



Provider Newsletter

November 2025

Statewide Online Education Program (SOEP) Rule R277-726 Finalized

The finalized rule has been published on the [USBE website](#) and the [SOEP website](#).

SEATS Lock Date for December

SEATS will be locked to status changes on *Wednesday, December 10, 2025*, for the accounting process.

SEATS Lock Dates for 2026-2027 - NEW!

[SEATS Lock Dates 2026-2027](#) have been finalized. Online Providers will receive an email reminder before each lock date. After the accounting process is complete, an additional communication will be sent to confirm.

Please note that in cases of extenuating circumstances, lock dates may be subject to change. If any adjustments are necessary, Online Providers will be promptly notified to ensure appropriate planning.

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](#).

CCA Changes Guidance Document for Online Providers

The USBE has recently updated the [CCA Changes Guidance Document for Online Providers](#). Please review the latest updates to ensure you are familiar with the current guidance. Online Providers can also access this updated document through the SOEP [Online Provider Portal](#), located under the [Guidance Documents](#) section.

Statewide Online Education Program Policy Updates

These policy updates ensure ongoing alignment and program compliance.

Not Confirmed Closed

Students who do not meet the Online Providers' Standard of Active Participation within the 20-school-day statutory period and are moved to "Not Confirmed Closed" will not be moved back to "Enrollment Complete" to try again. Students will need to request the course for another quarter/semester.

Additionally, if a CCA is accidentally or mistakenly moved to "Not Confirmed Closed," the Online Provider has *three business days* to notify the USBE and request a correction. Failure to notify the USBE within this timeframe prohibits the Online Provider from subsequently split enrolling the student with the LEA for the purpose of course continuation and credit issuance. However, the Online Provider retains the option to allow the student to complete the course and issue credit outside of the SOEP framework, without claiming membership for the student.

The USBE strongly urges Online Providers to review internal procedures to prevent accidental or incorrect status changes.

SEATS Course Start Date Locked

The Course Start Date in SEATS must accurately match the course release date in your LMS and must not be modified after being established, as it initiates the 20-day statutory period. Beginning the last week of *December 2025*, this field will be locked once a course start date has been entered to ensure compliance.

Concurrent Enrollment (CE) SEATS Status

A new SEATS status will be available for Online Providers who offer 1.0 credit CE courses. The status will be named "*CE Use Only- .50 earned additional credit in progress.*"

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.

UTREx Reporting

The Online Provider should collaborate with LEA UTREx specialists using the examine file to monitor consistency between SEATS and UTREx data throughout the year. SIS data must be accurate and complete in UTREx on the following dates, which are ideal for verifying consistency: October 1, December 1, and June 1.

Below are links to documents that can assist with data submissions:

- [UTREx Data Submission: October Guidance](#)
- [UTREx Data Submission: December Guidance](#)
- [UTREx Data Submission: Year-End Guidance](#)

To further ensure that data is consistent across systems, USBE will download Online Provider's SEATS and UTREx data for comparison on the following dates: November 1, February 1, April 1, and June 1, and will distribute the Quarterly Data Report.