

# Instructors Tech Prep Articulation Credit Checklist

## ***Before May:***

- Remind students that they need to complete a Lakeland Community College Admission application if they haven't done so. No college credits will be processed without a completed application.
  - Hand out the **Articulation Agreement/Transcript Release Form** to your students and have them complete their information on the back: TP program, student name, High School name, student signature and student address. This form is also a Transcript Release Form and that is why we need the high School name, student signature. The student should give you back this form and you must sign it.
  - Most Tech Prep Articulation credits require **Teacher Approval**. Please check the boxes that require teacher approval and/or initial by the box... something to indicate it is your approval and not the "students" approval.
  - If your student has earned certification, such as A+ or CISCO, and certification is required for articulation credit, please have student submit copies of Certifications to you and ATTACH them with the Articulation Release Form.
  - Students must submit an official final high school transcript to LCC. If student completed the **Articulation Agreement/Transcript Release Form** in class, the transcript will be released by the high school to the Tech Prep office. If the student **did not** complete the **Articulation/Release form** in class, he/she will need to contact the College Tech Prep office at 440-525-7235. A Final high school transcript will need to be submitted to Lakeland College Tech Prep in order for credits to be posted.
  - Remind students who want Articulation Credit that requires either an **interview exam or portfolio review**, to make an appointment with the College Tech Prep Admissions Coordinator to complete a Request for Credit/Waiver for Courses form (440-525-7235). This form is also available at the Admissions and Registration office at Lakeland Community College.
- [ ] **Collect and Return ALL FORMS AND CERTIFICATIONS NO LATER THAN MAY 30<sup>TH</sup>** to the College Tech prep Admissions Office.