

K12 Enrollment Process

Your charter school is pleased to offer students access to k12, Inc. online classes. Below you will find pricing and ordering instructions as well as information regarding this vendor.

Before Ordering:

1. View list of online courses in the K-8 Course Catalogue, http://www.ieminc.org/handbook/curriculum/vendor/vendor_info_index.dwt.
2. Student to go the K12 website and take the placement assessments, http://www.ieminc.org/handbook/curriculum/vendor/K12_index.html. About half way down the page on this link there are step by step directions on how to access the tests. Results can be interpreted using the Placement Mastery Cheat Sheet.
3. Course Pricing
 - a. The charter school is contracted for K-8 core courses and electives.
 - b. Course prices are contracted and are subject to change yearly.
 - c. For the 2010-2011 school year, courses are \$350 per course per year per student for core courses and electives, except foreign language which costs \$200 per course per year per student because there are no course materials.
4. Materials
 - a. The course price includes standard materials and all printed student and teacher pages when applicable.

To Sign Up a Student:

1. Create a fall semester service PO for the year course(s).
 - a. List each course on its own line on the PO.
 - b. Follow the Vendor Notes for SS & OG.
 - c. The unit price for each course on the fall semester PO is $\frac{1}{2}$ of the course price which is \$175 for core and all electives, and \$100 for foreign languages.
2. Mark you calendar to create the spring semester PO in November after the second semester funding is put into the students' IF accounts.
3. By creating a fall semester PO for $\frac{1}{2}$ of the course price, your student is committing to the entire course price for each course listed on the fall semester PO. Failure by the ES to submit the second semester PO, does not negate this cost to the student's IF account. At some point, if you forget, you will be asked to creat this PO with help from your Advisor.
4. Complete the online order form, then email the form to Kirstine Larsen (MANDATORY) to review the online order form for accuracy. Kirstine will email the form on to K12. Questions? Contact Kirstine Larsen, iemtraining3@ieminc.org or (916) 979-4436.

If a Student is not Completing an Entire Year:

(Even if there is an end date on the PO the following procedure must be followed or K-12 will continue to charge the school through June for the OLS—Online Learning System)

1. Email poinquiries@ieminc.org kfines@k12.org and ap@ieminc.org ASAP with the following information:
 - a. Student Name

- b. Student Number
 - c. Drop Date
 - d. PO Number
 - e. Subject Line = Withdraw K-12
2. Process the withdrawal at the end of the semester or after the last date of attendance.

Please note the following information:

1. This vendor is available for K-8 students.
2. K-12 does not offer a sibling discount.
3. Each course includes
 - a. Online access for 10 months
 - b. Standard materials and printed Student Pages and Teacher Pages when applicable
 - c. OLS—Online Learning System
4. The entire process takes about 7-10 days to complete.
5. If a student drops K-12 will continue billing until they receive a withdraw email with the above information. This is true even if the student is not going to continue with the 2nd semester.
6. If a student starts anytime within a month they will be charged the entire fee for that month. There is no prorating for mid-month sign up.