



Statewide Online
Education Program



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THE STATEWIDE ONLINE EDUCATION PROGRAM LEA STAFF AND COUNSELOR MANUAL SY 2026-27

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Introduction

This manual provides guidance for all Local Education Agencies (LEAs) participating in Utah's Statewide Online Education Program (SOEP).

Purpose of the SOEP

The Statewide Online Education Program (SOEP) allows public and home school students in grades 6-12 access to online courses, supporting flexibility and promoting college and career readiness. All local education agencies (LEAs) are required to offer the program to ensure equitable access.

Governing Statute and Rule

This document is intended to address Utah Code [53F Chapter 4 Part 5](#), and USBE Rule [R277-726](#). Guidelines for student course enrollment are governed by all USBE Rules.

LEA General Information

Membership

SOEP public school students remain enrolled in their Primary School, and the LEA receives the students' full funding. SOEP students are not split-enrolled with the LEA and the Online Provider.

SOEP Credit Limits & Over-Enrollment

Students may only take six SOEP credits per academic year unless the Primary School agrees that more credits better meet the student's academic needs.

Enrollment exceeding a full-time course load requires either an early graduation plan or approval via local board policy. For students with an established early graduation plan who are exceeding full-time enrollment, LEAs must complete the following steps to secure additional funding:

- | | |
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| <ul style="list-style-type: none">• Select the early 'graduation tag' in your SIS and SEATS.• Include the SOEP course(s) in the | <ul style="list-style-type: none">student's schedule• Increase membership days for extra funding in the SIS |
|--|--|

Student Eligibility

Public School Students

Students in grades 6-12 enrolled in a Utah public school are eligible for participation.

Home-based Students

Students who are home-based remain eligible for the program until they turn 19 or their graduating class finishes high school, provided the Primary LEA receives a homeschool notification before the student reaches age 18. Students enrolled in a public school full-time or part-time cannot request SOEP courses as homeschool students. If a student has any public school enrollment, they must register for SOEP courses with the LEA in which they are enrolled.

Students in Group Care Settings

Individuals under the age of 19 who are not enrolled in Adult Education and have not obtained a secondary diploma or its equivalent. Out-of-school youth qualify for SOEP participation if they enroll in a public school or have a homeschool acknowledgment before their cohort's graduation date. A student enrolled in Adult Education must leave and then re-enroll in a public school to participate.

Out-of-School Youth

Students in grades 6-12 residing in temporary care through a state-licensed group care facility may enroll through the school district where the facility is physically located.

A student under 19 enrolled in Adult Education must exit and re-enroll in a public school to participate.

Student Enrollment Approval and Tracking System (SEATS) Account

SEATS is the USBE program used to enroll students and manage information. Each counselor and Primary Approver must set up an account in SEATS. SEATS serves as a unified platform for:

- Students & Parents: To submit, track online course requests, and monitor student progress in the course
- LEAs & School Counselors: To review course requests and monitor student progress in the course

- Online Providers: To review course requests, track enrollments, and update student progress in the course via status changes
- USBE: To oversee system compliance and administer funding

IMPORTANT: If a counselor moves to a different school within the same district, please email apphelpdesk@schools.utah.gov to have your existing SEATS account linked to your new school. If a counselor moves to a different district, please email apphelpdesk@schools.utah.gov to deactivate your existing SEATS account. Once deactivated, the counselor will create a new SEATS account linked to the new email and school. This ensures the counselor can properly access students' records.

SOEP Online Providers

The SOEP has six approved Online Providers. All of the Online Providers are accredited by Cognia. Teachers employed by these Online Providers must have license areas of concentration and endorsements that align with the core code of the courses they are assigned to teach. The current Online Providers are:

- Canyons Virtual Academy
- Davis Connect
- Innovation Online
- Mountain Heights Academy
- Utah Online School
- Utah Virtual Academy

Enrollment Process Overview

Students submit enrollment requests through the USBE SEATS application, either independently or with help from a school counselor or Online Provider. The student, parent, counselor, and Primary Approver will receive an email when a student requests a course in SEATS.

- *Course Request Pending* (LEA responsibilities): The CCA has been submitted and the Primary Approver has 3 business days to respond
 - The school counselor verifies course alignment with the graduation plan, ensures the credit load doesn't exceed full-time enrollment (July 1–June 30), and adds accommodations in SEATS if applicable
 - Students intending to graduate early may exceed this limit; a student is not required to graduate early if their goals change
 - The school counselor is not required to meet with the student or parent for approval of a course request

- A student seeking to replace the grade of a course that was taken previously must meet with a counselor or otherwise receive counselor approval that the course will meet the requirements of the Primary School
- If a course aligns with the student's graduation plan, a school counselor must treat a request to enroll in an online course as an intent to drop the in-person version of that course. The student will be limited by the Primary LEA's scheduled add/drop date applicable to the semester or quarter in which the course must be dropped
- The student may enroll in a course after the Primary School's add/drop deadline only if the course is not replacing an in-person class. The student will be limited by the Primary LEA's scheduled add/drop date applicable to the semester or quarter in which the course must be dropped
- The student may exceed a full course load between SOEP courses and in-person courses taken at their Primary School if:
 - The student has an early graduation plan; *or*
 - It is approved under local board policy
- A school counselor may assist a student in requesting to drop an online course if the request is made within the 20 school-day withdrawal period
- *SEATS Status-Course Request Approved:* The course has been accepted, and a Notice of Enrollment has been issued. The Online Provider may release the course to the student on the course start date
- *Active Participation:* To qualify for the initial funding distribution, a student must log in to the course at least once, submit one or more graded assignments, and not request to withdraw during the 20 school-day withdrawal period
- *Day of Census:* Within 5 school days following this date, the Online Provider must determine if the student met the definition of active participation. Based on the determination, the course status will be updated to one of the following:
 - *Confirmed:* Student met the definition of active participation during the 20 school-day withdrawal period. 50% of the course fee is paid by the LEA to the Online Provider
 - *Not Confirmed Closed:* Student did not meet the definition of active participation during the 20 school-day withdrawal period. No course fee is paid by the LEA to the Online Provider, and the course request is closed

- *Student Withdrawal within the first 20 school days of course start date:*
Student requested withdrawal from the course. No course fee is paid by the LEA to the Online Provider, and the course request is closed
- Learner Validated Enrollment Measures: Following confirmation, Online Providers must verify attendance and participation every 10 school days using Learner Validated Enrollment Measures, which must include:
 - Logging into a course one or more times, and
 - Submitting one or more graded assignments
- Standard of Active Participation (SAP): A written policy describing the Learner Validated Enrollment Measures used to monitor program outcomes and financial compliance after confirmation. While these measures represent the minimum requirements, an Online Provider's SAP may include additional criteria used to monitor attendance and participation. An SAP is used after the 20 school-day withdrawal period.

Student Withdrawal

Once a Notice of Enrollment is issued and the 72-business-hour window has passed, withdrawal becomes a student-led option that requires the student's agreement. If a counselor communicates a withdrawal on a student's behalf, they must provide reasoning explaining the student's request for withdrawal.

To avoid course fees and ensure the course does not appear on a student's official transcript, the withdrawal must be communicated within 20 school days of the course start date.

LEA Roles and Responsibilities

LEAs are responsible for facilitating student success in the SOEP by providing necessary infrastructure and administrative oversight. When requested, LEAs must facilitate access to technology and the internet for eligible Fee Waiver students and provide access to school facilities for course participation.

Counselor Responsibilities

- Check that the course aligns with the student's graduation plan
- Submit a recommendation for enrollment or rejection in SEATS following the [SOEP Course Request Decision Tree](#)
- If applicable, ensure that the IEP, 504, and/or MLL plan box is marked and that the specific IEP, 504, or MLL accommodations are selected in SEATS within 3 days from the Notice of Enrollment

Primary Approver Responsibilities

The Primary Approver (typically a Business Administrator or District Lead) holds the final authority over course requests. The Primary Approver must:

- Approve or Reject course requests based on the counselor's recommendations *within 3 business days*
 - If no action is taken within 3 business days, the law requires that the USBE approves it on the 4th business day

LEA and School Responsibilities

If the course aligns with the student's college and career plan, the student has met prerequisites, and the course is open for enrollment, the Primary LEA:

- Must assist with scheduling if requested, and cannot restrict course selection
- May not give preference to a specific Online Provider or in-district online program/school
- Must follow the SOEP Course Request Decision Tree on the [LEA Counselors, Registrars, and Staff webpage](#) when deciding whether to accept or reject a CCA
- May rescind a prior approval if a CCA is inconsistent with graduation planning, or the number of SOEP course credits exceeds 6 per academic year. A Primary Approver or Counselor may contact the USBE within 72 business hours (9 business days) of USBE's issuance of a Notice of Enrollment, requesting that USBE rescind an earlier acceptance of the CCA

- May rescind a prior rejection at any time. The course may or may not, at the discretion of the Online Provider, be opened to the student
- Must allow the student access to necessary technology in a computer lab or other space within the school building during a school period or during the regular school day for the student to participate in an online course
- May not require a student or parent to meet with a Counselor to receive approval of a course request
- Is required to treat a request to enroll in an online course that aligns with the student's graduation plan, as an intent to drop the in-person version of that course, provided the request occurs within the school's set deadline for adding and dropping classes
- May allow enrollment after the Primary School's add/drop deadline only if the course is *not* replacing an existing in-person class
- Must work with the student to request that an online course be dropped during the withdrawal period, if requested
- Should add the SOEP course to the student's schedule

It is *recommended* that SOEP courses be added to a student's schedule in your SIS using the generic CACTUS course codes or your district's codes.

- Adding SOEP courses ensures accurate funding, as some SIS systems calculate membership and generate funding directly based on the number of courses listed in a student's schedule. SOEP courses marked as release time will not be funded. Only *one* release-time period is funded
 - If you do not have a district SOEP code, the generic codes below can serve as a placeholder until the official transcript is received, allowing the final grade and course code to be accurately recorded

Canyons District

Course Code: 25-01-00-00-051

CACTUS ID: 769326

Mountain Heights Academy

Course Code: 25-01-00-00-055

CACTUS ID: 769330

Davis Connect

Course Code: 25-01-00-00-059

CACTUS ID: 795093

Utah Virtual Academy

Course Code: 25-01-00-00-052

CACTUS ID: 769327

Innovation Online

Course Code: 25-01-00-00-060

CACTUS ID: 819423

Washington (Utah Online)

Course Code: 25-01-00-00-050

CACTUS ID: 7693

Summer SOEP Courses

- Summer SOEP courses are included in the student's overall enrollment and should be counted toward their membership.
- To ensure accurate membership, these courses should be recorded on the student's schedule for the upcoming academic year.
- If combined enrollment exceeds a full-time load and the student plans to graduate early, an early graduation plan is required for additional funding eligibility.

Fee Waiver Responsibilities

If a public school student qualifies for a fee waiver, the student's Primary School must ensure access to an online course by providing the necessary technology and Wi-Fi for the student to participate outside of the school building.

Middle School and Concurrent Enrollment

Middle School Students taking High School Courses

- Middle school students may take middle or high school courses through the SOEP
 - High school-level courses must be reflected on the student's high school transcript
- Middle school students cannot use high school courses to replace middle school requirements
- Students must demonstrate competency in middle school standards before taking high school courses
 - Example: If the student has not taken middle school PE, the student may not be eligible to take an SOEP high school PE to fulfill the middle school PE requirement

Concurrent Enrollment (CE)

High school students (grades 9–12) can earn both high school and college credit simultaneously through CE courses via the SOEP. A student must be enrolled in a public school to be eligible to take CE courses. Students should follow these steps to initiate the process:

1. Request Courses in SEATS: Log in to the SEATS portal and request your desired CE courses
2. Register with the Online Provider: Contact your chosen Online Provider directly to complete their specific registration and enrollment steps
3. Complete the USHE Form: Fill out the Utah System of Higher Education (USHE) Concurrent Enrollment participation form. Be sure to indicate which Online Provider you are using for your CE courses

Key Policy Information

The USHE General Education Navigator specifies the credit amount for each CE course as it fulfills high school graduation requirements.

- Credit Transfer: Per Utah state law, CE courses completed at any USHE institution are guaranteed to be fully transferable to any other USHE institution
- Right of First Refusal: Completing a "Right of First Refusal" form is not required for CE courses taken through the SOEP

Progress, Grades, and Course Completion

Monitoring Student Progress

A Communication Dashboard is available in SEATS that allows counselors to monitor students' grades and progress in SOEP courses. Online Providers must upload progress and grades to the Communication Dashboard every ten school days.

During the first 20 school days of a course, a student may withdraw without penalty. Within five business days following the expiration of the 20-school-day withdrawal period, the Online Provider must certify active participation for every course by updating the status in SEATS to *Confirmed*. Active Participation means:

- The student logged into the course one or more times
- The student submitted one or more graded assignments, and
- The student did not submit a written request to withdraw
- Students who do not meet the USBE criteria for active participation within the statutory 20-school-day window will have their course status changed to Not Confirmed Closed, and no funding will be distributed from the LEA.

Incomplete (I) and No Grades (NG)

Students who do not complete an SOEP course will receive an NG or I on their transcript from the Online Provider or a grade for .25 credit instead of the .50 credit requested.

- The NG or I *may not* be changed to an F on their transcript
- Recording the NG or I allows the LEA to reject future SOEP course requests for the same course, preventing the LEA from paying for the same credit twice

If a student maintains active participation in the course, they are eligible for the following options to earn credit:

- Option 1—Course Extension: For additional time to complete the course, a student, parent, or counselor may request a course extension with the Online Provider
 - This request must be submitted by the Online Provider's established deadline. A new course request is not submitted in SEATS
 - Excluding official school breaks, the extension period extends nine school weeks (approximately one quarter) after the original course end date.
 - If the request is submitted and approved before the original course end date, the student may be granted the full nine school week extension period to complete the course.
 - If the request is submitted and approved during the nine school week extension period, the student will have the remaining portion of that period, after the course end date, to complete the course.
 - If the course is completed following the extension, the LEA pays the remaining 50% of the course fee
- Option 2—Course Reinstatement: After the extension period ends, the student, parent, or counselor can request to reinstate the course any time before the student's cohort graduation date. A new course request is not submitted in SEATS.
 - The student will be allowed nine school weeks to complete the course if the Online Provider approves the course reinstatement
 - If the course is completed following reinstatement, the LEA pays the remaining 30% of the course fee
- Option 3—LEA Enrollment: The school may allow the student to take the course and earn credit through their Primary School
- Option 4—Third Party: The student may seek credit through a third party at their own expense

Utah High Schools Activities Association (UHSAA) Eligibility for Is and NGs

While Is and NGs are typically not factored into a student's GPA, the UHSAA has determined that, for students competing in high school athletics, they are factored into a student's GPA (Utah High School Activities Association). (2026). 2026-27 UHSAA Handbook (p. 30):

- Incompletes (I), no grades (NG), and no credits (NC) are considered failures and must be factored into the grade point average (GPA) until made up
- The GPA must be recalculated once an I, NG, or NC has been made up, with the new grade replacing the deficiency

Transcripts

The Online Provider issues the SOEP course transcript based on the following deadlines.

- Grades 6-11: Sent to parent and Primary School by the earlier of 30 days after course completion or June 30
- Grade 12: Sent to parent and Primary School by the earlier of 30 days after course completion, the *requested* date in SEATS, or an alternative date agreed upon with the Primary School
- Late Passing Students: Grades/credit must be submitted to the Primary School before September 1 for UTREx record updates

Upon receiving the transcript, the Primary School must include the final online course grades and credits on the student's permanent record, ensuring the record uses the correct course title and core code, and includes any high school coursework completed before the 9th grade.

Protections for Unique Learners

The Primary LEA is responsible for meeting all IDEA requirements and ensuring the student receives special education, related services, and accommodations required for the student to receive a free and appropriate public education (FAPE).

The LEA may fulfill this by delivering the services directly or by establishing a Memorandum of Understanding (MOU) with the Online Provider. If an MOU is established, the Online Provider assumes responsibility for:

- Service Delivery: Executing the specific, specialized instruction, services, and supports outlined in the IEP
- Progress Monitoring: Tracking and reporting the student's advancement toward their specific IEP goals

The MOU must clearly outline the financial terms and compensation the Online Provider will receive for delivering these services.

Within 3 school days of receiving the Notice of Enrollment, the primary LEA must facilitate the student's enrollment by entering all relevant accommodations from the student's IEP, 504, or MLL plan into SEATS.

To avoid legal and financial liability from Due Process complaints, the LEA must:

- Input Accommodations: Add all relevant accommodations from the student's existing IEP into SEAT within 3 business days from receiving the Notice of Enrollment
- Updates: Provide updates to the Online Provider whenever revisions are made

When a student with an IEP enrolls in an SOEP course, it is highly recommended that the IEP team meet to evaluate the specific supports required for the student to access and make progress in the course(s). Additionally, the Primary LEA should coordinate directly with the Online Provider to identify the student's digital learning needs and ensure all necessary services and accommodations are implemented.

Course Fees and Small Schools Grant

Fees are divided into pricing tiers outlined in statute, based on content categories as shown below:

Tier I	Tier II	Tier III	Tier IV
Digital Studies	CTE	Social Studies Core	Concurrent Enrollment
Driver Education	Elective Credits	World Language	Language Arts
Financial Literacy	Fine Arts		Math
Health			Science
Physical Education			

Small Schools Grant

Small schools are prioritized by Board Rule (R277-726), ensuring resources reach the schools most in need of expanded course options.

- Tiers 1–3: High priority; expected to receive full funding
- Tiers 4–6: Lower priority; funding is subject to availability at year-end

Funding is prioritized according to difficulty in providing college and career-ready coursework due to:

- Insufficient student enrollment to justify full course selections;
- Geographic isolation from qualified instructors;
- Limited staff capacity to teach courses; or
- Financial constraints in hiring qualified instructors.

Support & Training Resources

Additional resources can be located on the [LEA, Counselors, Registrars, and Staff page](#) or by directly contacting [Cynthia White](#), including LEA training request forms to schedule mandatory annual SOEP training for LEA staff, registrars, and counselors.

You may subscribe to the SOEP Quarterly Counselor Newsletter by contacting [Cynthia White](#). This newsletter provides updates regarding the SOEP and available resources.

Questions?

Contact:

Cynthia White, SOEP LEA Liaison

cynthia.white@schools.utah.gov

801.538.7783

Meagan Johnston, SOEP Program Manager

meagan.johnston@schools.utah.gov 801.538.7668

[Visit the SOEP Website](#)

SOEP Frequently Asked Questions

Does the student have to leave campus to participate in an SOEP course?

No, the Primary School must provide students with access to facilities to participate in an online course *if requested*.

Can a Primary School restrict student participation because they are taking SOEP courses?

No, the Primary School may not restrict an SOEP student from leadership opportunities, sports, extracurricular activities, co-curricular activities, counseling, graduation, honors, amenities, and other non-instructional services offered to students generally.

Who determines, at a Primary LEA, whether to accept or reject a course request?

The Primary Approver (typically a Business Administrator or District Lead) holds final authority over CCA course requests. The Primary Approver must *approve* or *reject* a CCA course request based on the counselor's recommendation *within 3 business days*. If the request has been accepted by the Online Provider and the Primary Approver takes no action within 3 business days, the law requires that the course be approved by the Utah State Board of Education (USBE) on the 4th business day.

Can Primary LEAs reject applications for courses?

Yes, the Primary LEA may reject applications for courses in certain instances. The Primary LEA can utilize the SOEP Decision Tree and Scenarios resource found on the [LEA Counselors, Registrars, and Staff page](#) to determine if rejection of a course is allowable.

Can a student enroll in an online course at any time during the calendar year?

Statute states that a student *should* enroll during the LEA-designated period for course registrations, but it is not required. If a course is aligned with the student's plan for college and career readiness, the following options apply:

- An under-enrolled student may add a course at any time during the school year (including a student whose schedule is considered full but includes release time)
- If the student is not under-enrolled, the student may alter their schedule by dropping a traditional classroom course and adding an online course consistent with:
 - Schedule alteration procedures adopted by the Primary LEA of enrollment
 - The Primary LEA's scheduled drop date applicable to the semester or quarter in which the course must be dropped
- If a student seeks to alter an existing schedule by adding an SOEP course to replace an **identical in-person course**:
 - The LEA must consider the CCA course request a simultaneous request to drop any identical in-person course, resulting in an automatic course substitution by the Primary School
 - The student will be limited by the Primary LEA's scheduled drop date applicable to the semester or quarter in which the course must be dropped

Can a Primary LEA restrict SOEP enrollment to a limited registration window?

While law allows a student to enroll in an online course at any time during a calendar year, if the student has a full schedule and must drop a traditional course to make room for the SOEP course, the student is limited by the Primary LEA's scheduled drop date applicable to the semester or quarter in which the course must be dropped.

Can a course request submitted during periods when counselors are on break be denied?

Students may submit a CCA course request at any time during the year if their total credit load does not exceed full-time enrollment. The credit load does not include release time.

Verification of alignment between an online course and a student's plan for college and career readiness does not require a meeting with the student, and the student cannot be required to meet with the counselor. A Primary LEA must submit an acceptance or rejection of a CCA course request to the state board within 24 business hours of the receipt of a CCA course request and is therefore responsible for planning to review CCA course requests over the summer months.

Can a school require a student to drop or reduce their schedule to take an SOEP course?

Public school funding is capped at a full-time enrollment load. If a student requests an SOEP course in excess of a full schedule, the school has the right to reduce the student's school-year schedule, so the total credit load stays within that cap. The credit load does not include release time.

Students may exceed full-time enrollment without reducing their regular schedule if they intend to graduate early and have an Early Graduation Plan established. This plan serves as a funding mechanism, enabling the district to generate additional membership days to cover the extra credits.

It is important to note that the student is not required to graduate early if their goals change. Students or parents interested in this option should contact their school counselor.

Does release-time count toward a student's full-time credit cap?

No. It takes up a *scheduled period* but does not count toward *earned credits*.

For example, if a school has an 8.0 full-time enrollment cap, a student with 7.0 credits and 1.0 seminary credit maintains a full schedule but only earns 7.0 credits. Since the student is 1.0 credit under the full-time enrollment cap, they may add up to an additional 1.0 SOEP credit.

If a student has a full schedule and requests an SOEP course that's already on their schedule, can the school reject it?

If a student requests an online course that duplicates a course they are enrolled in at their school, it must be treated as a request to drop the duplicate in-person course and replace it with the online course before the school's deadline for dropping and adding courses. The student will be limited by the Primary LEA's scheduled drop date applicable to the semester or quarter in which the course must be dropped.

If a student has a full schedule and wants to drop an in-person course to make room for an SOEP course, is this allowed?

If a student requests an online course aligned with their graduation plan and already has a full schedule, the request must be treated as a request to drop an in-person course and replace it with an online course. The student must inform the counselor/Primary LEA of which in-person course they wish to drop. The student will be limited by the Primary LEA's scheduled drop date applicable to the semester or quarter in which the course must be dropped.

Can a Primary LEA reject a CCA course request if a student has a full schedule and the student does not wish to drop any in-person courses?

Yes. A student's total credit load cannot exceed full-time enrollment unless the student has an Early Graduation Plan. The credit load does not include release time. If a student with a full schedule does not wish to drop an in-person course and does not have an Early Graduation Plan in place, the Primary LEA may reject the CCA course request.

Is a student required to take online courses exclusively through their local school district's online program, or can they choose to enroll in an SOEP course?

Students may take online courses through the SOEP and select any Online Provider that best meets their needs. While local school districts may offer and promote their own online programs, students are not required to enroll exclusively with their district and cannot be restricted from choosing an SOEP course or Online Provider.

Can the student use an SOEP course for credit recovery?

It depends. The SOEP is not intended for credit recovery, and Online Providers may not offer courses designed for that purpose. A Primary LEA may reject course applications submitted for credit recovery. However, if the Primary LEA does not reject the request and a Notice of Enrollment is issued, the Online Provider will release the course, and the Primary LEA is responsible for payment. In such cases, credit is awarded as original credit.

Can the student use an SOEP course for grade replacement?

It depends. For a student to use an SOEP course for grade replacement, the student must obtain separate approval from a school counselor *before* enrolling. This is necessary to ensure the counselor verifies that the new course is a direct replacement for the course the student has on file.

Can a Primary LEA direct students to specific Online Providers or an internal online school?

No, the Primary LEA or Primary School may not give preference or direct students to a specific Online Provider or mandate that students take online courses with their internal online school rather than the SOEP.

Can students alter their course schedule at their Primary School to enroll in SOEP courses, and when can they enroll?

Yes, students may alter their course schedule to enroll in SOEP courses, provided they follow the Primary School's standard course schedule procedures. While students are encouraged to enroll during their Primary School's designated registration period, they may submit requests for SOEP courses at any time during the calendar year.

Can the Online Provider be the school of record for students?

No, the Primary School that the student attends is the student's School of Record. The Primary LEA is the only LEA that will accrue membership-based funding for a child participating in the SOEP and is responsible for graduation/diploma issuance and counseling.