Student Withdrawals

Training for School Administrators

North Carolina's K12 Scholarship Programs

NCSEAA

Helpful Hints for Zoom

*Slides and a **recording** of this session will be posted to https:www.ncseaa.edu/k12/school-administrators/ within a week.*

- Note that Zoom has **closed captioning** available

Asking Questions

- Use the Q & A to ask your questions (chat is disabled)

- Email NPS@ncseaa.edu to ask questions about an individual student

Answering Questions

- Presentation team will answer questions from the Q & A at certain points

- Only questions related to this session's content will be addressed live

NCSEAA

Agenda

1. Types of Withdrawals
- Official and Unofficial withdrawals
- When to submit withdrawal information

2. Refunds
- How refunds are calculated

3. Withdrawal Roster
- Taking a look at the Withdrawal Roster

4. Policies
- Deadlines for the NCSEAA Withdrawal Process
- Frequently Asked Questions

5. NCSEAA Withdrawal Process
- How schools can use MyPortal for the Withdrawal Process

NCSEAA

Student Withdrawals

When is Withdrawal Information Required?

Schools must submit **Withdrawal Information** when a student discontinues enrollment for any reason during a school year, (whether or not funds are to be returned), if any of the following are true.

IF:

- The student attended one day or more, or

- The school received payment for the student, or

- The school certifies the student as attending, but the student does not attend.

NCSEAA

Types of Withdrawals

Schools *must* notify the K12 programs if a student meets the requirements for a withdrawal by submitting information through the MyPortal Withdrawal Roster.

- **Official Withdrawal:**

The parent notifies the school that the student is withdrawn. Schools must notify the K12 Programs within 10 school days.

- **Unofficial Withdrawal:**

The student stops attending without notification from the parent. Schools must notify the K12 Programs after 10 consecutive school days where a student has not attended school.

NCSEAA

Policy

- Schools must submit withdrawal information within 10 days after a student stops attending or withdraws.

- Submitting the withdrawal information is a program requirement. Schools cannot withhold withdrawal information due to a dispute with the family.

- If a refund is owed, SEAA must receive the funds no later than 30 days from the student's last day of attendance.

  - Submission of withdrawal information is required whether funds must be returned or not.

  - If **a school certifies a student as attending**, then SEAA expects a withdrawal if the student does not attend, stops attending, or withdraws.

NCSEAA

Calculating Refunds
&
the Withdrawal Roster

Refunds

Weeks Attended	Percent to Return
2 weeks or less	100%
3 weeks	90%
4 weeks	80%
5 weeks	70%
6 weeks	60%
7 weeks	50%
More than 7 weeks	0%

Funds must be returned to the K12 Programs within 30 days (one month) of the student's withdrawal date.

NCSEAA

The Withdrawal Roster

Withdrawal Roster Overview

- Completed via MyPortal

- One location for both programs (ESA+ and Opportunity)

- Input information electronically

- Automatically sent to a member of our team for review

NCSEAA

The Withdrawal Roster

The Withdrawal Roster

Entering Withdrawal Information

Student Withdrawal

Please fill out withdrawal information for all students who have withdrawn from your school. Once you save information for a student, you will not be able to make any changes. Email NPS@ncseaa.edu if you need to make corrections to pending withdrawal information.

Search Criteria

Last Name:		**First Name:**	
PID:			
Withdrawal Term:	All ⌄		
Withdrawal Status:	All ⌄		

[Search] [Clear]

Edit	First Name	Last Name	PID	Withdrawal Term	First Date of Attendance	Last Date of Attendance	Withdrawal Reason	Weeks Attended	Withdrawal Status
✏	Peter	Parker	719532761						
✏	Scott	Shamus	713690204	Fall	08/15/2023	09/07/2023	Withdrawal	4 weeks	Processed
✏	Test	Sibling	719532750						
👉	Gwen	Stacy	713869687	Fall			Did Not Attend	2 weeks or less	Processed
👉	Test	Student	714452170	Fall	08/15/2023	10/01/2023	Withdrawal	7 weeks	Pending

NCSEAA

Entering Withdrawal Information

Pending vs. Processed

Related MyPortal Reports

Withdrawal Process (Rosters and Reports)

There are incomplete tasks on your Task Pad.

Taskpad
- View Tasks

School
- School Information

Recipients
- Rosters
- Student Withdrawal

Reports
- Standard Reports

Payments
- Disbursements / Refunds

Data File Transfer
- Send Roster File
- File Transfer Results

NCSEAA

Withdrawal Process (Disbursed Roster)

Withdrawal Process (Disbursed Roster)

Withdrawal Process (Refunds Due Report)

Withdrawal Process (K12 Withdrawals Report)

Withdrawal Process (Processed Refunds)

Coming Soon!

EFT

What is it?

- An account that will allow you to send electronic payments to SEAA when a refund is owed for a student.

What's so great about it?

- No more paper checks! EFT will allow you send refunds to SEAA faster than through regular mail.
- No more questions about the amount of funding owed! Your EFT account will show you exactly how much is owed for each student at your school.

When will it be available?

- Spring 2025. All schools will be required to use EFT for refunds to SEAA moving forward once it becomes available.

How do I use it?

- TBD! We plan to hold additional training for schools on this new service once we're ready to go live.

NCSEAA

CONTACT US

ncseaa.edu

For School Use Only

NPS@ncseaa.edu

(919) 695-8742
Monday-Friday: 9am-3pm

NCSEAA