school graduates who have earned only CTC credits can have official transcripts released of the credits earned at the CTC at no cost to the graduate after they have completed post-high school graduation and an additional 12 RACC credits at the prevailing credit hour rate and fees.

A full copy of the Technical and Teacher Academy Articulation Agreements are available upon request. This agreement will be reviewed annually. A copy of this document will be placed in the student’s permanent school record at the CTC & RACC. By signing below, I acknowledge receipt and review of this information.

Parent

Student

Career Technology Center Counselor

Reading Area Community College