

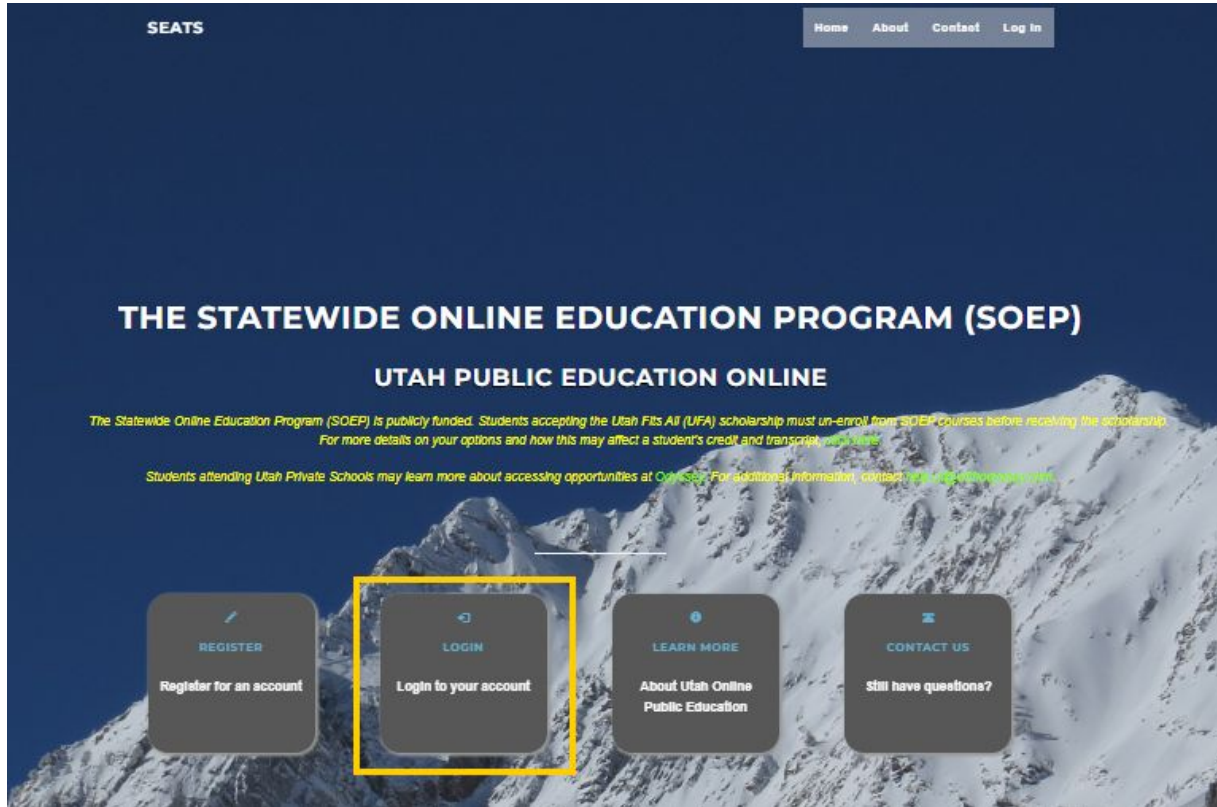
How to add 504, IEP, and MLL Accommodations in the SEATS Counselor Dashboard



Statewide Online
Education Program

February 2026

As a counselor, log in to your SEATS account.



Select "Counselor View."

SEATS

Hello [redacted] Home About Contact Log off

WELCOME TO SOEP

STATEWIDE ONLINE EDUCATION PROGRAM

[redacted] PLEASE SELECT FROM THE OPTIONS BELOW.

▼

Notice: Beginning May 1, 2024, Districts and Charter schools will have 24 business hours (3 business days) to review course applications.

- ACCOUNT**
Manage My Account
- COUNSELOR**
Counselor View
- MONTHLY DISTRIBUTION REPORT**
Generate Monthly Distribution Reports
- DASHBOARD**
Enrollment & Progress

















Edit a CCA by clicking on the pencil icon.



APPLICATIONS FOR [redacted]

Search:

Show 50 entries

Submission Date	Student	Counselor	Session	Course	Credit	Provider	Status	Graduation Plan Consi...	Actions
1/23/2026	[redacted]	[redacted]	Q4	Secondary Mat...	0.25	[redacted]	Pending Execut...	<input type="checkbox"/>	 
1/23/2026	[redacted]	[redacted]	Q3	Secondary Mat...	0.50	[redacted]	Pending Execut...	<input type="checkbox"/>	 
1/22/2026	[redacted]	[redacted]	Q3	Psychology Qu...	0.25	[redacted]	Pending Execut...	<input type="checkbox"/>	 
1/22/2026	[redacted]	[redacted]	Q3	Language Arts ...	0.25	[redacted]	Pending Execut...	<input type="checkbox"/>	 
1/22/2026	[redacted]	[redacted]	Car	Spanish 1 Quar...	0.25	[redacted]	Pending Execut...	<input checked="" type="checkbox"/>	 
1/21/2026	[redacted]	[redacted]	Q3	Secondary Mat...	0.50	[redacted]	Pending Execut...	<input type="checkbox"/>	 
1/21/2026	[redacted]	[redacted]	Q3	Secondary Mat...	0.50	[redacted]	Pending Execut...	<input type="checkbox"/>	 
1/8/2026	[redacted]	[redacted]	Q3	Web Developm...	0.50	[redacted]	Pending Execut...	<input checked="" type="checkbox"/>	 



Showing 1 to 8 of 8 entries (filtered from 846 total entries)

Previous 1 Next

If a student has an IEP, 504 or MLL Plan, check the box to provide additional details.

COUNSELOR EDIT CCA

COUNSELOR APPROVAL [REDACTED]

Submission Date 1/23/2026 11:24:04 AM

Student [REDACTED]

Early Graduate

Senior Transcript Due By May 10th May 15th

IEP

Section 504

Multilingual Language Plan

Session [REDACTED]

Course Secondary Math 2 Quarter 4

Core Code 07080000100

Credit 0.25

Reason for Taking Course OriginalCredit

Graduation Plan Consistent

Recommend Enrollment

Recommend Rejecting Enrollment

Reason for Recommendation Rejection

Explanation for Recommending Rejection

SAVE

After checking the box, a drop down menu will appear. Select all accommodations that apply.

COUNSELOR EDIT CCA

COUNSELOR APPROVAL [REDACTED]

Submission Date 1/23/2026 11:24:04 AM

Student [REDACTED]

Early Graduate

Senior Transcript Due By May 10th May 15th

IEP

IEP Accommodation [REDACTED]

Section 504

Multilingual Language Plan

Session

Course

Core Code


Credit 0.25

Reason for Taking Course OriginalCredit

Graduation Plan Consistent

Recommend Enrollment

Recommend Repeating



To add an accommodation not found in the menu, select "**Other.**" A text box will then appear under the accommodation detail section where you can type in the specific details.

The screenshot displays the 'COUNSELOR EDIT CCA' form. The 'IEP' checkbox is checked. The 'IEP Accommodation' dropdown menu is set to 'Other x', and the 'IEP Other Accommodation Detail' text box is visible below it. A yellow rectangular box highlights these two fields. Other form fields include 'Submission Date' (1/23/2026 11:24:04 AM), 'Student' (redacted), 'Early Graduate' (unchecked), 'Senior Transcript Due By' (radio buttons for May 10th and May 15th), 'Section 504' (unchecked), 'Multilingual Language Plan' (unchecked), 'Session' (redacted), 'Course' (Secondary Math 2 Quarter 4), 'Core Code' (07080000100), 'Credit' (0.25), 'Reason for Taking Course' (OriginalCredit), and 'Graduation Plan Consistent' (unchecked).

You may review all selected accommodations in the “Accommodations” box.

COUNSELOR EDIT CCA

COUNSELOR APPROVAL [REDACTED]

Submission Date 1/23/2026 11:24:04 AM

Student [REDACTED]

Early Graduate

Senior Transcript Due By May 10th May 15th

IEP

IEP Accommodation

- Extended Testing of a Test Domain Over Multiple Days x
- Minimize distractions x
- Separate Location x

Section 504

Multilingual Language Plan

Session [REDACTED] HS 25-26

Course Secondary Math 2 Quarter 4

Core Code 0708000100

Credit 0.25

Reason for Taking Course OriginalCredit

Graduation Plan Consistent

Recommend Enrollment

Recommend Rejecting Enrollment

Reason for Recommendation Rejection *Please select a reason for recommending rejection

Explanation for Recommending Rejection

SAVE

After making your recommendation to approve or reject the course request, click “Save.”

COUNSELOR EDIT CCA

COUNSELOR APPROVAL [REDACTED]

Submission Date 1/23/2026 11:24:04 AM

Student [REDACTED]

Early Graduate

Senior Transcript Due By May 10th May 16th

IEP

IEP Accommodation

IEP Other Accommodation Detail

Section 504

Multilingual Language Plan

Section [REDACTED]

Course Secondary Math 2 Quarter 4

Core Code 07080000100

Credit 0.25

Reason for Taking Course Original Credit

Graduation Plan Consistent

Recommend Enrollment

Recommend Rejecting Enrollment

Reason for Recommendation Rejection

Explanation for Recommending Rejection

SAVE