

Reviewing SEATS Course Requests for Counselors/LEA Staff



Statewide Online
Education Program

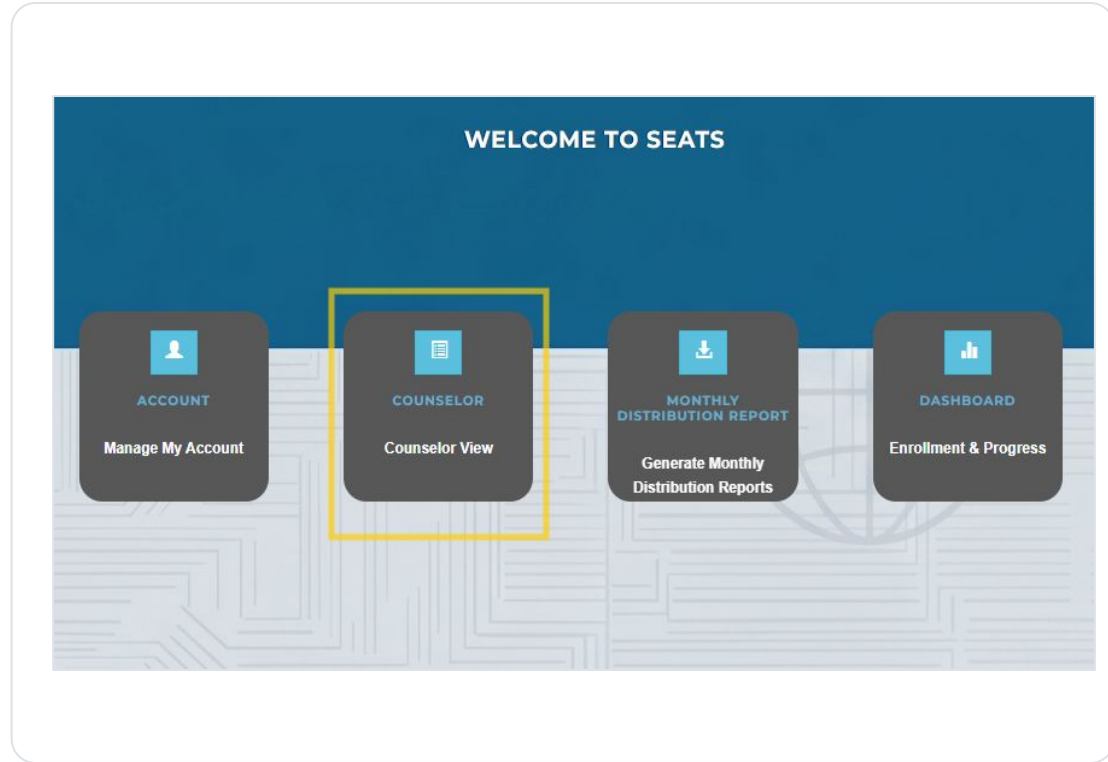


June 2026

Student Applications

To review student SEATS course requests within 3 business days:

- Login to [SEATS](#)
- Click on ***Counselor View***



Filter Applications

APPLICATIONS FOR HIGH

Search: CLEAR FILTERS Show 50 entries

Submission Date	Student	Counselor	Session	Course	Credit	Provider	Status	Graduation Plan Cons...	Accommodations	Actions
7/1/2026			Q1 HS 26-27...	Earth & Spa...	0.50	Mountain Hei...	Course Req...	☐	-	
7/1/2026			HS 26-27 CVA	Spanish Yea...	0.25	Canyons Virtu...	Course Req...	☐	-	
7/1/2026			Q3 HS 26-27...	World Geog...	0.50	Utah Virtual A...	Course Req...	☐	-	
7/1/2026			Q3 HS 26-27...	Environmen...	0.50	Utah Virtual A...	Course Req...	☐	-	
7/1/2026			Q1 HS 26-27...	US History II	0.50	Mountain Hei...	Course Req...	☐	-	
7/1/2026			HS 26-27 DC	Language A...	0.25	Davis Connect	Course Req...	☐	-	
6/9/2026			Summer HS ...	General Fin...	0.50	Mountain Hei...	Course Req...	☐	x	
6/6/2026			Summer HS ...	Drawing I Q...	0.25	Canyons Virtu...	Course Req...	☐	-	
6/6/2026			Summer HS ...	Health Educ...	0.50	Mountain Hei...	Course Req...	☐	-	
6/5/2026			Summer HS ...	Individualize...	0.50	Mountain Hei...	Course Req...	☒	-	
5/4/2026			Sem 1 CE 26...	Psychology ...	0.50	Davis Connect	Course Req...	☒	-	

Showing 1 to 11 of 11 entries (filtered from 6,617 total entries) Previous 1 Next

Filter applications by selecting *Course Request Pending* in the Status Drop Down column

Opening Applications

To open each application, **right click** on the edit button and open in a new tab

APPLICATIONS FOR HIGH

Search:

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Show 50 entries

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7/1/2026			HS 26-27 DC	Language A...	0.25	Davis Connect	Course Req...	☐	-	 
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6/6/2026			Summer HS ...	Health Educ...	0.50	Mountain Hei...	Course Req...	☐	-	 
6/5/2026			Summer HS ...	Individualize...	0.50	Mountain Hei...	Course Req...	☒	-	 
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Showing 1 to 11 of 11 entries (filtered from 6,617 total entries)

Previous1Next

Counselor Edit CCA

Review the following:

- ☐ Early Graduation
- ☐ Senior Transcripts
- ☐ IEP / 504 / MLL
- ☐ Session / Course / Credit
- ☐ Graduation Plan Alignment
- ☐ Enrollment Recommendation
- ☐ Reason for Recommending Rejection

COUNSELOR APPROVAL

Submission Date	5/4/2026 8:01:37 PM
Student	
Early Graduate	☐
Senior Transcript Due By	☐ May 10th ☐ May 15th
IEP	☐
Section 504	☐
Multilingual Language Plan	☐
Session	Sem 1 CE 26-27
Course	Psychology Elective CE PSY 1010
Core Code	09070013010
Credit	0.50
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

Early Graduation

If the student has the intent to graduate early and has an **Early Graduation Plan**:



Select the **Early Graduate** box

COUNSELOR EDIT CCA

COUNSELOR APPROVAL

Submission Date 5/4/2026 8:01:37 PM

Student

Early Graduate ☐

Senior Transcript Due By ☐ May 10th ☐ May 15th

IEP ☐

Transcripts

If a student is graduating at the end of the current school year, select a **Transcript Due By** date.

This communicates to the Online Provider an earlier deadline for transcript submission.

COUNSELOR APPROVAL

Submission Date 6/11/2026 11:45:37 AM

Student

Early Graduate ☐

Senior Transcript Due By ☐ May 10th ☐ May 15th

IEP ☐

Section 504 ☐

Multilingual Language Plan ☐

Special Education

If the student is receiving **Special Education** services:



Select the **IEP** box

Then, select the appropriate accommodations from the dropdown menu. If the accommodation is not listed, you may select other and type in the accommodation.

COUNSELOR APPROVAL

Submission Date 6/11/2026 11:45:37 AM

Student

Early Graduate ☐

Senior Transcript Due By ☐ May 10th ☐ May 15th

IEP ☒

IEP Accommodation

*Please select one or more IEP Accommodation

Section 504 ☐

Multilingual Language Plan ☐

Section 504 Plan

If the student has a **504 plan**:



Select the **Section 504** box

Then, select the appropriate accommodations from the dropdown menu. If the accommodation is not listed, you may select other and type in the accommodation.

COUNSELOR APPROVAL

Submission Date 6/11/2026 11:45:37 AM

Student

Early Graduate ☐

Senior Transcript Due By ☐ May 10th ☐ May 15th

IEP ☐

Section 504 ☒

504 Accommodation

*Please select one or more 504 Accommodation

Multilingual Language Plan ☐

Multilingual Language Plan (MLL)

If the student has a **MLL Plan**:



Select the **Multilingual Language Plan** box

Then, select the appropriate accommodations from the dropdown menu. If the accommodation is not listed, you may select other and type in the accommodation.

COUNSELOR APPROVAL

Submission Date 6/11/2026 11:45:37 AM

Student

Early Graduate ☐

Senior Transcript Due By ☐ May 10th ☐ May 15th

IEP ☐

Section 504 ☐

Multilingual Language Plan ☒

Multilingual Accommodation Detail

Session

Check that the student has selected the correct **Session** for the course.

Session	Sem 1 CE 26-27 DC
Course	Psychology Elective CE PSY 1010
Core Code	09070013010
Credit	0.50

Course

Check that the student has selected the correct **Course**.

Session Sem 1 CE 26-27 DC

Course Psychology Elective CE PSY 1010

Core Code 09070013010

Credit 0.50

Graduation Plan Consistency

If after ensuring the course is in alignment with the student's graduation plan, select the **Graduation Plan Consistent** box.

If not, leave it blank.

Course	Psychology Elective CE PSY 1010
Core Code	09070013010
Credit	0.50
Reason for Taking Course	OriginalCredit
Graduation Plan Consistent	☐

Recommend Enrollment

If the course is consistent with the student's graduation plan, and you approve of the course submitted, select the **Recommend Enrollment** box.

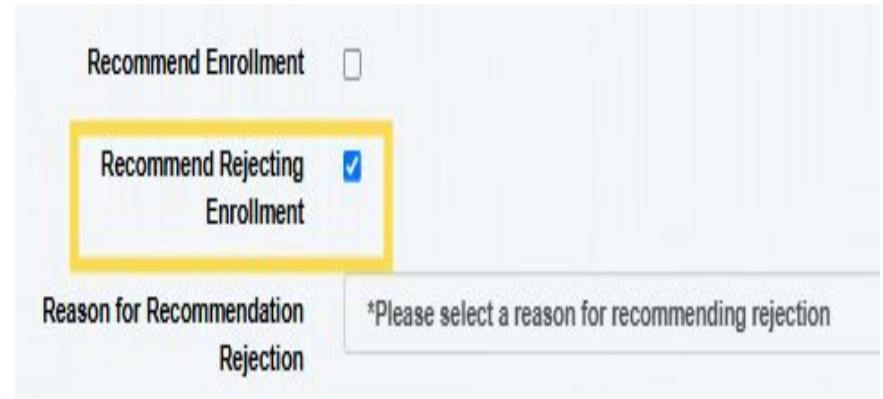
Core Code	09070013010
Credit	0.50
Reason for Taking Course	OriginalCredit
Graduation Plan Consistent	☐
Recommend Enrollment	☐

Reject Enrollment

If the course does not align with the student's graduation plan, select the **Recommend Rejecting Enrollment** box.

Select a Reason for Recommending Rejection from the drop-down menu.

You may also add notes under Explanation for Recommending Rejection.



The screenshot shows a web form with a light blue background. At the top, there is a label "Recommend Enrollment" followed by an unchecked checkbox. Below this, a yellow rectangular box highlights the "Recommend Rejecting Enrollment" option, which is accompanied by a checked checkbox. Underneath the highlighted box is a label "Reason for Recommendation Rejection" followed by a drop-down menu. A tooltip or help text box is visible next to the drop-down menu, containing the text: "*Please select a reason for recommending rejection".

Next Steps

Selecting **Recommend Enrollment** or **Recommend Rejecting Enrollment**, is only a **recommendation** to the Primary Approver at your school/district.

The Primary Approver has the final authority on accepting or rejecting a course request.

Graduation Plan Consistent ☐

Recommend Enrollment ☐

Recommend Rejecting Enrollment ☐

Contact Information

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🌐 www.schools.utah.gov/soep

For help, please contact the USBE Helpdesk at:

Email | **Phone:** 801-538-7800 | **Visit:** apphelpdesk.schools.utah.gov