

# Course Choice Provider and School Systems Registration & Billing Guidance

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## Course Choice Private Providers Registration Guidance

Once Private Providers have been approved by BESE and have been entered into an agreement with LDOE, they are to complete the following steps:

- Step 1: Request an account in the [Course Choice Portal](#)
- Step 2: Once logged into the portal, go to the “Documents” tab and select “Administrator User Guide”
- Step 3: The Administrator User Guide will provide directions on the following:
  - Resetting your password
  - Adding and updating instructors
  - Completing the course upload template
  - Creating, updating and maintaining sections
  - Running reports

## Course Choice Private Providers Billing Guidance

- Step 1: After reporting period has closed, the private provider will send an invoice to the school or school system for the first half of tuition for each enrollment that is reported in the [Course Choice Portal](#)
- Step 2: Upon completion of the course, the private provider sends the invoice for the second half of tuition for active students reported in the [Course Choice Portal](#).

# School System Guidance with Course Choice Private Providers

## ● Registration and Reporting

- Step 1: Designate a person at the school system and school level to handle reporting in the [Course Choice Portal](#)
- Step 2: Email [Course Choice@la.gov](mailto:CourseChoice@la.gov) with the following information:
  - First and last name
  - Email address
  - Access level (school system or school)
- Step 3: Refer to [Supplemental Course Allocation](#) website for the following:
  - Course Choice Private Provider list
  - Course Choice Private Provider Directory
  - Course Choice Private Provider Registration Procedures
- Step 4: Contact provider and register students through their registration system
- Step 5: Report registrations in the [Course Choice Portal](#)
  - Refer to the Counselor User Guide in the [Course Choice Portal](#) for instructions on reporting enrollments
- Step 6: Run Summary report in the [Course Choice Portal](#) to ensure that the report is accurate
  - Refer to the Counselor User Guide for instructions on running reports
- Step 7: All reporting must be completed by the deadline to order to be eligible to be paid with Course Choice funds

## ● Billing

- Step 1: After reporting period has closed, the private provider will send an invoice to the school or school system for the first half of tuition for each enrollment that is reported in the [Course Choice Portal](#)
  - Refer to the Summary Report to be sure that the invoice matches the data in the Course Choice Portal
  - School systems pays the invoice upon receipt
- Step 2: School systems pay the second half of tuition for active students upon completion of the course.
  - Refer to the Summary Report to be sure that the invoice matches the data in the Course Choice Portal
  - School systems pays the invoice upon receipt

## School System Guidance with Public Higher Education Providers

### ● Registration and Reporting

- Step 1: Designate a person at the school system and school level to handle reporting in the [Course Choice Portal](#)
- Step 2: Email [SCA@la.gov](mailto:SCA@la.gov) with the following information:
  - First and last name
  - Email address
  - Access level (school system or school)
- Step 3: Contact public higher education provider and register students through their registration system
- Step 4: Report registrations in the [Course Choice Portal](#)
  - Refer to the Counselor User Guide for instructions on reporting enrollments
- Step 6: Run Summary report in the [Course Choice Portal](#) to ensure that the report is accurate
  - Refer to the Counselor User Guide for instructions on running reports
- Step 7: All reporting must be completed by the deadline to order to be eligible to be paid with Course Choice funds

### ● Billing

- After reporting period has closed, the public higher education provider will send an invoice to the school or school system for the tuition cost for each enrollment that is reported in the [Course Choice Portal](#)
  - Refer to the Summary Report to be sure that the invoice matches the data in the Course Choice Portal
  - School systems pays the invoice upon receipt