



January 2026

Welcome: New SOEP Online Provider



Welcome to Innovation Online (Weber School District), the newest SOEP Online Provider! The Utah State Board of Education (USB E) and the Statewide Online Education Program (SOEP) are thrilled to extend this warm and exuberant welcome!

Since 2007, Innovation Online has been a pioneer in providing flexible, high-quality online education to Utah students. Serving grades 6–12, their program emphasizes personalized learning, allowing students to progress at their own pace while meeting Utah Core Standards. Their courses, designed by and delivered through Canvas by their top-notch and licensed teachers, are designed to be rigorous and engaging, ensuring that students not only meet academic requirements but also develop critical thinking and problem-solving skills. Innovation Online offers continuous support through various channels, including email, phone calls, and virtual meetings. Their commitment to inclusivity ensures all students and families can expect a highly positive experience crafted by Utah educators dedicated to fostering an environment where every student can thrive and achieve their educational goals.

SEATS Lock Date for January

SEATS is locked for status changes, today, *Monday, January 12, 2026*, to facilitate the accounting process.

SEATS Lock Dates for 2026-2027 - NEW!

The finalized [SEATS Lock Dates for 2026-2027](#) are now available. Online Providers will be notified via email before each lock date. A follow-up communication will be sent once the accounting process is finished and SEATS is unlocked.

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.

SOEP Online Provider Manual 2025-26 - NOW AVAILABLE!

We are excited to announce that the condensed SOEP Online Provider Manual is now available! Our team put in a significant effort—a true labor of love—to reduce this resource from 150 pages to just 39.

You can find the new manual on the SOEP website in the [Provider Resource Center](#). This resource is designed to help you:

- Find answers to common questions
- Understand the role and responsibilities of an Online Provider
- Learn how Rule, code, and policy impact workflow processes

We hope you'll take advantage of this valuable tool to support your work. If you have any questions, concerns, or feedback, please reach out to the USBE—we'd love to hear from you.

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 in the [Guidance Documents](#) section of the Provider Resource Center located in the Online Provider Portal.

Statewide Online Education Program Policy Updates

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. This field will now be locked once a course start date has been entered to ensure compliance.

Concurrent Enrollment (CE) SEATS Status - NEW!

A new SEATS status is available for Online Providers who offer 1.0 credit CE courses. The status is named “CE Use Only .50 earned additional credit in progress.”

Transcripts

The following information regarding transcripts can be found in the Online Provider Manual.

- Transcript Issuance:
 - The transcript must include the course title, course code, grade, and credit
 - Online Providers shall issue a transcript with a grade of NG or I for students who do not complete a course
 - Example: A student completed 5 of 8 modules of an online course and stopped working. An NG or I must be issued for this course
 - Online Providers shall issue a transcript with a grade of F when the student completed the course but did not earn a passing grade
 - Example: A student completed ALL modules of an online course, but failed to earn a passing grade. An F must be issued for this course
- All transcripts shall be sent via a secure method (e.g., SIS transfer, mail, secure email, or a secure link)

Online Providers are responsible for transcript deadlines:

- Official transcripts for grades 6-11 must be sent to both the parent and Primary School *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 School by:
 - 30 days of each course completion, or
 - The *TranscriptDue* date in SEATS or an alternative date as agreed upon with the Primary School

- i. The Primary School is required to inform students taking SOEP courses about the necessary course completion deadlines required for graduation
- For Late Passing students, grades and credit must be submitted to the Primary School 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, either May 10 or May 15. 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 the timely delivery of transcripts.

SEATS Course Request Spreadsheet

Online Providers will receive the 2026-2027 SEATS Course Request Spreadsheet during the first week of January 2026 and must complete it by Monday, February 16, 2026. Resource: [SEATS Course Request Training 2026-27 SY](#)

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 assist with ensuring that data is consistent across systems, the USBE will download Online Provider's SEATS and UTREx data for comparison on the following dates. The Quarterly Data Report will be prepared and distributed after this comparison is finalized.

- November 1
- February 1
- April 1
- June 1