



# Certification and Endorsement

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Information for School  
Administrators



**Opportunity Scholarship** • **Disabilities Grant** • **Education Savings Account**

# Agenda

## 1. Certification

- *Completed once per year per student*
- *Students who are not attending your school still need to be Certified*
- *What can be included for qualified tuition and fees*

## 2. Correcting Errors

- *Corrections cannot be made in MyPortal for students once they are Endorsed*

## 3. Endorsement

- *Completed twice per year per student (Fall and Spring Semesters)*
- *Schools must Endorse before Endorsement is available for the parent*

## 4. CSV Upload Option

- *Useful option for large schools with a lot of students*
- *Can be used to complete both Certification and Endorsement*

## 5. Disbursement

- *Funds are Disbursed to schools once Certification and Endorsement are completed*

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.

# Rosters

The screenshot shows the MyPortal interface. On the left, the 'Recipients' tab is selected, and the 'Rosters' link is highlighted with a red box. A red arrow points to the right, where a detailed view of the 'Rosters' page is shown. The page title is 'Rosters - Action Required' and 'Informational Rosters'. The page displays a table of rosters with columns for 'View and Print (PDF)', 'Update Online', and 'Download File (CSV)'. The table is divided into two sections: 'Rosters - Action Required' and 'Informational Rosters'. The 'Action Required' section includes 'Not Yet Certified' and 'Not Yet Endorsed'. The 'Informational Rosters' section includes 'Offered and Certified', 'Endorsed', 'Offered, Certified, and Endorsed by Parent', and 'Disbursed'.

	View and Print (PDF)	Update Online	Download File (CSV)
<b>Rosters - Action Required</b>			
Not Yet Certified	PDF	Online	Download
Not Yet Endorsed	PDF	Online	Download
<b>Informational Rosters</b>			
Offered and Certified	PDF	Online	Download
Endorsed	PDF	Online	Download
Offered, Certified, and Endorsed by Parent	PDF	Online	Download
Disbursed	PDF	Online	Download

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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.

# Certification

**OR**

**No students were found for the roster you selected.**  
You are currently working with the 2020-2021 Academic Year.  
Term: <Choose One>

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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.

# Tuition and Fees

## Qualified Tuition and Fees

- Tuition required for curriculum
- Testing fees (*cannot only be charged to NC K12 Program recipients*)
- Tech and supply fees (*if charged for every student in that grade level*)
- Books and uniforms (*only if the school is directly charging for and selling these items to the parent*)
- New student and reenrollment fees (*must be charged for and applying to the same school year that the award is for*)

## Unqualified Tuition and Fees

- Lunch fees
- Transportation fees
- Maintenance or building fees
- Summer school (*due to being outside of the fall and spring semesters and not being required by every student*)
- Dual enrollment classes offered by and taken through a college (*this is not a K12 expense*)
- Athletic fees
- Extracurricular activity fees

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The NC K12 Program's view the academic year as July 1<sup>st</sup> through June 30<sup>th</sup>. Year-round schools must also abide by the NC K12 Program's definition of fall (July 1<sup>st</sup> through December 31<sup>st</sup>) and spring (January 1<sup>st</sup> through June 30<sup>th</sup>) 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>

# Correcting Errors

Roster: Offered and Certified  
Campus: Test School  
Program: All Programs  
Academic Year: 2020-2021  
Term: All Terms  
Previous: Page 1 Next: (expand all) (contract all)

(714347725) Sibling, Test

Parent Name:	Parent Home Phone:	Parent Cell Phone:	Parent Address:	Parent Email:
Parent, Test	(919) 123-4567		214 Five Sd., Raleigh, NC 27000	testfamily@ncseaa.edu
Programs Accepted:	Full or 90:	K12 School Grade Level:	Current Year Attending:	
Opportunity Scholarships, Disabilities Grant	Full	Fourth Grade	Yes	
Standard Cost:	Individual Cost:	Fall Tuition/Fees Owed:	Spring Tuition/Fees Owed:	Certify Student
10000	10000	8000	4000	<input checked="" type="checkbox"/>

Save

(777000321) Student, Test

Parent Name:	Parent Home Phone:	Parent Cell Phone:	Parent Address:	Parent Email:
Parent, Test	(919) 123-4567		214 Five Sd., Raleigh, NC 27000	testfamily@ncseaa.edu
Programs Accepted:	Full or 90:	K12 School Grade Level:	Current Year Attending:	
Opportunity Scholarships	Full	Third Grade	Yes	
Standard Cost:	Individual Cost:	Fall Tuition/Fees Owed:	Spring Tuition/Fees Owed:	Certify Student
4000	8000	2900	2900	<input checked="" type="checkbox"/>

Save

Save All

Previous: Page 1 Next: (expand all) (contract all)

Nonpublic Schools



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](mailto: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.

# Endorsement

By clicking Save or Save All, I affirm that:

- I have reviewed the cost information for these students and it is true and correct to the best of my knowledge.
- I have verified a student's university, and the student is determined to be eligible for the Opportunity Grant Program and/or Opportunity Scholarships; the action may be required to verify the Awarded Funds to the OGA.
- I represent and warrant that I am employed by the school named on this roster and I am authorized to complete this Endorsement List on behalf of the school.

Parent Name: [Redacted] Parent Home Phone: [Redacted] Parent Cell Phone: [Redacted] Parent Address: [Redacted] Parent Email: [Redacted]

Parent Title: [Redacted] Full or 90: [Redacted] Current Year Attending: [Redacted]

Standard Cost: [Redacted] Individual Cost: [Redacted] Fall Tuition/Fees Owed: [Redacted] Spring Tuition/Fees Owed: [Redacted] Endorse Student: [Redacted]

Status	Program	Term	Award	Annual Award
<input checked="" type="checkbox"/>	Opport		\$1,000.00	\$1,000.00
<input checked="" type="checkbox"/>	Opport		\$1,000.00	\$4,200.00

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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/> (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.

# Disbursement

HOME > Payment Processing > View Refunds/Disbursements

**DISBURSEMENTS**  
There are no disbursement entries at this time.

**REFUNDS**

**DISBURSEMENTS**

Program Group	Disbursed Amount	Processed Date	Deposit Date	Method	View Details	Print Details	Download File
08/17/2020 Test School 1012345 \$4,200.00							
Opportunity	\$4,200.00	08/17/2020		Electronic Funds Transfer (EFT)	View	Print	Download File
08/17/2020 Test School 1012345 \$3,900.00							
DCGrnts	\$3,900.00	08/17/2020		Electronic Funds Transfer (EFT)	View	Print	Download File

**REFUNDS**

Test School  
Disbursement Date: 8/17/2020 4:00:01 PM Deposit Date: N/A  
[Return to Previous Screen](#)

PID	Last Name	First Name	Term	Year	Amount	Program
714347729	Sibling	Test	Fall	2020-2021	\$2,100.00	Opportunity
777006221	Student	Test	Fall	2020-2021	\$2,100.00	Opportunity

[Return to Previous Screen](#)

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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.

# CSV Upload Option (Certification)

D	F	G	N	O	P	Q	R	S	T	U	V	W
School Name	Student Last Name	Student First Name	Opportunity Program Accepted	Disabilities Grant Program Accepted	Full or 90	Certify Student	K12 School Grade Level	Current Year Attending	Standard Cost	Individual Cost	Fall Tuition Fees Owed	Spring Tuition Fees Owed
Test School	Sibling	Test	Y	Y	Full	Y		4-Y	10000	10000	8000	4000
Test School	Student	Test	Y	N	Full	Y		3-Y	5000	5000	2500	2500

File name: 2020-2021 Not Yet Certified  
Save as type: CSV (Comma delimited)

Roster Type: Not Yet Cert/Ad Roster  
File Info: 2020-2021 Not Yet Certified.csv - 2 Records

Does the file format look correct?

As a precaution, you are required to confirm the file format of the file you just uploaded. Only the first 25 records will be displayed.

**File Sent for Processing**


Your file has been sent for processing. Your result files should be available for download within 24 hours.

**Download File Transfer Results**

Result files from 8/17/2020 3:30:55 PM - 2020-2021 Not Yet Certified.csv

1012345-eligible.xls	- Eligible Students
1012345-ineligible.xls	- Ineligible Students
1012345-allprocessed.xls	- All Students
1012345-exceptions.xls	- Exceptions Students

Downloads are in CSV format. CSV files are recognized by most spreadsheet programs, including Microsoft Excel™.

Nonpublic Schools 

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.

# CSV Upload Option (Endorsement)

Term Description	School Name	Program Short Name	Student Last Name	Student First Name	Full or 90	Annual Award Amount	Term Award Amount	K12 School Grade Level	Current Year Attending	Standard Cost	Individual Cost	Fall Tuition Fees Owed	Spring Tuition Fees Owed	Endorse Student
Fall	Test School	DGrants	Sibling	Test	Full	5800	3900	4 Y		10000	10000	6000	4000	
Fall	Test School	Opportunity	Sibling	Test	Full	4200	2100	4 Y		10000	10000	6000	4000	
Fall	Test School	Opportunity	Student	Test	Full	4200	2100	3 Y		5000	5000	2500	2500	

File name: 2020-2021 Fall Not Yet Endorsed  
Save as type: CSV (Comma delimited)

Roaster Type: Not Yet Endorsed Roaster  
File Info: 2020-2021 Fall Not Yet Endorsed.csv - 3 Records

Does the file format look correct?  
As a precaution, you are required to confirm the file format of the file you just uploaded. Only the first 25 records will be displayed.

**File Sent for Processing**  
Your file has been sent for processing. Your result files should be available for download within 24 hours.

Download File Transfer Results:

Result Files from 8/17/2020 3:30:55 PM - 2020-2021 Not Yet Endorsed.csv	
2020205-Eligible.csv	- Eligible Students
2020205-NotEligible.csv	- Ineligible Students
2020205-AllProcessed.csv	- All Students
2020205-Exempt.csv	- Exempt Students

Downloads are in CSV format. CSV files are recognized by most spreadsheet programs, including Microsoft Excel™.

Please note that the year in which you are presently working is independent of the year associated with the data you are uploading. The system will verify and apply the data you are uploading against the year associated in the file.

Select the type of roaster you want to send:


- Click Browse and a dialog box will open.
- Find the folder in which your file is saved. To open a different folder, click the Look in box at the top of the dialog box.
- Highlight the name of the file you want to upload.
- Click Open
- The file you selected will appear in the box below. If it is correct, click Upload File. If it is not correct, click Browse and follow the steps above to select the correct file.

No file chosen

You have sent 1 actual data file(s) for 2020-2021

Date/Time	Roaster Type	File Name
8/17/2020 3:30:55 PM	Not Yet Certified Roaster	2020-2021 Not Yet Certified.csv

Nonpublic Schools



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.

# Additional Information



[www.ncseaa.edu](http://www.ncseaa.edu)



[NPS@ncseaa.edu](mailto:NPS@ncseaa.edu) (only for school officials)



919-695-8742 (only for school officials)  
855-330-3955 (for parents)

Nonpublic Schools



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

**(New) Phone Number:** (919) 695-8742