<u>Step by Step – K-12 Supplemental Application Form *Dynamic Form (Student)</u>

As a Middle or High School Student, you must complete a **new** Dynamic Form each semester/term listing all the courses that you are planning to take.



1. Visit <u>www.lacitycollege.edu</u> and click on "For Students". Under "Quick Links" click on **Student email (SIS)**

2. A new tab/window will open. Enter your LACC Student ID # and password. If you have never logged in before, your default password is:

88@ + the first character of your last name (capitalized) + the month and day of your birthdate (MMDD) For Example, Jane Doe, who was born on July the 4th, will have the default password: **88@D0704**



3. **If you are setting up your password for the first time**, you will need to re-enter your LACC Student ID; your Old Password (default password), and create a New Password following the specifications listed below.

| | Update Password |
|------------|--|
| CITY | Your password expired, please update. |
| EAST | It cannot be a part of your name, email, userid or 3 prior passwords. |
| HARBOR | Contains at least 7 characters and all four of the following: • Uppercase letters [A-Z] • Lowercase letters [a-z] |
| MISSION | Number [0-9] Special character [@,!, \$, #, %] |
| PIERCE | Enter your user ID in the format "escsso\Student ID" or "escsso\SAP ID". |
| SOUTHWEST | escsso\ |
| TRADE-TECH | Old password |
| | New password |
| VALLEY | Confirm new password |
| WEST | |
| | Submit Cancel |

4. Once your new password is created, you will need to Sign-in again using your new updated password.



Update Password

Your password has been updated!

Please login with your new password. Click Here to go back to the Sign-in page. 5. Your Student Portal screen will look like this.



6. To initiate your K-12 Dynamic Form go to "To-Do's Lists & Holds". Then select, "Supplemental Application K-12."

| < Student Homepage | | | Tasks | | | Â | |
|--------------------|---|-------------------------------|------------|-----------|---|---|--|
| To Do List | 9 | To Do List | | | | | |
| O Holds | 1 | | | | | | |
| | | $\uparrow\downarrow$ | | | | | |
| | | Task | Due Date | Status | | | |
| | | CTE Survey | | Assigned | > | | |
| | | CTE Survey | | Assigned | > | | |
| | | CTE Survey | | Assigned | > | | |
| | | Supplemental Application K-12 | () Overdue | Initiated | | | |
| | | Assessment | Overdue | Initiated | > | | |
| | | Counseling | () Overdue | Initiated | > | | |
| | | Orientation | () Overdue | Initiated | > | | |

 Select the campus/college offering the class you are planning to take. For Los Angeles City College click under "LACC SSO Link". This form will need to be completed and electronically signed by you, your parent/guardian (if you are under 18), and your K12 School Official (Most of the times, your College Counselor is the school official that approves this form).

| < Student Homepage | | | Task Details × | | A |
|--------------------|-----|------|---|-------------|----------|
| To Do List | 9 | _ | Supplemental Application K-12 | | |
| ~ | | IO D | Academic Career Credit | | |
| No. Holds | (1) | | Career Number 0 | 9 rows | |
| | | ŤJ | Application Number 00690288 | | |
| | | Tas | Status Initiated | Status | |
| | | СТ | Due Date 06/17/2020 | Assigned > | |
| | | СТ | To continue processing your admission's application, please submit the YS-1 Supplemental Application for Admission of Students in Grades K to 12. This form is available from your home campus link below. | Assigned > | |
| | | СТ | The electronic form must be completed and signed by the (a) student; (b) parent/guardian if the student is younger than 18; and (c) the K-12 school official. The form will automatically be routed to the Admissions & Records Office at your home campus after the school official reviews and prove the form. | Assigned > | |
| | | Su | To view an instructional video on how to complete and submit the form, click the Key Links & Help tile followed by the FAQ tab. | Initiated > | |
| | | As | ELAC SSO Link | Initiated > | |
| | | Co | LACC SSO Link LAHC SSO Link LAMC SSO Link LAPC SSO Link | Initiated > | |
| | | Or | LASC SSO Link LATTC SSO Link LAVC SSO Link | Initiated > | |
| | | Ca | WLAC SSO Link | Initiated > | |

8. A new tab will open with the **Supplemental Application K12 form** that you will need to complete.

| LOS ANGELES CITY COLLEGE | |
|--|---|
| | |
| The City's College. | |
| LOS SUPPLEMENTAL API | ANGELES COMMUNITY COLLEGE DISTRICT PLICATION FOR ADMISSION OF STUDENTS IN GRADES K-12 |
| ADMISSION: Colleges in the Los Angeles Con pades K-12 who has met the LACCD's admis Equation Code sections 45500, 45500.5, 761 | rmunity Callege District ("LACCO") may set at a special periodine so full-time student as single who is a student in Stora requirements and who, in the option of the College President (or designee), may benefit from instruction. 2011, LACCO Bears Rules \$100.05, \$100.07, \$100.05, LACCO Administrative Regulation E-57.) |
| EES: Enrolment fees are required for special Education Code section 75300(7), LACCO Bor 0140(4), LACCO Board Rule \$100.03.) Th opresentation fee, Students enrolled in CCAP | (Filefore stocents (Le., being more than 11 units), but weives for ageotal performe stocents (Le., being 11 units or less), and Bute Stocal. Speciel carbine stocents are exemptified from the non-market hullion free (Education Code section = LACCD also charges a meeth fee (serial actiogones of stocents are exempt) and, where approache, a stocent (programs are existing from enrollment free and will not be charged for instituctions, and metamate. |
| CONDITIONS. The student is expected to fail community OBlage courses that the student op- scheder. The student may shy event in these so is admission to the college, and a separate sp examine no responsibility for the supervise or ensuming that their children are appropri- | na previous ana supervisor nel segui e di senza discher interna tra secon della periodi a segui estella di com Segui anale i di secono tra segui estella periodi della companya di secono di companya della di secono di secon Segui anale i di secono tra segui anteri periodi di tra discono di secono di companya della di secono di secono Segui anale i di secono di companya di tra di secono di secono di secono di companya di secono |
| | K-12 STUDENT INFORMATION |
| First Name: Alice | Last Name: "Abbott MI: Date Of Birth: * |
| Eng | State: "Select - Zp: " |
| Phone Number: * | Smail *(abbottag9902)@student.laco Student *(900260100 |
| Student "(Please Select 💙 |) |
| ligh School: Please Select | * |
| ligh School Information | |
| First Name: * | Last Name: * |
| erent Information | |
| First Name: * | Last Name: * |
| UDENT AUTHORIZATION | tion to my achool upon the achool's written request. |
| (click to sign) | |
| Student Signature | Date |
| | |
| | |
| Lundersta | nd that I must meet all prerequisites before I can enroll in the below classes. |
| Salegei Las Angeles City Calege | |
| Course Name SOC | Course Number Unit C01 3 |
| Course 1: TUTOR Course 2: 1 | 2011 High School Official Only Please enter any updates/corrections or comments: |
| Course 2: | |
| Course 5. | |
| Course 0. | |
| | Total Units |
| | Errolment Status. |
| have met and counseled the student and rec | ommend the courses listed above to be taken for credit (for K-5 students, please enclose the student's transcripts and |
| ever severaling hew, in your spinish, the study o equivalent courses available at this school : ear's graduating class. | In we are approximated in the second state of |
| | |
| High School Official Signature | Data |
| | |
| 'ARENTICUARDIAN AUTHORIZATION Sufferize my sonictughter to enrol in a cole Chainer minor status while enrolled in the Los | Flagslevend, D. 1999 Langertal Charles and all further and rates, and there are the |
| rectoring grades and clanacrigita) without his h | |
| Parant Signature | Dese |
| 010 | COLLEGE APPROVAL the completed by the College's Chief Instructional Officer (or designee) |
| | en |
| I Please Belect V | - |
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| | |
| | |

9. First section "K-12 Student Information". Make sure to complete all the information.

Important:

Fill out every field. MI (middle initial, if you have one).

For Student ID, please put your LACC Student ID #. It usually starts with #88... or #90...

Under High School Information – You will need to enter the name and email address of your school counselor.

If you are under 18, you must enter your parent/guardian's name and email address. You **cannot** use your own (student) email address.

Make sure to click under **Student Signature** to enter your name and last name to record your electronic signature.

| K-12 STUDENT INFORMATION | | | | | | |
|--|--|--|--|--|--|--|
| First Name: * Juan Last Name: * Alvarez MI: Date Of Birth: * | | | | | | |
| Address: * | | | | | | |
| City: * Zip: * Zip: * | | | | | | |
| Phone Number: * Email * alvarejf@lacitycollege.edu Student * ID: | | | | | | |
| Student * Please Select Grade: | | | | | | |
| 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: * Email Address: * | | | | | | |
| 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 | | | | | | |

10. Second section: **"College Enrollment Information"**. Select the term you are applying form (Summer, Fall, Winter, Spring) and Year.

For Course name and number enter the class(es) you will be taking. **For Example**: "Psychology 11" or "Health 11". You **cannot** enter/edit any information under High School Official Only or High School Official Signature.

COLLEGE ENROLLMENT INFORMATION

| I am requesting enrollment/approval for the courses listed below. | | | | | | |
|---|--------------------------|----------------------|-----------------|--|--|--|
| Term: * F | Please Select - Vear: * | 7 | un prerequisite | | | |
| College: | Los Angeles City College | _ | | | | |
| | Course Name SOC | Course Number 001 | Unit 3 | | | |
| Course 1: | TUTOR | 001T | | High Cohool Official Only | | |
| Course 2: | * | * | * | High School Official Only Please enter any updates/corrections or comments: | | |
| Course 3: | | | | | | |
| Course 4: | | | | | | |
| Course 5: | | | | | | |
| Course 6: | | | | | | |
| | | Total Units | 0 | 1. | | |
| | | | | Enrollment Status: | | |
| | | | | * Please Select 🗸 🗸 | | |
| I have met and counseled the student and recommend the courses listed above to be taken for credit (for K-8 students, please enclose the student's transcripts and letter describing how, in your opinion, the student will be able to profit from instruction at a community college). If this is a summer enrollment, I certify that there are no equivalent courses available at this school and that the total number of students referred from this school to community colleges does not exceed 5% of this year's graduating class. | | | | | | |
| High Sch | ool Official Signature | Date | | | | |

11. The last section will need to be completed by your parent/guardian. As a student, make sure you go to the end of the page and "SUBMIT FORM".

| PARENT/GUARDIAN AUTHOR I authorize my son/daughter to e of his/her minor status while enr (including grades and transcripts * | IZATION enroll in a college level course in the LACC olled in the Los Angeles Community Colle s) without his/her written consent, his/her r | CD. I understand that my child will not be afforded any special ge District; I also understand that I will not have access to my minor status notwithstanding. | status or supervision as a result child's student records |
|---|--|--|--|
| Parent Signature | Date | | |
| | COLLE (to be completed by the Colle | EGE APPROVAL ege's Chief Instructional Officer (or designee) | |
| Approval * Please Decision: | Select V | | |
| Comments/Notes: | | | 11 |
| * Officer Signature | Date | | |
| | | | |

Submit Form

12. NEXT STEPS:

As soon as you submit the form, your parent will get an email from Dynamic Forms. Please remind them to check their inbox and spam/junk folders. They will need to click on the link provided, and create an account with Dynamic Forms. Once they create the account, and verify their email address, they will be able to see your completed form and electronically sign it.

You **cannot** sign your own form. The form **must** be signed by your parent/guardian if you are under 18.

Questions? Feel free to send us an email at <u>DualEnrollment@lacitycollege.edu</u>