

Provider Newsletter

January 2024 BT

SOEP team member	Their role on the team	A piece of information from them to you
QUINN KELLIS	<p style="text-align: center;">Coordinator Technology Supported Learning (801) 538-7785 quinn.kellis@schools.utah.gov</p>	
CORY KANTH	<p style="text-align: center;">Educational Specialist (801) 538-7660 cory.kanth@schools.utah.gov</p>	
KIMBERLY HOWARD	<p style="text-align: center;">SEATS Program Specialist (801) 538-7826 kimberly.howard@schools.utah.gov</p>	<p>CACTUS course codes should be included in the title of each course when creating Official Transcripts if you are using your school's course title instead of the Utah course title. Example: Language Arts 10 (06020000050). We are finding that registrars and counselors are getting confused by the different titles of courses, so we would like to make the process as clear as possible for everyone. If you can implement this by the 4th Quarter (Spring semester) this would be very appreciated. Otherwise, please implement this by the 2024-2025 school year.</p> <p>When you create an SSID for a student, please send that SSID to USBE so that we can add it to the student's SEATS record.</p>
BRITANNI TAYLOR	<p style="text-align: center;">SOEP Licensing Program Specialist (801) 538-7504 britanni.taylor@schools.utah.gov</p>	<p>SEATS Course Request spreadsheets are Friday, February 24, 2024. Please keep in mind the following instructions:</p> <ul style="list-style-type: none"> • Ensure the spreadsheet includes a comprehensive list of all courses you intend to offer, or might consider offering, during the 2024-2025 school year. • Since it's a live Google spreadsheet, there's no requirement to submit it to USBE. • The spreadsheet will be locked at the close of business on February 24, 2024. If you require an update or addition after this date, please reach out to Britanni Taylor (801-538-7504) to unlock the spreadsheet. You can then include the additional update or course details on the next available line at the bottom of the spreadsheet. Please don't change or delete existing data. <p>Thank you for investing your time in the training session for the new SEATS Course Request spreadsheet. I hope you found it valuable. The link has now been refreshed to the CACTUS Active Core Codes list on the spreadsheet.</p>
WINONA MOSS	<p style="text-align: center;">Financial Analyst (801) 538-7986 winona.moss@schools.utah.gov</p>	<p>SEATS will be locked to status changes Wednesday, January 10th until the accounting process has been completed. Please note that a part of automating the accounting process requires statuses to be moved in a linear "forward" direction. If you need to move a status backwards to reflect where the student is in the course, please contact Winona Moss and she will move it for you. We are also aware that mistakes happen and are happy to assist you with correcting status changes. Winona Moss can be reached at 801-538-7986.</p>
JILL BALDWIN	<p style="text-align: center;">Educational Specialist (801) 538-7668 jill.baldwin@schools.utah.gov</p>	
KERONG WU	<p style="text-align: center;">Data Specialist (801) 538-7693 kerong.wu@schools.utah.gov</p>	