Adult K12 Dual Enrollment (non-SSO) Steps

The following instructions will help with completing the digital K12 form for all adult K12 high school students interested in taking college courses while still in a K12 program. Please, reach out to cariasee@laccd.edu or medinam@laccd.edu if you need assistance.

Use the link to access the dynamic web-based form: K12 Form The link will take you to the website requesting the user to create an account. 1. Click on *Create New Account* if this is the first time using this process.	**Log In** Sign in to complete the **Supplemental Application for Admission of Students in Adult K-12 and Noncredit Programs (SB554)** form as requested by **Los Angeles Community College District**. **User Name or Email Address** **Password** Log In Create New Account Forgot Your Password?

2. After successfully creating an account, you will need to access your email to verify account and continue	# 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.
3. The email to confirm is from **ngwebsolutions**. Click on *Confirm Email* to continue.	**Ngwebsolutions Notify** Confirm your email **notify@ngwebsolutions.com** <notify@ngwebsolutions.com> To: Hello Emanuel, 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

4. Your account is now active. Login to access the K12 form.	**Account Activated** Congratulations, you have successfully confirmed your email and activated your account. Log in to Dynamic Forms

5. In this step, you will verify it is you by answering the security you just assigned during the creating account step. You will have some options based on your device to consider. Click on *Log In*.

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 was the name of your first girlfriend/boyfriend?

[   ]

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]

Create New Account   Forgot Your Password?

6. Fill out the fields. All required fields are indicated with a red asterisk. Include the name of your counselor who will approve your college enrollment. Important. Make sure to provide the current counselor email.

ADULT K-12 & NON-CREDIT STUDENT INFORMATION

First Name: * Emanuel   Last Name: * Sandoval   MI: Date Of Birth: * 12/31/1985

Address: * 427 S. Main Street

City: * Los Angeles   State: * California   Zip: * 900

Phone Number: * (323) 664-8206   Email Address: * eec8059@yahoo.com   Student ID: * 800427427

Adult K-12 & Non-Credit Program: * Adult High School

School Information

School Name: * Culver City Adult

Address: * 4909 overland ave

City: * culver city   State: * California   Zip: * 90230

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

First Name: *   Last Name: *   School Email Address: eunicevines@ccusd.org

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

7. The second section of the K12 form allows you to input the course information by semester and year. Use the course catalog for the correct class information. Leave the counselor signature blank.
<u>Note</u>: This K12 form is not used for class enrollment.

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: * -- Please Select - ∨   Year: *

College: West Los Angeles College

	Course Name	Course Number	Unit
	SOC	001	3
Course 1:	**TUTOR**	**001T**	
Course 2:	* BSICSKL	*	*
Course 3:			
Course 4:			
Course 5:			
Course 6:			

Total Units   0

Adult K-12 & Non-Credit Program Official Only
Please enter any updates/corrections or comments:

Enrollment Status:
* -- Please Select --   ∨

I have met and counseled the student and recommend the courses listed above to be taken for credit. I also certify that the student is pursuing a high school diploma or high school equivalency certificate at either an accredited adult high school or noncredit program at a California Community College.

*

_____   _____
Adult K-12 & Non-Credit Program Official   Date
Signature

8. Sign the document by typing exactly what is indicated under each field, first and last names.
9. If successful, a pop-up window will inform you it has been submitted. Otherwise, you will receive an error message and you will need to restart the K12 form process.

10. Your counselor will receive your submission on behalf of *admissions@wlac.edu*. Your counselor will need to create an account first. Then, S/he will verify and/or input the appropriate course on the same digital K12 form the student submitted.	**From:** admissions@wlac.edu <admissions@wlac.edu> **Sent:** Monday, February 22, 2021 3:20 PM **To:** < @ .EDU> **Subject:** Dynamic Forms: Supplemental Application for Admission of Students in Adult K-12 and Noncredit Programs (SB554) - Signature Request You are receiving this e-mail because Emanuel Sandoval needs your help in completing the Supplemental Application for Admission of Students in Ad Noncredit Programs (SB554). 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 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.
11. Once complete, the document will be sent to the college's admissions office.	