

## Office of Career and College Readiness

# SCA Apprenticeship Reporting

## Step 1: Register with the Apprenticeship Provider

- Contact Apprenticeship Provider from BESE Approved Apprenticeship List
  - Each provider will have a different process for student participation.
- Complete the required process with the Apprenticeship provider to ensure the student is registered.
  - This information will be required when completing the [Allocation Usage Form](#).

## Step 2: Report enrollments in the SCA Portal

- Go to the [SCA Portal](#) home page and log in
- Under the “Documents” tab, download the “Enrollment Upload Template.”
- Complete columns A and B
  - Column A is the student ten digit LA Secure ID number (LASID)
  - Column B is the student's grade level
  - Column C is the Section ID number
    - Go back to the [SCA Portal](#) homepage
    - Go to the “Course Search” feature and select “Apprenticeship” as the provider.
    - View the “Course Selection Listing”
    - Find the section of the course that you are reporting
    - Look at the fourth column, “Section ID.”
      - Put this 5-digit “Section ID” number in Column C of the upload template
    - Complete these steps for each enrollment
- Once you have completed the Enrollment Upload Template, save the document to your desktop. ● Return to the Course Choice Reporting System and select “School Counselor” and “Upload New Enrollments.”
- Select the appropriate district and school, then click “Choose File.”
- Attach the completed upload template; then click “Upload File.”
- To ensure your enrollments were properly uploaded, go to the “Summary Report” tab and run a report.
- For questions, email [sca@la.gov](mailto:sca@la.gov)