

WLAC K12 FORM COMPLETION PROCESS

STEP 1

Schedule an appointment with your home school counselor

Student and counselor decide on what class to take per session

This process is repeated every college semester

STEP 2

Student completes the dynamic online K12 Form

Student completes the *ADULT K-12 & NON-CREDIT STUDENT INFORMATION* section

Include the address of your HS completion program/school & your counselor's email in this section

STEP 3

Counselor completes the dynamic online K12 Form

Counselor completes the *COLLEGE ENROLLMENT INFORMATION* section

The counselor will verify & approve the class based on Step 1 conversation

STEP 4

Admissions Office receives the completed K12 Form & student enrolls

Once the form is approved by the college, you will see the approval in the student portal

Student enrolls in approved class through their LACCD portal

- A new K12 form is required for every term/semester/session
- Completion of this form is NOT the equivalent of enrollment. The enrollment step is separate