Please review the handouts as they contain useful information that is related to both Certification and Endorsement.

Cost of Attendance – This document explains a functionality that will save schools time during the Certification process. Once the Certification process is activated, schools will not have the ability to update the “Cost of Attendance” functionality. This process is not mandatory to be completed; however, it is a recommended time-saving feature.

Certification Instructions – This document contains instructions for the Certification and Endorsement processes. It also includes the definitions of terms that are used for these processes and the format of codes that are needed for the CSV Upload Option.

Reconcile Your Student Accounts – This document includes instructions for how schools can use MyPortal in order to track Disbursement and ensure that funding is received from all expected students.
Schools can access their “Rosters” under the “Recipients” tab on the home screen of MyPortal. There are two kinds of rosters that schools can view; “Action Required” and “Informational”. If there are any students appearing on an “Action Required” roster, then there are steps that a school must take in order to complete the required action.

**Certification** is completed on the “Not Yet Certified” roster.

**Endorsement** is completed on the “Not Yet Endorsed” roster.

Schools can check the status of **Disbursement** by using information that is on the “Endorsed”, “Offered, Certify, and Endorsed by Parent”, and “Disbursed” rosters.
Schools will have to either certify that a student is enrolled and attending and fill out their cost information or certify the student as not enrolled at their school, which will drop the student off from the school’s rosters. Certifying a student as enrolled and attending will move the student to the “Not Yet Endorsed” roster (where the school completes Endorsement) and it will move the student to the “Offered and Certified” roster (for information purposes and the last chance that schools can make corrections to a student’s cost information before Endorsement is completed). Schools should periodically check the “Not Yet Certified” roster for students that change their school of choice later in the year or receive a late award offer. Schools should not wait to certify students that they are not sure if they will be enrolling or attending. Not completing Certification will not prevent the student from having an award being cancelled if they are not enrolled and attending at a participating school by the deadline. Also, keeping a student on the “Not Yet Certified” roster will prevent system emails from being sent to the parent to reminding them to choose or update their school of choice.

The “Not Yet Certified” roster will show the certifiable award offer(s) that a student has as well as if that student is a “Full” and “90%” recipient for the Opportunity Scholarship. Certification should not be completed differently for “Full” and “90%” recipients and dual/triple enrollment recipients as the system will do the calculations for the award amounts and order paid based off the cost information submitted.

The order in which to apply funds is to the family’s advantage.
- Opportunity funds cannot be used for other expenses, and will revert if unused.
- DGrants funds can be used for other expenses, but funds revert if unused.
- ESA funds can be used for other expenses, and roll over to the next year if unused.

The K12 Programs expect that participating schools certify attendance or lack thereof for all students on your “Not Yet Certified” roster. There should not be any students left on the “Not Yet Certified” or “Not Yet Endorsed” rosters, including students who are not attending your school. MyPortal will show the message “No students were found on the roster you selected.” once Certification has been completed at that time and no more students have action required for the “Not Yet Certified” roster.
**Standard Cost**
Standard cost is every student’s required tuition and fees a nonpublic school charges per school year and grade level. This information is entered once, at the beginning of each school year, in the School Profile section of MyPortal. It is also editable at the point of Certification.

**Individual Cost**
Individual cost is the amount the student owes for the entire school year after applying any discount and/or other financial aid to the student will receive and subtracting Unqualified Tuition and Fees. Individual cost will be the same or lower than the standard cost.

**Fall Semester Tuition/Fees Owed and Spring Semester Tuition/Fees Owed**
The Semester Cost is the required amount the student owes for the spring and/or fall semester. The fall semester is the first semester, or first half of a school’s academic year. The spring semester is the second semester, or second half of a school’s academic year. The fall and spring semester costs must add up to the individual cost.
The NC K12 Program’s view the academic year as July 1st through June 30th. Year-round schools must also abide by the NC K12 Program’s definition of fall (July 1st through December 31st) and spring (January 1st through June 30th) semesters.

**General Rules for Qualified Tuition and Fees**
- Included fees must be charged for every student (or all students in a specific grade level if the fee is grade specific)
- A fee must be related to education
- An education related fee that is not charged directly by the school would not be covered
- A fee will not be allowed if it is unique to a specific student
- A fee must be charged for and applying to the school year for which the student has the award for
- Fees can only cover K12 expenses

A school may have Tuition and Fees that is charged to a family that the NC K12 Programs will not cover. The Tuition and Fees that are not covered by the NC K12 Programs should still be included in the Standard Cost amount. However, they must be removed from the student’s Individual Cost, as this is the amount that the system calculates the required **Disbursement** for a student from.

**Disabilities Grant and Education Savings Account**
For an Exceptional Children Services Program, the curriculum track must be included on your school’s required Tuition and Fees schedule for the school year. The costs and services provided would also have to be the same for every student in that student’s curriculum track and grade level in order to be included during the certification process. Individualized tutoring plans that vary in cost would not be able to be included during certification for a student’s Standard or Individual costs.

The Qualified Tuition and Fees are what the NC K12 Programs can directly pay to the schools through the **Disbursement** process. The Disabilities Grant and Education Savings Account have additional options for qualified expenses. These additional options require parent action and are reimbursed if through the Disabilities Grant or paid out of the Education Savings Account to a registered provider directly. Parents should review the Qualified Expenses document on the NCSEAA website here:

[https://ncseaa2.sites.unc.edu/files/2020/10/QualifiedExpenses.pdf](https://ncseaa2.sites.unc.edu/files/2020/10/QualifiedExpenses.pdf)
Schools can make corrections to **Certification** on the “Offered and Certified” roster. If corrections are needed, they must be made before the school completes the **Endorsement** process. Once the Endorsement process is completed, schools must email NPS@ncseaa.edu in order to advise of any corrections. Staff will provide instructions at that time for how the school can make the correction. (depending on how far in the process that the error has went; parent endorsement, payment disbursed, etc.). Payment will be severely delayed for students that are endorsed with incorrect information.

The “Offered and Certified” roster allows schools to edit the same information for a student that was on the “Not Yet Certified” roster. Schools can also uncheck the “Certify Student” box in order to move the student back to the “Not Yet Certified” roster.
Schools will have to either endorse “Yes” that the cost information and award amount to be received for student is correct or endorse “No” that the student should not have funds being sent to the school, such as if they never enrolled or attended. Endorsing a student as “No” will drop the student off from the school’s rosters. If an error in the cost information is discovered based on what your school included during Certification, then your school should not endorse the student. Instead, back out and go to the “Offered and Certified” roster in order to make the correction. Payment will be severely delayed for students that are endorsed with incorrect information. Endorsing a student as “Yes” will move the student to the “Endorsed” roster (where the school can view if the parent has completed Endorsement on their end).

MyPortal will show the message “No students were found on the roster you selected.” once Endorsement has been completed at that time and no more students have action required for the “Not Yet Endorsed” roster.

Opportunity Scholarship Amount
The Opportunity Scholarship has a maximum amount of $4,200 (which is paid out each semester with a maximum of up to $2,100 per semester) that each student can receive. This means that a student can potentially receive up to the maximum allowed for each semester based on their award amount (90% or Full). The amount that is paid out for a student is based on the amount that the school reports as their semester cost during Certification. If a student is a 90% recipient, then a calculation is done to determine the amount. For a 90% recipient, the Opportunity Scholarship will be for 90% of the required tuition and fees for each semester or $2,100, whichever amount is less.

Please also review the Opportunity Scholarship Program Overview for examples of “Full” and “90%” award offers [https://ncseaa2.sites.unc.edu/k12/opportunity/](https://ncseaa2.sites.unc.edu/k12/opportunity/) (The example assumes that the school evenly splits its total costs per each semester). However, schools can divide their yearly costs differently; each school has its own processes. The semester costs are not always half of the total cost. Depending on the split of semesterly costs, the 90% calculation may be different than if the total was split in half per semester.
**Disabilities Grant Amount**
The Disabilities Grant has a maximum amount of $8,000 (which is paid up to $4,000 per semester) that each student could receive. The amount paid for a student is based on the semester cost reported by the school during **Certification** at the start of the school year. Leftover funds that are not disbursed to a school for Qualified Tuition and Fees can be used by the parent to submit receipts for reimbursement for qualified expenses.

**Education Savings Account Amount**
The Education Savings Account amount for the year is $9000 (which is disbursed quarterly into ClassWallet) that each student receives.
There is not one set time for when the NC K12 Programs disburse out funds to the schools. The **Disbursement** process consists of several steps for funds to be released for a specific student. First, the school certifies a student, then the school endorses the amount for the student, and lastly the parent endorses the amount for the student. Once the school endorses a student, it becomes available for the parent to complete for that semester. Disbursement of funds occurs 1-2 weeks after the parent endorses the funds for their student.

The Disbursement process may not align with when a school starts requiring payments from families. A school may operate by having families pay the Tuition and Fees up front and refund the parent once the NC K12 Programs disburses funds on behalf of the student. Schools may also wait for the NC K12 Programs to make a payment without charging the families upfront. This is up to the discretion of the school.

Schools can access their “Disbursements / Refunds” under the “Payments” tab on the home screen of MyPortal. Once disbursements have been made to a school, they will appear separated by program and date. The date listed is the date the payment is prepared by K12 Program Staff. Funds will be deposited within approximately one week of that date; that date is not the date of deposit to a school’s bank. Schools can click “View” in order to see the students that a disbursement was made for and the amount to be applied to that student.

Schools can view additional information regarding disbursements under the “Disbursed” roster. Students on this roster have gone through the **Disbursement** process for that semester. These students will have a green dollar icon next to their blue check mark. The “Term Award”, “Term Paid”, and “Annual Award” amounts will also be listed per program.
Schools have the option to complete Certification and Endorsement by downloading the rosters as a CSV file and uploading the completed file under the “Data File Transfer” section in MyPortal. This process is optional, but it may save schools time if they have a large amount of students. The CSV Upload Option completes Certification and Endorsement for all of their students at the same time instead of individually like the Online View option.

Once the file is downloaded from the roster, the school will have to fill out the information for each of the students. Please be sure that your school is familiar with the formatting rules required for the CSV Upload Option. A list of these rules can be found in the “Certification Instructions” handout. Once the information is filled in, the document must be saved as a .CSV file in order to be compatible with MyPortal.

Schools can upload their CSV file under the “Data File Transfer” tab on the home screen of MyPortal by clicking “Send Roster File”. There will be the Option to choose the roster that the school is uploading for and then an option to browse the saved files on the computer in order to upload the file. Once a file is chosen, MyPortal will display the file in order to confirm that the format is correct in order for the system to process it.

Schools can view their CSV file transfer results under the “Data File Transfer” tab on the home screen of MyPortal by clicking “File Transfer Results”. The results will be separated by each file uploaded.

CSV File Results Definitions

Eligible Students – Are the students that the school Certifies or Endorses as “Yes”.

Ineligible Students – Are the students that the school Certifies or Endorses as “No”.

All Students – Are the students who were processed successfully regardless of the school saying “Yes” or “No”.

Exceptions Students – Are the students that the system could not Certify or Endorse due to an error. Schools can see an explanation in the far right of the spreadsheet for any students for whom Certification or Endorsement did not process for.
The CSV Upload Option process is similar for completing **Endorsement**.

**Avoid Common Errors**

1. Enter 0 for grade level = Kindergarten.
2. Fill in data for required fields (no empty cells for required fields).
3. Do not include empty rows.
4. Enter data for all students on the spreadsheet, or delete the rows containing those students.
5. If you delete rows, delete the row and not just the data in the cells.
6. Do not add rows.
7. Do not edit the column header text.
8. Do not delete or re-order the columns. You can change the width of the columns as you work.
9. Check your math. Make sure the Individual Cost is equal to or less than the Standard Cost, and that Fall / Spring add up to Individual. You can create formulas in the spreadsheet if helpful.
10. Most importantly, be sure to save the file in .CSV format.
Contact Information for Schools

There are new methods for schools to contact our staff. Please do not share this information with parents or others.

(New) Email: NPS@ncseaa.edu  (New) Phone Number: (919) 695-8742