



# Michigan Virtual Charter Academy

5910 Tahoe Dr. SE / Grand Rapids, MI 49546

Phone: 616-309-1600 / Fax: 616-309-1608

CONTACT INFORMATION K12		
Computer & printer setup, troubleshooting, repair, replacement, return	K12 Customer Care	866-512-2273 press 2 <a href="http://www.help.k12.com/s/">www.help.k12.com/s/</a>
Missing materials Shipment concern Material returns	K12 Customer Care	866-512-2273 press 2 <a href="http://www.help.k12.com/s/">www.help.k12.com/s/</a>
Student account setup & login Class Connect download Course access issues	K12 Customer Care	866-512-2273 press 2 <a href="http://www.help.k12.com/s/">www.help.k12.com/s/</a>
Enrolling new students	K12 Customer Care	866-512-2273 press 1 <a href="http://www.k12.com">www.k12.com</a>
CONTACT INFORMATION MVCA		
Orientation Getting started at MVCA How to navigate the online school How to check grades/progress How to record attendance	Esther Freel, Student Support Advisor	616-309-1600 x 3160 <a href="mailto:efreel@michva.org">efreel@michva.org</a>
Course specific questions Request academic support	Course Teacher	Find teacher email in learning coach & student account mail icon
Request additional computer (K-5)	Homeroom Teacher	Find HR teacher email in learning coach & student account mail icon
High school credits Course selection/drop/add Grad requirements AP Courses Dual Enrollment	Academic Counselor	<a href="mailto:mscheel@michva.org">mscheel@michva.org</a> <a href="mailto:abidigare@michva.org">abidigare@michva.org</a> <a href="mailto:laalexander@michva.org">laalexander@michva.org</a> <a href="mailto:lcillacooper@michva.org">lcillacooper@michva.org</a> <a href="mailto:slevasseur@michva.org">slevasseur@michva.org</a>
Middle school counselor	Dave Krause, Middle School Counselor	616-309-1600 x 1623 <a href="mailto:dkrause@michva.org">dkrause@michva.org</a>
State testing Testing Nirvana	Bridgette Weaver, Testing Coordinator	517-489-7227 <a href="mailto:bweaver@michva.org">bweaver@michva.org</a>
Special Programs	Sandi Brueck, Academic Administrator Special Programs	616-309-1600 x 1611 <a href="mailto:sbrueck@michva.org">sbrueck@michva.org</a>
Request Sp Ed testing	Homeroom Teacher or Child Find Coordinator, Rebecca Karpinski	616-309-1600 X 7407 <a href="mailto:rkarpinski@michva.org">rkarpinski@michva.org</a>
504 questions, documents	Sara Addington 504 Coordinator	616-309-1600 X7801 <a href="mailto:saddington@michva.org">saddington@michva.org</a>

Submitting SE documents	Sarah Neitzel, SE Registrar	616-309-1600 x 1606 <a href="mailto:saneitzel@michva.org">saneitzel@michva.org</a>
English as a second language Translation services	Heather Kaczmarek, ESL Department	616-309-1600 x 2623 <a href="mailto:hkaczmarek@michva.org">hkaczmarek@michva.org</a>
Mental health concerns Bullying & abuse Personal issues Community resources	Jan Collier, Family Resource Coordinator	616-309-1600 x 3125 <a href="mailto:jcollier@michva.org">jcollier@michva.org</a>
Housing instability Homelessness	Marianne Marzolla, McKinney Vento Homeless Liaison	616-309-1600 x 7638 <a href="mailto:mmarzolla@michva.org">mmarzolla@michva.org</a>
Truancy prevention Attendance policies	Loannie Houston, Attendance Specialist	616-309-1600 x 6043 <a href="mailto:lhouston@michva.org">lhouston@michva.org</a>
<b>MVCA OFFICE</b>		
General questions	MVCA office staff	616-309-1600
Internet reimbursement Work permits Court documents Proof of attendance	Callie Sanders, Office Administrator	616-309-1600 x 1608 <a href="mailto:csanders@michva.org">csanders@michva.org</a>
Reporting absences Request planned absence form	Attendance phone line Attendance email	616-309-1600 x 1600 <a href="mailto:absent@michva.org">absent@michva.org</a>
Change address Request records Add learning coach to account Name changes Withdraw or school transfers	Courtney Ronda, Grade K-8 Registrar  Maureen Stange, HS Registrar	616-309-1600 x 3026 <a href="mailto:cronda@michva.org">cronda@michva.org</a>  616-309-1600 x 7809 <a href="mailto:mstange@michva.org">mstange@michva.org</a>
Enrollment	Natalie Cromley Eisen Enrollment Coordinator	616-309-1600 x 1609 <a href="mailto:neisen@michva.org">neisen@michva.org</a>
Re-registration	Josh Weld-Wallis, Ops Support Specialist	616-309-1600 x 1616 <a href="mailto:jweld-wallis@michva.org">jweld-wallis@michva.org</a>
<b>MVCA ADMINISTRATORS</b>		
Randy Rodriguez	Head of School	<a href="mailto:rrodriguez@michva.org">rrodriguez@michva.org</a>
Sheila Boehning	High School Principal	<a href="mailto:sboehning@michva.org">sboehning@michva.org</a>
Amena Moiz	Middle School Principal	<a href="mailto:amoiz@michva.org">amoiz@michva.org</a>
Teresa Burt	Middle School Lead	<a href="mailto:tburt@michva.org">tburt@michva.org</a>
Tanya Kuipers	Elementary Principal	<a href="mailto:TKuipers@michva.org">TKuipers@michva.org</a>
Colleen Carrie	Elementary Lead	<a href="mailto:ccarrie@michva.org">ccarrie@michva.org</a>
Sandi Brueck	Academic Administrator Special Programs	<a href="mailto:sbrueck@michva.org">sbrueck@michva.org</a>
Mary Race	Special Education Lead:	<a href="mailto:mrace@michva.org">mrace@michva.org</a>
<p>Call the MVCA office at 616-309-1600 for any items not listed. For more information check our website <a href="http://mvca.k12.com/">mvca.k12.com/</a> and MVCA Parent/Student Handbook.</p>		