



# Provider Newsletter

**September 2025**

## **Statewide Online Education Program (SOEP) Rule Amendments 2025**

In September 2025, the Board approved Draft 3 of SOEP Rule R277-726, including additional amendments. [This document](#) provides a summary of key highlights for your review. The finalized draft will be published on the [USBE website](#) once updates are complete.

### **Proposed Course & TOR:**

A course may not be offered by an educator whose license and credentials are not aligned with their teaching assignment. If a course begins with an educator whose license and credentials are not aligned with content, course fees will not be disbursed, and any previously disbursed funds will be reclaimed.

- Correct misalignments by either (1) assigning a qualified educator, (2) requesting a Provider Online Specific License (POSL), or (3) notifying USBE that the course will not be offered.
- The deadline to correct misaligned educators is **October 15, 2025**. The USBE will conduct a final review of educator assignments on this date. If misalignments are not corrected, the USBE will issue a Notice of Corrective Action detailing the noncompliance, required conditions, and steps for correction.

### **SSID and SEATS:**

Online Providers need a student's SSID to change the CCA status to "Confirmed." They can enter SSIDs for homeschool students in SEATS. For public school students, the USBE and the Online Provider will collaborate on obtaining the SSID using the Online Provider's Changes Spreadsheet. *Payment will only be distributed for CCAs with an SSID assigned for identification purposes.*

## Course Enrollment and Confirmation:

To simplify reporting and maintain consistency, Online Providers should only enter course enrollments into their local Student Information System (SIS) after verifying student activity in the course. This should be done immediately following "Confirmation" of active participation, ideally right after the Day of Census - the day after the 20-day withdrawal period. Online Providers have 5 days following the Day of Census to access LMS activity and any excused absences to determine if a student should be marked "Confirmed."

## Data Consistency:

The USBE uses UTREx records to determine accountability. Online Providers are encouraged to compare SEATS data to their LEA's UTREx "Examine" file. The USBE will assist in the correlation of SEATS and UTREx data by preparing a *Quarterly Data Report on November 1*, which is distributed to Online Providers shortly thereafter.

## Online Provider Changes Spreadsheet:

Online Providers should regularly review their Changes Spreadsheet for questions or tasks from USBE. When tagged in a comment, the Online Provider will receive an email notification.

To receive alerts when USBE adds a comment or edits:

- **For comments:** Go to Tools > Notification settings, select Comment notifications, then choose either *Comments for you* or *All comments*, and click *OK*.
- **For edits:** Go to Tools > Notification settings, select Edit notifications, then choose *Any changes are made*, *Email - right away*, or *Daily Digest*, and click *Save*.



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