

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy #1.116**

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**Title: REQUIREMENTS FOR STUDENTS**

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Authority: Board Action

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Students must be 18 years of age or older to enroll in an adult education program.

The parent, tutor, or other person responsible for the school attendance of a child who is under the age of 18 and who is enrolled in a public school or homeschool beyond his sixteenth birthday may request a waiver from the local superintendent for the child to exit school to enroll and attend an adult education program approved by the Board of Supervisors of the Louisiana Community and Technical College System (LCTCS).

1. In the case of a child with no parent, tutor, or other person responsible for his school attendance, the local school superintendent may act on behalf of the student in making such a request if one or more of the following hardships exist and if the following appropriate documentation is on file at the local school board office:
  - a. pregnant or actively parenting;
  - b. incarcerated or adjudicated;
  - c. institutionalized or living in a residential facility;
  - d. chronic physical or mental illness;
  - e. family and/or economic hardships.
  - f. Family and/or economic hardship is defined as a student who acts as a caregiver or must work to support the family due to a parent's death or illness, or needs to be removed from an existing home environment.
  
2. The local school superintendent or his/her designee may approve the request without requesting action from the Louisiana Department of Education, Board of Elementary and Secondary Education (BESE). If the request to exit school to enroll in a LCTCS-approved adult education program is denied at the local level, a student may request the waiver from the Louisiana Department of Education, Board of Elementary and Secondary Education (BESE), with documentation of reason for denial at the local level. Students seeking to exit school to enroll in adult education, who are enrolled in a formal education setting other than a public K-12 institution or homeschool, may request a waiver from the school/institution they attend. Additional information can be found on the LCTCS website, <http://www.lctcs.edu/index.cfm?md=pagebuilder&tmp=home&nid=205&pnid=201&pid=280&fmid=0&catid=0&elid=0>.