



Preparing for the 2026–27 ESA+ New Student Application



01 **Before You Apply**
Overview & information to
gather

02 **How to Apply**
Details & logistics

03 **The MyPortal Parent**
Creating a Parent record
and adding your student

04 **Documentation of a
Disability**
YOU CAN'T APPLY WITHOUT
THIS!

05 **Lottery, Awards,
Waitlist**
What to expect after
submitting the application

06 **Resources**
Where to learn more



01

Before You Apply

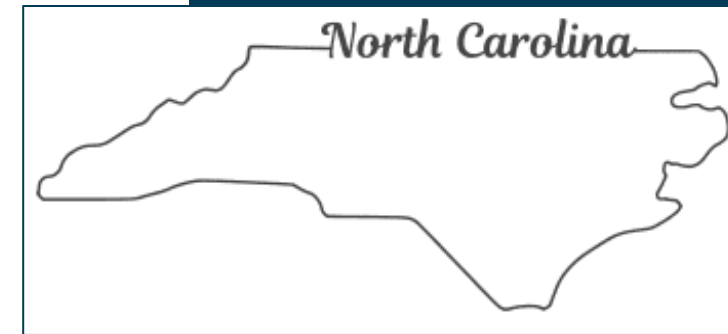
The ESA+ application will open Monday, February 2nd





What is the ESA+ Program?

- The Education Student Accounts (ESA+) program helps families meet the needs of students with disabilities. Funds may be used to pay tuition and fees for eligible private schools, and for expenses such as speech therapy, tutoring services, and educational technology.
- \$9,000 annual award; students with certain designated disabilities may be eligible to receive \$17,000 a year.
- Families may choose from a variety of learning environments, including private schools, home schools, or co-enrollment.



- The Education Student Accounts (ESA+) Program is funded by the State of North Carolina.



What will you need before applying?

- ☐ **Eligibility Determination** from a North Carolina public school IEP, dated 2023 or more recent

Also Need:

- ☐ Parent of Record's Social Security Number or Individual Taxpayer Identification Number
- ☐ Parent of Record's Driver's License Number
- ☐ Student(s) UID number (can be found on the Eligibility Determination form)
- ☐ Student(s) Social Security Number

Please don't email any documents or include your SSN in email text.



ESA+ Award Amounts

The main award level is up to \$9,000 per year.

Students who meet the main eligibility criteria *and* have one of the following designated as the primary or secondary disability on the IEP Eligibility Determination may be eligible for up to \$17,000.

These areas of disability may qualify the student for the higher award amount.

Terms listed as they appear on the Eligibility Determination.

- Autism
- Hearing Impairment, Deafness, Deaf-Blindness
- Intellectual Disability, Moderate or Severe
- Orthopedic Impairment
- Visual Impairment



02

How to Apply





Step #1: Create a MyPortal Parent Account

MyPortal Account Login:

User Name:

Password:

By logging in, I certify that I have read, agree to and understand the [Terms and Conditions](#) page.

[Forgot your username or password?](#)

Create an Account: (Except School/Institution Users. See your administrator for assistance.)

In order to create an account, click here [Create an Account](#).

To return to the SEAA website, [click here](#).

If you are having trouble logging in, **Login Support**
(855) 763-5333
loginhelp@ncseaa.edu

Need Help?

Review **PAGE 2** of our MyPortal Guide for Parents for step-by-step instructions.

Step #2: Add Students & Apply

February 2 – March 2

Add student(s) to your MyPortal parent account and complete your ESA+ application(s).

Apply by March 2nd !



Important Tip:

Have your electronic copy of the Eligibility Determination saved on your computer **before** you complete the application.

Step #3: Upload the Eligibility Determination

After you submit your application, you will see an Action Item on your **MyPortal To Do List**. You will need to upload the documentation of a disability to that link as soon as possible. More about deadlines in this presentation.

We'll walk you through this process in our session today.

Here's the webpage where all this information can be found
<https://k12.ncseaa.edu/the-education-student-accounts/documentation-of-a-disability/>



03

The MyPortal Parent





Parent of Record

- The parent of record must be a parent with whom the child lives.
- Only **one parent** can be listed in the MyPortal record.
- The parent of record is the person responsible for accessing the MyPortal account.

DO:

- Ensure your contact information is updated
- Keep an eye on tasks & deadline dates in MyPortal

DON'T:

- Give anyone your MyPortal credentials (not even your school)




04

Documentation of a Disability



IMPORTANT!

Documentation of a Disability

 1. Does the form contain the student's name and date of birth? Eligibility Determination

Student School _____ Student UID# _____ DOB _____ Age _____

Grade _____

2. Is the title "Eligibility Determination?"

ELIGIBILITY DETERMINATION

I. Disability Determination

Based on the information from a variety of sources that have been documented and carefully considered, the IEP Team has determined:

☐ Student **MEETS** the criteria for one or more of the fourteen (14) disabling conditions described in the AEC Policies Governing Services for Children with Disabilities.

☐ Student **DOES NOT MEET** the criteria for one or more of the fourteen (14) disabling conditions described in the AEC Policies Governing Services for Children with Disabilities.

Primary Disability		Secondary Disability	
<input type="checkbox"/> Autism	<input type="checkbox"/> Multiple Disabilities	<input type="checkbox"/> Autism	<input type="checkbox"/> Multiple Disabilities
<input type="checkbox"/> Deaf-Blindness	<input type="checkbox"/> Orthopedic Impairment	<input type="checkbox"/> Deaf-Blindness	<input type="checkbox"/> Orthopedic Impairment
<input type="checkbox"/> Deafness	<input type="checkbox"/> Other Health Impairment	<input type="checkbox"/> Deafness	<input type="checkbox"/> Other Health Impairment
<input type="checkbox"/> Developmental Delay	<input type="checkbox"/> Specific Learning Disability	<input type="checkbox"/> Developmental Delay	<input type="checkbox"/> Specific Learning Disability
<input type="checkbox"/> Emotional Disability	<input type="checkbox"/> Speech or Language Impairment	<input type="checkbox"/> Emotional Disability	<input type="checkbox"/> Speech or Language Impairment
<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Traumatic Brain Injury	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Traumatic Brain Injury
<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Visual Impairment (Including Blindness)	<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Visual Impairment (Including Blindness)

3. Does the form list the student's primary area of disability?

II. Adverse Effect on Educational Performance

The IEP Team has determined the student's educational performance is not primarily caused by:

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
a lack of appropriate instruction in reading, including the essential components of reading instruction; the term "essential components of reading instruction" means explicit and systematic instruction in phonemic awareness, phonics, vocabulary development, reading fluency (including oral reading skills), and reading comprehension strategies.	
<input type="checkbox"/>	<input type="checkbox"/>
a lack of appropriate instruction in math, and	
<input type="checkbox"/>	<input type="checkbox"/>
a limited English proficiency.	

The disability has an adverse effect on educational performance. ☐ Yes ☐ No

III. Instructional Requirement

The IEP Team has determined that the student:


☐ **REQUIRES** specially designed instruction and related services, if available.

☐ **DOES NOT REQUIRE** specially designed instruction and related services.

4. Does the form include the student's school name or UID number?

C: EC File, Parent/Guardian

Student UID# _____

 Eligibility Determination

5. Is the box checked to indicate whether the student meets the eligibility criteria for special education services?

IV. Eligibility Determination

In order to be eligible for special education and related services, the student must:


- meet the criteria for a disability in Section I;
- have a disability that has an adverse effect on educational performance documented in Section I; **AND**
- require specially designed instruction and related services (if applicable) in Section III.

☐ **YES**, the student meets all three of the eligibility criteria (Sections I-III) required for special education and related services.

☐ **NO**, the student did not meet all three of the eligibility criteria (Sections I-III) required for special education and related services.

The IEP Team members below include the parent/guardian/student and professionals qualified to determine whether the student is a child with a disability and whether or not the student is eligible for special education and related services.

6. Does the document include a date? The following individuals were present and participated in the IEP Team decision-making process. Required IEP Team Member(s) has been obtained if any of the below participants are identified as excused. Note with an asterisk (*) any team member who used alternative means to participate.

Name/Signature	Position	Date	Agree/Disagree (S/D Only)
	Parent/Guardian/Student		<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
	Parent/Guardian/Student		<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
	Parent/Guardian/Student		<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
	LEA Representative		<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
	Special Education Teacher		<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
	General Education Teacher		<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
	Interpreter of Instructional Implications of Evaluations		<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
			<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
			<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
			<input type="checkbox"/> Agree <input type="checkbox"/> Disagree

For SLD only - If an IEP Team member disagrees, he/she must submit a separate statement of their reason for disagreement.

Explanation of team participants/absence of participants (if applicable)



NC Public School Eligibility

Step 1: Find the document title. It should say “Eligibility Determination”.

Step 2: Make sure student name listed on the document matches the name in MyPortal.

Step 3: The form should list the student’s primary area of disability.

Step 4: Find the public school name (usually listed at the top or bottom of the 1st page).

Step 5: There should be a checkbox where the IEP team selected one of the following:

- **Yes**, the student meets the eligibility criteria for special education / related services.
- **No**, the student did not meet the eligibility criteria for special education / related services.

Step 6: The last page of the document should include a table that contains the names of the IEP team members and the meeting date.

Step 7: The document must include the meeting date.



Your Document Must Say ...

ELIGIBILITY DETERMINATION

Public School Eligibility Determination

Accepted Documentation

Eligibility Determination issued from the **North Carolina Public School IEP** process

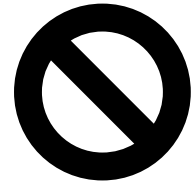
Eligibility Determination issued by a **Department of Defense School** located in North Carolina

- Issued within the **last 3 years**

Not Accepted

Other IEP documentation: **prior written notice, annual goals, progress reports**

- 504 Plans
- Student Aptitude Tests
- Student Achievement Tests
- Letter from a doctor or other medical professional
- Private psychological assessment



Need Help?



<https://www.ecac-parentcenter.org/>

Phone:
1-800-962-6817



Submitting the Eligibility Determination (*technical stuff*)

1. Save your document on your computer.
2. Find your To-Do List in MyPortal.
3. On the To-Do List, find the task and due date.
4. Click the link titled:

Welcome to MyPortal

Use My Portal to manage your college financial aid and K12 grants and scholarships for K12 dependents.

There are new items on your To Do List.

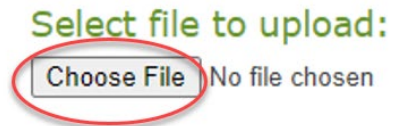
- To Do List
- Applications and Renewals for K-12th Grade
- Applications and Renewals for College
- School Choice
- Eligibility and Award Information
- Notifications
- My Contact Information
- My Profile

Application or Required Documentation	Receipt Date	Action Items	Due By
Education Student Accounts Renewal	01/30/2023	Renewal Processed	10/01/2023
Eligibility Determination Form		Upload Eligibility Determination Form	03/03/2024

Upload Eligibility Determination Form

Submitting the Eligibility Determination (*technical stuff*)

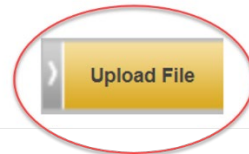
5. Click the button that says “Choose File”



6. Navigate to where you saved the file on your computer . Click on the file name of your saved document.



7. Click “Upload File”.



8. Look for this message!

Your document has been uploaded successfully.

Important Tips

- ✓ Have your electronic copy of the Eligibility Determination saved on your computer before you complete the application.
- ✓ Your file must be in **Word** or **PDF**. No images!
- ✓ Save the pages of your document as ONE file.
- ✓ Remove any password protection on the document before uploading it.
- ✓ Look at the file size: the maximum allowable is 10MB.



Deadlines

You have 3 weeks to upload your document after you hit “submit” on your application.

Why should I upload the Eligibility Documentation immediately?

- ❖ If you make a mistake and upload the wrong document, you’ll have a chance to try again. If you wait, you might not get that chance.

What happens if I upload the wrong document?

- ❖ ESA+ staff review your document within a week.

You’ll receive an email (notification from MyPortal) that explains the error.



IMPORTANT: You can only upload a document 3 times (within your 3 weeks). If you don’t understand why your document was rejected, call ESA+ for help before you upload again!



05

Lottery, Awards, Waitlist





Lottery

If there are more eligible students than funding available

- Eligible new students on complete applications received by March 2 are entered into a lottery.
- Only applications with documentation of a disability are entered in the lottery.
- Students will be awarded an ESA+ scholarship in order of lottery #, starting with #1, until the ESA+ funding is exhausted.
- There is no priority (other than the lottery) within the pool of eligible February 2 – March 2 students: *not the application submission date, nor the area of disability.*
- Expect to receive an email notification by mid-April.



Award Offers

- ESA+ expects to notify parents of an award or waitlist by mid-April.
- Students are awarded an annual scholarship of \$9,000 or \$17,000.
- There are several required tasks that parents of newly awarded students must complete; so keep an eye on MyPortal for updates and notifications.





Waitlist

If there are more eligible students than funding available

- Unfortunately, it's possible that the 2026–27 funding will not be enough to award a scholarship to all February 2 – March 2 eligible students.
- If that's the case, ESA+ will have a waitlist, with students from February 2– March 2 listed in order of lottery number, then other eligible students listed in order of application submission date.



06

Resources



ESA+ Website: <https://k12.ncseaa.edu/the-education-student-accounts/current-families/>

Current Families

Have questions about your child's scholarship? We're here to help.



The Education Student Accounts

[How to Apply](#)

[Awarding Process](#)

[Current Families](#)

How Scholarship Funds Work

ClassWallet

Provider Search

[Allowable Expenses](#)

Educational Technology

Educational Therapy

Tutoring

Curriculum

[School Transfers](#)

ESA+ School Options

Co-enrollment

School Categories

[How to Renew](#)

Continuing Eligibility

[Service Providers](#)

Enrollment

Home School Families

[FAQs](#)

[Resources](#)

[Documentation of a Disability](#)

Welcome to the ESA+ scholarship program. Here you'll find everything you need to know and do as an awarded family. This page is your source for information and resources to manage your student's scholarship.

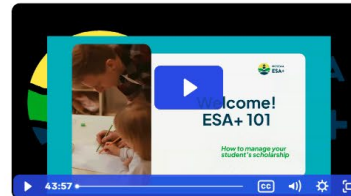
New! Resources for Home School Families

The Home School Hub contains information on allowable expenses and tools to keep your school year running smoothly. Whether you're new to ESA+ or a returning home school family, this page is your one-stop resource for making the most of your scholarship.

[Home School Families](#)



ESA+ 101: Introduction to all things ESA+





Contact Us



www.k12.ncseaa.edu



ESA@ncseaa.edu



855-330-3955



We'd love to
hear from you!