

Step 2: Complete the Digital K-12 Form

** You must have an active LACCD ID# to complete this form. Your LACCD ID# begins with 88 or 900 and is 9-digits long. DO NOT enter your HS ID# or CCCID# **

Video: [Digital K-12 Form Process](#)

1. Access the digital WLAC K-12 form [HERE](#)



2. Dynamic Forms Log In

If you've completed the digital WLAC K-12 form before, enter your user name and password to **LOG IN**.

If this is your first time completing the digital WLAC K-12 Form, click **CREATE NEW ACCOUNT**.

Complete ALL required fields.

A "Log In" form with a light gray header. It contains two input fields: "User Name" and "Password". Below these is a "Log In" button. At the bottom, there are three links: "Create New Account", "Forgot User Name?", and "Forgot Your Password?". An arrow points from the "Create New Account" link to the "Log In" button.A "Create Account" form with various input fields and restrictions. Fields include: Username (with restrictions: at least 8 characters, at least one letter), Set Password (with restrictions: at least 8 characters, cannot contain username, must contain 3 of 4 types: upper/lower case letters, numbers, special characters), Confirm Password, First Name, Last Name, E-mail Address, Confirm E-mail Address, Secret Question (dropdown), Secret Question Answer, and Answer Hint. A "Create Account" button is at the bottom. An arrow points from the "Answer Hint" field to the "Create Account" button.

Click **CREATE ACCOUNT**

A **Verify Your Email** message will appear.

You will receive an email titled **Activate your account** from notify@ngwebsolutions.com

Click on **ACTIVATE YOUR ACCOUNT**

Click **CONTINUE**

Enter the user name and password you just created and click **LOG IN**

Create a new account

Verify your email

We sent an email to: studentexample1@gmail.com

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

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

Activate your account Inbox x



notify@ngwebsolutions.c... 12:41 PM (2 minutes ago) to me ▾



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

In order to complete your registration and activate your account, you must visit the link below:

[Activate your account](#)

↩ Reply

➡ Forward

Account Activated

Congratulations, you have successfully activated your account.

Continue

Log In

User Name

Password

Log In

[Create New Account](#)

[Forgot User Name?](#)

[Forgot Your Password?](#)

Answer the security question you selected when creating your account and click **LOG IN**

Log In - Security Question

Welcome back studentexample1. As an additional security step, we require you to answer the security question you answered when creating your account.

What was your high school mascot?

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.

Log In

3. Review the LACCD K-12 policies

LOS ANGELES COMMUNITY COLLEGE DISTRICT SUPPLEMENTAL APPLICATION FOR ADMISSION OF STUDENTS IN GRADES K-12

ADMISSION: Colleges in the Los Angeles Community College District ("LACCD") may admit as a special part-time or full-time student anyone who is a student K-12 who has met the LACCD's admissions requirements and who, in the opinion of the College President (or designee), may benefit from instruction. (Education Code sections 48800, 48800.5, 76001; LACCD Board Rules 8100.06, 8100.07, 8100.08; LACCD Administrative Regulation E-87.)

FEES: Enrollment fees are required for special full-time students (i.e., taking more than 11 units), but waived for special part-time students (i.e., taking 11 units) (Education Code section 76300(f), LACCD Board Rule 8100.03.) Special part-time students are exempt from the nonresident tuition fee (Education Code section 76140(a)(4), LACCD Board Rule 8100.03.) The LACCD also charges a health fee (certain categories of students are exempt) and, where applicable, a student representation fee. Students enrolled in CCAP programs are exempt from enrollment fees and will not be charged for textbooks, equipment, and materials.

CONDITIONS: The student is expected to follow regulations and procedures that apply to all college students. The student shall receive college credit for the college courses that the student completes. Arrangements for receiving high school credit for completed course work must be made with the student's high school. A student may only enroll in those courses listed on this form. This enrollment approval form must be presented when the student initially files an application for admission to the college, and a separate approval must be provided for each semester or term in which the student wishes to enroll. **The LACCD and its colleges assume responsibility for the supervision of minor students (i.e., students under 18 years of age) outside the classroom setting. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, or when a class is cancelled and/or dismissed early.**

4. Complete the **K-12 Student Information** section

- * First Name
- * Last Name
- * Date of Birth
- * Address/City/State/Zip
- * Phone Number
- * Email Address
- * Student Grade Level

- * **STUDENT ID** - Do **NOT** enter your high school ID #. Enter your 9-digit LACCD ID#. This number begins with 88 or 90 and is 9-digits long. Ex: 881234567 or 900654321.
- * **HIGH SCHOOL INFORMATION** - Do **NOT** enter your high school email address. Enter your COUNSELOR'S full name and your COUNSELOR'S work email address.
- * **PARENT INFORMATION** - Enter your parent/guardian's full name and their email address.

K-12 STUDENT INFORMATION

First Name: * Student Last Name: * Example1 MI: Date Of Birth: *

Address: *

City: * State: * Select Zip: *

Phone Number: * Email Address: * studentexample1@gmail.cc Student ID: *

Student Grade: * -- Please Select --

High School: * -- Please Select --

High School Information

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

First Name: * Last Name: * School Email Address: *

Parent Information

First Name: * Last Name: * Email Address: *

* STUDENT SIGNATURE

Click on the highlighted box.

Type in your name exactly as it appears under the boxes.

Click **SIGN ELECTRONICALLY**

STUDENT AUTHORIZATION

I authorize the release of my transcript information to my school upon the school's written request.

(click to sign)

Student Signature

Date

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.

Student

Example1

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](#)

6. Complete the **College Enrollment Information** section

* Select the term (Summer) and enter the year (2021)

* Enter the course name and number (ex: ART 103, CH DEV 001, HEALTH 011, PSYCH 001, SOC 001)

* Enter the number of units per course

COLLEGE ENROLLMENT INFORMATION

I am requesting enrollment/approval for the courses listed below.
I understand that I must meet all prerequisites before I can enroll in the below classes.

Term: Year:

College: West L.A. College

Course Name	Course Number	Unit
TUTOR	001T	3
Course 2:		
Course 3:		
Course 4:		
Course 5:		
Course 6:		

Total Units:

High School Official Only
Please enter any updates/corrections or comments:

Enrollment Status:

7. Click **SUBMIT FORM**

Submit Form

Once submitted, the form will be sent to the parent/guardian's email that was entered on the form. After the parent/guardian signs, the form will be sent to the counselor's email that was entered on the form. After the counselor signs, the form will be sent to the WLAC Admissions & Records Office for processing.

** Students, parents/guardians, and counselors must all create a dynamic forms account to digitally sign the form **