



Calvert Ordering

User Guide for School Administrators



CALVERT
EDUCATION



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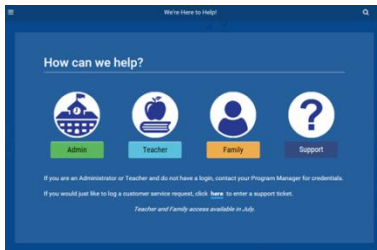
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Getting Started – Methods for Ordering

Calvert offers several methods for ordering. Each option is designed to be user friendly and to meet your specific ordering needs. Ordering options may vary depending on additional factors such as the services and Calvert platform selected. This guide is designed to provide instruction on the various methods that Schools can use to order Calvert’s curriculum, platform, and services. Your Program Manager will help you determine which method is best to serve your requirements and can answer questions about which products to order. If at any time you have questions or require assistance placing orders, contact your Program Manager.



All of the order form templates, product code lists, and documentation can be downloaded from the [Calvert Education Self Service website:](http://support.calverteducation.com/ordering-and-fulfillment/)

<http://support.calverteducation.com/ordering-and-fulfillment/>

Option 1: School Order Upload Form (preferred)

Group orders can be submitted using an Excel template provided by your Program Manager. The Excel template can be hand-keyed for low enrollment numbers or if your school has development support, an SIS can be used to generate data to align with and populate the required fields. The file includes optional fields that can be left blank, but it is important to note that required fields must be filled in or the entire order will fail. The completed order file can then be transmitted to Calvert using the CTN Order Upload function or using our Secure FTP process. Most schools will use this methodology for order unless otherwise determined by you and your program manager.

Option 2: School Client Order Form

The Mach form method is an easy to use ordering form that is accessed online and ideal for low volume. Your Program Manager will send an internet link to your own specific form. The step-by-step process ensures required information is captured, making order entry for single student orders very easy.

How To Place Orders – Using the Group Order Upload Template

Your Program Manager will send you an Excel template called “GroupOrderUpload Template.xlsx”. Open the Excel file and go to the ‘Group Order Upload’ tab . As you scroll across the column headings, you will see each column heading is labeled as either ‘required’ or ‘optional’. All of the ‘required’ fields must contain valid data, or the entire order file will fail. You should not reorganize the columns or insert additional columns, doing so will cause the order process to fail, and delay our ability to process your order.

An explanation of each column heading follows as well as whether or not the field is optional.

Field Mapping and Descriptions

External Order Number	(optional)	Some customers will produce an internal number for their own business requirements to track the orders that they place.
Purchase_Order_Number	(required)	Some customers will produce a purchase order number for every order that they place others will use the same purchase order for their academic year. A general blanket PO, and every order processed during that year may be referenced by that same PO #.
Parent_Id	(required)	This field used to be considered optional, but is now Required. Even if the families are not engaged, and they don't intend to have Parents logging into accounts, the majority of our customers do have parents, so this field is now required. Ideally, the parent id would be the parent's email address, but it could also potentially be a number.
Parent_First_Name	(required)	First Name of the student's parent.
Parent_Last_Name	(required)	Last Name of the student's parent.
Student_Id	(required)	The Student ID must be a unique identifier for a student and might be generated by a school's SIS system. Calvert will use the Student ID to create a record for the student in our provisioning system. The Student ID should be numeric, and must not contain special characters such as (!@#\$\$%^&*) etc.
Student_First_Name	(required)	First Name of the student.

Student_Last_Name	(required)	Last Name of the student.
Student_Email	(required)	If a student enters an email address, we can send CTN password reset links to that address for the student's login.
Student_DOB	(optional)	The student's date of birth, this field is optional.
Bill_To_Address_1	(required)	This is the first line of the school's billing address and will be the address that Calvert invoices for the orders that are placed.
Bill_To_Address_2	(required)	This is the second line of the school's billing address and will be the address that Calvert invoices for the orders that are placed.
Bill_To_City	(required)	This is the city of the school's billing address and will be the address that Calvert invoices for the orders that are placed.
Bill_To_State	(required)	This is the state of the school's billing address and will be the address that Calvert invoices for the orders that are placed.
Bill_To_Zip	(required)	This is the zip code for the school's billing address and will be the address that Calvert invoices for the orders that are placed.
Bill_To_Country	(required)	This is the Country for the school's billing address.
Bill_To_Phone	(required)	This is the phone number for the school's billing address and will be the phone number that Calvert calls regarding invoices for orders that are placed.
Ship_To_Name	(required)	Enter either the school name or the family name. This is typically the school name if the school plans to receive all of the materials and then disseminates them to their students during an orientation, or have families come in to pick up or they opt to resend to the families' homes. This will be the family name if Calvert is asked to ship directly to the family members.
Ship_To_Address_1	(required)	This is the first line of the shipping address. IMPORTANT NOTE: This address cannot be a PO Box address!
Ship_To_Address_2	(required)	This is the second line of the shipping address. IMPORTANT NOTE: This address cannot be a PO Box address!
Ship_To_City	(required)	This is the city for the shipping address.
Ship_To_State	(required)	This is the state for the shipping address.
Ship_To_Zip	(required)	This is the zip code for the shipping address.

Ship_To_Country	(required)	This is the country for the shipping address.
Ship_To_Phone	(required)	This is the phone number to contact for the shipping address.
Ship_To_Email	(required)	The Ship_To-Email address is very important and is traditionally the family email address. Calvert will use this email address to communicate with the family once our materials have been shipped, and for providing any online access. We also have a BCC shipping email address for the school to use to track their student's orders. The BCC can be a generic email address established just to track orders such as calvertorder@yourschool.k12.com , where all of the cc's of tracking and shipping information can go into a general email box for school staff to monitor. This method will allow both the parent and the school to receive communication. <u>If you have a generic email address for your school please email it to your program manager.</u>
Calvert_Product	(required)	The Calvert_Product entry will come from the "Calvert_Product -Master 17.18.xlsx" spreadsheet you're your Program Manager provides to our customers. Your order file must have one row established for each product being purchased. You may enter either the Code or the Course Description text, but the text MUST be entered EXACTLY as it appears.
Product_Quantity	(required)	The quantity of the product code that is being ordered, this is usually 1.
Order_Notes	(optional)	This optional field can be used for whatever information the school decides to capture. For example, it can be used to identify a district, or to classify item as a mid-year vs. a full-year. Your Program Manager can advise you on various ways you might use this field.

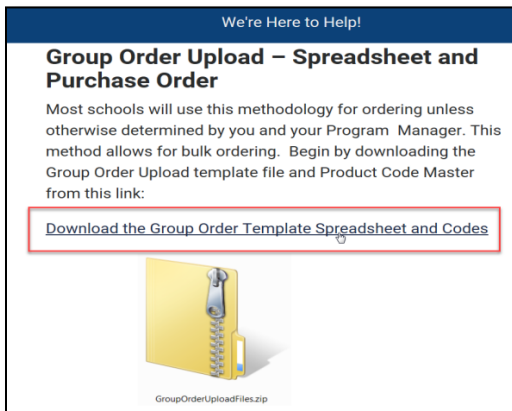
NOTE: It is very important that you DO NOT RENAME the sheet tab in the Excel Template.

The first sheet in the " GroupOrderUpload Template.xlsx" workbook MUST BE CALLED

"Group Order Upload"

Steps to Generate the Order File

Use the following steps to generate orders for your students:

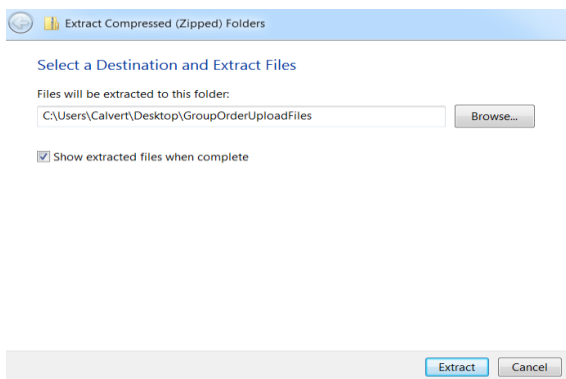
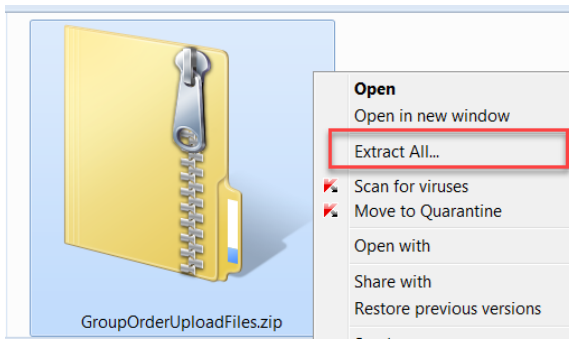


Download the Order File and Product Codes

- Click on this link to download a zip file that contains the Order File spreadsheet and Product Codes:

[Group Order Upload Files \(Zip Folder\)](#)

You will need to save and unzip the folder to view and work with the contents.



Save the zip folder to a location on your PC and unzip

- To unzip, position the cursor over the folder and press the Right Mouse button.
- Choose **'Extract All...'** from the menu.
- Click on the Browse button to navigate to a location to save the unzipped file contents.
- Check the box next to "Show extracted files when complete."
- Click on the **[Extract]** button.

	X	Y	Z	AA	AC	AH
1	22	23	24	25		26
2	Ship_To_Country	Ship_To_Phone	Ship_To_Email	Calvert_Product		Product_Quantity
3	USA	410-555-7890	cjones@fakemail.co	GSCORE		1
4	USA	410-555-7890	cjones@fakemail.co	GSSCKIT		1
5	USA	410-555-7890	cjones@fakemail.co	GSGCS		1
6	USA	410-555-7890	cjones@fakemail.co	CAKS		1
7	USA	410-555-7890	cjones@fakemail.co	CAKGCSS		1
8						

Open the "GroupOrderUpload Template.xlsx" and choose the "Group Order Upload" tab.

NOTE: DO NOT RENAME the sheet tab in the Excel Template. The first sheet in the workbook **MUST BE CALLED "Group Order Upload"**

Required Fields are Blue Optional Fields are Orange

F	G	H	I	J
5	6	7	8	
Student_Id	Student_First_Name	Student_Last_Name	Student_Email	Student_DOB (optional)

NOTE: ALL columns with blue labels must contain data. Columns with orange labels are optional

A3	fx	1
A		
1	1	
2	External Order Number (optional)	
3	11770	
4		

Enter related Order, Family and Student data on each row along with a product code and quantity.

- Position your cursor in cell Column A, Row 3 and begin entering data for each student's product code being. Data can be typed directly into the spreadsheet or queried into the spreadsheet from your SIS data repository.

- Fill in all of the required fields related to the student and family contact information.
-

AH3	fx	1			
Y	Z	AA	AC	AH	AI
1	23	24	25	26	27
2	Ship_To_Phone	Ship_To_Email	Calvert_Product	Product_Quantity	Order_Notes (optional)
3	410-555-7890	cjones@fakemail.co	GSCORE	1	

Enter a valid product and quantity.

- Position the cursor in the Calvert_Product cell, Column **AA**, (Position 25), then type in a **valid** product code or product description.
- Press the **[Tab]** key twice to move to the Product_Quantity cell.
- Type in a quantity of **1** in the Product_Quantity field, Column **AH**, (Position 26)

I	J	K	L
7	8	9	10
Student Email	Student DOB (optional)	Bill To Address 1	Bill To Address 2
cjones@fakemail.com		1000 School Avenue	Finance Department
cjones@fakemail.com		1000 School Avenue	Finance Department
cjones@fakemail.com		1000 School Avenue	Finance Department
cjones@fakemail.com		1000 School Avenue	Finance Department
cjones@fakemail.com		1000 School Avenue	Finance Department
cjones@fakemail.com		1000 School Avenue	Finance Department

Group Order Upload

Copy Cells

Repeat the process above on each following row for every product code being ordered for the student.

NOTE: You will need to enter each product code on its own row AND you will need to repeat the associated Order, Family, and Student data on each row as well.

If you use Excel's fill handle (the Copy/Auto Fill feature) to fill in consecutive rows with repeated values, be sure to indicate that you want to "Copy Cells" to fill down and not use the "Fill Series" option.

Valid Products - Working with the Calvert_Product Master spreadsheet

When filling out the Group Order Upload Template, you will need to refer to a list of valid Calvert Product Codes and Descriptions. You will find a complete list of products has been included in the zip folder as an Excel spreadsheet file called "Calvert_Product – Master 17.18.xlsx". This file contains the current year's complete standard set of product codes and descriptions, but your Program Manager may send you a modified version with just the products that are relevant to your school program.

Open the Product Master list and view the "Calvert_Products" tab to see items that your school might order. Products are organized in a series of numbered categories and depending on the student's ordering needs, a product code could include a complete product or a series of courses. Product codes and categories have been developed to support the schools ability to customize the curriculum to an individual student's needs as opposed to ordering a flat grade level across all products. The other tab in the file called "Calvert_Products_Complete PK-8" has 'bundled' product codes that can be used to easily order a standard program by grade level.

When ordering items for a student, you may enter either a product's Code into the Calvert_Product column or you may enter the Course Description, but the entry must be **exactly as it appears** on the Product Master, (i.e. descriptions must include spaces, slashes and dashes ... **exactly at it appears**). Using Excel's copy and paste function is advised to ensure accuracy.

Your entire order file will include several rows for each student; each row will include a different Calvert_Product (either its Code or Course Description) and a Product_Quantity of one.

	D	E	F	G	H	AA	AC	AH
1	3	4	5	6	25	26		
2	Parent_First_Name	Parent_Last_Name	Student_Id	Student_First_Name	Student_Last_Name	Calvert_Product		Product_Quantity
3	Abigail	Jones	11544	Chris	Jones	G5CORE		1
4	Abigail	Jones	11544	Chris	Jones	5M		1
5	Abigail	Jones	11544	Chris	Jones	G5GCS		1
6	Abigail	Jones	11544	Chris	Jones	CAK5		1
7	Abigail	Jones	11544	Chris	Jones	CAKGCS5		1
8	Ellen	Smith	21334	Jane	Smith	G5CORE		1
9	Ellen	Smith	21334	Jane	Smith	5M		1
10	Ellen	Smith	21334	Jane	Smith	G5GCS		1
11	Ellen	Smith	21334	Jane	Smith	CAK5		1
12	Ellen	Smith	21334	Jane	Smith	CAKGCS5		1

Example 1 (Pick and Mix): If you are ordering for a student in K through 4th grade, the entries for a pick and mix of individual courses would consist of a product code from Category 1 (Core) and a product code from Category 2 (your choice of Math In Focus or Calvert Math). The entries made on the ‘Group Order Upload’ tab would include two rows, with all of the required fields filled out the same, except you will enter a Calvert_Product code for Category 1 on the first row, and the Calvert_Product code for Category 2 on the second row.

The screenshot shows two parts of the Excel interface. The top part is the 'Calvert_Products' sheet, which lists various course categories and their codes. Red boxes highlight 'Category 1' and 'Category 2'. The bottom part is the 'Group Order Upload' sheet, which shows a table with columns for Parent_Last_Name, Student_Id, Student_First_Name, Student_Last_Name, Calvert_Product, and Product_Quantity. Red boxes highlight the first two rows of data, showing a pick and mix order for a student named Jones.

Category 1	Code	Category 2	Course
Grade PK Core	PKCORE	N/A	Grade K Calvert Math
Grade K Core	KCORE	N/A	Grade 1 Calvert Math
Grade 1 Core	G1CORE	1M	Grade 2 Calvert Math
Grade 2 Core	G2CORE	2M	Grade 3 Calvert Math
Grade 3 Core	G3CORE	3M	Grade 4 Calvert Math
Grade 4 Core - Regions	S4CORE	4M	Grade 5 Calvert Math
Grade 4 Core - CHOW	G4CORE	N/A	Grade 6 Calvert Math
Grade 5 Core	G5CORE	5M	
	N/A	6M	

	E	F	G	H	AA	AC	AH
1	4	5	6	25	26		
2	Parent_Last_Name	Student_Id	Student_First_Name	Student_Last_Name	Calvert_Product		Product_Quantity
3	Jones	8/9/1931	Chris	Jones	G2CORE		1
4	Jones	8/9/1931	Chris	Jones	2M		1

Example 2 (Complete Program): If you are ordering for a student in 5th grade, a complete program would include a product code from Category 1, 2, and 3. When ordering a standard set of courses for a student, it might be easier to copy and paste the product codes from the tab called “Calvert_Products_Complete PK-8”. The entries made on the ‘Group Order Upload’ tab would include 3 rows, with all of the required fields filled out the same, the Product Code for Category 1 on the first row, and the Product Code for Category 2 on the second row, and the 3rd row would show the Product Code for Category 3. All products being ordered in this example should include all of the required fields filled out the same.

5th Grade Complete Courses Options		
DNS PK-8 WITH MATH IN FOCUS (SINGAPORE) - Select entire column of codes.		
Grade 4 Codes (Regions)	Grade 4 Codes (CHOW)	Grade 5 Codes
S4CORE	G4CORE	G5CORE
4M	4M	G5GCS
		SM

	E	F	G	H	AA	AC	AH
	4		5	6	25		26
	Parent Last Name	Student Id	Student First Name	Student Last Name	Calvert Product		Product Quantity
8	Smith	21334	Jane	Smith	G5CORE		1
9	Smith	21334	Jane	Smith	SM		1
10	Smith	21334	Jane	Smith	G5GCS		1
11	Smith	21334	Jane	Smith	CAK5		1
12	Smith	21334	Jane	Smith	CAKGCS5		1

If you are ordering the Advisory Teaching Service (ATS) program for a student, you will enter additional rows, one for the ATS test code (online or offline) and another row if you are including the grading service. NOTE: It is important to verify that the ATS service is aligned to the student’s other products being ordered.

Category 1			Category 2		
Course Description	Code	Code	Course Description	Code	Code
Grade K Core ATS	N/A	KCORELATS	Grade K Calvert Math ATS		
Grade 1 Core ATS	1CORELATS	G1CATSSVC	Grade 1 Math in Focus ATS	1MOLATS	G1MATSSVC
Grade 2 Core ATS	2CORELATS	G2CATSSVC	Grade 2 Math in Focus ATS	2MOLATS	G2MATSSVC
Grade 3 Core ATS	3CORELATS	G3CATSSVC	Grade 3 Math in Focus ATS	3MOLATS	G3MATSSVC
Grade 4 Core ATS - Regions	4SCORELATS	G4CRATSSVC	Grade 4 Math in Focus ATS	4MOLATS	G4MATSSVC
Grade 4 Core ATS - CHOW	4CORELATS	G4CATSSVC			
Grade 5 Core ATS	5CORELATS	G5CATSSVC	Grade 5 Math in Focus ATS	5MOLATS	G5MATSSVC
	N/A		Grade 6 Math in Focus ATS	6MOLATS	G6MATSSVC
	N/A		Grade 7 Math in Focus ATS	7MOLATS	G7MATSSVC
	N/A		Grade 8 Math in Focus ATS	8MOLATS	G8MATSSVC

Tips for Data Entry

- A tab can be established that includes all codes for a typical student order. Then the codes could easily be copied and pasted into the Calvert_Product fields on the order file, followed by a copy/paste of the student record data into the rest of the cells on the associated rows.
- A Student Information System (SIS) can be leveraged to produce a file with the necessary Course Codes, which can then be aligned to create the product detail rows for each student's order. This process typically requires creating an ODBC connection to query the SIS database and then align the output from the SIS into the order upload spreadsheet.

Complete and Send the Order File

- When the Order file template has been completed with all products for each student, the next step is to transmit the spreadsheet to Calvert Education's enrollment department using one of the two methods described below.
- **NOTE:** Each Order file template being sent should only include NEW orders to **avoid accidentally placing duplicate orders**, (product rows for students that have not been previously placed).

Methods for Sending the Group Order File

After the order template has been completed and reviewed for accuracy, the file can be sent to Calvert for processing using any of the following methods. The availability and advantages of each transmit method are described below along with the steps to perform.

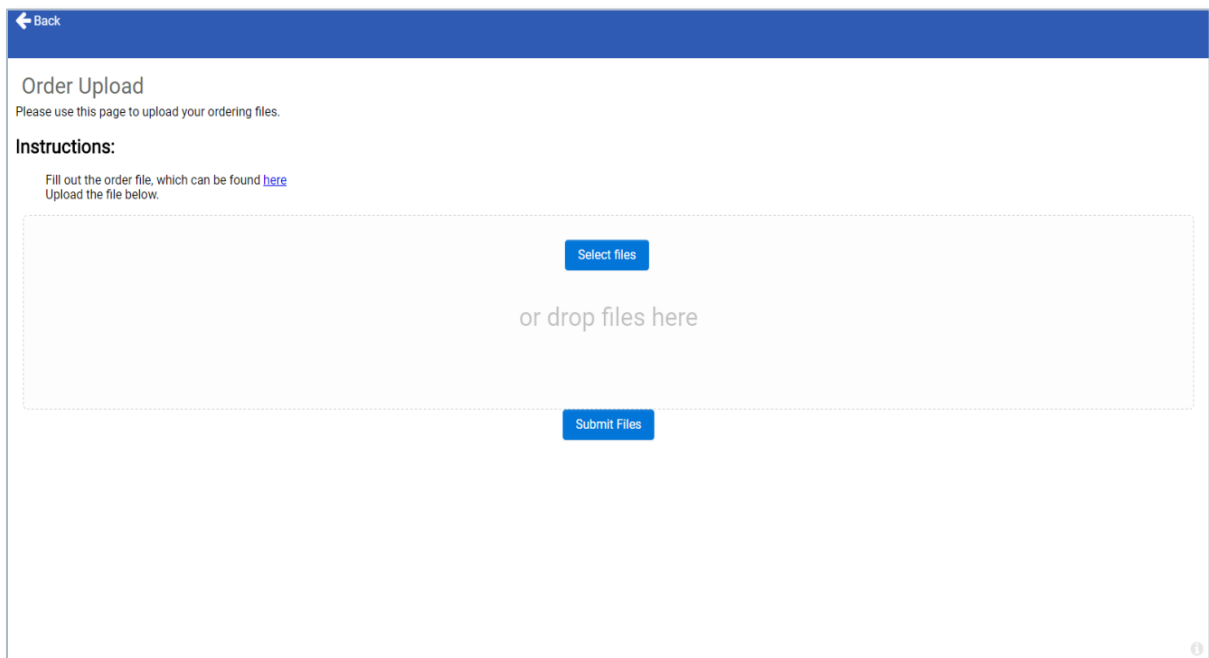
Method	Availability
CTN – Order Upload	Admin access to the Calvert Teach Navigator (CTN) platform has an option in the Resources menu (9-dot icon in upper right corner). Use the Order Upload icon to easily transmit your order file without installing additional software.
SFTP – Secure FTP	Common Cartridge-only customers or if you do not have Admin access to the CTN platform will need to use an FTP software application (such as Filezilla).

Order Upload – Using CTN (3.0)

Admins with access to the Calvert Teaching Navigator, (ver 3.0) can use the new Order Upload feature in the CTN navigation bar. The process for sending files through CTN is very easy. Simply hover over the resources menu (9-dot/grid menu icon) and click on the Order Upload icon.



Click on the [Select Files] button to navigate to the location on your pc where the completed “GroupOrderUpload Template.xlsx” file has been saved. Alternatively, you can drag and drop the order file onto the area in the center of the screen

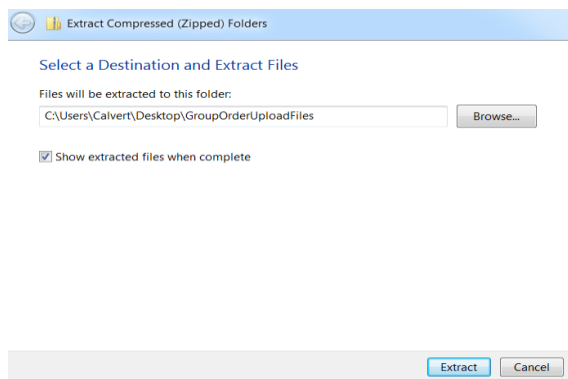
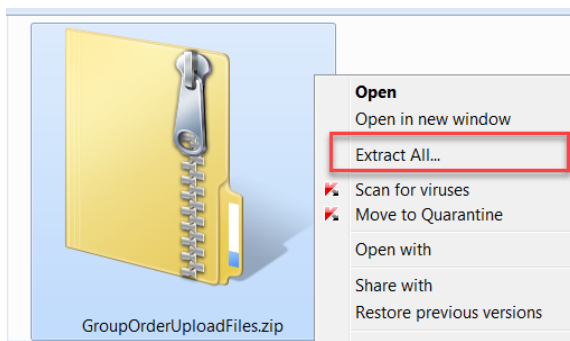


Click on the [Submit Files] button to transmit the “GroupOrderUpload Template.xlsx” .

Order Upload – Using FTP Through Our Secure FTP Site

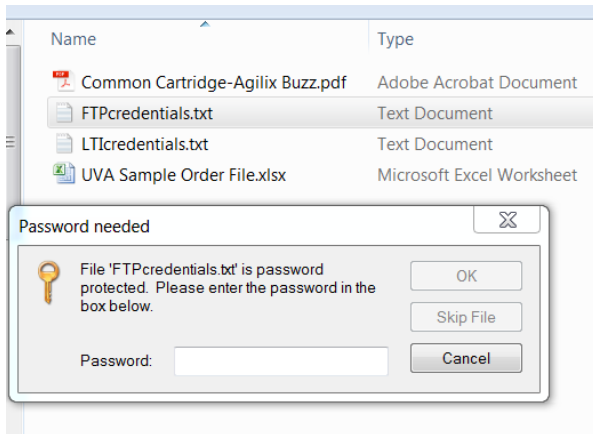
Admins that do not have access to the Calvert Teaching Navigator will need to use a secure File Transfer Protocol (FTP) to transmit the Group Order spreadsheet. FTP is a Web-based tool that enables you to browse and transfer files from your computer to our cloud server. The FTP process involves configuring your FTP software, connecting to our host, and then sending your order file through the FTP software interface.

Your Program Manager will send you a password-protected zip file with instructions and credentials to configure the FTP application. The following steps describe how to configure and send the file using FileZilla, a free FTP solution that can be downloaded and installed on multiple platforms, but the directions do not include how to download and install the application.



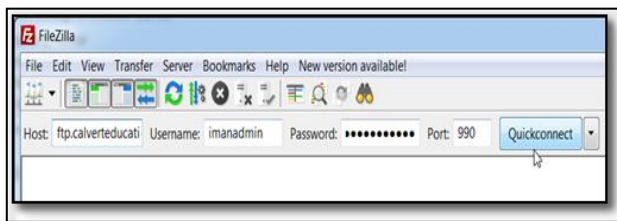
Locate, save and unzip the folder with your secure FTP credentials to a location on your PC.

- To unzip, position the cursor over the folder and press the Right Mouse button.
 - Choose ‘**Extract All...**’ from the menu.
-
- Click on the Browse button to navigate to a location to save the unzipped file contents.
 - Check the box next to “Show extracted files when complete.”
 - Click on the [**Extract**] button.



Open the unzipped folder and then open the “FTPcredentials.txt” file to see the user name and password you will use to configure your FTP client.

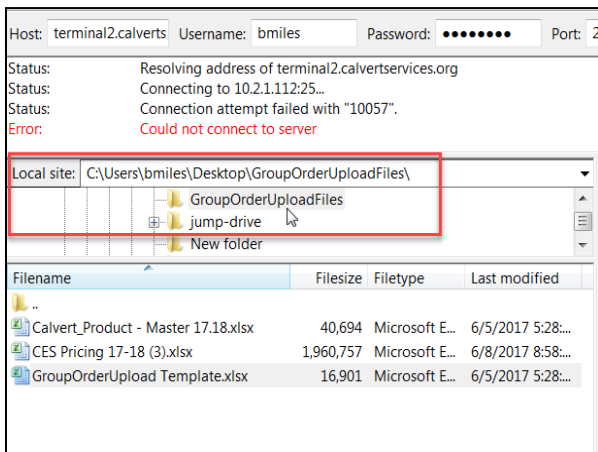
NOTE: You will need to use your unique password to open the files in the zip folder. Contact your Program Manager if you did not receive the password.



Example of a host connection configuration screen

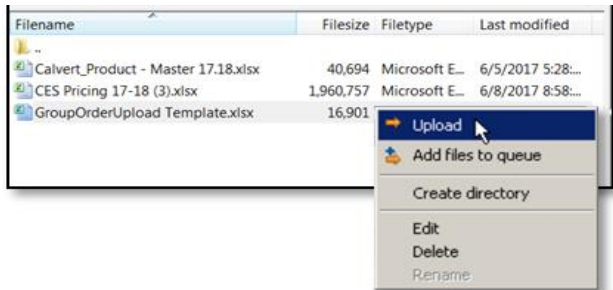
Launch the FTP client software program and configure the Host connection as follows:

- **Host:** ftp.calverteducation.com
- **Username:** {enter the Username from the FTPcredentials.txt file}
- **Password:** {enter the Password from the FTPcredentials.txt file}
- **Port:** 990
- Click on the [Quickconnect] button to connect



Navigate to the location on your local site to choose the “GroupOrderUpload Template.xlsx” file.

- Use the “Local Site:” to navigate to the directory with the order upload file.
- Either
 - type a directory name into the edit field and press enter or
 - Click a directory in the directory tree, or
 - Double-click a directory in the list of the current directory contents.



Transfer the file to the Calvert FTP Server

- You can upload the file by double-clicking on the file name in your Local site directory. The file will be added to the transfer queue and the transfer starts automatically.
- You may also click on a file, then drag the file to the directory where you want to move it to in the "Remote site:" directory.

Disconnect from the server when you see the file has transferred successfully, and close out of the FTP software client.

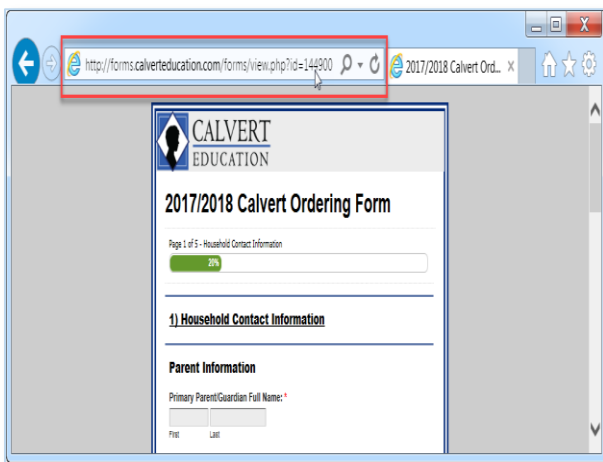
How To Place Orders – Using the Calvert Ordering Form Link

Ordering is very easy if you typically place orders on a per student basis. Your Program Manager will send you a link to the Calvert Online Order form.

You will find all of the valid product codes that your school might order on the 'Calvert_Products' tab in the Excel order file.

Steps to Place an Individual Order using the Machform

Your Program Manager will send you a link to an online ordering form that you can use to place individual student orders. Use the following steps to generate orders for your students:



Enter the URL for the form into your browser:

- Click on the link in the email or
- Copy and paste the link from the instructions into your browser or
- Open up an internet browser and type the link into the address window:

1) Household Contact Information

Parent Information

Primary Parent/Guardian Full Name: *
 Brigita Miles
First Last

Primary Phone Number: *
 410 - 785 - 3400
 ### ### ####

Primary Parent E-mail Address: *
 bmiles@calvertservices.org

Primary Home Street Address: *
 100 Main Street

Primary Home Address Line 2:

Primary Home City: *
 Baltimore

Please note that this email address will be associated with the parents online account and all communication will be sent to this email address. NOTE: Only valid and working e-mails are accepted.

Household Contact Information

- Typing directly into the form of each page, enter all household contact data, beginning with the Primary Parent/Guardian Full Name.
- NOTE: A red asterisk (*) indicates a required field.
- Some fields may display 'call-out' notes. Review all additional notes and contact your Program Manager if you have any questions.

There was a problem with your submission.

Errors have been **highlighted** below.

Student ID *

This field is required. Please enter a value.

Student Date of Birth (Optional):

 / /

MM DD YYYY

These must be unique to each student, no special characters (e.g. !@#%&'&"). Should be letters, numbers or a combination of both. Traditionally these are generated by your SIS and are numerical.

Select PK- 8 Complete Course

Select from the options below if ordering all the same grade level courses for your student's program.

NOTE: All Grade 1-8 Complete Courses will come with Math in Focus.

To customize your student's program or choose a different Math version, please use the Individual Course(s) options for all your selections instead.

2017-2018 Grade Level of Record: *

Complete Classic *

If ordering Verticity Complete, leave this field as NA.

Complete Verticity *

If ordering Classic Complete, leave this field as NA.

Requested Shipping method: *

Purchase Order Number: *

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If using a "Blanket PO" you only need to email that to Calvert Education once when you submit your first order. For all orders thereafter, you need only to provide that PO# on your order. If you use a unique PO# for each student, please provide the number here and email a copy of the PO to schools@calvertsolutions.org For Credit Card orders, please type "Credit Card" in the PO field and Calvert will call you for the credit card details.

Click on the [Continue] button to save the data and advance to Page 2.

If you have not filled in all required fields, the form will display an error message and highlight the incompleting field(s).

Calvert Product Ordering Information

- You will only need to complete the fields related to an individual student's order.
- Choose a Complete Course for students in PK-8, either Classic or Verticity.
- You can customize your student's program by selecting K-8 Individual Courses to allow for different grade level instruction.

Shipping Info and Enrollment Confirmation

- Confirm enrollment documentation has been received and order is approved.
- Select where you want the materials shipped to, Student "Home Address" or "School Address".
- Enter your School Address, regardless of whether the materials are shipped to the student address or not.
- Select method of shipping: Standard, Expedited, etc.

Requested Shipping method: *

Two Day Air ▼

Purchase Order Number: *

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If using a "Blanket PO" you only need to email that to Calvert Education once when you submit your first order. For all orders thereafter, you need only to provide that PO# on your order. If you use a unique PO# for each student, please provide the number here and email a copy of the PO to schools@calvertservices.org. For Credit Card orders, please type "Credit Card" in the PO field and Calvert will call you for the credit card details.

Shipping Info and Enrollment Confirmation

- Confirm enrollment documentation has been received and order is approved.
- Select where you want the materials shipped to, Student "Home Address" or "School Address".
- Choose a Requested Shipping method
- Enter either the Purchase Order Number or the words "Credit Card" in the Purchase Order field to have Calvert call for the credit card details.
- Press the **[Continue]** button to advance to Page 4.

4) Final Confirmation Before Submission

Please review that the information contained on this form to ensure that the correct materials are ordered for the student above, shipped to the correct location and sending method of shipment is correct.

*You may choose to WAIVE this step and accept full responsibility for any additional costs incurred due to incorrect items ordered, incorrect shipping destination and/or incorrect method of shipment.

Confirmation: *

I have confirmed all the information contained on this form with the Learning Guide and the Learning Guide intends to enroll this student:

*I WAIVE this step and accept full responsibility of this order as I did not confirm all the information contained on this form with the Learning Guide:

E-Signature of Approval: - First *

Brigita

E-Signature of Approval: - Last *

Miles

School Email for copy of Order Submission: *

School Name: *

School Billing Address: *

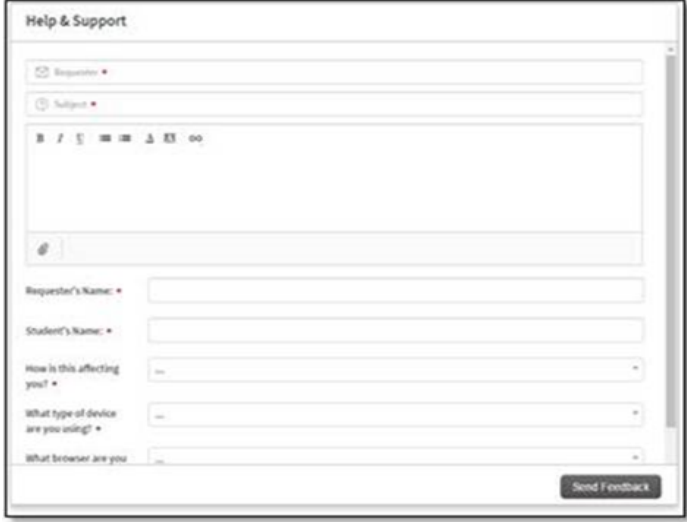
School Billing Address Line 2:

School Billing City: *

Final Confirmation before Submission

- Review the information entered onto the form and correct any mistakes.
- Place a check mark into one of the Confirmation options.
- Type in your E-Signature first and last name to indicate Approval of the Confirmation choice.
- Click on the **[Continue]** button to complete the order.

How to get Help from Calvert Support

Support	Method of Contact
<p>Program Manager</p>	<p>Please call or email your school's Program Manager for any assistance you may need generating or sending your order.</p>
<p>Web Ticket</p>	<p>https://calverteducation.freshdesk.com</p> 
<p>Self Service Web Site</p>	<p>https://support.calverteducation.com</p> 