



This tutorial will help school officials understand the actions steps parents are required to take as they move through the school year. Assisting the parents of your students might include reminders of their action steps, or perhaps providing access to a computer for them to access MyPortal.

It can also be helpful to pair parents of new students, or parents who do not speak English, with experienced parents at your school who can coach and assist.

It is inappropriate for a school official to complete steps on behalf of a parent.

Under no circumstances should the school official access the parent's MyPortal account.

AGENDA: important parent actions

1. New Students

2. All Students

3. MyPortal:

- What do parents see?
- How can parents leverage MyPortal to keep up with their action steps?



The K12 Program staff hopes to offer school officials the tools and information needed to help parents navigate the Scholarship/Grant processes. We are glad when schools can provide reminders in person, especially to families of new students. Offering parents access to a computer and the Internet at the school when necessary is also generous.

Encourage your families, however, to stay in contact with the Program staff themselves. They should call or email with their questions, and they should check their MyPortal accounts weekly.

REMINDERS:

- It is never acceptable for a school official to log in to a parent's MyPortal account.
- A note of caution; school officials who relay inaccurate information to a family may put the student's Scholarship or Grant at risk.

Action Steps: *for new students*

Respond to the Award Offer: *Accept or Decline* in MyPortal within three weeks of the Award Offer

Verification: income and / or enrollment verification

School Choice: provide or update school choice in MyPortal by August 1 to ensure timely payment to school

Nonpublic Schools



Parent Requirements to be met between PENDING AWARDS and CERTIFICATION:

When a student receives an Award Offer, schools see the student name on the **Pending Awards** list. If parents don't take the steps listed here, the student will lose the Award Offer and thus will not appear on the **Certification** roster for the school in August.

There are two types of verification:

- Income Verification is explained briefly on the next slide.
- Enrollment Verification takes place if prior public school enrollment is required for student eligibility. See each Program's Overview for more information on this requirement. K12 Program staff cannot always verify student enrollment through the database match with the public schools. For students without a match, parents must submit a report card or transcript which documents NC public school enrollment in the spring prior to the upcoming Scholarship year.

TIMING:

- Parents who apply in **February** should expect news of an award offer in **April**.
- Income verification takes about 6 weeks IF the parent submits correct documentation timely.
- Enrollment verification occurs **July - August**.
- School Choice deadlines: **August 1** and **October 1**. See

<https://ncseaa2.sites.unc.edu/k12/choosing-a-school/k12-school-choice/>

Opportunity Program Overview: <https://ncseaa2.sites.unc.edu/k12/opportunity/>

DGrants Program Overview:

<https://ncseaa2.sites.unc.edu/k12/disabilities-grant/>

ESA Program Overview: <https://ncseaa2.sites.unc.edu/k12/esa/>

Income Verification

Households of some Opportunity Scholarship students are required to complete Income Verification.

Most are **new** students, but a few are **renewals**.

Required documents are submitted through MyPortal. Schools can't submit documents on behalf of parents.

Most people submit two documents: The previous year *federal* **Tax Return Transcript** and the previous year *federal* **Wage and Income Transcript**. These documents must be retrieved from the IRS. Parents cannot submit a copy of the prepared return.

Nonpublic Schools



<https://ncseaa2.sites.unc.edu/files/2020/10/OPSIncomeVerificationTips.pdf>

See the Income Verification Tips which K12 Program staff provide to parents. This document responds to questions like “What should I do if I file for an extension and my taxes aren’t complete?” and “I didn’t file taxes.”

In addition, the Income Worksheet helps explain how income is calculated.

https://ncseaa2.sites.unc.edu/files/2020/10/OPS_HHIIncome.pdf

Eligibility for school year 2019-20 is based on a household’s 2018 income.

Eligibility for school year 2020-21 is based on a household’s 2019 income.

A change in household income after the tax year does not change the eligibility determination.

Action Steps: *for all students, throughout the year*

Welcome to MyPortal

-  To Do List
-  Applications and Renewals
-  School Choice
-  Eligibility and Award Information
-  Notifications
-  My Contact Information
-  My Profile

Parents **endorse** funds each semester. *Endorsement* is an action item which appears on the To Do List.

Parents **renew** in February each year. *Respond to the Renewal Offer* is an action item on the To Do List.

Nonpublic Schools

NCSEAA
North Carolina State Education
Assessment Authority

See the parent view of the MyPortal menu above.

For new students: Respond to the Award Offer is an action item on the To Do List.

Other requirements also are action items on the MyPortal To Do List:

- Upload enrollment verification
- Complete the Income Verification Worksheet

Parents and MyPortal: *school choice*

Welcome to MyPortal

-  To Do List
-  Applications and Renewals
-  **School Choice**
-  Eligibility and Award Information
-  Notifications
-  My Contact Information
-  My Profile

Parents update the school choice in MyPortal until **August 1**.

After August 1, until **October 1**, parents need to email the K12 Program with a school choice update.

Nonpublic Schools



School Choice explanation provided to parents:

<https://ncseaa2.sites.unc.edu/k12/choosing-a-school/k12-school-choice/>

What do the deadlines mean?

- An incorrect school choice after August 1 means the school will likely be paid in October instead of early September.
- An incorrect school choice after October 1 means that the student is likely to lose the Scholarship or Grant which was awarded.

An incorrect school choice includes:

- “unknown” (the parent never provided a school choice)
- a school where the student never enrolled (the parent provided one school on the application but enrolled the student in a different school)
- a school where the student was enrolled but has since withdrawn (the parent did not email the program to alert staff of the new school)

Parents and MyPortal: *notifications*

Welcome to MyPortal

-  To Do List
-  Applications and Renewals
-  School Choice
-  Eligibility and Award Information
-  **Notifications**
-  My Contact Information
-  My Profile

K12 Programs email parents about important action steps.

Parents should check email regularly. Parents can update the preferred email address in “My Contact Information”.

However, at any time, parents can also log in to see any notification (email) which has been sent.

Nonpublic Schools



Parent email comes from “noreply@ncseaa.edu”. Sometimes parents need to look for that email in a junk mail folder.

Parents can't reply to the email which comes out of MyPortal. If parents receive an email they do not understand, we ask that they forward the email to the appropriate K12 Program and ask the question.

Parents and MyPortal: *award amounts*

Welcome to MyPortal

- ✓ To Do List
- 📄 Applications and Renewals
- 🏠 School Choice
- 🌟 Eligibility and Award Information
- 📧 Notifications
- 👤 My Contact Information
- 👤 My Profile

Term	Program	Status	Award Amount
Fall	Disabilities Grant	🔒	\$0.00
Spring	Disabilities Grant	🔒	\$0.00
Total Award Amount			\$0.00

Until Certification (by the school) the parent will see \$0 award amount. The amount will change when the school certifies.

Nonpublic Schools



Opportunity will pay \$4,200 per year (\$2,100 per semester), up to the cost of tuition and fees, for a full Scholarship recipient.

Disabilities will pay \$8,000 per year (\$4,000 per semester), up to the cost of tuition and fees or other Qualified Expenses.

ESA offers families \$9,000 per year (\$2,250 per quarter), for tuition and fees or other Qualified Expenses.

See specific program information for more details. In addition to online information, in the award offer email families receive, the award amounts are explained. Families can always refer to that notification which is visible in the Notifications section of MyPortal.

Please remember that you should encourage your families to manage the Scholarship or Grant processes themselves. **It is never acceptable for a school official to log in to a parent's MyPortal account.**

Additional Information



www.ncseaa.edu



OpportunityScholarships@ncseaa.edu

Dgrants@ncseaa.edu

ESA@ncseaa.edu



1-855-330-3955 (toll-free)

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

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