After October 1 your school's Not Yet Certified Roster should be <u>empty</u>.

Certify all students on the Not Yet Certified Roster whether they have attended your school or not.
INSTRUCTIONS:

1. Student did not attend:

1. Clear out every cost (standard, individual, fall, spring).
2. Enter "NO" for Current Year Attending.
3. Check "Certify Student".
4. Save.

2. Student attended at least one day and is now withdrawn:

Student Attended **0 – 2 WEEKS**	Student Attended **3+ WEEKS**
• CERTIFY? Yes, certify as "enrolled"	• CERTIFY? Yes, certify as "enrolled"
• ENDORSE? Endorse "NO"	• ENDORSE? Endorse "YES"
• UPLOAD WITHDRAWAL FORM? **YES**	• UPLOAD WITHDRAWAL FORM? **YES**

There are a few reasons why a student may remain or appear later on a school's
Not Yet Certified Roster.

1. There may be a **technical issue** if students are still showing up as not yet certified even after the nonpublic school certifies and saves. Contact K12 Program staff.
2. If a student **transfers**, that student will need to be certified at the new school.
3. Certain **K12 Program processes** such as verification may delay the availability of certification.

Schools complete Certification one time per year. Schools and parents complete Endorsement each semester. Schools may not have an extension to the Certification deadlines.

If you have questions, contact nps@ncseaa.edu (email for school use only).