

Name (Last, First) _____

W# _____

Telephone/Cell _____

Email _____

Requested LPC Course	LPC's Pre-requisite	Course Completed	Completed at:	Units	Term/Date	Grade/AP Score/Test Results	Approved/Denied (Counselor use only)

How to clear a Prerequisite: <hr/> Approved Documentation to clear a prerequisite (please attach):	Students should submit this form with documentation (see below) if they have completed the prerequisite(s) at another institution or via AP Scores. <ul style="list-style-type: none"> <input type="checkbox"/> An Official or unofficial accredited college/university transcript (showing a final grade of C or better) <ul style="list-style-type: none"> • In-progress courses will not meet the prerequisite requirement. • Private/out-of-state institutions - submit catalog course descriptions, course outline of record, or course syllabus for equivalent coursework <input type="checkbox"/> AP Score report form the College Board (official or unofficial) <input type="checkbox"/> Assessment results from another accredited college that clearly shows course placement <input type="checkbox"/> A Level 4 on the CAASPP assessment in mathematics or English language arts/literacy (LPC does not accept a "conditional" score).
Submitting this form:	<ul style="list-style-type: none"> • In-person: please submit this form with documentation to the Counseling Department, Building 1600, Room 1616 • Fax: Please submit this form with documentation including the header: "ATTN: Counseling Department" to 925-424-1402
Approval Process:	<ul style="list-style-type: none"> • Clearance will occur no later than 72 hours (Mon-Thurs) after receipt of all documentation • The front desk staff will notify student of the decision

Office use only

Notes:

Entered into SOATEST

Student Notified. Date: _____

Entered into SEADETL for Assessment
 Component completion (if applicable)

_____ _____
 Counseling Faculty Signature Date