

InformedK12 Instructions Guide

----- Initiating a Form -----

You do not need an account to submit a form. When submitting a form, all fields must be filled out as necessary. **Red fields** are required, while **yellow fields** are optional. Some forms may also require attachments.

1. Access the form you need to fill out here: <https://laspositascollege.edu/admissions/forms.php>
2. Click the link to the corresponding form you need to submit.

Admissions Forms (InformedK12)

1. About InformedK12: The forms below are processed using the InformedK12 online software that helps facilitate the completion and routing of forms. These forms will be automatically routed to the person you indicate on the submission screen. All LPC employees and students can fill out and submit forms electronically for processing (without an account). The software comes with a myriad of benefits, including faster processing times, more transparency on the status of submissions, unlimited online storage, and more. All forms being facilitated through InformedK12 must be submitted via InformedK12; **PDF versions will not be accepted.**
2. How to Submit a Form: Please note that you **do not** need an account to submit a form.
 1. Click the appropriate link below
 2. Enter your full name and [Zonemail](#) (no personal emails)
 3. Fill out the form (view the [InformedK12 Instructions](#) for guidance)
 4. Select the appropriate person for routing
 5. Once saved and/or submitted, **you will receive a link via email to view the submission and its status**

- [Academic Renewal Petition](#)
- [Excused Withdrawal Petition](#)
- [Degree/Certificate Application](#)
- [Student Information Change](#)



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3. Enter your first and last name and your college-issued email (Zonemail) address and press **Go to form**. Do **not** enter your personal email address.

Request for Degree or Certificate

YOUR FULL NAME / SU NOMBRE COMPLETO

Jane Doe

YOUR EMAIL / SU CORREO ELECTRÓNICO

jdoe@zonemail.clpccd.edu

Enter to receive confirmation of submission.

Go to form / Ir al formulario

REQUEST FOR DEGREE OR CERTIFICATE

Directions: Please submit the Request for Degree/Certificate during the final semester in which you will complete your program requirements.

- If finishing degrees/certificates in two different terms, submit separate petitions (e.g., Spring 2026 and Summer 2026).
- Students are **strongly recommended** to have their degree/certificate petitions reviewed by a counselor prior to submitting (see **Counselor Grad Check** below).
- For Catalog Year, the current year LPC Catalog requirements will be used unless otherwise noted.

Anticipated Completion:

Last Name, First Name, Middle Initial (Chosen or Legal Name)	Student ID (SW) Number
Mailing Address	Telephone
City, State and Zip Code	Email

Major Title	Degree/Certificate	Major Code	Catalog Year

If applying for an Associate Degree, please select your General Education Pattern:
Plan A: LPE General Education Plan B: Cal-GETC Plan C: CSU GE-B Plan D: IGETC - For CSU

My name should appear as follows on my diploma/certificate and commencement program:

PLEASE READ CAREFULLY AND CHECK BEFORE SIGNING BELOW:
I have submitted official transcripts from all other previously attended, regionally-accredited post-secondary institutions, Advanced Placement (AP)/International Baccalaureate (IB), College-level Examination Program (CLEP), D2L4, and/or course substitutions or waivers as on file, if applicable.

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Request for Degree or Certificate Rev 2.08 | 08

4. You may be prompted to enter a verification code before starting your form. Please check your Zonemail for an email from InformedK12, copy the 6-digit code provided, paste it into the **Code** field, then press **Verify**. If you entered the correct code, you will be taken to the form to start filling it out. If you did not receive a code, please check your spam folder or double-check that you entered the correct email address.

Enter verification code for Request for Degree or Certificate

We've sent a code to jdoe@zonemail.clpccd.edu. Please enter it below.

CODE

233684

Verify

Cancel

InformedK12 formerly Chalk

VERIFY YOUR EMAIL

Hi Jane Doe,

Please copy and paste the verification code below to access Request for Degree or Certificate


233684

If you did not request a code, please contact your district admin.

Thanks,
The Informed K12 Team

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----- Filling Out a Form -----

5. Fill out all necessary fields. **Red fields** are required. **Yellow fields** are optional. If some **required fields** do not apply to your request, enter "N/A". **Yellow fields** may be left blank if needed.
 - a. **Optional:** press the  Save Progress button in the upper banner above the form at the start of your submission, as well as periodically while filling out the form. This will ensure that if you lose connection to the form, your progress will still be saved and can be retrieved via the link sent to your email.

Home Campus:

If you are a member of a student program, select your primary program below:

Confirmation #: DC0000013



REQUEST FOR DEGREE OR CERTIFICATE

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- Students are **strongly recommended** to have their degree/certificate petition reviewed by a counselor prior to submitting (see **Counselor Grad Check** below)
- For Catalog Year, the current year LPC Catalog requirements will be used unless otherwise noted


Anticipated Completion: <input type="text" value="Select..."/> YYYY			
Last Name, First Name, Middle Initial (Chosen or Legal Name) <input type="text" value="First Name"/> MI <input type="text" value="Last Name"/>	Student ID (W) Number <input type="text" value="Begins with 'W1..."/>		
Mailing Address <input type="text" value="Enter street number and street name (e.g. 1234 Hollywood)"/>	Telephone <input type="text" value="xxx-xxx-xxxx"/>		
City, State and Zip Code City <input type="text" value="Select..."/> Zip <input type="text" value=""/>	Email <input type="text" value="Enter full email address"/>		
Major Title Click here for a list of Majors and Major Codes	Degree/ Certificate	Major Code	Catalog Year
<input type="text" value="Select..."/>			
<input type="text" value="Select..."/>			
<input type="text" value="Select..."/>			
<input type="text" value="Select..."/>			
<input type="text" value="Select..."/>			
<input type="text" value="Select..."/>			
<input type="text" value="Select..."/>			
<input type="text" value="Select..."/>			
<input type="text" value="Select..."/>			
If applying for an Associate Degree, please select your General Education Pattern: <input type="radio"/> Plan A: LPC General Education <input type="radio"/> Plan B: Cal-GETC <input type="radio"/> Plan C: CSU GE-B <input type="radio"/> Plan D: IGETC – For CSU			
My name should appear as follows on my diploma/certificate and commencement program: Please enter your full name (first and last) in this box here. Your name entered here will be displayed on your diploma/certificate, so please double-check your name for any typos or errors before submitting this form.			


6. Forms may allow for attachments to be included. In some cases, attachments may be required (the attachment button will be outlined in **red** if required). If applicable, include any attachments relevant to the request. **Only PDF and JPG files should be attached to forms.**

PLEASE READ CAREFULLY AND CHECK BEFORE SIGNING BELOW:

I have submitted official transcripts from all other previously attended, regionally-accredited post-secondary institutions. Advanced Placement (AP)/International Baccalaureate (IB), College-Level Examination Program (CLEP), DD214, and/or course substitutions or waivers are on file, if applicable.

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7. Once your form is complete, click on the **Continue** button.

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Yes, I am currently taking class(es) at another institution that are needed for my degree/certificate. ▼

Please complete the following:

Institution Name	Class in progress
City College of San Francisco	Chem 1A
Full name of Institution	Enter class subject and course number as indicated by the school
Full name of Institution	Enter class subject and course number as indicated by the school
Full name of Institution	Enter class subject and course number as indicated by the school

Student Signature: *Jane Doe* **Date:** 4/28/2026

By signing above, I certify that my request form is complete and accurate to the best of my knowledge.

Counselor Grad Check

Counselor Name: Full name of counselor assisting with this form

Notes:
Please enter any applicable notes in this field that may be relevant and helpful for the Admissions & Records Office.

A&R STAFF USE ONLY	Evaluator Signature:	Date:
SHADEGR Degree/Certificate Awarded Requirements not met/denied	Course Substitution Waiver W/ Highest Honors (3.50-4.00) Need to re-apply	DD214 Verified W/ Honors (3.25-3.49)

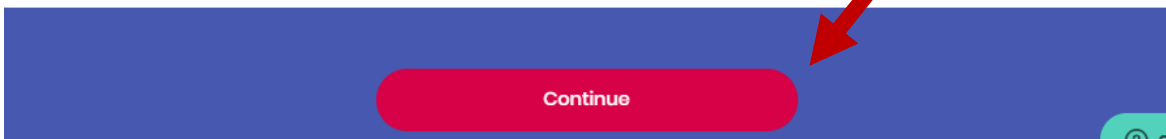
Request for Degree or Certificate | Rev 2.26 | SK

Attachments

[Download all](#)

[AP Scores.pdf](#) (AdditionalDocumentationTable - Attach Document (PDF Only) 1) (04/28/2026 9:12am PDT)

[Download](#)
[Remove](#)



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----- Submitting a Form -----

8. Some forms will prompt you to select a single employee to review your submission, while others will prompt you to select multiple approvers. Some forms may also prompt a question in which the answer will determine if additional routing is necessary. For each form you submit, please be sure to select the appropriate recipients for that form to be routed to. Once the appropriate person(s) is selected for routing, click **Send to Recipient** to submit your form for review.

Submitting to a Single Recipient

Select the appropriate person to send your form forward for review.

Please select next recipient for Admissions & Records: Pending Review

[Back to question](#)

NAME/EMAIL

[Customize message](#)

Last Name starts with N-Z | John Armstrong (jarmstrong@laspositascollege.edu) ▼

Send to recipient

[Add people to notify](#)

Responding to Optional Routing Questions

In the example below, answering “**Yes**” to the question will trigger an additional routing step for a coordinator to approve. It will take you to another page with a drop-down list to select that additional person for routing. Answering “**No**” will skip that step and prompt you to forward your submission to an employee at the next step. Certain steps within the workflow of each form may have different questions.

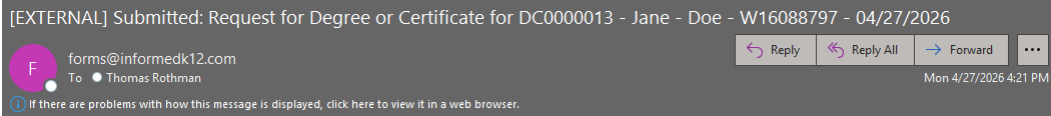
Does your request need coordinator approval?

Yes

No

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9. Once your form has been submitted, you will receive an email with a link to view a live copy of your form. **You are encouraged to save this link as it serves as your access to view your submission.** Any changes to the form, along with the current status, will be updated and shown whenever the link is accessed.



Your form was submitted

Your **Request for Degree or Certificate** was successfully submitted and is now awaiting review.

PLEASE SAVE THIS EMAIL - this email contains a link to your submission that serves as your confidential, permanent access to your form. Please do not share this email with anyone. You may view live updates and current status using the link below. Please save this email somewhere in your email account to retrieve at your discretion.

How long will it take to process?

Approximately 6-8 weeks.

How can I see the status of my submission?

Open the form via the link in this email. In the top header (above the form), you will see the status of the submission just below the title of the form ([see examples](#)).

How will I know when it has been processed?

When the submission has been marked "complete," you will receive an automated email from InformedK12 informing you that your form has been processed. Please note that a "completed/processed" form does not automatically mean your request was approved. An Approval or Disapproval will be recorded on the bottom-left of your form ([see example](#)).

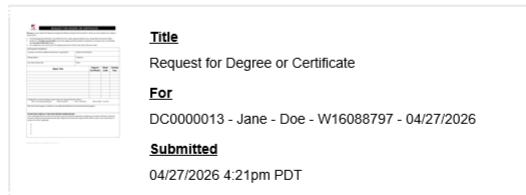
What if I need to cancel this submission?

Please email ipc-evaluations@laspositascollege.edu to request cancellation. Do not reply to this email. Please provide your full name, Student ID (W) Number, and the reference number for this submission (see top-middle of the form) and clearly state you would like your submission to be cancelled.

Privacy Disclaimer

Your information is stored securely on InformedK12 servers. You are advised not to share this email with anyone else as it will give them access to your submission via the link below. Admissions & Records will not ask you to share this email to view your submission. A&R will only ask you for the reference number of your submission ([found in the top-middle section of the form](#)) in order to locate the submission in the InformedK12 system.

[View Your Form](#)



If you're unable to access the link above, please copy and paste this URL into your browser:

[https://app.informedk12.com/docs/99?
form_request_id=91385961&token=3ky98xLEWFFnnNYTZruCoAo7](https://app.informedk12.com/docs/99?form_request_id=91385961&token=3ky98xLEWFFnnNYTZruCoAo7)

Do not share this email. This is your personal, private link to the form.

Thanks,
The Informed K12 Team

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Finding the Status of Your Submission

If you wish to view the status of your form, simply click the link provided in the email and view the top section of your form. In the example below, the form is currently on Step 3, pending review by Admissions & Records. Some steps may indicate if it is waiting for review or approval while other steps may indicate if it is pending entry or further documentation. **When your form is fully processed and marked complete, you will receive a separate email from InformedK12 letting you know that the submission has been marked complete.**

Note: forms marked complete do not always indicate that the request was approved and processed. Some forms may have an Approval/Disapproval selection and will be marked accordingly by the staff. To determine if your request was approved or disapproved, please open the link to your form and find the section where Approval/Disapproval is marked (typically at the bottom of the form near the Dean/Staff signatures).

Request for Degree or Certificate

Initiated 04/28/2026 8:57am

PDT

[View Instructions](#)


Currently on **Step 3: Admissions & Records: Pending Review of 9**

Submitted on 04/28/2026

For: DC0000014 - test - est - werwer - 04...

[View/Print PDF](#)

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Home Campus: Las Positas College	Confirmation #: DC0000014	If you are a member of a student program, select your primary program below: Not Applicable
	REQUEST FOR DEGREE OR CERTIFICATE	

Downloading Copies

If you would like to save a copy of your form as a PDF, you will be provided a link to view and print your PDF copy on the submission confirmation screen after submitting your form. Alternatively, you may access your form at any time via the link sent to your email and print or save a copy of your form.

1. Click [View/Print PDF](#) in the top banner of the form
- OR
2. Click here after submitting the form



Thank you for submitting your form!

[Fill out another copy](#)
[View/Print PDF](#) 
[See my completed form](#)