



# Provider Newsletter

**May 2026**

## **SEATS Lock Date**

SEATS will be locked to status changes on Friday, June 12, 2026, for the accounting process.

## **CACTUS**

CACTUS will be offline from June 30, 2026 until approximately July 17, 2026.

## **CACTUS/USIMS Transition Timeline**

USIMS is scheduled to be released for LEA users in July 2026 and CACTUS RDS will no longer be available. USIMS will have the capability to allow LEA users to:

- Add educator assignments
- View educator licensure data
- View historical assignment & licensure data
- View dossier information
- Create reports

## **2025-2026 SEATS CCA Closeout**

One of the following SEATS statuses must be selected for 2025-2026 CCAs by the June 30 closeout. Please refer to the 2025-25 SEATS Status Flowchart in the [Online Provider Portal](#):

- Rejected Provider
- Loss of Eligibility within first 20 school days of course start date
- Loss of Eligibility after 20 school day period No credit earned
- Student Withdrawal within first 20 school days of course start date
- Student Withdrawal after 20 school day period No credit earned
- Not Confirmed Closed
- Administrative Withdrawal No credit earned after initial activity
- Administrative Withdrawal .25 earned cancel remainder
- Disciplinary Withdrawal No credit earned
- Disciplinary Withdrawal .25 earned cancel remainder
- Completed Course Grade too low to earn credit (F)
- Failed to Complete Course No credit earned (I, NG)
- .25 Earned Not Passing Remainder Grade too low to earn full credit

- Anticipated Late Pass Student actively working and continues beyond June 30
- Late Pass With passing grade after June 30
- Pass All Complete With passing grade by June 30

### 2025–2026 SEATS CCA Closeout Report

The following timeline outlines important dates and expectations for the 2025–2026 SEATS CCA closeout process. Online Providers should use the following timeline as a guide to ensure all CCAs are reviewed, updated, and reported accurately and on time.

- **On July 1, 2026:** The USBE will run a report of all CCAs in a non-closeout status (*Confirmed, Pending Execution, or Enrollment Complete*) and notify Online Providers of any CCAs not closed out
- **By July 8, 2026:** Online Providers must update all CCAs in a non-closeout status
- **By July 15, 2026:** Online Providers must report to the USBE any CCAs still in *Anticipated Late Pass – Student actively working and continuing beyond June 30*
- **By August 3, 2026:** Online Providers must submit any final CCA changes to the USBE

### Guidance Documents

Please review the following guidance document that has been added to the [Online Provider Portal](#):

- **Intent to Administratively Withdrawal Guidance Document:** This document outlines the standardized process that Online Providers must follow when a student is at risk of administrative withdrawal due to inactivity in a course for 10 consecutive school days. *Effective Date: July 1, 2026*

The following language will be included in the automated SEATS notification sent to stakeholders when this SEATS status is selected by the Online Provider. The Online Provider is not required to send a separate notification unless they choose to do so.

*Dear Parent/Student/Counselor,*

*The student listed below is at risk of administrative withdrawal due to more than ten consecutive days of inactivity in the course.*

*To avoid withdrawal, a student must log into the course one or more times and submit one or more graded assignments within **five school days** of receiving this notice.*

*If the student has not logged into the course one or more times and submitted one or more graded assignments within five school days, the Online Provider will proceed with withdrawing the student from the course.*

Please review the updated guidance document now available on the [Online Provider Portal](#). It is important that Online Providers review these updates to ensure compliance with the processes for course reinstatements and course extensions:

- **Course Extension and Course Reinstatement for Online Providers Guidance Document**

## 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.

## Online Provider Monitoring Visit

The Utah State Board of Education (USBE) has completed the 2025-26 monitoring visits. Each Online Provider has received a Monitoring Visit Findings Letter which contains findings of non-compliance and next steps. Please direct any questions to [britanni.taylor@schools.utah.gov](mailto:britanni.taylor@schools.utah.gov).

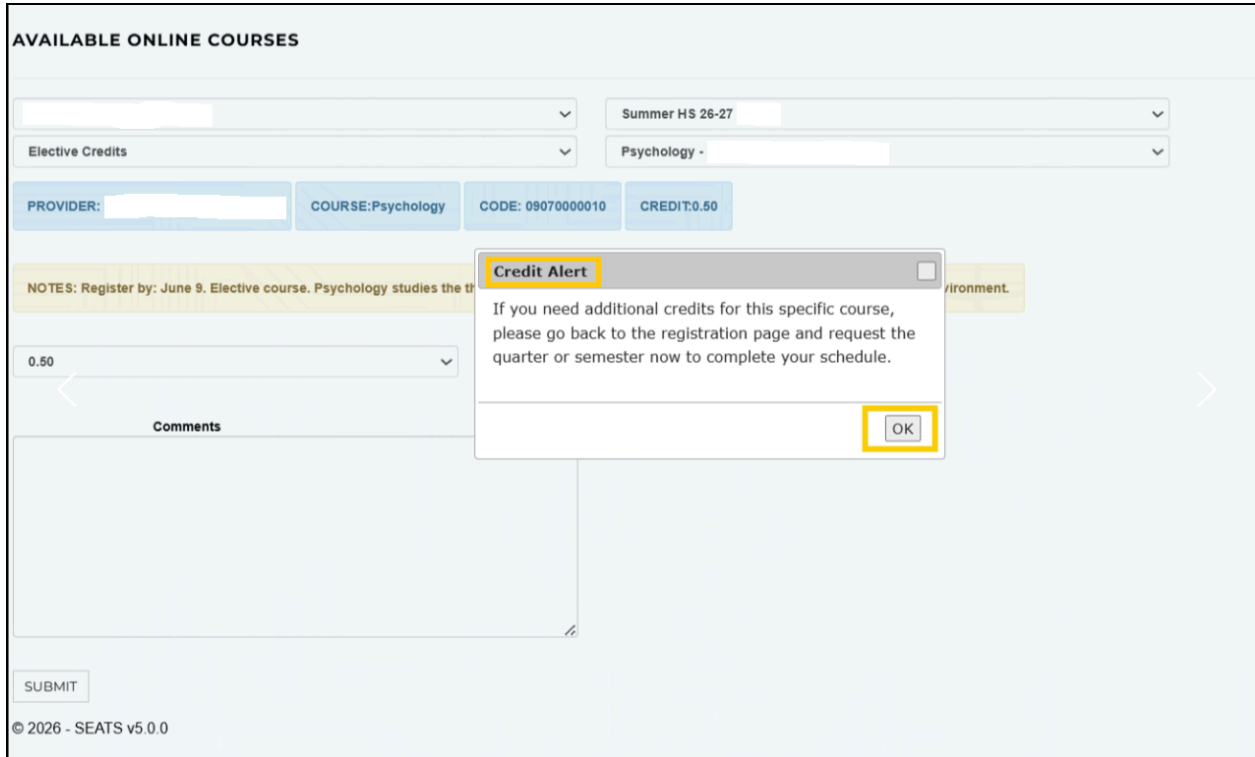
## SEATS Functionality

Recent updates to the SEATS application enhance functionality for all stakeholders who use the system. The latest update includes:

### **Additional Course & Credit Pop-up Reminder**

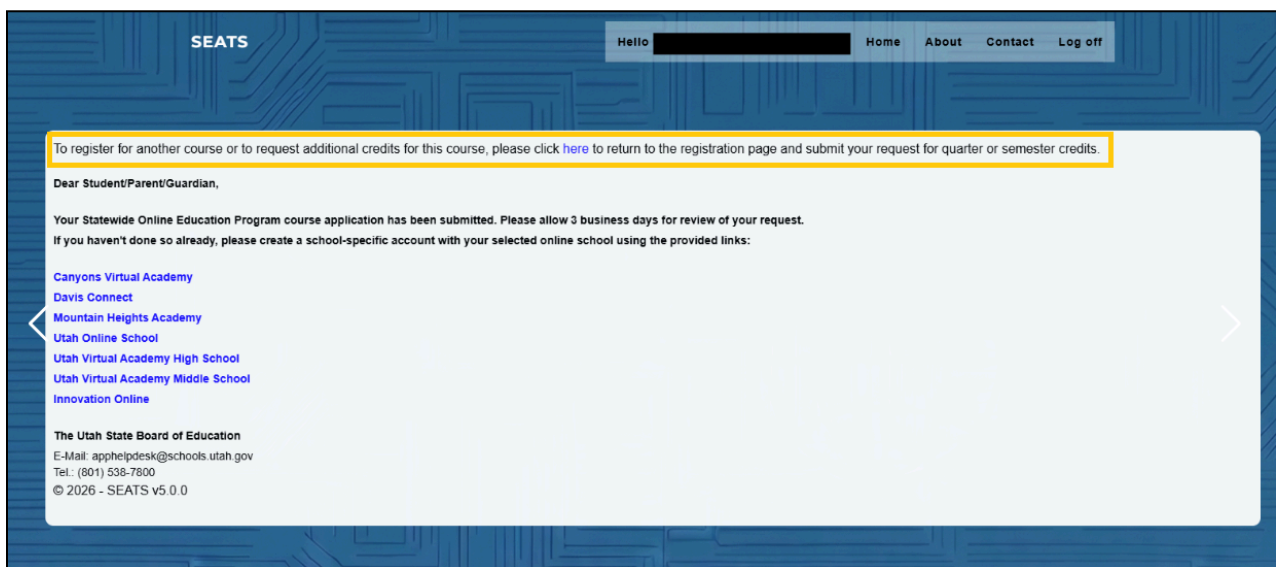
When students are on the SEATS registration page and click "SUBMIT" to finalize their course requests, a pop-up reminder appears:

*"If you need additional credits for this specific course, please go back to the registration page and request the quarter or semester now to complete your schedule."*



After selecting “OK,” students are taken to the final confirmation screen, which includes a message at the top:

*“To register for another course or to request additional credits for this course, please click here to return to the registration page and submit your request for quarter or semester credits.”*

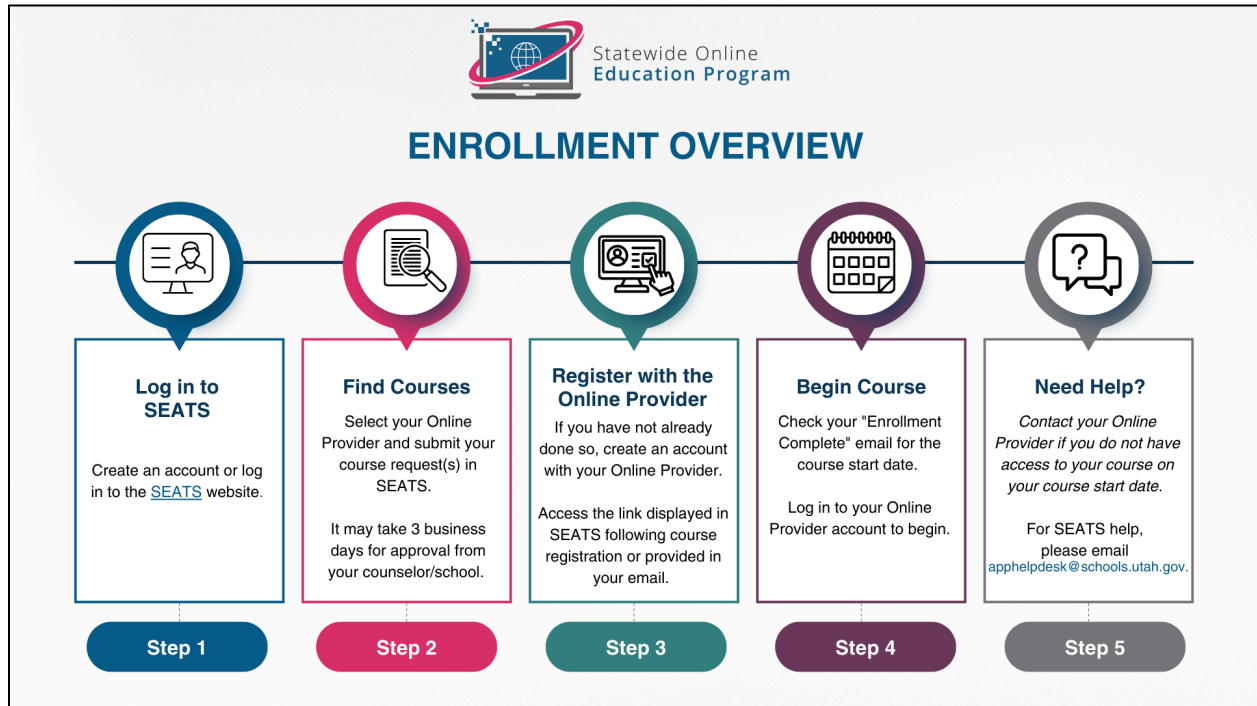


## Upcoming Dates to Remember

Date	Item	Details / Due Date
June 1, 2026	Online Provider Services Agreement (renewal) distributed	Due: July 1, 2026
June 30, 2026	CCAs Closeout	All CCAs must be in closeout status by June 30
July 1, 2026	SEATS status activated: <i>At Risk of Administrative Withdrawal After five school days</i>	Online Providers may use this status when a student is at risk of administrative withdrawal due to inactivity in a course for 10 consecutive school days
July 1, 2026	2026-27 Proposed Course & TOR Spreadsheet distributed	List all courses that will be offered or may be offered
July 15, 2026	2026-27 Proposed Course & TOR Spreadsheet due	
July 2026	Online Provider Just-In-Time virtual training session	This training is mandatory for all Online Providers and their staff who are involved with SOEP in any capacity, with the exception of teachers and mentors. A sign-up spreadsheet will be shared with Online Providers in June to allow registration for a session

## SOEP Enrollment Overview Graphic - NEW!

The SOEP has developed a new enrollment overview graphic. Please feel free to use this resource at your discretion.



## Multi-Factor Authentication

To comply with new USBE security requirements, SEATS will soon implement Multi-Factor Authentication (MFA) for all user logins. To ensure uninterrupted access, please verify that you know the specific user email address associated with your SEATS account. This will be used to authenticate your SEATS account. If you have forgotten your email or need assistance, please contact the Help Desk ([apphelpdesk@schools.utah.gov](mailto:apphelpdesk@schools.utah.gov)). More detailed information will be coming.

## FY 2027 SOEP Course Fee Schedule

Category	.25 Credit	.5 Credit	1.0 Credit
<b>Financial Literacy</b>	\$169	\$338	
<b>Health</b>	\$169	\$338	
<b>Physical Education</b>	\$169	\$338	
<b>Digital Studies</b>	\$169	\$338	
<b>Driver Education</b>	\$169	\$338	
<b>Fine Arts and CTE Core</b>	\$211	\$422	

<b>Social Studies Core</b>	\$255	\$510	
<b>World Language</b>	\$255	\$510	
<b>Language Arts, Math and Science Core</b>	\$297	\$594	
<b>Elective Credits</b>	\$211	\$422	
<b>Concurrent Enrollment</b>	\$297	\$594	\$1,188