



Provider Newsletter

October 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.

Data Consistency:

To ensure accurate data in both SEATS and UTREx, and especially for the upcoming UTREx Mid-Year report, please take the following steps:

- **Refer to the [Data Report Tips](#) document:** This document provides detailed guidance on ensuring your data fields are reported correctly in UTREx.

- **Verify the following information for each CCA in SEATS:**
 - **Course Start Date:** The start date is assumed to be the student's date of entry into the course.
 - **SSID:** The provider can enter SSIDs for private and homeschool students. Contact USBE (Kimberly Howard) for public school student SSIDs. A student cannot be marked "Confirmed" without an SSID.
 - **Teacher of Record:** A Teacher of Record contained in a provider's SIS enrollment record, for a course uploaded into UTREx, must match teachers submitted to SEATS.
 - **Match Credit Values:** Ensure the credit attempted for each course in your Student Information System (SIS) matches the credit value of the CCA in SEATS. This prevents discrepancies in your end-of-year accountability data, which is drawn from UTREx. Matching credits in both systems will help you avoid surprises in your final reports.

Key Points:

- **Accurate data is critical for the UTREx Mid-Year report and end-of-year accountability data.**
- Refer to the [Data Report Tips](#) document for guidance.
- **For each Course Completion Attempt (CCA) in SEATS, verify:**
 - **Course Start Date:** Use the student's entry date into the course.
 - **SSID:** Required for all students. Providers enter SSIDs for private/homeschool students. Contact Kimberly Howard at USBE for public school student SSIDs.
 - **Teacher of Record:** Must match the teacher in your SIS and SEATS.
- **Match Credit Values:** Ensure the attempted credit in your SIS matches the CCA credit in SEATS to avoid discrepancies.

Taking these steps will contribute to the accuracy of the UTREx Mid-Year report and your end-of-year data.

SEATS Locked:

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

Teacher of Record:

By October 15, USBE will complete a final review of CACTUS/USIMS records to assess the accuracy of educator assignments. USBE verifies submitted credentials for each teacher assignment against CACTUS. These results will be reported individually to each Provider.

On or after November 15, USBE will issue a Notice of Corrective Action, if necessary, documenting: (a) areas of noncompliance; (b) the specific conditions to be met as a result of noncompliance; (c) steps required to satisfy the corrective action plan; and (d) a reasonable time frame for the recipient to correct identified issues ([R277-114-4](#)).



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