



Provider Newsletter

September 2024

New SOEP Provider webpage:

Take some time to explore the [SOEP Provider webpage](#) and get acquainted with all its features. It's your go-to hub for everything SOEP related.

New SOEP website address:

[Statewide Online Education Program](#)

UFA Provider:

Providers can become a [Utah Fits All Provider](#), thus allowing students to enroll directly in your program. To be considered an eligible school and be approved as a qualifying provider to accept scholarship funds, you must be a private school or LEA that operates independently, isn't an "agent" of the state, and is approved by the Utah Fits All customer support team.

SEATS Locked:

SEATS will be locked to status changes on September 10, 2024 for the accounting process.

Transcript Issuance and Transmission:

Transcript Issuance:

While some providers may opt not to issue transcripts in cases of student withdrawal or non-completion, the issuance of a transcript, even if it reflects no credit or grade earned, must be sent.

Transcript Submission Timelines:

Providers are obligated to submit a student's official transcript of credit and grade to the Utah State Board of Education (USBE), the student's primary school of enrollment, and the student's parent no later than the earlier of:

- (a) 30 days after a student satisfactorily completes an online semester or quarter course; or
- (b) June 30 of the school year.

Interim Transcript Transmission:

During the school year, an unofficial transcript may be securely transmitted to parents and primary schools of enrollment in lieu of mailing an official transcript. Secure transmission methods include transfer within a Student Information System (SIS), mail, FAX, secure email, or secure link.

End-of-Year Official Transcript:

An official transcript must be mailed to both a parent and the primary school of enrollment's designated counselor or registrar by June 30 each year, unless an earlier request has been made for a graduating senior.

Student Exit:

Providers must exit students to their primary Local Education Agency (LEA) once all course activity is complete.

Key Points:

- Always issue a transcript, even if no credit or grade was earned.
- Adhere to transcript submission timelines.
- Utilize secure transmission methods for both official and unofficial transcripts.
- Exit students to their primary LEA upon course completion.



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