

# **LAVC Dual Enrollment:**

## **Completing the K-12 Form (Dynamic Form)**



# Materials Needed

## 1. Student Email Address

- Students are encouraged to use a personal email address. The same email address used for the CCCApply portal.

## 2. Los Angeles Community College District ID

- This number starts with 900

## 3. High School Counselor Email Address

## 4. Parent/Guardian Email Address

- Must be a different email address than the one used by the student
- The parent/guardian must have access to the email address

## 5. Pre-Registration

# Create a Dynamic Forms Account

## Links to Dynamic Forms:

### Valley College

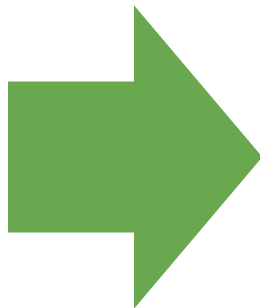


<https://dynamicforms.ngwebsolutions.com/Submit/Start/53d80345-081c-41a1-9a49-ab08e85f622f?SSO=N>

# Click “Create New Account”



**Before you  
proceed, make  
sure you are  
applying to the  
correct college.**



To confirm, check the College Logo shown on top left side of the screen.



Log In

Sign in to complete the Supplemental Application for Admission of Students in Grades K-12 v.2 form as requested by Los Angeles Community College District.

User Name or Email Address

Password

Log In

Create New Account      Forgot Your Password?

# Click “Create New Account”

## Log In

Sign in to complete the Supplemental Application for Admission of Students in Grades K-12 v.2 form as requested by Los Angeles Community College District.

User Name or Email Address

Password

Log In

[Create New Account](#)

[Forgot Your Password?](#)



# Complete the Dynamic Form Account

## Create Account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

— Please complete all of the information below —

Username \*

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

Password \*

Confirm Password \*

Password restrictions:

- Must be at least 8 characters long
- Must contain each of the character types below:
  - upper case letters
  - lower case letters
  - numbers
  - special characters: @ & \$

First Name \*

Last Name \*

Use the same Username and Password that you created for your CCCApply account!  
**(Most likely your Email)**

This is recommended when creating your Dynamic K-12 Form account.

Please use your **legal name**.  
No nicknames!  
This should match your CCCApply Application.

CONTINUED ON NEXT SLIDE

# Complete the Dynamic Form Account

Email Address \*

Confirm Email Address \*

Use the same personal email address when you completed your LACCD application.

Secret Question \*

Secret Question Answer \*

**REMEMBER** your answer to the secret question (Write it down). You will need to enter the answer every time you log into the Dynamic Form (K-12)

Create Account

When you have completed all the information Click on "**Create Account**" button.



# Verify Your Email



## 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.

### Confirm your email Inbox x



notify@ngwebsolutions.com

to me ▾

Hello Laura, 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](#)

### 1. Check the email you used to create the account.

*Your email address must be verified before you can continue!*

### 2. In your mailbox, find the email to confirm registration.

### 3. Click on the link "Confirm Email" at the bottom left of the email.

*(Check your Spam folder if needed)*

**This link will redirect you to the Dynamic Form webpage.**

# Log in to Dynamic Forms

**Your account is ACTIVATED! LOG IN now.**



## Account Activated

Congratulations, you have successfully confirmed your email and activated your account.



Log in to Dynamic Forms

# **Log In to Dynamic Forms**

# Log In to Dynamic Form

Log In

User Name or Email Address

Password

[Create New Account](#)

[Forgot Your Password?](#)

**Log in with the email  
address and password you  
just created.**

# Log In to Dynamic Form

Answer **YOUR** security question.

**Check** the box "This is my device." If you're the only one using the computer.



## 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 is your mother's maiden name?

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?](#)

# Log In to Dynamic Form

### Protecting Your Data



#### Please take a moment...

We are strengthening our multi-factor authentication process for our system. This will allow us to better protect your sensitive data. If you have a mobile phone and wish to add this additional level of security, please provide your mobile phone number as an alternate verification method. We will use this phone number only to send verification codes or account alerts as you request them and no other time.

Mobile Number \*

555-555-55

send code

Verification Code

enter verification code he

\* message and data rates may apply

Not Now

Save

You will be asked about  
**Protecting Your Data**

This is **optional**.  
Feel free to select "Not Now"

# Complete the Dynamic Form

# K-12 Student Information Section

This information needs to match the legal name, date of birth, and address you listed on your CCCApply.

**K-12 STUDENT INFORMATION**

First Name:  Last Name:  MI:  Date Of Birth:

Address:

City:  State:  Zip:

Phone Number:  Email Address:  Student ID:

Student Grade:

High School:

**Scroll Down**



**DO NOT USE YOUR LAUSD  
STUDENT NUMBER**  
This number starts with 900



# K-12 Student Information Section

<b>Student Grade:</b>	<small>*</small> -- Please Select -- ▼
<b>High School:</b>	<small>*</small> -- Please Select -- ▼

**Student Grade:** Select the grade you enrolled for 2025-2026

**High School:** Choose your high school

**Scroll Down**



# High School Information Section

## High School Information

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

First Name:  Last Name:  School Email Address:

You must enter your **counselor's** first name, last name, and LAUSD email address. **Be mindful of spelling!**

Scroll Down



# Parent Information Section

## Parent Information

First Name:

Last Name:

Email Address:

**Please enter an email address your parent/guardian can log into.**

This email **cannot** be the same as the email used by student to create their account.

**Be mindful of spelling!**

**Scroll Down**



# College Enrollment Information Section



## 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: Summer Year: 2025

College: Los Angeles Mission College

	Course Name	Course Number	Unit
	SOC	001	3
Course 1:	TUTOR	001T	
Course 2:	HEALTH	011	3.00
Course 3:			
Course 4:			
Course 5:			
Course 6:			

High School Official Only  
Please enter any updates/corrections or comments:

Total Units 3.00

Enrollment Status:

-- Please Select --

Enter your **term**  
and **year**.

Add the course  
you are taking  
under course 2.

This is an EXAMPLE.

# Student Signature Section

## STUDENT AUTHORIZATION

I authorize the release of my transcript information to my school upon the school's written request.

1



(click to sign)

Student Signature

Date

Once you click to sign, this screen will appear.

Type your name in each box, then click "Sign Electronically"

2



Click here

3



Scroll Down



## Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Laura

Hayes

Sign Electronically

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

# Submit the Form



Student Signature

Date

**COLLEGE APPROVAL**  
(to be completed by the College's Chief Instructional Officer (or designee))

Approval  
Decision:

Comments/Notes:

\*

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

Submit Form



**Click submit to begin the  
signature process.**

# Submit the Form



Thank you for completing your part of the form!

 [View Form PDF](#)



You have successfully completed **YOUR** part of the Dynamic (K-12) Form.

You can “**View Form PDF**” to check over your entries.

**Recommended** to “Download” the PDF in case it’s needed for proof.

**It’s time for your Counselor to sign the form. When this happens, the form will automatically be sent to your parent.**

# Parent Signature

***Parents will sign **AFTER** the high school counselor.  
Parent signatures will only be required for first-time  
dual enrollment students.***



# Parent Creates Dynamic Form Account

When it's time for your Parent to sign, your Parent should receive an **email** (parent email) that looks similar to this.

**From:** admissions@lavc.edu <admissions@lavc.edu>

**Sent:** Monday, August 14, 2023 12:39 PM

**To:** [REDACTED]

**Subject:** Dynamic Forms: Supplemental Application for Admission of Students in Grades K-12 v.2 - Signature Request

You are receiving this e-mail because [REDACTED] needs your help in completing the Supplemental Application for Admission of Students in Grades K-12 v.2. 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 by clicking on 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.](#)



# Parents Need to Create a Dynamic Form Account

If your parent does not receive an email,  
parent/guardian should use this link to  
create an account:

<https://dynamicforms.ngwebsolutions.com/>



# Parent Creates Dynamic Form Account



Your parent **must** create their account using the email address you provided under "Parent Information"



## Create Account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

— Please complete all of the information below —

### Username \*

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

### Password \*

### Confirm Password \*

Password restrictions:

- Must be at least 8 characters long
- Must contain each of the character types below:
  - upper case letters
  - lower case letters
  - numbers
  - special characters: @ & \$

### First Name \*

### Last Name \*

### Email Address \*

### Confirm Email Address \*

### Secret Question \*

### Secret Question Answer \*

### Answer Hint \*

Create Account



# Parent Verify Your Email



## 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.

Confirm your email Inbox x



notify@ngwebsolutions.com  
to me ▾

Hello Laura, 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](#)

Check your email you used to create the account. You need to verify your email address before you can continue!

**Go to your Mail Inbox** to confirm. You must **click** on the link **"Confirm Email"** at the bottom left of the email. *(Check your Spam folder if needed)* This will redirect you to the Dynamic Form webpage.

# Parent Creates Dynamic Form Account

## Sign-in & Answer Security Question & Check Box

**Log In**

Sign in to complete the Supplemental Application for Admission of Students in Grades K-12 v.2 form as requested by Los Angeles Community College District.

User Name or Email Address

Password

Log In

Create New Account      Forgot Your Password?

and

**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 is your mother's maiden name?

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?

# Parent Creates Dynamic Form Account

### Protecting Your Data



#### Please take a moment...

We are strengthening our multi-factor authentication process for our system. This will allow us to better protect your sensitive data. If you have a mobile phone and wish to add this additional level of security, please provide your mobile phone number as an alternate verification method. We will use this phone number only to send verification codes or account alerts as you request them and no other time.

Mobile Number \*

555-555-55

send code

Verification Code

enter verification code he

\* message and data rates may apply

Not Now

Save

You will be asked about  
**Protecting Your Data**

This is **optional**.  
Feel free to select "Not Now"

# Parent Signature Section

Have your Parent scroll down to “**Parent Signature**” section

1



## PARENT/GUARDIAN AUTHORIZATION

I authorize my son/daughter to enroll in a college level course in the LACCD. I understand that my child will not be afforded any special status of his/her minor status while enrolled in the Los Angeles Community College District; I also understand that I will not have access to my child (including grades and transcripts) without his/her written consent, his/her minor status notwithstanding.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Once your parent/guardian clicks to sign, this screen will appear.

Type their name in each box, then click “Sign Electronically”

2



## Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the “Sign Electronically” button to save your information and submit your electronic signature.

\_\_\_\_\_  
Laura

\_\_\_\_\_  
Hayes

Click here

3



Sign Electronically

If you would like to opt out of electronic signature, please click the “Opt out and print” link below to save your information and print a local copy for your signature.

[Opt out and print](#)

# Submit the Form

Parent Signature

Date

## COLLEGE APPROVAL

(to be completed by the College's Chief Instructional Officer (or designee))

Approval  
Decision:

• -- Please Select --

Comments/Notes:

•  
Officer Signature

Date

Submit Form

You must **click submit** to  
begin the signature process.



# Submit the Form



Thank you for completing your part of the form!

 [View Form PDF](#)



You have successfully completed **YOUR** part of the Dynamic (K-12) Form.

You can “**View Form PDF**” to check over your entries.

**Recommended** to “Download” the PDF in case it’s needed for proof.

**The form will automatically be sent to the college.**