

August 22, 2002

Dear College:

Your college is one of the listed institutions that provide the ACCUPLACER placement exam. I am currently registering for online courses at Los Angeles Trade Technical College for the _____ semester. One of the requirements necessary for enrolling at this institution is to provide one of the following:

- Assessment results
- Proof that I have completed the English/math requirements or
- Take the ACCUPLACER placement test

I understand that I am responsible for submitting the ACCUPLACER placement results to Los Angeles Trade Technical College along with incurring all service or facility fees charged by the administering institution.

I also understand that I responsible for providing a valid form of identification prior to your institution administering the ACCUPLACER placement test.

Your cooperation is greatly appreciated.

Sincerely,

Name
Address
City, State, Zip
SS#

Information and/or test results are to be submitted to:

LATTC/ Matriculation Department c/o Reina Ramirez
400 W. Washington Blvd., Los Angeles, CA 90015-4181
Email: ramirerm@trade.lattc.edu
(213) 763-5351 Fax (213) 763-5383