

How to Submit Form A or B Electronically



Step 1:

Go to <https://www.lbcc.edu/post/exemptions-retest-policy> to select Form A or Form B

Step 2:

Download (save) the PDF form to your computer

Step 3:

Open the saved form from your computer

Step 4:

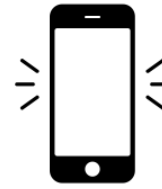
Complete the form and sign by configuring a digital signature or by selecting "Fill & Sign" and then "Sign" located on the toolbar

Step 5:

Email the saved document as an attachment to opa@lbcc.edu

Or

Print form and submit to the SSSP/Assessment Office at LAC-A1040 or PCC-LL206



Step 1:

Go to <https://www.lbcc.edu/post/exemptions-retest-policy> to select Form A or Form B

Step 2:

iPhone – Tap "share icon" and create a PDF

Android – Tap "share icon," select "Open with" and click on available app ***

Step 3:

iPhone

Complete the form and sign by selecting the pen tool on the top, right-hand corner

Android

Complete the form using the "Text Box" option for each section of the form (including checked boxes) and sign using the "Free Draw" or "Text Box" option. Save document after completing the form.

Step 4:

Tap on the share icon and select your preferred email app to submit the form to opa@lbcc.edu.

*** If you are having trouble completing the form with your existing app, you can download the latest version of Adobe Acrobat Reader at <https://get.adobe.com/reader/>. Open the file using Adobe and select "Fill & Sign"

Please contact the SSSP/Assessment Office by phone at (562)938-4049 or via email at opa@lbcc.edu if you have any questions or concerns.