



Santa Clarita Valley International Charter School  
Independent Home Study Program

**Instructions for Ordering Materials and Services**

The process for purchasing **materials** from vendors is as follows:

Families may shop for materials at any of the vendors on SCVi's Home Study Approved Vendor list. For a list of approved vendors, go to [http://www.scvcharterschool.org/Home\\_Study.html](http://www.scvcharterschool.org/Home_Study.html) and click on "current vendor list."

If you shop at one of the on-line vendors, shop as you normally would, putting items into a "shopping cart." **DO NOT** place the order. Copy and paste your shopping cart into a Word File and e-mail it to the Home Study Coordinator. The Home Study Coordinator will place the order for you and give the vendor a purchase order number for payment.

If you physically go to one of the stores on the vendor list (e.g. ABC Teach Store, Education Station, etc.), simply select the items you would like and take them to the check stand as you normally would. At check-out, tell the cashier that you are an SCVi Home Study family. The cashier will give you a lay-away invoice. Submit this invoice to the Home Study Coordinator, who will call Education Station with a purchase order number. The items will be shipped to SCVi and checked in. The Home Study Coordinator will call you when they arrive.

The process for purchasing **services** from approved vendors is as follows:

At the time you enroll your student for a class or tutoring service, tell the service vendor that you are an SCVi Home Study student.

Notify the Home Study Coordinator that you have enrolled in a class. Include the following information:

- a) Name of the Vendor
- b) Type and frequency of the class
- c) Monthly cost of the class

The Home Study Coordinator will call the vendor with a purchase order number and direct the vendor to submit an invoice directly to SCVi.

**Home study families should not under any circumstances pay for curriculum, materials or services directly. SCVi cannot directly reimburse home study families.**