

Semester: \_\_\_\_\_

Black or blue Pen Only

School: \_\_\_\_\_

**LOS ANGELES HARBOR COLLEGE**  
**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 who has met the LACCD's 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 8100.06, 8100.07, 8100.08; LACCD Administrative Regulation E-87.)

**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.) Special part-time students are exempt from the nonresident tuition fee (Education Code section 76140(a)(4), LACCD Board Rule 8100.03.) The LACCD also charges a health fee (certain categories of students are exempt) and, where applicable, a student representation fee. Students enrolled in CCAP programs are exempt from enrollment fees and will not be charged for textbooks, equipment, and materials.

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

**Student Information (Please Print)**

7 Digit CCApply Application Number: \_\_\_\_\_

LAHC ID Number: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade \_\_\_\_\_  
 Last First Middle

Student Address: \_\_\_\_\_  
 Number Street City State Zip

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

**FOR PARENT/GUARDIAN:** 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 or supervision as a result 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's student records (including grades and transcripts) without his/her written consent, his/her minor status notwithstanding.

Print Name of Parent/Guardian \_\_\_\_\_

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

Date \_\_\_\_\_

**College Enrollment Information: (To be completed by the K-12 school official.)**

I authorize the enrolment in the following class(es) at Harbor College. ☐ Fall ☐ Winter ☐ Spring ☐ Summer \_\_\_\_\_ Year

1. Tutor 001T Course Title & Class Number	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	2. _____ Course Title & Class Number	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
3. _____ Course Title & Class Number	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	4. _____ Course Title & Class Number	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>

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

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_

Print Name Of Official: \_\_\_\_\_

Signature of Official (original required): \_\_\_\_\_

Date: \_\_\_\_\_

**College Approval (To Be Completed by the College's Chief Instructional Officer or Designee)**

☐ Approved: ☐ Not Approved

Signature of Official: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal: \_\_\_\_\_

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Be sure to sign back side



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Office of Admissions  
FERPA CONSENT TO RELEASE AND PHOTO USE

This authorization waiver becomes effective immediately through the end of the student's enrollment at Harbor College. If you wish to continue releasing information, you must submit a new FERPA release. Students may cancel an existing FERPA release at any time by submitting a new form (see cancel options below). **Please do not cross out. Use the Other or Cancel section for edits.**

I hereby authorize the release of the following documents and records from Los Angeles Harbor College upon written request of the Middle or High School staff named below.

- ☒ All Records
- ☐ Academic Records: grades, GPA, academic progress, transcripts.
- ☐ Business Records: enrollment/tuition fees, holds
- ☐ Registration Records: college class schedule, enrollment status, residency status
- ☒ College Photo Release: During the school year, we take photographs of college/school activities involving students to share the school's positive vibe and updates. Incidentally, some photographs may capture your participation, directly or indirectly. These photos may be published through our website, social media pages, and news bulletins. I hereby allow the reproduction and publication of my photograph(s).
- ☐ Other: \_\_\_\_\_
- ☐ Cancel Release to: \_\_\_\_\_

Name of School I am attending: \_\_\_\_\_ Staff Name: \_\_\_\_\_

I am aware of my student rights according to FERPA and consent to the changes above.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Harbor College Admissions/Registration Checklist:

Have you.....

- ✓ Completed your Open CCCApply Harbor College online application?
- ✓ Doubled Checked your Harbor ID number?
- ✓ Filled out the Harbor College K-12 Approval form.
- ✓ Checked your Parent and Counselor sign this form?
- ✓ Completed the Proxy Registration section (if applicable)
- ✓ If you are in 8<sup>th</sup> grade, include a copy of your current middle school grades.