

## **Guidelines for Parents of eLearningK12 Students:**

For students living in Louisiana, parents should register with the state in the in-home private school program (elementary) or the approved Home Study Program (high school). This information is on our website on the “Resources” menu.

Parents should check school’s webpage daily to keep abreast of activities.

Parents should have a working email which they check regularly for communication. We use it for planning activities and need responses. Teachers may contact parents this way also with questions.

Parents should check their child’s curriculum portfolio on a daily basis to review the work completed that day and evaluate progress.

Parents should generate reports from the curriculum portfolio on a regular basis to be filed for state accountability. If you need help with this, contact the school.

Parents whose children attend the learning center may drop them off as early as 15 minutes before arrival time. Students should be picked up no more than 5 minutes after departure time as we are usually beginning another session with different students.

We would greatly appreciate a call or email from parents when your child will be absent from attending classes. This allows for better planning.

We also ask that parents refrain from discussing your child’s progress when dropping off or picking up your child as it takes away from your consultant’s instruction time with the students.

## **Refund Policy**

Students who withdraw on any day during a calendar month and have pre-paid tuition, will receive a refund of academic tuition in the following percentages:

September 1 - October 31—75%

November 1-30—50%

December 1-31—40%

January 1 – February 28—25%

For students who financed their tuition, the same percentages apply. However, the refund amount is applied to the loan and any remaining credit is refunded via check.