



# Quick Guide for Counselors

## Statewide Online Education Program

The **Statewide Online Education Program** (SOEP) allows students in grades 6-12 to take up to six credits per school year through an approved online school. The program:

- Provides access to quality, online learning anywhere.
- Utilizes technology to customize education to a student's learning style and pace.
- Allows students to customize their schedules to meet their academic goals.

### Student Eligibility

A variety of student groups in grades 6-12 are [eligible to participate](#).



District and  
Charter School



Private  
School



Home  
School



Group  
Care



Out-of-School  
Youth

### Participating Online Schools / Partners

- ASU Prep Powered by Juab
- Canyons Virtual Academy
- Davis Connect
- Mountain Heights Academy
- Utah Online School
- Utah Virtual Academy

Each online school offers different [courses](#) for students, they vary by semester, quarter, and middle/high school. [Registration deadlines](#) also vary from school to school.

### Student Registration

Students can create an account, find courses, and finalize their online school registration in [three easy steps](#)!



**Did You Know?** The SOEP website is full of helpful information for getting to know the program. Visit: [www.schools.utah.gov/soep](http://www.schools.utah.gov/soep) to learn more.



## **Create a Counselor SEATS Account**

Each counselor needs to set up an account in SEATS to accept or reject student course selections. Please note that if a counselor changes schools, or has other significant changes, they should email [edonline@schools.utah.gov](mailto:edonline@schools.utah.gov) to have their account updated.

A step-by-step guide is available: [How to Register for a SEATS Counselor Account](#)

## **Accept or Reject a Course Request**

The counselor will receive an email from [edonline@schools.utah.gov](mailto:edonline@schools.utah.gov) when a student requests a course. The counselor will then log in to SEATS to accept or reject the course.

A step-by-step guide is available: [How to How to Accept or Reject a Student Request](#)

## **IEP, 504, or ML Students**

The appropriate documentation must be sent to the online school so they can provide accommodations.