STEP-BY-STEP Guide: Electronic K-12 form

LOS ANGELES
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MISSION COLLEGE

PARENT/GUARDIAN

If your Middle or High School student wishes to enroll in a class at Los Angeles Mission College, they are required to first submit the online College Application. Once they have received their College Student ID, they must complete and submit the Dual Enrollment K-12 form.

APPROVING the *Dual Enrollment K-12 Form*:

1. Once the student submits the electronic form, the parent/guardian (you) will receive an email from dualenroll@lamission.edu, with a link for your consent.

2. Click the link and it will redirect you to the login page for the form. If this is your first time using this system, you will need to create an account.

> *TO CREATE AN ACCOUNT:*
> - Click on "Create New Account" at the bottom of the box.
> - Create your username and password
> - Enter your personal information (name, address, email)
> - Select and answer your Secret Question
> - Click the "I'm not a robot" box and click the "Create Account" box at the bottom.
> - You will need to go to your email to activate your account by clicking on the "Activate your Account" link provided in the email.
> - You will see a screen notifying you that you have successfully activated your account – click the "Continue" button and you will be able to log in to the system.

3. LOG IN with your username and password - this will open the K-12 form.

4. Review the form and information for accuracy. If you consent, under the "PARENT/GUARDIAN AUTHORIZATION" section, click the box above "Parent Signature" and a pop-up box will appear. Read the information and type in your name and click the "Sign Electronically" button to sign the document.

5. Scroll to the bottom and click the **"Submit Form"** button. This completes your portion of the form.

   The High School Counselor will need to complete their portion before it is submitted to LA Mission College for review and processing.