

**PLACEMENT RECIPROCITY  
STUDENT REQUEST FORM**

Use this form when you meet with your advisor to request equivalent placement into English and math pre-college and college-level courses, based on your placement at another Washington State Community or Technical College. You must meet the following conditions:

- Complete the Admission process and have a student identification number (SID).
- The placement recommendation must have been made within the last two years (24 months).
- If placement is based on the completion of a course you must provide a copy of your transcript.
- If placement is based on something other than the completion of a course you must provide a copy of the document that gives specific placement recommendation information. This may include test scores, placement/advising report, etc. from the sending institution.
- Obtain an entry code from the advisor if you wish to register immediately.

I am requesting Placement Reciprocity at Shoreline Community College. I have attached the required documentation, which shows my placement level in math, English, and/or reading/writing within the past two years (24 months) from another WA State Community or Technical College.

\_\_\_\_\_   
Last Name, First Name (please print)

\_\_\_\_\_   
Student ID Number

\_\_\_\_\_   
Email address (if Shoreline email has not been assigned)

\_\_\_\_\_   
Student Signature

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***Advisor Use Only – Do Not Write Below this Line***

\*Equivalent Math Placement \_\_\_\_\_

\*Equivalent English Placement \_\_\_\_\_

\*Equivalent Academic ESL Placement \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

\*Completed form must be forwarded to the Enrollment Services Office.