

# Student Withdrawals

Training for School Administrators

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North Carolina's K12 Scholarship Programs

# Helpful Hints for Zoom

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

- Note that Zoom has **closed captioning** available

## Asking Questions

- Use the Q & A to ask your questions (chat is disabled)
- Email [NPS@ncseaa.edu](mailto: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

# Agenda

## 1. Types of Withdrawals

- Official and Unofficial withdrawals
- When to submit withdrawal information

## 2. Refunds

- How refunds are calculated

## 3. Withdrawal Roster

- Taking a look at the Withdrawal Roster

## 4. Policies

- Deadlines for the NCSEAA Withdrawal Process
- Frequently Asked Questions

## 5. NCSEAA Withdrawal Process

- How schools can use MyPortal for the Withdrawal Process



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# Student Withdrawals

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# When is Withdrawal Information Required?

Schools must submit **Withdrawal Information** when a student discontinues enrollment for any reason during a school year, (whether or not funds are to be returned), if any of the following are true.



## IF:

- The student attended one day or more, or
- The school received payment for the student, or
- The school certifies the student as attending, but the student does not attend.

# Types of Withdrawals

Schools *must* notify the K12 programs if a student meets the requirements for a withdrawal by submitting information through the MyPortal Withdrawal Roster.

- **Official Withdrawal:**

The parent notifies the school that the student is withdrawn. Schools must notify the K12 Programs within 10 school days.

- **Unofficial Withdrawal:**

The student stops attending without notification from the parent. Schools must notify the K12 Programs after 10 consecutive school days where a student has not attended school.

# Policy

- Schools must submit withdrawal information within 10 days after a student stops attending or withdraws.
- Submitting the withdrawal information is a program requirement. Schools cannot withhold withdrawal information due to a dispute with the family.
- If a refund is owed, SEAA must receive the funds no later than 30 days from the student's last day of attendance.
  - Submission of withdrawal information is required whether funds must be returned or not.
  - If **a school certifies a student as attending**, then SEAA expects a withdrawal if the student does not attend, stops attending, or withdraws.

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# Calculating Refunds & the Withdrawal Roster

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# Refunds

Weeks Attended	Percent to Return
2 weeks or less	100%
3 weeks	90%
4 weeks	80%
5 weeks	70%
6 weeks	60%
7 weeks	50%
More than 7 weeks	0%

**Funds must be returned to the K12 Programs within 30 days (one month) of the student's withdrawal date.**

# The Withdrawal Roster

## Withdrawal Roster Overview

- Completed via MyPortal
- One location for both programs (ESA+ and Opportunity)
- Input information electronically
- Automatically sent to a member of our team for review

# The Withdrawal Roster

MENU 2023-2024 Help Logout

Hello, Test Admin - K12 School

**There are incomplete tasks on your Task Pad.**

- Taskpad**
  - View Tasks
- School**
  - School Information
- Recipients**
  - Rosters
  - Student Withdrawal**
- Reports**
  - Standard Reports
- Payments**
  - Disbursements / Refunds
- Data File Transfer**
  - Send Roster File
  - File Transfer Results

# The Withdrawal Roster

MENU 2023-2024 ▾ Help Logout

Hello, Test Admin - K12 School

[HOME](#) > Student Withdrawal

## Student Withdrawal

Please fill out withdrawal information for all students who have withdrawn from your school. Once you save information for a student, you will not be able to make any changes. Email [NPS@ncseaa.edu](mailto:NPS@ncseaa.edu) if you need to make corrections to pending withdrawal information.


### Search Criteria

Last Name:  First Name:

PID:

Withdrawal Term: All ▾

Withdrawal Status: All ▾



# Entering Withdrawal Information

HOME > Student Withdrawal

## Student Withdrawal

Please fill out withdrawal information for all students who have withdrawn from your school. Once you save information for a student, you will not be able to make any changes. Email NPS@ncseaa.edu if you need to make corrections to pending withdrawal information.

### Search Criteria

Last Name:

First Name:






PID:

Withdrawal Term:

Withdrawal Status:

Search

Clear

Edit	First Name	Last Name	PID	Withdrawal Term	First Date of Attendance	Last Date of Attendance	Withdrawal Reason	Weeks Attended	Withdrawal Status
	Peter	Parker	719532761						
	Scott	Shamus	713690204	Fall	08/15/2023	09/07/2023	Withdrawal	4 weeks	Processed
	Test	Sibling	719532750						
	Gwen	Stacy	713869687	Fall			Did Not Attend	2 weeks or less	Processed
	Test	Student	714452170	Fall	08/15/2023	10/01/2023	Withdrawal	7 weeks	Pending

# Entering Withdrawal Information

[HOME](#) > [Student Withdrawal](#) > [Result Set](#)

## Student Withdrawal

Please fill out withdrawal information for all students who have withdrawn from your school. Once you save information for a student, you will not be able to make any changes. Email [NPS@ncseaa.edu](mailto:NPS@ncseaa.edu) if you need to make corrections to pending withdrawal information.

Student Withdrawal Information	
Name:	Peter Parker
PID:	719532761
Withdrawal Term:	<Choose One> ▼
First Date of Attendance:	<input type="text"/>
Last Date of Attendance:	<input type="text"/>
Reason:	<Choose One> ▼
Weeks Attended:	<Choose One> ▼
Status:	Pending
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

# Pending vs. Processed

## Student Withdrawal

Please fill out withdrawal information for all students who have withdrawn from your school. Once you save information for a student, you will not be able to make any changes. Email [NPS@ncseaa.edu](mailto:NPS@ncseaa.edu) if you need to make corrections to pending withdrawal information.

### Search Criteria


Last Name:

First Name:

PID:

Withdrawal Term:

Withdrawal Status:

Edit	First Name	Last Name	PID	Withdrawal Term	First Date of Attendance	Last Date of Attendance	Withdrawal Reason	Weeks Attended	Withdrawal Status
	Peter	Parker	719532761						
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	Test	Sibling	719532750						
	Gwen	Stacy	713869687	Fall			Did Not Attend	2 weeks or less	Processed
	Test	Student	714452170	Fall	08/15/2023	10/01/2023	Withdrawal	7 weeks	Pending



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# Related MyPortal Reports

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# Withdrawal Process (Rosters and Reports)

There are incomplete tasks on your Task Pad.

## Taskpad

 View Tasks

## School

 School Information

## Recipients

 Rosters

 Student Withdrawal

## Reports

 Standard Reports

## Payments

 Disbursements / Refunds

## Data File Transfer

 Send Roster File

 File Transfer Results

# Withdrawal Process (Disbursed Roster)

Roster: **Disbursed**

Campus: Test School

Program: All Programs

Academic Year: 2020-2021

Term: Fall

Previous **Page 1** Next [\(expand all\)](#) [\(contract all\)](#)

**(714347729) Sibling, Test (Fall)**

K12 School Grade Level: **Fourth Grade**

Current Year Attending: **Yes**

Standard Cost: **10000**





Individual Cost: **10000**

Fall Tuition/Fees Owed: **6000**

Withdrawal Reason: **<Choose One>**

Last Date of Attendance:

Number of Weeks Attended: **<Choose One>**

Status	School Endorsed	Parent Endorsed	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award
 	Yes	Endorse	C.	DGrants	\$1,950.00	1,950	3,900	1,950
 	Yes	Endorse	C.	Opportunity	\$1,050.00	1,050	2,100	1,050

**Save**

# Withdrawal Process (Disbursed Roster)

Roster: **Disbursed**  
Campus: Test School  
Program: All Programs  
Academic Year: 2020-2021  
Term: Fall

Previous **Page 1** Next [\(expand all\)](#) [\(contract all\)](#)

**(714347729) Sibling, Test (Fall)**

K12 School Grade Level: **Fourth Grade**  
Current Year Attending: **Yes**  
Standard Cost: **10000**  
Individual Cost: **10000**  
Fall Tuition/Fees Owed: **6000**  
Withdrawal Reason: **<Choose One>**  
Last Date of Attendance:   
Number of Weeks Attended: **<Choose One>**

Status	School Endorsed	Parent Endorsed	Certification Codes	Program	New Term Amount	Term Award	Term Paid	Annual Award	
		Yes	Endorse	C.	DGrants	\$1,950.00	1,950	1,950	1,950
		Yes	Endorse	C.	Opportunity	\$1,050.00	1,050	1,050	1,050

**Save**

# Withdrawal Process (Refunds Due Report)

**Standard Reports**

Report: **Refunds Due** ▼

**Selection Criteria**

Academic year: 2020-2021 ▼

> View Report > Export to PDF > Export to CSV

**Report Information**

Academic Year 2020-2021

Drag a column header here to group by that column.

PID	First Name	Last Name	Program	Term	Refund Due Amount	K12 School
714347729	Test	Sibling	DGrants	Fall	1950	Test School
714347729	Test	Sibling	Opportunity	Fall	1050	Test School

Records per page: 50 ▼

Records: 1 - 2 of 2 - Pages: << < 1 > >> (out of 1)  Go to page >>

# Withdrawal Process (K12 Withdrawals Report)

**Standard Reports**

**Report:** K12 Withdrawals

**Selection Criteria**

Academic year: 2020-2021 Term: All Program: All Withdrawal Reason: All Number of Weeks Attended: All

[View Report](#) [Export to PDF](#) [Export to CSV](#)

**Report Information**

Academic Year	2020-2021
School	All Schools
Program	All Programs
Term	All Terms

Drag a column header here to group by that column.

Student ID	Student Name	Academic Year	Term	Program	School Name	Withdrawal Reason	Number of Weeks Attended	Last Date of Attendance	Term Award Amount	Status
85650	Sibling, Test	2020-2021	Fall	DGrants	Test School	Withdrawal	7 weeks	10/09/2020	1950	Refund Due
85650	Sibling, Test	2020-2021	Spring	DGrants	Test School	Withdrawal	7 weeks	10/09/2020	1900	Ineligible
85650	Sibling, Test	2020-2021	Fall	Opportunity	Test School	Withdrawal	7 weeks	10/09/2020	1050	Refund Due
85650	Sibling, Test	2020-2021	Spring	Opportunity	Test School	Withdrawal	7 weeks	10/09/2020	2100	Ineligible

Records per page: 50

Records: 1 - 4 of 4 - Pages: 1 (out of 1) [Go to page »](#)

# Withdrawal Process (Processed Refunds)

DISBURSEMENTS							
REFUNDS							
08/18/2020		Test School 1012345				(\$1,950.00)	
Program Group	Disbursed Amount	Processed Date	Deposit Date	Method	View Details	Print Details	Download File
DGrants	(\$1,950.00)	08/18/2020		Check	<a href="#">View</a>	<a href="#">Print</a>	<a href="#">Download File</a>
08/18/2020		Test School 1012345				(\$1,050.00)	
Program Group	Disbursed Amount	Processed Date	Deposit Date	Method	View Details	Print Details	Download File
Opportunity	(\$1,050.00)	08/18/2020		Check	<a href="#">View</a>	<a href="#">Print</a>	<a href="#">Download File</a>



Test School  
Disbursement Date: 8/18/2020 4:36:46 PM Deposit Date: N/A  
[Return to Previous Screen](#)

PID	Last Name	First Name	Term	Year	Amount	Program
714347729	Sibling	Test	Fall	2020-2021	(\$1,950.00)	DGrants

[Return to Previous Screen](#)

Test School  
Disbursement Date: 8/18/2020 4:36:46 PM Deposit Date: N/A  
[Return to Previous Screen](#)

PID	Last Name	First Name	Term	Year	Amount	Program
714347729	Sibling	Test	Fall	2020-2021	(\$1,050.00)	Opportunity

[Return to Previous Screen](#)

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Coming Soon!

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# EFT

## What is it?

- An account that will allow you to send electronic payments to SEAA when a refund is owed for a student.

## What's so great about it?

- No more paper checks! EFT will allow you send refunds to SEAA faster than through regular mail.
- No more questions about the amount of funding owed! Your EFT account will show you exactly how much is owed for each student at your school.

## When will it be available?

- Spring 2025. All schools will be required to use EFT for refunds to SEAA moving forward once it becomes available.

## How do I use it?

- TBD! We plan to hold additional training for schools on this new service once we're ready to go live.



# CONTACT US



[ncseaa.edu](https://ncseaa.edu)

**For School Use Only**



[NPS@ncseaa.edu](mailto:NPS@ncseaa.edu)



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