

K12 ES Ordering Information

What is K12?

Your Charter School is now providing its enrolled students in grades K-8 the option of selecting the award-winning K12 Inc. curriculum. We have chosen to offer K12 because of the richness and depth of the content, the alignment to California standards, and the ease of use it offers students and parents. K12's Virtual School curriculum offers parents an innovative choice for independent study students.

- The K12 curriculum was developed by some of the finest education minds in the country—including a Nobel Prize laureate.
- More than 98 percent of virtual school families using K12 would recommend the program to others.
- Schools offering K12's Virtual School curriculum are some of the fastest growing eSchools today.

How to order:

Step 1) Assess the Student

Have the parent set up an account on www.k12.com and instruct the student to complete the online assessment tests in Language Arts and/or math. The tests can not be repeated or retaken. The results should be immediately **printed** out by the parent and given to you since they are not viewable on your end. The results will help you order the correct grade level of curriculum. Use the “**Mastery Score Cheat Sheet**” document to determine correct course grade level placement based on student scores. This is a critical step to ensure appropriate placement.

- **DO NOT COMPLETE ANY OTHER FORMS ON THE K12 WEBSITE.**
- **DO NOT USE PRICING OR DISCOUNTS FROM THE K12 WEBSITE.**
- **DO NOT COMPLETE THE ONLINE ENROLLMENT PROGRAM ORDER FORM FROM THE K12 WEBSITE.**
- **ONLY USE THE “K12 VIRTUAL SCHOOL PROGRAM ORDER FORM” with pricing from our school’s website.**

Step 2) Complete K12 Virtual School Program Order Form

Save to your desktop, the “**K12 Virtual School Program Order Form**” from your school’s website. To find the form, click on School Resources, click on Curriculum, click on Vendor Information, click on K12 Ordering Information. Use the info below to help you fill in the blue fields or it won’t get processed correctly. After completing page 1 with the teacher and student information, complete page 2 by putting an X in the box for each course(s) that will be ordered using the semester pricing. Write the total dollar amount for the semester on the line at the bottom.

Form Directions:

Teaching Adult Name/Address- the parent information—make sure you include the parent’s email address and phone number

Shipping Address:

Name c/o: Type the ES Name and Student Name

Street: Type the ES Street Address

City: ES City

State: CA **Zip:** ES Zip

For School Use Only:

School: South Sutter Charter School, OR Ocean Grove Charter School

Administrator's Name: Shelley Ross

Title: Curriculum Coordinator Phone Number: (916) 997-3936

School Purchase Order Number: Retrieve the PO Number from WebFiles 1-3 days after you created the PO. (See Step 4 below).

Assigned Teacher's Name: ES Name, and phone number

Step 3) Create PO

Create a **service** PO request for the course(s). After the PO request is processed (usually within 1-3 days)—go into WebFiles and obtain the Purchase Order number.

- **DO NOT USE THE PRVPO Number, also known as the PO Request Number). You must wait until the PO is processed and converts to the PO Number and use the PO Number on your K12 Virtual School Program Order Form.**
- **SECOND SEMESTER MONIES WILL COME OUT OF YOUR STUDENT'S BUDGET WHETHER OR NOT YOU REMEMBER TO DO THE SECOND SEMESTER PO. IT COULD PUT YOUR STUDENT'S BUDGET OVER IF YOU FORGET.**

Step 4) Email "K12 Virtual School Program Order Form" with PO Number

Type the PO Number onto the "K12 Virtual School Program Order Form".

Once the document is complete and ready for submission to K12, the document should be saved to your desktop in this format:

LASTNAME_FIRST INITIAL_MMDDYYYY

Ex: If the order form is for Bobby Smith and submitted on 6/15/2006 then the file would be name Smith_B_06152006

Once it is saved, email it to VSP@K12.com

Step 5) K12 to contact parent with login information.

K12 will contact the parent via email within a couple of days and give them login instructions. Have the parent install the most recent version of Adobe Reader and take off pop ups on K12. They can start using the curriculum by printing many of the materials from the website until you receive and deliver the books. If they have questions on using the curriculum have them contact K12 directly,

How can my parents learn more about the program?

Visit www.k12.com

Problems/Point of Contact:

Enrollment Questions: Enrollment Consultant at 1-866-512-2273 or VSP@K12.com

Parent has questions about materials ordered: help.k12.com or 1-866-626-6413- option 1

Parent having technical problems: 1-866-626-6413

Still Have Questions?—Send an email to VSP@k12.com (more for ESs, not parents)