



Process for Parent/Guardian Petition for Release of a Minor Applicant from Charlotte-Mecklenburg Schools

Step One: Contact a Navigator

Contact: navigate@cpcc.edu
 En español ayuda@cpcc.edu
 704-330-2722
 In person at the Welcome Center for any of our six campuses

Step Two: Request to be withdrawn – Section A

The student and their parent/legal guardian must go to the last high school or middle school attended and request to be withdrawn.

Step Three: Signature Witnessed by a Notary Public – Section B

The parent/legal guardian must sign the release form in the presence of a Notary Public.

Step Four: The school Principal's Approval – Section C

The school Principal must annotate the official withdrawal date and sign the Release Form.

Step Five: CMS Superintendent's Designee Approval – Section D

Three months after the official withdrawal date designated in Section C, the student and their parent/legal guardian must contact the CMS School Counseling Services office and request that the Superintendent's Designee sign the Release Form.

CMS Student Services
Atrium Corporate Center
4421 Stuart Andrew Blvd. - 5th Floor
Charlotte, NC 28217
Phone: 980-343-2383

Step Six: Submit the Minor Release Form to Central Piedmont

The parent/legal guardian must scan the Minor Release form and **email to the staff member helping you**, or email it to navigate@cpcc.edu.