



**Louisiana Believes**

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**Course Choice  
funded via  
Supplemental Course Allocation**

**COVID 19 Intersession  
Registration Procedures 2019-2020**

updated 3/25/20

- ONLY school systems/schools may register students with providers.
- Laws concerning student privacy must be followed between the school system/school and the provider in the registration process. For more information on establishing a system of data governance, please see [Louisiana's Data Governance and Student Privacy Guidebook](#). For more information email [ldedata@la.gov](mailto:ldedata@la.gov). Each school system has its own policy for student privacy and providers, and the school system should communicate those protocols before any student information is used when registering students.
- School systems will submit the completed Enrollment Upload spreadsheet to [sca@la.gov](mailto:sca@la.gov)

PROVIDER	CONTACT	PROCEDURE
Cambridge Educational Services	<p>Carol Ford, LA Choice Project Director 601-588-6667 <a href="mailto:Cford@CambridgeEd.com">Cford@CambridgeEd.com</a></p> <p>David Fickett, Vice President 847-299-2930 ext. 234 <a href="mailto:Fickett@CambridgeEd.com">Fickett@CambridgeEd.com</a></p> <p>David Waldherr 847-774-7661 <a href="mailto:Waldherr@CambridgeEd.com">Waldherr@CambridgeEd.com</a></p>	<ul style="list-style-type: none"> <li>• Call Carrol at 601-588-6667 or email <a href="mailto:Cford@CambridgeEd.com">Cford@CambridgeEd.com</a> to discuss which program is best for the 2019-20 school year.</li> <li>• ACT E-Acceleprep course online and PrepCast live/videos and materials will be customized 1) to all subjects, 2) by individual subject (math, science, English, reading) or 3) coupled with College Success</li> <li>• Cambridge will provide each school or district with an Excel file to populate with student enrollment data. This file can be uploaded or emailed to Cambridge for registration. Cambridge will then confirm registration data and enrollment.</li> </ul> <p><a href="http://www.MyCambridgeEd.com">www.MyCambridgeEd.com</a></p>
Career Campus	<p>Debi Crabtree 423-521-2796 (Office) <a href="mailto:info@villagevirtual.com">info@villagevirtual.com</a></p>	<ul style="list-style-type: none"> <li>• Go to <a href="http://www.villagevirtual.com/register-here">http://www.villagevirtual.com/register-here</a>.</li> <li>• Complete the online form and click "Submit."</li> <li>• Someone from Village Virtual will call the person identified on the form for school approval to confirm the course request.</li> <li>• A confirmation email will be sent to students, parents and schools once the student is enrolled in the requested course (s).</li> <li>• Schools with multiple enrollments may find it convenient to utilize bulk enrollment as an alternate option. Please contact <a href="mailto:info@villagevirtual.com">info@villagevirtual.com</a> to request a bulk enrollment form.</li> </ul> <p><a href="http://www.villagevirtual.com">www.villagevirtual.com</a></p>
Edgenuity	<p>Lance Bertola Director of Operations, Instructional Services 801-631-2488 <a href="mailto:Lance.bertola@edgenuity.com">Lance.bertola@edgenuity.com</a></p>	<ul style="list-style-type: none"> <li>• Schools wishing to register students will do so using Edgenuity's online enrollment portal.</li> <li>• Go to <a href="http://www.edgenuity.com/coursechoice">www.edgenuity.com/coursechoice</a>.</li> <li>• Under Enrollment, select your district and follow the enrollment steps.</li> <li>• A user guide is included which provides step by step instructions.</li> <li>• A confirmation email will be sent.</li> <li>• Edgenuity will contact the identified school contact to confirm enrollment once a registration request is received and will then add students to their courses.</li> </ul> <p><a href="http://www.edgenuity.com">www.edgenuity.com</a></p>

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Edmentum, Inc.	<p>Rick Perkins <a href="mailto:Rick.Perkins@Edmentum.com">Rick.Perkins@Edmentum.com</a></p> <p>Tennille Dain <a href="mailto:Tennille.dain@edmentum.com">Tennille.dain@edmentum.com</a></p> <p>Shane Dennison <a href="mailto:Shane.Dennison@Edmentum.com">Shane.Dennison@Edmentum.com</a></p>	<ul style="list-style-type: none"> <li>• School e-mails <a href="mailto:academyenrollment@edmentum.com">academyenrollment@edmentum.com</a> to let us know they have students to enroll in courses.</li> <li>• Jim Carradi, the Academy Implementation Specialist, will contact school, set them up in our enrollment system, and provide training.</li> <li>• School request enrollments via our system.</li> <li>• Students are placed in courses.</li> </ul> <p><a href="http://www.edmentum.com">www.edmentum.com</a></p>
Educational Solutions Corp. Power by K-12	<p>Rikki Black 318-348-6239 <a href="mailto:rikki@edsolcorp.com">rikki@edsolcorp.com</a></p> <p>Lauren Bone 410-299-0519 <a href="mailto:lbone@getfuled.com">lbone@getfuled.com</a></p>	<ul style="list-style-type: none"> <li>• The schools will contact Rikki Black or Lauren Bone for the enrollment spreadsheet.</li> <li>• Once the spreadsheet has been sent and received, the student will be enrolled in the course within 48 business hours.</li> <li>• Once enrolled, the student will receive login credentials and a welcome email from the teacher and mentor.</li> </ul>
eLearning K12 Curriculum LLC	<p>Celeste Robichaux 985-447-5994 cell 985-860-8288 <a href="mailto:crobichaux@elearningk12.com">crobichaux@elearningk12.com</a></p>	<ul style="list-style-type: none"> <li>• Visit our web site at <a href="http://www.elearningk12.com">www.elearningk12.com</a> and click login/create account button.</li> <li>• Choose SCA/Course Choice and it asks questions about the student and the school. You choose your course and submit.</li> <li>• If you are registering multiple students or need assistance with registration, please contact Celeste Robichaux.</li> </ul> <p><a href="http://www.elearningk12.com">www.elearningk12.com</a></p>
LSMSA	<p>Melissa Hardaway 318-357-2523 <a href="mailto:virtualschool@lsmsa.edu">virtualschool@lsmsa.edu</a> <a href="mailto:mhardaway@lsmsa.edu">mhardaway@lsmsa.edu</a></p>	<ul style="list-style-type: none"> <li>• Schools contact Melissa Hardaway to obtain an enrollment form at <a href="mailto:mhardaway@lsmsa.edu">mhardaway@lsmsa.edu</a>.</li> <li>• Once the form is completed and returned, students will be enrolled within 48 hours.</li> </ul> <p><a href="http://www.online.lsmsa.edu">www.online.lsmsa.edu</a></p>
MasteryPrep	<p>Jillian Musso 225-612-2143 <a href="mailto:jillian@masteryprep.com">jillian@masteryprep.com</a></p> <p>David Odom 225-214-9745 <a href="mailto:dodom@masteryprep.com">dodom@masteryprep.com</a></p> <p>Dustin Oubre 225-215-0093 <a href="mailto:dustin@masteryprep.com">dustin@masteryprep.com</a></p> <p>Kyle Bailey 225-612-2141 <a href="mailto:kyle@masteryprep.com">kyle@masteryprep.com</a></p>	<ul style="list-style-type: none"> <li>• Schools/districts should reach out to a MasteryPrep contact to discuss what programs they would like for the upcoming school year</li> <li>• The MasteryPrep will provide enrollment request form and all other required enrollment documentation.</li> <li>• The MasteryPrep will confirm with the school/district that all information is correct and that students are enrolled in the lacourses.net portal</li> <li>• Support will continue throughout the school year to supplement the chose course(s).</li> </ul> <p><a href="https://masteryprep.com/in-person-instruction/">https://masteryprep.com/in-person-instruction/</a></p>
My Virtual Academy	<p>Jennifer Krautner 800-297-2119 ext. 257</p>	<ul style="list-style-type: none"> <li>• Districts should send an email to <a href="mailto:jenniferk@myvirtualacademy.com">jenniferk@myvirtualacademy.com</a> titled SCA</li> </ul>

	<a href="mailto:jenniferk@atsedu.net">jenniferk@atsedu.net</a>	<p>Registration. In the body of the email please state that students are interested in registering for the SCA program. Please also list school counselor email and school counselor phone.</p> <ul style="list-style-type: none"> <li>My Virtual Academy will contact the school counselor via phone and/or email to complete the registration process.</li> </ul> <p><a href="http://www.myvirtualacademy.com">www.myvirtualacademy.com</a></p>
Operation Spark	<p>Mayukh Raychaudhuri 985-803-8895 <a href="mailto:mayukh@operationspark.org">mayukh@operationspark.org</a></p>	<ul style="list-style-type: none"> <li>Schools interested in partnering and individuals interested in our offerings should contact the Director of High School Programs at <a href="mailto:mayukh@operationspark.org">mayukh@operationspark.org</a>.</li> <li>General program and course information can be found at our website, <a href="http://www.operationspark.org">www.operationspark.org</a>.</li> </ul>
Pelican Virtual School	<p>Dr. Cecchini 225-303-3971 <a href="mailto:ccecchini@pelicanvirtualschool.com">ccecchini@pelicanvirtualschool.com</a></p>	<ul style="list-style-type: none"> <li>An authorized person from the school will contact Pelican Virtual School via email or by phone.</li> <li>A member from Pelican Virtual School will walk the school representative through the process of registering the students.</li> <li>Once the students are registered, a member of Pelican Virtual School will contact the school in order to confirm the number of students enrolled in the course. At this point, the member of Pelican Virtual School will provide the school representative with more details about the course structure (important dates, login information, daily routine, etc.)</li> </ul> <p><a href="http://www.pelicanvirtualschool.com">www.pelicanvirtualschool.com</a></p>
Pinnacle Learning Solutions, LLC	<p>Grant Gerald 985-515-6271 <a href="mailto:PinnLearn@gmail.com">PinnLearn@gmail.com</a></p>	<ul style="list-style-type: none"> <li>Schools/Districts should contact <a href="mailto:PinnLearn@gmail.com">PinnLearn@gmail.com</a> with their interest in enrolling students.</li> <li>Grant will reply with an Enrollment Form and answer any questions.</li> <li>Schools/Districts will complete the Enrollment Form with student &amp; course information and return it.</li> <li>Grant will email information to the school facilitator and students in order to begin the course.</li> </ul> <p><a href="http://www.pinnlearn.com">www.pinnlearn.com</a></p>
Princeton Review	<p>Shalendra Stevens Account Manager Direct 225-500-0545 Office 225-349-7120 <a href="mailto:Shalendra.stevens@review.com">Shalendra.stevens@review.com</a></p> <p>Tanya Walker Direct 404-434-7477 <a href="mailto:Tanya.walker@review.com">Tanya.walker@review.com</a></p>	<ul style="list-style-type: none"> <li>Contact The Princeton Review account manager to schedule courses for your school.</li> <li>Before courses can be scheduled, school must designate a specific person to be the point-of-contact for the duration of the course.</li> <li>Point-of-contact will be required to pre-schedule preliminary, mid-term, and end-of-course meetings with Princeton Review account manager.</li> <li>Once the course details are confirmed, the point-of-contact will submit the student roster to The Princeton Review via a secure link. <b>This is for</b></li> </ul>

		<p><b>verification purposes and DOES NOT complete registration for the students.</b></p> <ul style="list-style-type: none"> <li>● Point-of-contact will need to submit student roster BEFORE Princeton Review can open a course section for the school on the SCA website.</li> <li>● The Princeton Review will confirm with the school's point-of-contact once enrollments are received and open a course section on the SCA website for registration. <b>A specific section ID will be assigned to each school.</b></li> <li>● Once the course section opens for registration, point of contact MUST batch upload students (the same students submitted to Princeton Review account manager) into the appropriate section number on the SCA website. <b>This completes the registration process for the students.</b></li> <li>● ***Students enrolled in Princeton Review courses MUST exactly match the students reported to SCA via the SCA online registration system.</li> </ul> <p><a href="http://www.princetonreview.com">www.princetonreview.com</a></p>
Proximity Learning, Inc.	<p>Myken Caviness 512-695-6861 <a href="mailto:mcaviness@proxlearn.com">mcaviness@proxlearn.com</a></p> <p>Charlotte Ogburn 662-816-0300 <a href="mailto:cogburn@proxlearn.com">cogburn@proxlearn.com</a></p>	<ul style="list-style-type: none"> <li>● Contact Myken Caviness or Charlotte Ogburn to schedule your enrollments</li> <li>● Once you have reached out to them, they will send you an enrollment template to complete</li> <li>● Once you complete the requested information and return this, they will get the student(s) set up in the course to get started</li> <li>● All login information and login steps will be sent back to the school to give the student to begin the course</li> </ul> <p><a href="http://www.proxlearn.com">www.proxlearn.com</a></p>
St. James Parish Schools	<p>Temple Poche' Joann Reulet Becky Louque 225-258-4558</p>	<ul style="list-style-type: none"> <li>● You can call at 225-258-4558 to request the form to add a student/course or go to website <a href="http://www.stjames.k12.la.us/academics/virtual_academy">http://www.stjames.k12.la.us/academics/virtual_academy</a> to get form. Hover over "Academic Programs", then hover over "Virtual Academy", then click on "SCA Enrollment Form".</li> <li>● If you have several enrollments, please call us and we can provide you a spreadsheet instead. Once form is filled out, then you can email <a href="mailto:virtual@sjpsb.org">virtual@sjpsb.org</a> or mail to St. James Parish School Board, Attn: Virtual Academy, Post Office 338, Lutcher, LA 70071. Please call at 225-258-4558 to verify that form(s) was received. Also please contact us after a week to verify everything is set up properly.</li> </ul> <p><a href="http://www.stjames.k12.la.us/academics/virtual_academy">www.stjames.k12.la.us/academics/virtual_academy</a></p>
Youth Education Services (YES!)	<p>Jasmyn Dyer 225-366-9346 <a href="mailto:yesincla@gmail.com">yesincla@gmail.com</a></p>	<ul style="list-style-type: none"> <li>● Contact YES! Inc. at <a href="mailto:yesincla@gmail.com">yesincla@gmail.com</a> to begin the enrollment process.</li> </ul>

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		<ul style="list-style-type: none"><li>• Once your email is received, a representative will reply with an enrollment form and directions for completing the form.</li><li>• Students will be enrolled within 48 hours of receiving a completed enrollment form (including students' names, ID numbers, and course selections)</li></ul> <p><a href="http://www.youthedservices.org">www.youthedservices.org</a></p>
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