



Provider Newsletter

June 2026

Director's Message

As we reflect on this past year, we want to extend our sincere gratitude for your patience, hard work, and understanding as we navigated together the many changes, updates, and clarifications.

Your flexibility and professionalism have been invaluable as we worked through evolving guidance and processes. We recognize that adapting to change is not always easy, and we deeply appreciate the commitment you have shown in continuing to support students while remaining engaged and responsive throughout the year.

Thank you for your partnership, your dedication to quality service, and the grace you have demonstrated during times of uncertainty. Your efforts make a meaningful difference, and we are grateful for the important role you play in serving students and families.

We look forward to continuing our work together and building on the progress we have made as a team.

With appreciation,

Tami Gear
Achievement Support Services Director

SEATS Lock Date

SEATS will be locked to status changes on Monday, July 13, 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 documents that have been added to the [Online Provider Portal](#):

- **SEATS Final Grade Entry Guidance Document:** The purpose of this guidance document is to establish the timeline for uploading final grades to the SEATS Communication Dashboard. *Effective Date: July 1, 2026*
- **How Online Providers Can Create a Student SEATS Account Guidance Document:** The purpose of this document is to provide Online Providers with guidance on creating a student SEATS account to view the system from the student perspective

Updated Document on the SOEP Website

Please review the following document that has been updated on the SOEP website:

- [Online Provider Comparisons](#)

SEATS Status Name Changes

Effective *July 1, 2026*, the following SEATS status names will be updated:

- ***Pending Execution*** will be renamed ***Course Request Pending***
- ***Enrollment Complete*** will be renamed ***Course Request Approved***

These changes affect only status names; no changes are being made to the associated processes or functionality.

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.

Upcoming Communication Dashboard Enhancement

The following enhancement will be added to the Communication Dashboard in the near future to make filtering and identifying students with IEPs, 504 Plans, and Multilingual Learner (MLL) status easier. The Online Provider can now select the appropriate checkbox under Has IEP, Has 504, and Has MLL to filter records based on the desired criteria. To select multiple criteria, hold down the Ctrl key while selecting additional boxes.

The screenshot displays the Communication Dashboard interface. At the top, there are four summary boxes: 'sed', 'Total Completed 9', 'Total Rejected 542', and 'Total CCAs 1,632'. Below these is the 'CCA Details' section, which contains a table with columns: Student, Course, Credit, Teacher, and Course. The table lists several courses, including 'r Science I', 'teracy', 'me Activities', and others, each with a credit of 0.50 and a teacher name. To the right of the table is a sidebar with filtering options. The 'Accepts' section has checkboxes for 'Accept' and 'Reject'. The 'Enrolled' section has checkboxes for 'Yes' and 'No'. Below these are three sections: 'Has IEP', 'Has 504', and 'Has MLL'. Each of these sections has checkboxes for 'Yes', 'No', and 'AccomAdded'. Green arrows point to the 'Has IEP', 'Has 504', and 'Has MLL' labels.

Student	Course	Credit	Teacher	Course
[REDACTED]	r Science I	0.50	Bagley	Shell
	teracy	0.50	Hancock	Shell
	me Activities	0.50	Glover	Shell
		0.50	Andersen	Shell
		0.50	Hancock	Shell
		0.50	Hancock	Shell

Accepts

☐ Accept

☐ Reject

Enrolled

☐ Yes

☐ No

Has IEP

☐ Yes

☐ No

☐ AccomAdded

Has 504

☐ Yes

☐ No

☐ AccomAdded

Has MLL

☐ Yes

☐ No