

# CCCD Adult Ed K12 Supplemental Application Form Completion Process

## STEP 1

Schedule an appointment with your home school counselor

Counselor assist student with filling out and submitting CCCApply application

Student waits for Admissions email from the college with steps and portal login information

## STEP 2

Student accesses the Supplemental online K12 Form

Student completes the Adult K-12 & Noncredit Student Information section

Student submits form for approval by Adult School Counselor

## STEP 3

Adult School Counselor confirms eligibility for the program and routes to Coastline Counselor

Coastline Counselor meets with the student to create an Educational Plan and class schedule

While meeting with the student, Coastline counselor will fill out the College Enrollment Information section

## STEP 4

Admission Office receives the completed K12 Form

Once the form is processed by the college, student will receive an email with the next steps

Student enrolls in approved class(es) through their MyCoast Portal