



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](#). 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>

Children with Disabilities Grant

Phone: 1-855-330-3955

Email: DGrants@ncseaa.edu

Fax: 919-248-4687

Website: <http://www.ncseaa.edu/CDSG.htm>