



Provider Newsletter

October 2025

Appreciation for Your Dedication:

The USBE extends its heartfelt gratitude for your unwavering dedication to our students and their families. Your commitment is truly appreciated!

Statewide Online Education Program (SOEP) Rule Amendments 2025

On September 4, 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 rule will be published on the [USBE website](#) once updates are complete.

R277-726 Effective Date

The Rule is effective as of September 4, 2025. However, the USBE recognizes that Online Providers may need time to implement the necessary processes and procedures to comply with the amendments. *For monitoring purposes*, October 1st has been designated as the date from which items related to the Rule amendments will be reviewed.

SEATS 'Provider View Only' User Account - NEW!

The USBE has created a new type of user account in SEATS, designed specifically for Online Provider staff, called 'Provider View Only.'

The 'Provider View Only' account is intended for Online Provider staff who need limited access to student data for viewing purposes only. Teachers and Student Mentors will utilize this account while employed by the Online Provider. Here is the [Provider – View Only User Account Guidance Document](#), which provides detailed information about this account type. This document will also be housed on the [SOEP website](#) in the [Provider Resource Center](#).

An email was sent on October 30, 2025 with this information and a spreadsheet that must be completed by each Online Provider. If you didn't receive this email, please contact the USBE.

SEATS Lock Date:

SEATS will be locked to status changes on Thursday, November 13, 2025, for the accounting process. The [2025 SEATS lock dates](#) document contains all dates for the 2025-26 school year.

SEATS Status Flowchart 2025-2026:

The new SEATS Status flowchart is now located on the [SOEP website](#) in the [Provider Resource Center](#).

SSID & SEATS:

The Online Provider must have the student's SSID to change the CCA status to *Confirmed*. They can search for an SSID for home school students or create one in SEATS. For public school students, the USBE and the Online Provider will collaborate on obtaining the SSID. Payment will only be distributed for CCAs with an SSID assigned for identification purposes.

Transcripts:

Online Providers are responsible for transcript issuance:

- Must include the course title, course code, grade, and credit on the transcript
- Issue a transcript with a grade of **NG** or **I** for students who do not complete a course, followed by an official transcript reflecting no credit earned
- Issue a transcript with a grade of **F** when the student completed the course but did not earn a passing grade, followed by an official transcript reflecting the final grade
- Send all transcripts, official and unofficial, via a secure method (e.g., SIS transfer, mail, secure email, or a secure link)

Online Providers are responsible for transcript deadlines:

- Unofficial or Official transcripts for a 0.25 or 0.50 credit course must be sent within 30 days of completion
- Official transcripts for grades 6-11 must be sent to both the parent and Primary LEA **by the earlier of:**
 - 30 days of each course completion, or
 - June 30
- Official transcripts for grade 12 (Seniors) must be sent to both the parent and Primary LEA by:

- 30 days of each course completion, or
- The Transcript due date in SEATS or an alternative date as agreed upon with the Primary LEA
- A Primary School must inform students taking SOEP courses about the necessary course completion deadlines for graduation. This ensures that official transcripts are received in time
- For Late Passing students, grades and credit must be submitted to the Primary LEA before September 1 to allow for UTREx record updates

Online Providers are responsible for Notification of Risk:

- Notify the student's Primary LEA if the student is at risk of failing
- Before quarter 4 of the student's senior school year, or as soon as possible, inform the school counselor at the student's Primary School that the senior student is at risk of failure

Senior Transcript Due Dates Notification:

Counselors are requesting transcript due dates for seniors. Online 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.

Processes and Procedures: Data Consistency

To simplify reporting and maintain consistency, Online Providers should only enter course enrollments into their local Student Information System (SIS) after confirming 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). 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 and distributing Quarterly Data Reports on the following dates: Nov. 1, Feb 1, April 1, June 1.



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