

Print Student's Last Name, First Name & M.I.	8 8 - - - - -	Semester/ Year
Student's Signature	Course Name & Number	Units Section Number

**STUDENT MUST MEET PREREQUISITES REQUIRED FOR THIS CLASS**

**INSTRUCTIONS TO THE STUDENT**

1. Present this form to the admissions office immediately. **THIS PERMIT MUST BE PROCESSED BY THE DEADLINE TO ADD CLASSES.**
2. The stamped copy must be returned to the instructor by the next class meeting.

**FACULTY, PLEASE CHECK ALL THAT APPLY**

This is a reinstatement

The student named above has been attending this class since before the last day to process adds (or the second meeting for a short term class), but does not appear on my roster. Add this student to my class.

This student has been attending since \_\_\_\_\_ date

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Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

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Effective Date

**ADD PERMIT**

**What can we do?**

1. Ask for LAVC ID card when adding a student or another form of government-issued picture ID.
2. Write their name and ID number directly on the add slip.
3. Complete all sections **EXCEPT** for the student's signature - they need to sign that at Admissions.
4. Require all add students to **TURN IN** the yellow copy at the next class session.
5. Check yellow copies for irregularities.
6. Report to Annie Reed any suspicious marks and forward the original add slip with your report.

