

STUDENT

BEFORE YOU GET STARTED, you need to have the following:

- a) **LAMC Online Application:** The LAMC online application must first be completed, and received your College Student ID number which begins with “88” or “90.”
- b) **Parent/Guardian Email:** An email address for your Parent/Guardian must be available. If you are 18 and over, you are able to sign and your parent is not required to.
- c) **High School & Counselor:** Your High School name (and possibly the address and your HS Counselor name and email).
- d) **Class Information:** Information for the class(es) you wish to enroll in (i.e. History 011).
- e) **K-8 (Middle School) Student:** Your middle school transcript.

COMPLETING YOUR *Dual Enrollment K-12 Form*:

1. Go to <http://lamission.edu/Dual-Enrollment/Apply-for-Dual-Enrollment.aspx> and click the link under Step 2 – “Complete the Dual enrollment Approval (K-12) Form.” This will redirect you to a login page. If this is the first time submitting an electronic K-12 form, 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.

2. LOG IN with your username and password. This will open the K-12 form.
3. Under the “K-12 STUDENT INFORMATION” section, enter your information (Name, Birthdate, Address, Phone number, Student College ID, Grade you will be in when the class starts, High School*, Parent Information**) and click to sign your name and enter the date.
 - *If your HS is on the list, click the HS name.
 - *If your High School is NOT on the list, scroll to the bottom and click “Other” – then you will be able to enter the following information:
 - HS name and address:
 - Counselor name and email:
 - **You must enter your parent’s email address (if you are 18 and over, you may enter your information in place of your parent’s). This will generate an email with a link to electronically sign the document.
4. Complete the “COLLEGE ENROLLMENT INFORMATION” section (Term and Year - *Spring 2021*; Course name with number and units - *History 011, 3 units*) and click the “Submit Form” button*** at the bottom.
 - ***Once you submit the form, it will send a link to your parent and HS Counselor for signature. If this is the first time using the system, your parent and/or HS Counselor will need to create an account (see box above) to have access to electronically sign the document.

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.