



## 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 grade, who has completed the 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 8100.05, 8100.06, 8100.07, 8100.08; LACCD Administrative Regulation E-87). **Additional requirements apply to students in less than 9<sup>th</sup> grade. For more information call (213)763-5560.**

**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 76300(f), LACCD Board Rule 8100.03.) Effective starting the Summer 2009, the **nonresident tuition fee** will be charged for all students who are classified as nonresidents; students may apply for an individual waiver pursuant to Board Rule 8100.15. Waiver must be submitted along with K-12 enrollment application. The LACCD also charges a **health fee** (certain categories of students are exempt) and, where applicable, a **student representation fee**.

**CONDITIONS:** The student is expected to follow regulations and procedures established for all college students. The student shall receive credit for the community college courses that the student completes. Arrangements for receiving high school credit for course work completed must be made with the student's high school. **The student may only enroll in those courses listed on this form. Unauthorized courses will be dropped.** This enrollment approval form must be presented when the student files an application for admission to the college. 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 (i.e., students under 18 years of age) outside of the classroom setting. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes and if or when a class is cancelled and/or dismissed early.**

### PART I: K-12 STUDENT PERSONAL INFORMATION (Please Print)

Student Name: \_\_\_\_\_ Current Grade \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  

Last
First
MI
Month
Day
  
 Year \_\_\_\_\_  
 Student Address: \_\_\_\_\_ Email \_\_\_\_\_  

Street and Apt. #
City
State
Zip Code
  
 Telephone Number: (\_\_\_\_) \_\_\_\_\_ Soc. Sec.#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ SN: **88** - \_\_\_\_\_ - \_\_\_\_\_  

Area Code
Number

**FOR PARENT/GUARDIAN:** I authorize my son/daughter to enroll in a college-level course in the Los Angeles Community College District. **I understand that my child will not be afforded any special status or supervision as a result of his/her minor status while enrolled in the LACCD; I also understand that I will not have access to my child's student records or instructors (including grades and transcripts) without their written consent, their minor status notwithstanding.**

\_\_\_\_\_  
 Parent's Printed Name Parent's Signature Date

**FOR STUDENT:** I authorize the release of transcript information to my school upon the school's written request:

\_\_\_\_\_  
 Student's Signature Date

### PART II: COLLEGE ENROLLMENT INFORMATION (required)

*Must be completed by K-12 school official if student is enrolled in public or private K-12 school*

College: Los Angeles Trade Tech College Term:  Fall Semester  Winter Intersession  Spring Semester  Summer Session Year \_\_\_\_\_  
 Enrollment Status:  Part-time (11 or fewer units)  Full-time (12 or more units)

Courses: (Example: Art 101 #8888)

|  |  |  |
|--|--|--|
| 1. _____ # _____<br>Course Subject & # Section | 2. _____ # _____<br>Course Subject & # Section | 3. _____ # _____<br>Course Subject & # Section |
| 4. _____ # _____<br>Course Subject & # Section | 5. _____ # _____<br>Course Subject & # Section | 6. _____ # _____<br>Course Subject & # Section |

### PART III: SCHOOL INFORMATION

*Must be completed by K-12 school official if student is enrolled in public or private K-12 school*

I have met and counseled the student and recommend the courses listed above to be taken for credit as shown above (**for K-8 students, please enclose the student's transcripts and a 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 I further certify that the total students referred from this school to community colleges for does not exceed 5% of this year's graduating class.

\_\_\_\_\_  
 Print Name and Title Signature (original signature required)  
 School Name: \_\_\_\_\_ Telephone No.: (\_\_\_\_) \_\_\_\_\_  
 School Address: \_\_\_\_\_  

Street
City
State
Zip Code
  
**LAUSD Students Only** District Student ID No. 

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

 School Location Code 

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

### PART IV: LOS ANGELES TRADE TECH COLLEGE APPROVAL (COLLEGE USE ONLY)

Students MUST have the approval of the Chief Instructional Officer (or designee) of the Los Angeles Trade Tech College to complete enrollment.

Approved to Attend  Not Approved to Attend \_\_\_\_\_  
 Signature Date

Notes: \_\_\_\_\_

**Los Angeles Trade Technical College  
Concurrent High School Enrollment**

The Bridge to College Program at Los Angeles Trade Tech College (LATTC) provides students the opportunity to concurrently enroll in college courses while still in high school. The purpose of the program is to provide *advanced scholastic* and *educational enrichment* opportunities for eligible students.

Eligible Courses

- Degree-Applicable/Advanced Scholastics: courses applicable towards a two or four year degree or courses beyond the scope of a high school's program.
- Vocational Training: any course in any vocational field (e.g. Architecture, Automotive, Cosmetology, Electrical, etc.)
- Noncredit Courses: open entry/exit courses that do not carry any college unit credit intended for personal enrichment.

**Parent/Guardian Information**

New students are required to attend an orientation. Under age students must be accompanied by a parent or guardian. Students are required to submit a complete *Concurrent Enrollment Form* for every term they are enrolled. Parents must revise and **sign** the following as part of the registration process:

- Parents/guardians are responsible for ensuring that the student is appropriately supervised before class begins, after the class finishes and if and/or when class is cancelled and /or dismissed early. *Los padres o guardianes del estudiante son responsables por la supervisión del estudiante.*
- Health and enrollment fees and non-resident tuition are waived for concurrent students as long as they are enrolled part-time (11 units or less during Spring/Fall). All books and class materials are your responsibility. You may purchase books at the LATTC Bookstore (K-102). *Los estudiantes son responsables de obtener los libros o materiales necesarios para la clase(s).*
- Students will be treated as adult college students. LATTC cannot and will not provide parent/guardian with any personal information including but not limited to:  
*Los estudiantes serán tratados como adultos al asistir al colegio. LATTC no puede proveer ninguna información personal del estudiante a padres o guardianes incluyendo:*
  - Counselor/Student Services Contact-*Información de conserjería*
  - Grades-*Calificaciones*
  - Attendance-*Asistencia*

By initialing the above information I acknowledge that I have attended an orientation and have been informed and understand all the information provided.

Only new students are required to attend an orientation accompanied by a parent or guardian, should my child decide to continue their enrollment in future terms, I must review and sign the *Concurrent Enrollment Form* each semester.

\_\_\_\_\_  
Parent/Guardian Signature (Required if student is underage)  
 Not applicable, I am at least 18 years of age

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

| <b>For Office Use Only</b>            |   |                              |                           |
|---------------------------------------|---|------------------------------|---------------------------|
| <b>Student Enrollment Status</b>      |   |                              |                           |
| <input type="checkbox"/> New          | Orientation Completed on: _____ / _____ / _____ | By: _____                    |                           |
| <input type="checkbox"/> Continuing   | Units Completed: _____                          | Overall GPA: _____           | Program: _____            |
| <input type="checkbox"/> Returning    | Units Completed: _____                          | Overall GPA: _____           | Program: _____            |
| <input type="checkbox"/> Non Resident | <b>NR Fee Waiver attached</b>                   | <b>Date Submitted:</b> _____ | <b>Reviewed by:</b> _____ |