K12 PROGRAMS: UPDATE FOR NONPUBLIC SCHOOLS

ENDORSEMENT FORMS

Tips
Do not email us your Endorsement Forms. Emailed forms will take longer to process. Use the Nonpublic School Portal. Do not send us the same forms in two different ways.

If you have an Endorsement Form for a student who did not end up enrolling at your school after all, do not sign/submit the form. If you provided Recipient Certification for a student who did not enroll or attend, email us.

Endorsement Forms are based on the Recipient Certification cost information you provided. Before you call us to discuss an error, check the numbers you entered for the student on Recipient Certification. Errors in Recipient Certification which are discovered on the Endorsement Form take several weeks to fix. Be patient.

Neither you nor the parent should sign an Endorsement Form with errors. The Endorsement Form is a contract. You cannot make changes to the paper form.

Check the anticipated Spring amount. If it is not correct, do not sign/submit. Email us.

The parent listed on the form must sign the Endorsement Form in person at the school.

Timeline
Remember the order of processes: Recipient Certification → Endorsement Forms → Disbursement

- You won't have Endorsement Forms if you haven't completed Recipient Certification.
- You won't have Recipient Certification if your school did not participate in the required webinars or view the recordings.

We started posting Endorsement Forms on Friday, August 19. They will be gradually posted on the Nonpublic School Portal over the next few business days. They will be posted in the order in which Recipient Certification was received. Look for Opportunity Endorsement Forms submitted through early August in the first group. By August 26, you should see Endorsement Forms for students (in either program) for whom Recipient Certification was completed by August 19.

In general, allow a week between Recipient Certification and Endorsement Forms. Allow three weeks between the submission of an Endorsement Form and payment.

Next week we will publish a calendar detailing disbursement dates. Remember that if you haven’t updated your electronic payment information, your payment will come via check. Checks will take a week longer than an electronic deposit. Electronic Payment Form

Please help the families understand the disbursement schedule. We cannot expedite a disbursement for individual families.

Opportunity Scholarship Program
Email: OpportunityScholarships@ncseaa.edu
Website: http://www.ncseaa.edu/OSG.htm
K12 Phone: 1-855-330-3955

Disabilities Grant Program
Email: DGrants@ncseaa.edu
Website: http://www.ncseaa.edu/CDSG.htm
K12 Fax: 919-248-4687