K12 Programs

Nonpublic School Registration

K12 Programs include both the Opportunity Scholarship and the Children with Disabilities Grant. School registration to participate is a two-step process.

**Step 1**
Submit a sign-up request to the NC State Education Assistance Authority (SEAA) at the [Nonpublic School Portal](https://www.ncseaa.edu/NonpublicSchoolPortal). Click on “New School? Sign up here”. Allow a few days for K12 Staff to respond to your sign-up request. Begin collecting the information listed below.

**Step 2**
Send the items listed below via email or fax (more details below) when you have received initial approval from SEAA. Submit all documents at one time.

1. **Opportunity Scholarship Participation Agreement**  
   - Children with Disabilities Grant Participation Agreement
   - Signed by a proper school official

2. **W-9**
   - Required by the Internal Revenue Service
   - Provides the school tax identification number to the SEAA.

3. **Master File Record Data Form**
   - Provides banking information to the SEAA so that funds can be transferred electronically to the nonpublic school’s bank account
   - Submit with a copy of a voided check

4. **Background Check Compliance Form**
   - Submit with a copy of the criminal background report
   - Notes for the background check:
     The statute which governs the K12 Programs requires the nonpublic school to conduct a criminal background check for its staff member with the highest level of decision-making authority. The school must provide the SEAA with a copy of the criminal background report. See G.S. § 115C-562.4(a)(2). The **criminal background check must have been done after February 1, 2013**. For the 2016-17 school year SEAA will require a new criminal background check from all nonpublic schools participating in these programs, and will require updated background checks every two years thereafter.

5. **Current school tuition and fees schedule from the nonpublic school**
   - Required each academic year

All documents which require a signature must be printed and physically signed. There are two ways to send these documents to the SEAA.

- **Scan your documents.** Email OpportunityScholarships@ncseaa.edu or DGrants@ncseaa.edu with your documents attached.
  - or
- **Fax** your documents to (919) 248-4687 to the attention of K12 Programs. Note that you may prefer to fax rather than email documents with sensitive information such as an SSN.

**Opportunity Scholarship Program**

Phone: 1-855-330-3955  
Email: OpportunityScholarships@ncseaa.edu  
Fax: 919-248-4687  
Website: [http://www.ncseaa.edu/OSG.htm](http://www.ncseaa.edu/OSG.htm)

**Children with Disabilities Grant**

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Fax: 919-248-4687  
Website: [http://www.ncseaa.edu/CDSG.htm](http://www.ncseaa.edu/CDSG.htm)