

Step 2: STUDENT - Complete the Online K12 Form



You must have an active LACCD Student ID # to complete this form. If you do not have one, please complete the online application to West Los Angeles College and wait 2-5 business days to receive your LACCD ID #. If you have not received your LACCD ID # within this time frame, please contact admissions@wla.edu

1. K12 Form Process

1a. The student will sign and submit the K12 form with all important information

1b. The K12 routes to the counselor, who must decide the student's enrollment status and sign/submit

- **1st Time Enrolling:** K12 form routes to parent/guardian for signature and submission
- **Currently Enrolled:** K12 form routes to admissions for processing
- **Previously Enrolled:** K12 form routes to admissions for processing

1c. The student can self-enroll once admissions approve the K12 form

*Dual enrollment students must use a permission number when self-enrolling



Digital K12 Form



2. Dynamic Forms Log In

If you've completed the online WLAC K12 form before, enter your user name and password to **LOG IN**

If this is your first time completing the online WLAC K12 form, click **CREATE AN ACCOUNT**

Complete ALL required fields

Write down all information
Email addresses used, secret question,
and the hint for the question



Click [CREATE ACCOUNT](#)

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) ☆ ↶ ⋮

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 K12 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 in grades 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 43800, 43800.5, 70801; LACCD Board Policy 5013)

FEES: Enrollment fees are required for special part-time students (i.e., taking more than 11 units), but waived for special part-time students (i.e., taking 11 units or less). (Education Code section 76300; LACCD Board Policy 5015) Special part-time students are exempt from the nonresident tuition fee (Education Code section 79149(a)(4); LACCD Board Policy 5010). 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 community 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. The student may only enroll in those courses listed on this form. This enrollment approval form must be presented when the student initiates his or her 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 no 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 K12 Student Digital Application

Information section

- First Name
- Last Name
- Date of Birth
- Address/City/State/Zip
- Phone Number
- LACCD ID #
- Student Grade Level
- High School
- Counselor's Name & Email
- Parent's Name & Email

K-12 STUDENT INFORMATION

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

Address: *

City: * State: *Select Zip: *

Phone Number: * Email Address: *student@example1@gmail.cc Student ID: *

Student Grade: *-- Please Select -- Age: *([CURRENTDATE])

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 ID** - This is NOT your high school ID #. Enter your 9-digit LACCD ID #. This number begins with 88 or 90. Forms with an incorrect or missing student ID # will not be processed.

* **HIGH SCHOOL** - If you cannot find your high school, select "Other" and type your high school's name in manually.



4a. Complete the College Enrollment Information section

Select the term (Fall, Winter, Spring, or Summer) and enter the year

Enter the **Course Name** in the first box (ex. SOC, PSYCH, REAL ES, BUS)

Enter the **Course Number** in the second box (ex. 001, 101, 121, 151)

Enter the number of **Units** per course in the third box

List ALL the courses you would like to take for the desired semester

Term: *-- Please Select - Year: *

College: West Los Angeles College

	Course Name	Course Number	Unit
	<i>Sociology</i>	<i>001</i>	<i>3.00</i>
Course 1:	TUTOR	001T	0.00
Course 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>
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"/>
Course 6:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total Units		<input type="text" value="0"/>

4b. STUDENT SIGNATURE

Click on the highlighted box

Type in your name exactly as it appears under the boxes

Click **SIGN ELECTRONICALLY**

4c. Scroll to the bottom and click **SUBMIT FORM**

The screenshot shows a web form titled "STUDENT AUTHORIZATION" and "HIGH SCHOOL AUTHORIZATION". A yellow box highlights a "(click to sign)" button. Below it are fields for "Student Signature" and "Date". A "Sign electronically" dialog box is open, containing instructions and two input fields for the student's name. A "Sign Electronically" button is highlighted with an arrow. At the bottom of the form, a "Submit Form" button is also highlighted with an arrow.

STUDENT AUTHORIZATION
I am requesting approval to attend and I consent to enroll in the courses listed on this form. I understand and agree to the terms of this form. I authorize the release of my transcript information to my school upon the school's request.

(click to sign)

Student Signature _____ Date _____

HIGH SCHOOL AUTHORIZATION
I have met and counseled the student and recommend the courses listed above to be taken for credit (or for credit plus a summer enrollment) at this school to the student's benefit.

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 first name in the first field, and your last name in the second field. Your name must match the names displayed in the dialog. Next, click the "Sign Electronically" button to save your information and submit your electronic signature.

Student
Example 1

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](#)

Authorization until I submit a

Submit Form

*** The online K12 form will be sent to the counselor's email address ***

****After the student completes their section, the online K12 form will be sent to the counselor's email address****

1. COUNSELOR - Sign the Online K12 Form

COUNSELOR - You will receive an email titled Dynamic Forms: WLAC... from admissions@wlac.edu

Click on the blue link

Dynamic Forms: WLAC - Supplemental Application for Admissi

admissions@wlac.edu
to me ▾

You are receiving this e-mail because Student Example1 needs your help in completing the WLAC - Supple
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 Passw

You can use the Forgot your username and Forgot your password links if you are unsure about your Dynan

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

2. Dynamic Forms Log In

COUNSELOR - If you've completed the online WLAC K12 form before, enter your user name and password to **LOG IN**

If this is your first time completing the online WLAC K12 form, click **CREATE NEW ACCOUNT**

COUNSELOR - Complete ALL required fields with your information

Log In

User Name

Password

Log In

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

Username *

Username restrictions:

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

Set Password *

Confirm Password *

Password restrictions:

- Must be at least 8 characters long
- Cannot contain your username.
- Must contain 3 of the 4 types of characters below:
 - upper case letters
 - lower case letters
 - numbers
 - special characters: @ & \$

First Name *

Last Name *

E-mail Address *

Confirm E-mail Address *

Secret Question *

Secret Question Answer*

Answer Hint *

[Create Account](#)

Click [CREATE ACCOUNT](#)

COUNSELOR - You will receive an email titled [Activate your account](#) from notify.ngwebsolutions.com

Click on [ACTIVATE YOUR ACCOUNT](#)

Click [CONTINUE](#)

COUNSELOR - 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

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

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Log In

User Name

Password

Log In

Create New Account

Forgot User Name?

Forgot Your Password?

COUNSELOR - Answer the security questions 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.](#)

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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 or less). (Education Code section 75300(f); LACCD Board Policy 5010.) Special part-time students are exempt from the nonresident tuition fee (Education Code section 76140(a)(4)). LACCD Board Policy 5010) 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 community 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. The 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 no 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. College Enrollment Information

High School Official Only Box

Enter any updates, corrections, or comments in the box

Can only correct course number, not course name

(ex., the student puts Psych 101, but the correct course is Psych 001. The counselor can add in the comment box that the student meant Psych 001)

Confirm the student's [Enrollment Status](#) (Part-time) and select the following:

- [1st Time Enrolling](#) (K12 routes to parent)
- [Currently Enrolled](#) (K12 routes to admissions)
- [Previously Enrolled](#) (K12 routes to admissions)

Terminology

1st Time Enrolling: The student is a new dual enrollment student and has never taken a college course

ALL NEW DE STUDENTS REQUIRE A PARENT'S SIGNATURE
Currently Enrolled: The student is currently taking a dual enrollment course

Previously Enrolled: The student is not currently taking a dual enrollment course but took one in a previous semester

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

Enrollment Status:
* Enrollment Status
* Other

Enrollment Status:
* Enrollment Status
* Enrollment Status
Part-time (11 units or less)

Enrollment Status:
* Enrollment Status
* Other
Other
1st Time Enrolling
Currently Enrolled
Previously Enrolled

5. Counselor Signature

Click on the highlighted box

Type your name exactly as it appears under the boxes

Click [SIGN ELECTRONICALLY](#)

6. Click [SUBMIT FORM](#)

* The online K12 form will be sent to WLAC's Admissions & Records Office for processing if the student is "Currently or Previously Enrolled" *

HIGH SCHOOL AUTHORIZATION
I have met and counseled the student and recommend the courses listed above to be taken for credit (for K-8 student's transcripts and letter describing how, in your opinion, the student will be able to profit from instruction at a summer enrollment, I certify that there are no equivalent courses available at this school and that the total number of courses to community colleges does not exceed 5% of this year's graduating class

(click to sign)
High School Official Signature Date

PARENT/GUARDIAN AUTHORIZATION

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 first name in the first field, and your last name in the second field. Your name must match the names displayed in the dialog. Next, click the "Sign Electronically" button to save your information and submit your electronic signature.

Jessica
King

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 Form

* Continue to the next page if the student is "1st Time Enrolling" *

****After the counselor completes their section, the online K12 form will be sent to the parent's email address ****

1. PARENT - Sign the Online K12 Form

PARENT - You will receive an email titled Dynamic Forms: WLAC... from admissions@wlac.edu

Click on the blue link

Dynamic Forms: WLAC - Supplemental Application for Admissi

admissions@wlac.edu
to me ▾

You are receiving this e-mail because Student Example1 needs your help in completing the WLAC - Supple
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You can use the Forgot your username and Forgot your password links if you are unsure about your Dynan

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

2. Dynamic Forms Log In

PARENT - If you've completed the online WLAC K12 form before, enter your user name and password to [LOG IN](#)

If this your first time completing the online WLAC K12 form, click [CREATE NEW ACCOUNT](#)

PARENT - Complete ALL required fields with your information

Log In

User Name

Password

Log In

Create New Account Forgot User Name? Forgot Your Password?

Username *

Enter a Username

Username restrictions:

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

Set Password *

Choose a password

Confirm Password *

Confirm your password

Password restrictions:

- Must be at least 8 characters long
- Cannot contain your username.
- Must contain 3 of the 4 types of characters below:
 - upper case letters
 - lower case letters
 - numbers
 - special characters: @ & \$

First Name *

Enter your First Name he

Last Name *

Enter your Last Name he

E-mail Address *

Enter your Email Address

Confirm E-mail Address *

Confirm your Email Adr

Secret Question *

.. Please select ..

Secret Question Answer*

Answer Hint *

Create Account

Click [CREATE ACCOUNT](#)

PARENT - You will receive an email titled [Activate your account](#) from notify.ngwebsolutions.com

Click on [ACTIVATE YOUR ACCOUNT](#)

Click [CONTINUE](#)

PARENT - 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

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

Activate your account

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

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[Activate your account](#)

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?](#)

PARENT - Answer the security questions 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.

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4. Parent Signature

Click on the highlighted box

Type your name exactly as it appears under the boxes

Click **SIGN ELECTRONICALLY**

6. Click **SUBMIT FORM**

*** The online K12 form will be sent to admissions for processing ***

PARENT/GUARDIAN AUTHORIZATION

I authorize my son/daughter to enroll in a college level course in the Los Angeles Community College District. My child will not be afforded any special status or supervision as a result of his/her minor status. I will not have access to my child's student records (including grades and transcripts) without my written consent, notwithstanding. Furthermore, I understand that my son/daughter will be eligible to continue to enroll in a college level course in the Los Angeles Community College District without my written statement withdrawing my child's ability to enroll.

(click to sign)

Parent Signature

Date

Sign electronically

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Jessica

King

Sign Electronically

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[Opt out and print](#)

Submit Form

