

# LAVC Dual Enrollment:

## Completing the K-12 Form (Dynamic Form)



# Materials Needed

## 1. Student Email Address

- Students are encouraged to use a personal email address. The same email address used for the CCCApply portal.

## 2. Los Angeles Community College District ID

- This number starts with 90

## 3. High School Counselor Email Address

## 4. Parent/Guardian Email Address

- Must be a different email address than the one used by the student
- The parent/guardian must have access to the email address

# Create a Dynamic Forms Account

# Getting Started

## Links to Dynamic Forms:



<https://dynamicforms.ngwebsolutions.com/Submit/Start/60b92fe0-50a6-4924-8f0c-a7ff9ed6169f?SSO=N>

# Click “Create New Account”

## Log In

Sign in to complete the **LACCD - K-12 Form** form as requested by **Los Angeles Community College District**.

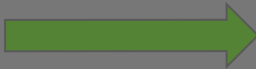
User Name or Email Address

Password

Log In

[Create New Account](#)

[Forgot Your Password?](#)



# Complete the Dynamic Form Account

**Create Account**

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

— Please complete all of the information below —

**Username \***

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

**Password \***

**Confirm Password \***

Password restrictions:

- Must be at least 8 characters long
- Must contain each of the character types below:
  - upper case letters
  - lower case letters
  - numbers
  - special characters: @ & \$

**First Name \***

**Last Name \***

Use the same Username and Password that you created for your CCCApply account!  
**(Most likely your Email)**

This is recommended when creating your Dynamic K-12 Form account.

Please use your **legal name**.  
No nicknames!  
This should match your CCCApply Application.

CONTINUED ON NEXT SLIDE

# Complete the Dynamic Form Account

Email Address \*

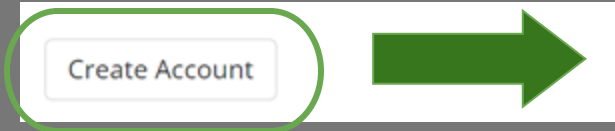
Confirm Email Address \*

Secret Question \*

Secret Question Answer \*

Use the same personal email address when you completed your LACCD application.

**REMEMBER** your answer to the secret question (Write it down). You will need to enter the answer every time you log into the Dynamic Form (K-12)



When you have completed all the information Click on "**Create Account**" button.

# Verify Your Email



## Verify your email

We sent an email to your inbox

Please visit the link provided in that email to confirm your email address and activate your account.

NOTE: If you do not receive the confirmation email in your inbox, please check your junk and/or spam folders.

**1. Check the email you used to create the account.**

*Your email address must be verified before you can continue!*

**2. In your mailbox, find the email to confirm registration.**

**3. Click** on the link “**Confirm Email**” at the bottom left of the email.

*(Check your Spam folder if needed)*

### Confirm your email Inbox x



notify@ngwebsolutions.com

to me ▾

Hello Laura, Thank you for creating a Dynamic Forms account!

In order to complete your account registration, you must confirm your email by visiting the link below:

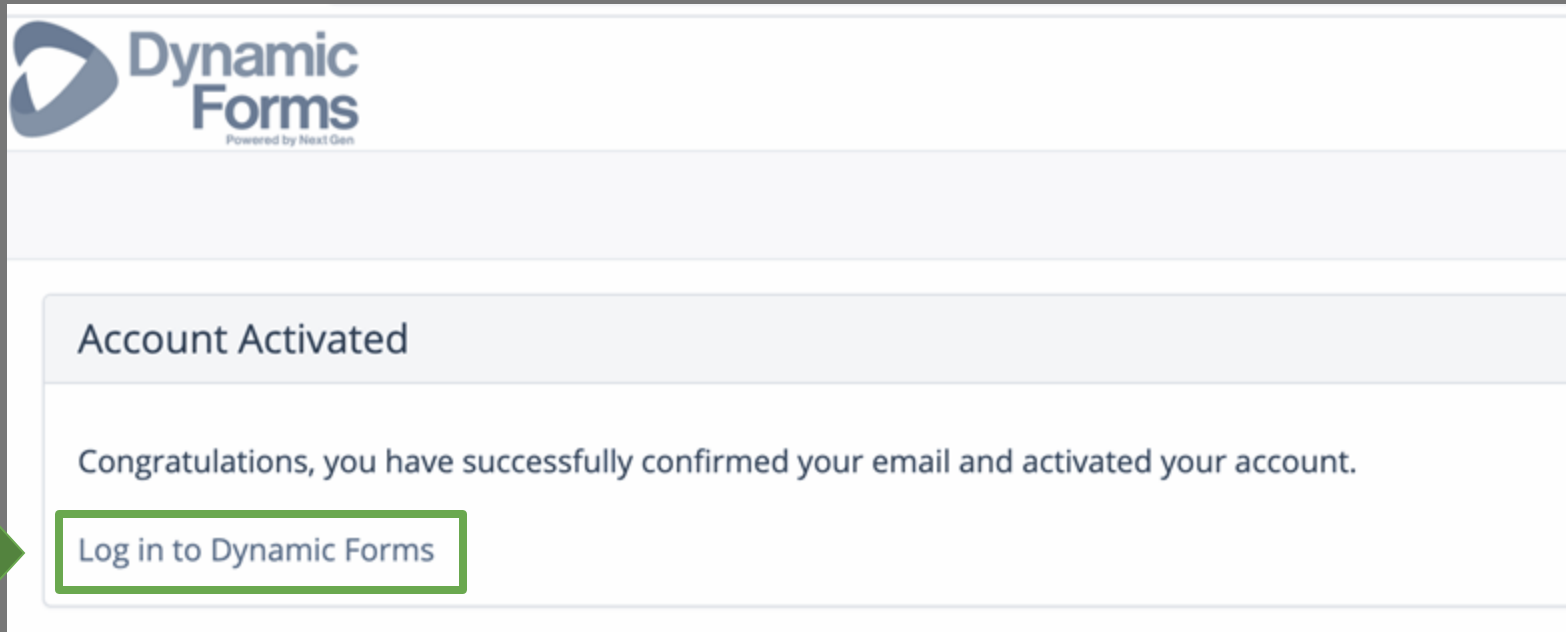
[Confirm Email](#)

**This link will redirect you to the Dynamic Form webpage.**

# Log in to Dynamic Forms



**Your account is ACTIVATED! LOG IN now.**

A screenshot of the Dynamic Forms user interface. At the top left is the 'Dynamic Forms' logo with the tagline 'Powered by Next Gen'. Below the logo is a light gray header bar with the text 'Account Activated'. The main content area contains a message: 'Congratulations, you have successfully confirmed your email and activated your account.' Below this message is a button labeled 'Log in to Dynamic Forms'. A green arrow points to the button from the left side of the image.

# Log In to Dynamic Forms

# Log In to Dynamic Form

A screenshot of a login form. The form has a light gray header with the text 'Log In'. Below the header, there are two input fields: the first is labeled 'User Name or Email Address' and the second is labeled 'Password'. Below the password field is a button labeled 'Log In'. At the bottom of the form, there are two links: 'Create New Account' on the left and 'Forgot Your Password?' on the right. A green bracket on the right side of the form points towards the explanatory text.

**Log in with the email address and password you just created.**

# Log In to Dynamic Form

Answer **YOUR** security question.

**Check** the box "This is my device." If you're the only one using the computer.



## Log In

Welcome back. As an additional security step, we require you to answer your security secret question or receive a code to your email/phone.

What is your mother's maiden name?


Having trouble with your security question? [Click here for more options.](#)

**This is my device**  
By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device.

[Create New Account](#) [Forgot Your Password?](#)

# Log In to Dynamic Form

### Protecting Your Data



## Please take a moment...

We are strengthening our multi-factor authentication process for our system. This will allow us to better protect your sensitive data. If you have a mobile phone and wish to add this additional level of security, please provide your mobile phone number as an alternate verification method. We will use this phone number only to send verification codes or account alerts as you request them and no other time.

**Mobile Number \***

**Verification Code**

\* message and data rates may apply

You will be asked about  
**Protecting Your Data**

This is **optional**.  
Feel free to select "Not Now"

# Complete the Dynamic Form

# K-12 Student Information Section



First, select **Los Angeles Valley College** from the "College" dropdown menu



### K-12 STUDENT INFORMATION

**College:** \* -- Please Select --

First Name: \*  Last Name: \*  Middle Initial:  Date of Birth \*

Phone Number: \*  Email Address \*  Student ID: \*  Age \*

Address:  City:

State:  Zip:

Student Grade \*

- Please Select --
- Please Select --
- East Los Angeles College
- Los Angeles City College
- Los Angeles Harbor College
- Los Angeles Mission College
- Los Angeles Pierce College
- Los Angeles Southwest College
- Los Angeles Trade-Technical College
- Los Angeles Valley College**
- West Los Angeles College

# K-12 Student Information Section

This information needs to match the legal name, date of birth, and address you listed on your CCCApply.

## K-12 STUDENT INFORMATION

**College:** \* Los Angeles Valley College

First Name: \*  Last Name: \*  Middle Initial:  Date of Birth \*

Phone Number: \*  Email Address \*  Student ID: \*  Age \*

Address:  City:

State:  Zip:

Student Grade \*

**NOTE: Student Grade:** Select your current grade level. For summer enrollment, select your grade for the following school year.

**NOTE: DO NOT USE YOUR HIGH SCHOOL STUDENT NUMBER**  
This number starts with 90.

# High School Information Section



## HIGH SCHOOL INFORMATION

High School: \*

Please enter the **first name, last name and school email address** for your counselor.

First Name:

Last Name:

Email Address:

**High School:** Choose your high school from the dropdown menu.

You must enter your **counselor's** first name, last name, and email address. **Be mindful of spelling!**

# Parent Information Section

## PARENT INFORMATION

Please enter the First Name, Last Name, Phone Number, and Email Address of your parent/guardian.

The parent/guardian email address must be different from the student's email address.

First Name: \*

Last Name: \*

Phone Number: \*

Email Address  \*

**NOTE: For the email address, please enter an email address your parent/guardian can log into.**

This email **cannot** be the same as the email used by student to create their account.

**Be mindful of spelling!**

# College Enrollment Information Section



## COLLEGE ENROLLMENT INFORMATION

### Concurrent Enrollment Student

*TIP:* You are a concurrent enrollment student if:

- You plan to enroll in college class(es) by yourself.
- The class is not part of your high school class schedule.

### College and Career Access Pathways (CCAP) Student

*TIP:* You are a College and Career Access Pathways (CCAP) student if:

- Your high school will select and sign you up for the college class.
- The class is part of your high school schedule.

Are you filling out this form to take college classes as:

- \*  Concurrent Enrollment Student  
 College and Career Access Pathway (CCAP) Student

Choose between **Concurrent Enrollment** and **College and Career Access Pathway (CCAP) Enrollment:**

- **Concurrent Enrollment Student:** If you are enrolling in classes that are not during the school day
- **CCAP Student:** If you are enrolling in classes as a part of a dual enrollment program at your high school *during the school day ONLY*

# College Enrollment Information Section

## CONCURRENT ENROLLMENT

If you select CONCURRENT ENROLLMENT STUDENT:

This is an EXAMPLE.

Enter your **term**  
and **year**.



Add the course(s)  
you are taking  
starting under  
Course 2.

Note: TUTOR 001T is  
NOT a class and  
appears on every  
K-12 Form.

Are you filling out this form to take college classes as:

- \*  Concurrent Enrollment Student  
 College and Career Access Pathway (CCAP) Student

Term: \* -- Please Select - v Year: \*

	Course Name	Course Number	Unit
	<i>Sociology</i>	<i>001</i>	<i>3.00</i>
Course 1:	<b>TUTOR</b>	<b>001T</b>	<b>0.00</b>
Course 2:	* HEALTH 	* 011 	* 3
Course 3:			
Course 4:			
Course 5:			
Course 6:			

Enrollment fees are required for special full-time students (i.e., taking more than 11 units).

Total Units: 3

# College Enrollment Information Section

## CCAP ENROLLMENT



*If you select College and Career Access Pathway (CCAP) Student:*

Select your  
**term(s).**

If you know what  
courses you would  
like to take in future  
terms, you may  
select more than  
one term.

Are you filling out this form to take college classes as:

- \*  Concurrent Enrollment Student
- College and Career Access Pathway (CCAP) Student

**I plan to enroll in classes in the following semesters:**     Summer     Fall     Winter     Spring

Scroll Down



# College Enrollment Information Section

## CCAP ENROLLMENT

If you select College and Career Access Pathway (CCAP) Student:



This is an EXAMPLE.

After choosing your term(s), add the year and the course(s) you are taking, starting under Course 2.

Note: TUTOR 001T is NOT a class and appears on every K-12 Form.

**FALL SEMESTER**

**Term: Year:**  
Fall \*

	<b>Course Name &amp; Number</b>	<b>Class Number</b>	<b>Units</b>
Course 1:	TUTOR 001T	<input type="text"/>	0
Course 2:	* <input type="text" value="Health 011"/> 	<input type="text"/> 	* <input type="text" value="3"/>
Course 3:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course 4:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course 5:	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Total Units:**



**IMPORTANT! COURSE NUMBER AND CLASS NUMBER ARE NOT THE SAME**

Put the course name AND course number in the same box  
(ex. Health 011, Math 227, Pol Sci 005, etc.).

A specific 5-digit class number in the "Class Number" box is optional  
(ex. 25779).

# Student Signature Section

## STUDENT AUTHORIZATION

I am requesting approval to attend and I consent to enroll in the courses listed on this form. **I understand I must meet all prerequisites before I can enroll in these classes.** I authorize the release of my transcript information to my school upon the school's written request.

1

(click to sign)

Student Signature

Date

Once you click to sign, this screen will appear.

Type your name in each box, then click "Sign Electronically"

2

Click here

3

Scroll Down

## Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Laura

Hayes

Sign Electronically

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)



# Submit the Form

## STUDENT AUTHORIZATION

I am requesting approval to attend and I consent to enroll in the courses listed on this form. **I understand I must meet all prerequisites before I can enroll in these classes.** I authorize the release of my transcript information to my school upon the school's written request.

\*

...3331373131

*Celine Marcos*

Student Signature

02/19/2026

Date

## COLLEGE APPROVAL

Approval Decision:

\*

Notes:

\*

Officer Signature

Date

Save Progress

Submit Form

Click submit to begin the signature process.

# Submit the Form



Thank you for completing your part of the form!

 View Form PDF



You have successfully completed **YOUR** part of the Dynamic (K-12) Form.

You can “**View Form PDF**” to check over your entries.

**Recommended** to “Download” the PDF in case it’s needed for proof.

**It’s time for your Counselor to sign the form. When this happens, the form will automatically be sent to your parent.**

# Parent Signature

***Parents will sign AFTER the high school counselor.  
Parent signatures will only be required for first-time  
dual enrollment students.***

# Parent Creates Dynamic Form Account

When it's time for your Parent to sign, your Parent should receive an **email** (parent email) that looks similar to this.

**From:** admissions@lavc.edu <admissions@lavc.edu>

**Sent:** Monday, August 14, 2023 12:39 PM

**To:** [REDACTED]

**Subject:** Dynamic Forms: Supplemental Application for Admission of Students in Grades K-12 v.2 - Signature Request

You are receiving this e-mail because [REDACTED] needs your help in completing the Supplemental Application for Admission of Students in Grades K-12 v.2. Please click the link below to complete your section of the form.

You will be asked to electronically sign the form.

If you already have a Dynamic Forms account, please log directly in by entering your Username and Password. Otherwise, please create an account by clicking on the **Create New Account** link.

You can use the Forgot your username and Forgot your password links if you are unsure about your Dynamic Forms credentials.

[Click here to complete your section of the form.](#)



## Parent Create Dynamic Form Account

# Parents Need to Create a Dynamic Form Account

If your parent does not receive an email,  
parent/guardian should use this link to  
create an account:

<https://dynamicforms.ngwebsolutions.com/>



# Parent Creates Dynamic Form Account



Your parent **must** create their account using the email address you provided under "Parent Information"



## Create Account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

— Please complete all of the information below —

### Username \*

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

### Password \*

### Confirm Password \*

Password restrictions:

- Must be at least 8 characters long
- Must contain each of the character types below:
  - upper case letters
  - lower case letters
  - numbers
  - special characters: @ & \$

### First Name \*

### Last Name \*

### Email Address \*

### Confirm Email Address \*

### Secret Question \*

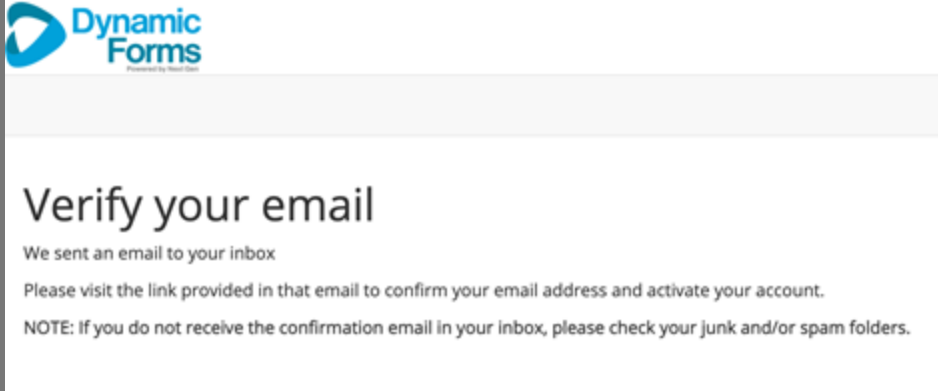
### Secret Question Answer \*

### Answer Hint \*

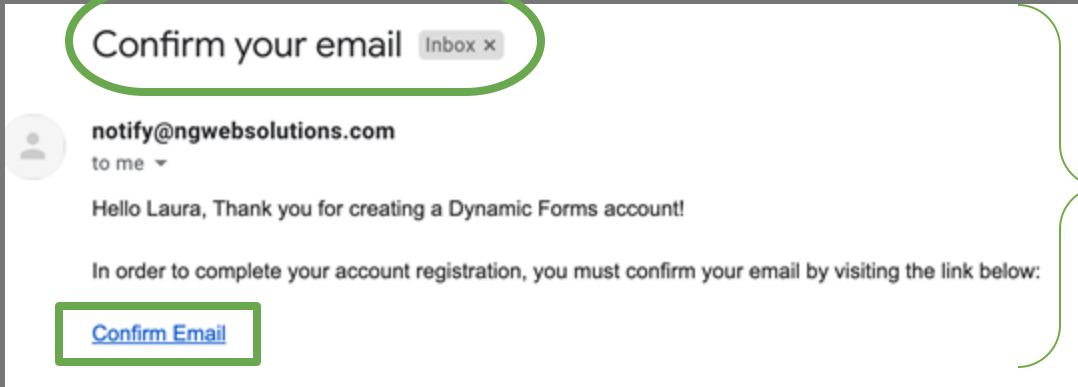
Create Account



# Parent Verify Your Email



Check your email you used to create the account. You need to verify your email address before you can continue!



**Go to your Mail Inbox** to confirm. You must **click** on the link "**Confirm Email**" at the bottom left of the email. *(Check your Spam folder if needed)* This will redirect you to the Dynamic Form webpage.

# Parent Creates Dynamic Form Account

## Sign-in & Answer Security Question & Check Box

**Log In**

Sign in to complete the Supplemental Application for Admission of Students in Grades K-12 v.2 form as requested by Los Angeles Community College District.

User Name or Email Address

Password

[Create New Account](#)      [Forgot Your Password?](#)

and

**Log In**

Welcome back. As an additional security step, we require you to answer your security secret question or receive a code to your email/phone.

What is your mother's maiden name?

Having trouble with your security question? [Click here for more options.](#)


**This is my device**

By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device.

[Create New Account](#)      [Forgot Your Password?](#)

# Parent Creates Dynamic Form Account

### Protecting Your Data



## Please take a moment...

We are strengthening our multi-factor authentication process for our system. This will allow us to better protect your sensitive data. If you have a mobile phone and wish to add this additional level of security, please provide your mobile phone number as an alternate verification method. We will use this phone number only to send verification codes or account alerts as you request them and no other time.

**Mobile Number \***

**Verification Code**

\* message and data rates may apply

You will be asked about  
**Protecting Your Data**

This is **optional**.  
Feel free to select "Not Now"

# Parent Signature Section

Have your Parent scroll down to “Parent Signature” section

1



## PARENT/GUARDIAN AUTHORIZATION

I authorize my son/daughter to enroll in a college level course in the LACCD. I understand that my child will not be afforded any special status of his/her minor status while enrolled in the Los Angeles Community College District; I also understand that I will not have access to my child (including grades and transcripts) without his/her written consent, his/her minor status notwithstanding.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Once your parent/guardian clicks to sign, this screen will appear.

2



Type their name in each box, then click “Sign Electronically”

## Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the “Sign Electronically” button to save your information and submit your electronic signature.

\_\_\_\_\_  
Laura

\_\_\_\_\_  
Hayes

Click here

3



Sign Electronically

If you would like to opt out of electronic signature, please click the “Opt out and print” link below to save your information and print a local copy for your signature.

[Opt out and print](#)

# Submit the Form

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**COLLEGE APPROVAL**  
(to be completed by the College's Chief Instructional Officer (or designee))

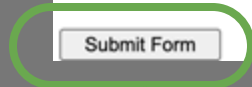
Approval Decision:

Comments/Notes:

•

Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

---



You must **click submit** to begin the signature process.

# Submit the Form



Thank you for completing your part of the form!

 [View Form PDF](#)



You have successfully completed **YOUR** part of the Dynamic (K-12) Form.

You can “**View Form PDF**” to check over your entries.

**Recommended** to “Download” the PDF in case it’s needed for proof.

**The form will automatically be sent to the college.**