

Best Practices

North Carolina's K12 Scholarship Programs

Helpful Hints for Zoom

Slides will be posted at <https://www.ncseaa.edu/k12/school-administrators/webinars/> and a recording of this session will be posted there within a week.

- Zoom has **closed captioning** available

Asking Questions

- Use the Q & A to ask your questions (chat is disabled)
- Email NPS@ncseaa.edu to ask questions about an individual student

Answering Questions

- Presentation team will answer questions from the Q & A at certain points
- Only questions related to this session's content will be addressed live

1. Responsibilities of K12 Program stakeholders

2. SEAA's expectations for schools

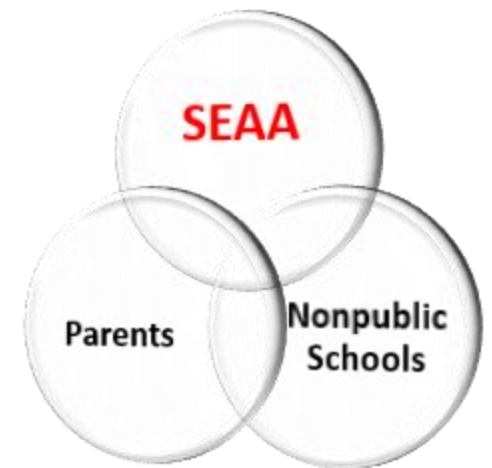
3. Annual requirements & best practices

- Annual Program requirements
- Certification and endorsement
- Part-time enrollment
- Withdrawal policy

Stakeholder Responsibilities

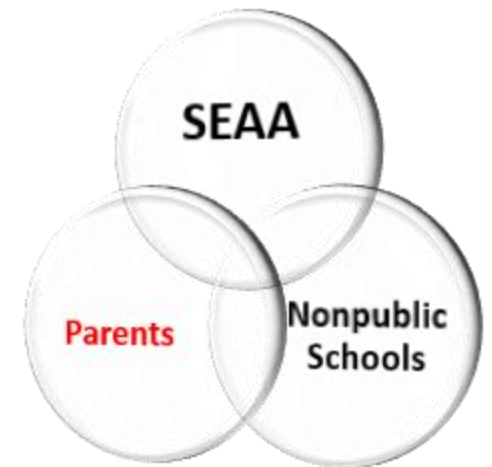
SEAA Responsibilities

- Administers the K12 Programs in accordance with North Carolina law
- Manages student applications and new school registration
- Maintains student and school records
- Disburses funding to schools on behalf of students
- Collects required documents from schools and families
- Ensures compliance with program policies



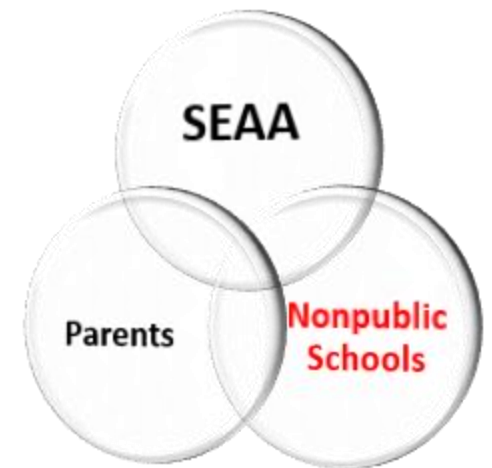
Parent Responsibilities

- Applies or renews
- Manages *all processes* related to the student record in MyPortal
- Accepts award
- Submits verification documents
- Works directly with school to enroll students
- Endorses award twice per school year



School Responsibilities

- Manages program rosters and advises SEAA of missing students
- Certifies students (attending or not)
- Endorses student funds
- Applies funds to student accounts
- Reconciles accounts
- Notifies SEAA of student withdrawals
- Refunds to SEAA as necessary
- Administers standardized tests
 - Submits a copy of results to SEAA
 - Provides parents with test results
- Manages student enrollment

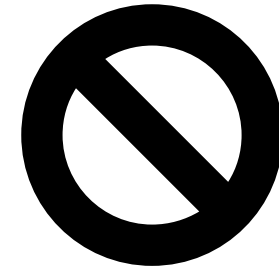


Responsibilities: Reminders for Schools

Under no circumstances should a school:

- Create a MyPortal account on behalf of a family
- Access a MyPortal account using a family's credentials
- Complete program processes on behalf of a family

These actions represent a conflict of interest.



Neither can schools email SEAA to correct a student's application, request reinstatement of an award offer, or a change in school choice.

Changes to a student record must be initiated by the parent; either independently in MyPortal or via email to program staff.

Responsibilities: How Schools Can Help Parents

- Offer access to a school computer for parents to log into MyPortal
- Provide translation services to parents
- Help parents understand their program responsibilities
- Connect new parents with experienced K12 Program families



Important Resources on www.ncseaa.edu

[La Beca de Oportunidad](#)

¿Quiénes pueden aplicar? Familias que cumplan los requisitos en función de sus ingresos.

La Beca de Oportunidad es un programa basado en ingresos que ayuda a las familias a costear los gastos de matrícula y cuotas en las [escuelas de pago directo](#). La Beca de Oportunidad no puede ser usada para la educación en casa.

- Becas de hasta \$6,492 para el curso escolar 2023-2024.

[Más información](#)

El Programa de Cuentas de Ahorro para la Educación del Estudiante (ESA+)

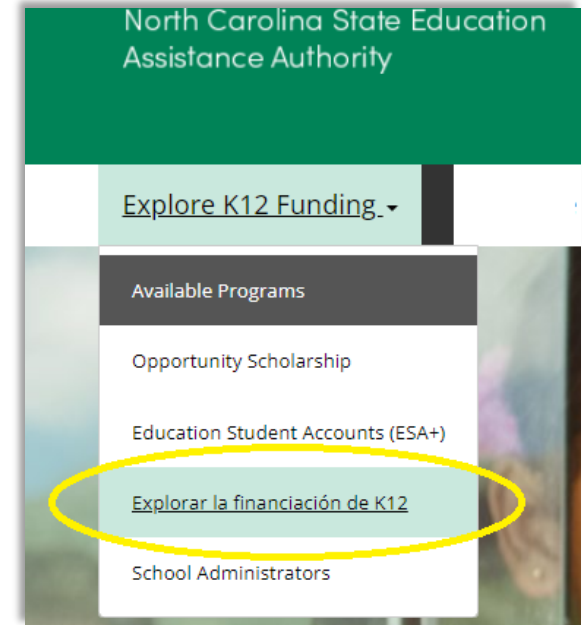
¿Quiénes pueden aplicar? Familias de estudiantes con discapacidades, incluyendo a los que reciben educación en casa.

El programa de Cuentas de Ahorro para la Educación del Estudiante (ESA+) está destinado a los estudiantes con discapacidades. Las familias pueden utilizarla para pagar la matrícula escolar y las cuotas de las escuelas privadas elegibles, y para gastos tales como logopedia, servicios de tutoría y tecnología educativa.

- Otorga \$9,000 para el curso escolar 2023-2024. Los estudiantes con ciertas discapacidades designadas pueden ser elegibles para recibir \$17,000 para el curso escolar.

Como parte del proceso de aplicación, se le pedirá que verifique que su estudiante tiene una discapacidad. Los solicitantes que lo hagan por primera vez, deben presentar un documento de Determinación de Elegibilidad actual del Programa de Educación Individualizada del estudiante (IEP, en sus siglas en inglés), emitido por una escuela pública de Carolina del Norte.

[Más información](#)



Responsibilities: How Schools Can Help Parents

Connect parents with the appropriate resource!

- Contact information for their program
- MyPortal Login Help team
- www.ncseaa.edu
- K12 webinars
- ESA+ newsletter
- Opportunity Scholarship newsletter

Opportunity Scholarship

Interested in Opportunity Scholarship

Opportunity: New Scholarship Families

Opportunity: Current Scholarship Families

Opportunity: Statutes, Rules, & Data

Prior Public School Enrollment

Income Verification

Education Student Accounts (ESA+) Program

ESA+ Current Scholarship Families

ESA+ New Scholarship Families

Interested in ESA+

Allowable Expenses

Curriculum

Educational Technology

Educational Therapy

Tutoring

Payment Process

Documentation of a Disability

Register a Provider

Search for a Provider

Requirements & Best Practices

Annual Requirements

- 1. Tuition and fee schedule**
- 2. Test scores for Program recipients in grades 3 and higher**
- 3. Graduation data for 12th grade students**
- 4. Financial review *(if required)***




Tuition and Fee Schedule

All Direct Payment Schools are required to submit a tuition and fee schedule annually, regardless of whether they will have program recipients enrolled in their school for the year in which the schedule is being requested. See the [Tuition and Fee Schedule Instructions](#) for assistance documenting your school's tuition and fees.

Does your school offer an EC track for students with disabilities?
That cost must be included on your T/F Schedule to certify the cost of tuition for students in that track.

If your school offers services to students with disabilities who have the ESA+ scholarship, be sure to consult the “Supplemental Services” page in the School Administrator section of the website.

School Administrators

[MyPortal Login](#) 

[Downloadable Forms for School Administrators](#)

[Webinars and Videos](#)

[Annual Requirements](#)

[Tuition and Fee Schedule Requirement](#)

[Graduation Roster Instructions](#)

[Financial Review](#)

[Testing and Reporting Process](#)

[Supplemental Services](#)

[New School Registration](#)

[Registration Checklist](#)

[How to Update Your School's Information with SEAA](#)

Standardized Testing

All scholarship students 3rd grade and higher must be tested (as in prior years)

- Change for 2024-25: Scholarship students in 11th grade must take the ACT
- Reimbursement: The K12 Programs at SEAA will pay for the cost of the ACT
- **FAQ coming soon**



<https://success.act.org/s/topic/0TO1B000000UBWpWAO/the-act>

Graduation Data

All 12th grade students who received funding for your school will be listed on the [MyPortal Graduation Roster](#). Schools respond to the question below for each of those students.

Graduate?

Yes

No



Compliance: Certification and Endorsement

- Schools are expected to certify **all** students on their roster, even if a student is not attending.
- There should be a direct correlation between the standard cost a school certifies and the costs listed on the tuition and fee schedule submitted to SEAA.
- Under no circumstances should a school endorse funding for a student who is not enrolled.
- Endorsing “No” is not a substitute for a withdrawal form.

Compliance: Allowable Fees

Schools cannot charge tuition at a different rate, or charge additional fees, based on the status of a student as a K12 Scholarship recipient.



Fees which will be paid by the K12 Programs must be fees that are required of all students.

Further, fees to be paid by K12 Scholarship funding must be clearly itemized on the Tuition and Fee Schedule submitted to SEAA.

Compliance: Institutional Aid

Schools are permitted to offer discounts and institutional aid. If a K12 Program recipient also receives institutional aid or a discount from their school, this **must** be calculated before certifying the student's cost of attendance to SEAA.

During certification, we want to know the cost to the parent for their child to attend your school.

Standard Cost = Annual Tuition + Required Fees

Individual Cost = Standard Cost – aid or discounts unique to that student

Compliance: Correcting Errors

Reconcile your deposits immediately. Notify SEAA of any errors ASAP.

If you have made an error in certifying student costs, SEAA staff will assist you in correcting what you originally reported for required tuition and fees.

NOTE: There is no guarantee of additional funding being disbursed to your school if you have made errors in reporting student costs.

It is important to verify the amount of student awards before endorsement.

Compliance: Part-Time Enrollment

- **Schools are expected to know** which of their students are enrolled part-time, and in what other school the student is co-enrolled.
- If students are enrolled at your school part-time, they must be co-enrolled in another eligible school. Students cannot be enrolled part-time at one school and have no co-enrollment.

Compliance: Withdrawals

- Schools must submit withdrawal information to SEAA within 10 days after a student stops attending or withdraws.
- If a refund is owed, SEAA must receive the funds no later than 30 days from the student's last day of attendance.
- Submitting withdrawal information to SEAA is a program requirement. Schools cannot withhold withdrawal information due to a dispute with the family.

Compliance: Reconciling Records

Schools must apply Program funds to student accounts within 10 days of deposits.

You should be able to identify the student recipients at your school.

Reconcile your student accounts and ask about funds not disbursed in a timely manner.

- Families may be unaware that Scholarship program requirements are incomplete. When schools ask for funds from the family *months* after the start of the academic year, student funding may be at risk.
- Schools cannot receive funds from SEAA near the end of the fiscal year. Schools risk losing funds.

Non-Compliance

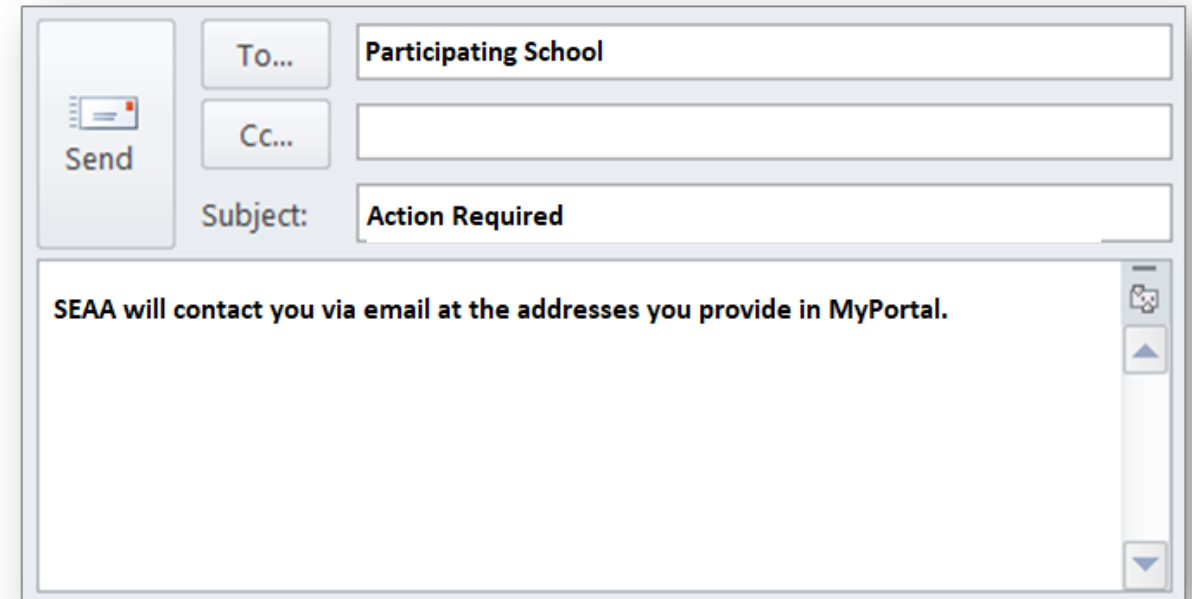
Failure to comply with SEAA policies and deadlines may result in:

- Limited access to MyPortal functions (*delayed payments*)
- A hold on the school's account, preventing disbursements from SEAA (*no payments*)
- Deactivation of the school's MyPortal account
- School placed on a probationary period for additional monitoring
- School participation with K12 Programs revoked

Training and Communication

TRAINING: Ensure that more than one of your school officials attends K12 Program webinars.

EMAIL: Respond to SEAA requests for information in a timely manner.



A screenshot of an email composition window. The window has a light gray border and a white background. On the left side, there is a 'Send' button with an envelope icon. To the right of the 'Send' button are three input fields: 'To...' with the text 'Participating School', 'Cc...' which is empty, and 'Subject:' with the text 'Action Required'. Below these fields is a large text area containing the message: 'SEAA will contact you via email at the addresses you provide in MyPortal.' The text area has a vertical scrollbar on the right side.

Best Practices - Policies

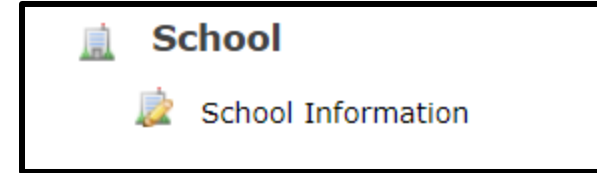
Schools should have written policies for:

- tuition payments (amounts & timing)
- what happens if a parent does not endorse funds
- student withdrawals

Schools should communicate those policies to parents clearly, and before the school year begins.

Contact Information

Stay in touch with us! Schools are responsible for updating their Contact Information in the School Information section of MyPortal.



Contact Information

Contact Information For Students

Phone Number: Email Address:

Contact Information For NCSEAA
(This information will not be shared with students)

Director of School

First Name: Last Name:
Phone Number: Phone Extension:
Fax Number: Email Address:

Primary Contact for NCSEAA

First Name: Last Name:
Phone Number: Phone Extension:
Fax Number: Email Address:

Notifications

Email Address:

CONTACT US



ncseaa.edu



NPS@ncseaa.edu



(919) 695-8742

Monday-Friday: 9am-3pm

Please insist that staff at your school who are managing K12 Scholarship Program processes view a **recording** of these trainings if they have not attended the webinars.

Other webinars in this series include:

- [Payment Processing](#)
- [Student Withdrawals](#)
- [Financial Review](#)
- [ESA+ and Schools](#)