



# Provider Newsletter

## March 2026

### 2026-2027 SEATS Registration

Registration in SEATS for the 2026-2027 school year (Summer, Fall, and Spring) will open on Wednesday, April 1, 2026.

### SEATS Lock Date

SEATS will be locked to status changes on Monday, April 13, 2026, for the accounting process.

### Guidance Documents

Please review the following guidance documents that have been **added** to the [Online Provider Portal](#):

- **Three Business Day SEATS Status Change Policy Guidance Document:** If a SEATS status is mistakenly moved, the Online Provider must notify the USBE and request a correction via the Online Provider's Changes Spreadsheet within a three-business-day correction window of the initial error
- **Student Registration When a Registration Period Has Closed Guidance Document:** Once an Online Provider's established registration period has closed, it must remain closed and will not be reopened for students who have missed the established registration deadline

Please review the following guidance document that has been **updated** on the [Online Provider Portal](#):

- **Correcting Enrollment Records from SOEP to Regular Membership Guidance Document:** This document guides Online Providers on correcting enrollment records for students transferring from the Statewide Online Education Program (SOEP) to regular membership within the same school year

### Transcripts

The Online Provider is required to submit the student's official credit and grade transcript—detailing the course title, code, grade, and credit—to the USBE, the Primary School, and the parent within 30 days of satisfactory course completion or by June 30,

whichever comes first. During the school year, the Online Provider may securely transmit unofficial transcripts via various methods (SIS, email, etc.). Upon receiving the transcript, the Primary School must include the final online course grades and credits on the student's permanent record, ensuring the record uses the correct course title and core code, and includes any high school coursework completed before the 9th grade.

### Graduating Students

- The primary school's designated counselor will select from two options in SEATS for transcript due dates
- The Online Provider will work with the student to determine dates for course completion to meet the transcript due date recorded in SEATS

### Online Providers are responsible for the 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

### Online Provider Monitoring Visit

The Utah State Board of Education (USBE) is preparing for an upcoming monitoring visit. The agenda is included in the distributed monitoring visit rubric. Please direct any questions to [britanni.taylor@schools.utah.gov](mailto:britanni.taylor@schools.utah.gov). The USBE looks forward to our visit.

### SEATS Functionality

Recent updates to the SEATS application enhance functionality for all stakeholders who use the system.

- **Page Load Time:** Online Providers will experience faster page loading, allowing for more efficient use of time
- **Second Guardian:** Students can now add a second guardian in SEATS. Students are required to enter Guardian 1 information. Guardian 2 is optional and can be added, updated, or deleted by the student at any time
- **Hover Capability:** Online Providers can hover over any field on the Manage CCA page to quickly see the full set of data contained within that field
- **Provider Notes Box:** The *Provider Notes* box is now available again
- **Monthly Distribution Report:** Online Providers will now enter a *Fiscal Year* and then click the *Excel* button to generate the report in a faster manner

## Communication Dashboard

The newly activated communication dashboard can be utilized by students, parents, counselors, LEAs, and Online Providers. In accordance with R277-726-6, Online Providers are required to utilize this dashboard to submit:

- Grades and progress
- Flags for students at risk of failing an online course
- Other information as determined by the Superintendent

SOEP policy requires this information to be submitted at least **once every 10 school days**.

## FY 2027 SOEP Course Fee Schedule

Category	.25 Credit	.5 Credit	1.0 Credit
Financial Literacy	\$169	\$338	
Health	\$169	\$338	
Physical Education	\$169	\$338	
Digital Studies	\$169	\$338	
Driver Education	\$169	\$338	
Fine Arts and CTE Core	\$211	\$422	
Social Studies Core	\$255	\$510	
World Language	\$255	\$510	
Language Arts, Math and Science Core	\$297	\$594	
Elective Credits	\$211	\$422	
Concurrent Enrollment	\$297	\$594	\$1,188

## SEATS CCA Categorization

As of April 1, 2026, the following categorization will take effect:

- **2025-2026 CCAs** will be under the **1st Prior Fiscal Year CCAs** tab at the top of the Manage CCAs page
- **2026-2027 CCAs** will be under the **Current Fiscal Year CCAs** tab at the top of the Manage CCAs page