

# Instructor Tech Prep Articulation Credit Checklist

## Before Students Leave Campus:

1. Remind students that they need to complete Lakeland Community College's admission application if they haven't done so. Credits can't be processed without a completed application. Applying is easy and can be done online. Students should indicate that they are tech prep students to avoid the registration fee.
2. Have the students complete the Articulation Agreement form, front and back. The form serves as a transcript release, so we need the student's high school name, and signature. You also need to sign the form. Your signature acknowledges that the student mastered the materials taught in his or her tech prep program. Note the form allows you to approve partial credit. If a student has not mastered the material relating to a course listed, simply write the word "no" and initial, and we will adjust credits accordingly.
3. If your student earned a certification, such as A+ or CISCO, and certification is required for articulation credit, please attach a copy of the certificate(s) to the Articulation Agreement form. Students must also submit an official final high school transcript to Lakeland.
4. Send the completed articulation agreement form and a final official transcript to the address listed below. The students are responsible for ensuring that a final official transcript is sent to the address below. Transcripts sent to the Office of Admissions are not reviewed.
5. **Both the articulation agreement and transcript must be received no later than May 30<sup>th</sup> by this office:**

Lakeland Community College  
Office of Tech Prep A-1043D  
7700 Clocktower Drive  
Kirtland, Ohio 44094-5198

*\*Some leeway is given for receipt of transcripts, but in order to have credits processed by start of the student's college year, transcripts must be received by August 1<sup>st</sup> of the student's graduation year.*