



Provider Newsletter

December 2024

Greetings and Happy Holidays:

Dr. Quinn Kellis, Coordinator of Technology Supported Learning, wishes you and your team (work, family, friends) a very happy holiday. Thank you for your amazing work and your engagement in the work of educating Utah's children.

New SOEP Provider webpage:

We encourage all providers to visit and explore the [SOEP Provider webpage](#). This valuable resource is designed to streamline your SOEP-related tasks and provide easy access to important information. Take some time to familiarize yourself with its features and discover how it can support you in your work.

Fall Semester (Q1,Q2) Conclusion:

The following resources are designed to support your end-of-semester processes:

- [2024-2025 SEATS Status Flowchart and Step-by-Step Guide](#): Your visual guide to navigating SEATS statuses.
- [Provider Fall Just-in-Time Training](#): Offers targeted support and addresses common challenges faced during the fall semester conclusion.
- [SEATS Details](#) micro-training: Provides quick and focused guidance on specific SEATS functionalities and procedures.

Transcripts:

A provider must submit a transcript of a student's credit and grade to USBE, a 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.

During the school year, an *unofficial transcript* may be transmitted to parents and "primary" schools of enrollment in lieu of mailing an official transcript. Official and unofficial transcripts must be sent by a secure means. Secure means include transfer within an SIS,

mail, FAX, secure email or secure link. An *official transcript* must be mailed to both a parent and a “primary” school of enrollment designated counselor or registrar by June 30 each year, unless the transcript has been requested earlier for a graduating senior. Providers must also: Exit students to their “primary” LEA once all course activity is complete.

2025–26 SEATS Course Request:

Your 2025–26 SEATS Course Request will be emailed to you on Monday, January 6, 2025, with a due date of Friday, February 14, 2025. Please submit a comprehensive list of all courses you may potentially offer. You can easily deactivate any courses in SEATS later by contacting USBE.

To help differentiate between courses, please remember to include “Part A” or “Part B,” or “Sem 1” or “Sem 2”, or “Sem A content” or “Sem B content” or “Q1 content” etc., in the Utah Course title. This will make it easier to identify each course offering within SEATS.

Utah Fits All (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.



SOEP

Provider Newsletter

This page is reserved for future use.