



Provider Newsletter

March 2025

Appreciation for Your Dedication:

USBE extends its heartfelt gratitude for your unwavering dedication to our students and their families. Your commitment is truly appreciated. As Spring Break approaches, we hope you take this time to relax and recharge!

SEATS Lock Date:

SEATS will be locked to status changes on **Friday, March 14, 2025** for the accounting process. The [2025 SEATS lock dates](#) for SOEP Providers are outlined in this two-page document.

SEATS 2025 Course Registration:

SEATS 2025 course registration will open on April 1, 2025, at 9:00 a.m.

Updated Core Codes SY2026:

The list of core codes for next school year have been updated and posted to the [CACTUS webpage](#). Here is the direct link to the [Core Code Changes for SY 2025-2026](#).

Senior Transcript Due Dates Notification:

Counselors will start requesting transcript due dates for seniors, which are set for May 15 and May 20. Providers can view these dates by referring to the 'TranscriptDue' dropdown on the 'Manage CCAs' page in SEATS. Please ensure that all specific requests are noted to guarantee timely delivery of transcripts.

Transcript Information:

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 (R277-726-7(9)).

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.

Guidelines for Course Completion and Transcript Creation:

“Course completion” means that a student has completed a course with a passing grade and the provider has transmitted the course title, course code, grade, and credit to the primary LEA of enrollment and the Superintendent (R277-726-2(6)).

When creating transcripts, providers may include their unique course title alongside the Utah course title and course code.

- For example: Digital Graphic Arts 35020000009 (Digital Media 1)
- In the example:
 - Digital Graphic Arts is the provider's unique course title
 - 35020000009 is the course code
 - Digital Media 1 is the standardized Utah course title

Monthly Distribution Report Enhancement:

SEATS Monthly Distribution Report now includes a new feature: Column K displays all SSIDs, allowing for quick identification of students missing an SSID in SEATS.

Upcoming SEATS Enrollment Closure Time:

The Utah State Board of Education (USBE) will implement a midnight closure for course enrollments in SEATS on the final day of the Providers' registration date. This measure aims to provide a premiere enrollment experience for students and parents participating in the Statewide Online Education Program. *The effective date will be **July 01, 2025***, allowing time for any necessary workflow adjustments.

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 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.



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