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Course Choice
funded via
Supplemental Course Allocation

Registration Procedures 2019-2020

updated 8/27/19

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- *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. 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/schools report final enrollment information in the LDOE system.*

PROVIDER	CONTACT	PROCEDURE
ACT Up Test Prep, LLC	Becky Barrish 318-464-2452 Morgan Grantham 318-272-6847 actuptestprepllc@gmail.com	Schools will contact ACT Up Test Prep regarding registration of students. ACT Up will subsequently send an Excel spreadsheet for each school to complete and return to company for final registration of classes. Classes will need a minimum of 22 students. Students will need to have completed or be enrolled in Algebra II concurrently with the course.
Ayers Career College	Torris Ferguson 318-868-3000 Ext 232 torris.ferguson@ayers.edu	Go to https://acc.edu20.org/ 1. Click on High School Students in upper right hand corner 2. Click on Register for courses in upper/middle left had corner 3. Complete the registration form. https://coursechoice.ayers.edu
Bard Early College	Nicole Young nyoung@bard.edu Justina George 504-439-0122 jgeorge@bhsec.bard.edu	Students will select courses from Bard's available offerings. They will receive confirmation from the Bard administration and their high schools that the course is available and fulfills their graduation requirements. They will enroll at the college in that course for that semester. www.bard.edu/ecno
Cambridge Educational Services	David Fickett 847-299-2930 ext. 234 Fickett@CambridgeEd.com Ivan Zdero 847-299-2930 ext. 235 Zdero@CambridgeEd.com Charles McShane 847-299-2930 ext. 260 McShane@CambridgeEd.com David Waldherr 847-774-7661 Waldherr@CambridgeEd.com	Call or email LACourseChoice@CambridgeEd.com to discuss which program is best for the 2019-20 school year. 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. www.CambridgeEd.com

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<p>Career Campus</p>	<p>Debi Crabtree 423-521-2796 (Office) info@villagevirtual.com</p>	<ul style="list-style-type: none"> • Go to http://www.villagevirtual.com/register-here. • Complete the online form and click "Submit." • Someone from Village Virtual will call the person identified on the form for school approval to confirm the course request. • A confirmation email will be sent to students, parents and schools once the student is enrolled in the requested course (s). • Schools with multiple enrollments may find it convenient to utilize bulk enrollment as an alternate option. Please contact info@villagevirtual.com to request a bulk enrollment form. <p>www.villagevirtual.com</p>
<p>East Baton Rouge Career and Technical Education Center</p>	<p>Summer Dann 225-412-1663 ldann@ebrschools.org</p> <p>Daphne Hughes-Alex 225-412-1663 Dahughes-alex@ebrschools.org</p> <p>Chad Aucoin 225-412-1663 caucoin@ebrschools.org</p>	<p>Contact EBR CTEC at caucoin@ebrschools.org or call 225-412-1663 to begin the enrollment process. Once your email or phone call is received, a representative will provide you with an enrollment form and directions for completing the form.</p>
<p>Edgenuity</p>	<p>Lance Bertola Director of Operations, Instructional Services 801-631-2488 Lance.bertola@edgenuity.com</p>	<p>Schools wishing to register students will do so using Edgenuity's online enrollment portal.</p> <ul style="list-style-type: none"> • Go to www.edgenuity.com/coursechoice. • Under Enrollment, select your district and follow the enrollment steps. • A user guide is included which provides step by step instructions. • A confirmation email will be sent. • Edgenuity will contact the identified school contact to confirm enrollment once a registration request is received and will then add students to their courses. <p>www.edgenuity.com</p>
<p>Edmentum, Inc.</p>	<p>Rick Perkins Rick.Perkins@Edmentum.com</p> <p>Tennille Dain Tennille.dain@edmentum.com</p> <p>Shane Dennison Shane.Dennison@Edmentum.com</p>	<ul style="list-style-type: none"> • School e-mails academyenrollment@edmentum.com to let us know they have students to enroll in courses. • Jim Carradi, the Academy Implementation Specialist, will contact school, set them up in our enrollment system, and provide training. • School request enrollments via our system. • Students are placed in courses. <p>www.edmentum.com</p>

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<p>Educational Bedrock</p>	<p>Rachel Iheanacho EducationalBedrock@gmail.com</p>	<p>Educational Bedrock, Inc. will be using an electronic course registration system. The system is secure and easily personalized. Districts will be able to register for courses through our online registration system. If needed, Districts can send student enrollment information to our Registration Contact to register students into our electronic system. Once the registration process is complete, each student will be sent a certificate of enrollment. Administrators of Educational Bedrock, Inc. will generate a list of students enrolled at each school for the District.</p> <p>https://docs.google.com/forms/d/1Lw200GnQkhFL6zeN2fMz9cTrbv0WwdePC7OIGPXrAE/viewform?c=0&w=1&usp=mail_form_link</p>
<p>Educational Solutions Corp. Power by K-12</p>	<p>Rikki Black 318-348-6239 rikki@edsolcorp.com Jessica Gardner-Testerman 443-415-6658 jegardner@fueleducation.com Lauren Bone 410-299-0519 lbone@getfuled.com</p>	<p>The schools will contact Rikki Black, Jessica Gardner-Testerman or Lauren Bone for the enrollment spreadsheet. Once the spreadsheet has been sent and received, the student will be enrolled in the course within 72 business hours. Once enrolled, the student will receive login credentials and a welcome email from the teacher and mentor.</p>
<p>eLearning K12 Curriculum LLC</p>	<p>Celeste Robichaux 985-447-5994 cell 985-860-8288 crobichaux@elearningk12.com</p>	<p>Visit our web site at www.elearningk12.com and click login/create account button. Choose SCA/Course Choice and it asks questions about the student and the school. You choose your course and submit. If you are registering multiple students or need assistance with registration, please contact Celeste Robichaux.</p> <p>www.elearningk12.com</p>
<p>FLVS Global School</p>	<p>Eric Crabbendam 407-513-3510 globalschool@flvs.net</p>	<ul style="list-style-type: none"> • Enter student enrollment information on provided Client Enrollment Form. https://www.flvsglobal.net/educators-districts/enrollment-information/ • Save form and send to globalschool@flvs.net. • Enrollment will be completed by FLVS Global School representative. • A confirmation email will be sent when students have been enrolled. <p>www.flvsglobal.net</p>

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<p>Franciscan Missionaries of Our Lady University</p>	<p>Christy Sevier Director of Admission 225-768-1700 Christy.Sevier@FranU.edu</p> <p>Kimberly Abadie Manager of Advising Center 225-768-1700 Kimberly.Abadie@FranU.edu</p>	<p>Visit our website at www.FranU.edu and click <i>Apply</i> on the home screen. Create an account. Select <i>Start a new undergraduate application</i>. Academic Plans, select <i>Non-Matriculating Undergraduate</i>. Applying As, select <i>Joint Enrollment</i>. Complete application and submit. You will receive an email and letter from the Admissions Department with additional information and instructions. You will receive an email from Kimberly.Abadie@FranU.edu, Advising Center Manager with instructions to schedule advising appoint to register classes.</p>
<p>Gateway EMS</p>	<p>Director Peter Seltzer peter@gatewayems.com 504-383-5767</p>	<ul style="list-style-type: none"> • Schools will email the provider at peter@gatewayems.com and request enrollment surveys and an enrollment template. • Schools will have students complete the enrollment surveys which will help the school identify interested candidates. • Upon receipt of the enrollment template, schools will be provided with further instructions for the upcoming semester.
<p>LSMSA</p>	<p>Melissa Hardaway 318-357-2523 virtualschool@lsmsa.edu mhardaway@lsmsa.edu</p>	<p>Schools contact Melissa Hardaway to obtain an enrollment form at mhardaway@lsmsa.edu. Once the form is completed and returned, students will be enrolled within 48 hours.</p> <p>www.online.lsmsa.edu</p>
<p>MasteryPrep</p>	<p>Jillian Musso 225-612-2143 jillian@masteryprep.com</p> <p>David Odom 225-214-9745 dodom@masteryprep.com</p> <p>Dustin Oubre 225-215-0093 dustin@masteryprep.com</p> <p>Kyle Bailey 225-612-2141 kyle@masteryprep.com</p>	<ul style="list-style-type: none"> • Schools/districts should reach out to a MasteryPrep contact to discuss what programs they would like for the upcoming school year • The MasteryPrep will provide enrollment request form and all other required enrollment documentation. • The MasteryPrep will confirm with the school/district that all information is correct and that students are enrolled in the lacourses.net portal • Support will continue throughout the school year to supplement the chose course(s). <p>https://masteryprep.com/in-person-instruction/</p>

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My Virtual Academy	Jennifer Krautner 800-297-2119 ext. 257 jenniferk@atsedu.net	Districts should send an email to jenniferk@myvirtualacademy.com titled SCA 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. My Virtual Academy will contact the school counselor via phone and/or email to complete the registration process. www.myvirtualacademy.com
New Orleans Technical Education Provider (NOTEPE)	Adam Bourne 504-7151542 Adam.bourne@notep.net	<ul style="list-style-type: none"> • Schools will email the provider at Adam.Bourne@notep.net and request enrollment surveys and an enrollment template. • Schools will have students complete the enrollment surveys which will help the school identify interested candidates. • Once students have been selected, schools will fill out and return the enrollment template to Adam.Bourne@notep.net before the end of the current semester. • Upon receipt of the enrollment template, schools will be provided with further instructions for the upcoming semester.
NOVAC	Julia Berghammer-Villarreal Born Digital Youth Programs Manager julia@novacvideo.org 504-308-1420	Schools interested in partnering on programming in New Orleans and Baton Rouge should contact Julia Berghammer-Villarreal at julia@novacvideo.org . NOVAC programs are currently in partnership with specific schools, and students outside of those schools will be considered on a case-by-case basis. www.novacvideo.org/borndigital
Operation Spark	Mayukh Raychaudhuri 985-803-8895 mayukh@operationspark.org	Schools interested in partnering and individuals interested in our offerings should contact the Director of High School Programs at mayukh@operationspark.org . General program and course information can be found at our website, www.operationspark.org .
Pelican Chapter, ABC	Kacie Blanchard 225-448-3345 kblanchard@abcpelican.com Kelly Carpenter 225-448-3336 kcarpenter@abcpelican.com Danielle Labbe' 225-448-3338 dlabbe@abcpelican.com	School representatives in charge of Course Choice must send us a completed application once registration begins and before the first day of class. Applications can be found on our website under the Education and Training tab. www.abcpelican.org

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Pelican Virtual School	Dr. Cecchini 225-303-3971 ccecchini@pelicanvirtualschool.com	<ol style="list-style-type: none">1. An authorized person from the school will contact Pelican Virtual School via email or by phone.2. A member from Pelican Virtual School will walk the school representative through the process of registering the students.3. 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.) <p>www.pelicanvirtualschool.com</p>
Pinnacle Learning Solutions, LLC	Grant Gerald 985-515-6271 PinnLearn@gmail.com	<ul style="list-style-type: none">• Schools/Districts should contact PinnLearn@gmail.com with their interest in enrolling students.• Grant will reply with an Enrollment Form and answer any questions.• Schools/Districts will complete the Enrollment Form with student & course information and return it.• Grant will email information to the school facilitator and students in order to begin the course. <p>www.pinnlearn.com</p>

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<p>Princeton Review</p>	<p>Shalendra Stevens Account Manager Direct 225-500-0545 Office 225-349-7120 Shalendra.stevens@review.com</p> <p>Stephanie Delcambre Office 615-788-9665 Stephanie.Delcambre@review.com</p> <p>Tanya Walker Direct 404-434-7477 Tanya.walker@review.com</p>	<ul style="list-style-type: none"> • Contact The Princeton Review account manager to schedule courses for your school. • Before courses can be scheduled, school must designate a specific person to be the point-of-contact for the duration of the course. • Point-of-contact will be required to pre-schedule preliminary, mid-term, and end-of-course meetings with Princeton Review account manager. • Once the course details are confirmed, the point-of-contact will submit the student roster to The Princeton Review via a secure link. This is for verification purposes and DOES NOT complete registration for the students. • Point-of-contact will need to submit student roster BEFORE Princeton Review can open a course section for the school on the SCA website. • 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. A specific section ID will be assigned to each school. • 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. This completes the registration process for the students. • ***Students enrolled in Princeton Review courses MUST exactly match the students reported to SCA via the SCA online registration system. <p>www.princetonreview.com</p>
<p>Proximity Learning, Inc.</p>	<p>Myken Caviness 512-695-6861 mcaviness@proxlearn.com</p> <p>Charlotte Ogburn 662-816-0300 cogburn@proxlearn.com</p>	<ul style="list-style-type: none"> • Contact Myken Caviness or Charlotte Ogburn to schedule your enrollments • Once you have reached out to them, they will send you an enrollment template to complete • Once you complete the requested information and return this, they will get the student(s) set up in the course to get started • All login information and login steps will be sent back to the school to give the student to begin the course <p>www.proxlearn.com</p>

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<p>South Arkansas Community College</p>	<p>Tim Johnson 870-864-8416 TRJohnson@southark.edu</p> <p>Ray Winiecki 870-864-7110 Rwiniecki@southark.edu</p> <p>Dean Inman 870-864-7142 Dinman@southark.edu</p>	<p>To enroll in college-level courses at South Arkansas Community College, students must meet the appropriate admission (and if appropriate) placement guidelines set forth by the college. SouthArk will work with its partnered charter/secondary school's liaison to meet with students, fill out and submit proper paperwork, and enroll students.</p> <p>www.southark.edu</p>
<p>St. Agatha Career Center</p>	<p>Aleshia Butler 504-245-7227 butler_madison@yahoo.com</p>	<p>Prospective students/school districts may go online to apply or call to schedule an appointment. In person inquiries are also acceptable.</p> <p>www.sacsla.com</p>
<p>St. James Parish Schools</p>	<p>Temple Poche' Joann Reulet Becky Louque 225-258-4558</p>	<p>You can call at 225-258-4558 to request the form to add a student/course or go to website http://www.stjames.k12.la.us/academics/virtual_academy to get form. Hover over "Academic Programs", then hover over "Virtual Academy", then click on "SCA Enrollment Form". 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 virtual@sjpsb.org or mail to St. James Parish School Board, Attn: Virtual Academy, Post Office 338, Litcher, 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.</p> <p>www.stjames.k12.la.us/academics/virtual_academy</p>
<p>Sylvan Learning Center</p>	<p>Christy Sharon 337-232-7323 christysharon@sylvanacadiana.com</p>	<p>Schools should contact Sylvan Learning regarding registration of students. Sylvan will provide each school or district with an Excel file to populate with student enrollment data. This file can be uploaded or emailed to Sylvan for registration. Sylvan will work directly with a representative from the school to confirm registration data and enrollment.</p>
<p>University of Holy Cross</p>	<p>Meredith Reed 504-398-2236 mreed@uhcno.edu</p>	<ol style="list-style-type: none"> 1. To register students, first fill out the UHC Application and receive confirmation of acceptance; 2. Once confirmed, contact Ms. Meredith Reed (mreed@uhcno.edu or 504-398-2236) to make course selections and arrange for the student to pick up a Welcome Packet; 3. Course materials will be available for pickup on or before the first day of class in the Center for Teaching and Learning at the University of Holy Cross.

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<p>Youth Challenge Program (YCP)</p>	<p>1-800-CAMP-KID 318-641-5803 ycp.recruiting@la.gov</p>	<ul style="list-style-type: none"> • FREE course choice program for eligible students referred by school counselor. • Applications are accepted year-round. • To apply, students must attend an interview in person. <p>For more information and to schedule an interview, contact the recruiting office or visit the website: www.langycp.com</p>
<p>Youth Education Services (YES!)</p>	<p>Jasmyn Dyer 225-366-9346 yesincla@gmail.com</p>	<ul style="list-style-type: none"> • Contact YES! Inc. at yesincla@gmail.com to begin the enrollment process. • Once your email is received, a representative will reply with an enrollment form and directions for completing the form. • Students will be enrolled within 48 hours of receiving a completed enrollment form (including students' names, ID numbers, and course selections) <p>www.youthedservices.org</p>
<p>Youth Empowerment Project (YEP)</p>	<p>Jessica Irving-Marin 504-658-9225 jirving@youthempowermentproject.org</p>	<ul style="list-style-type: none"> • To enroll in Full Day Pilot Program (HiSET + Intensive Mentoring+ Career Readiness), contact Jessica Irving-Marin at jirving@youthempowermentproject.org. • To enroll in Career Readiness, contact Brice White at bwhite@youthempowermentproject.org.