



Provider Newsletter

July 2026

SEATS Lock Date

SEATS will be locked to status changes on Tuesday, August 11, 2026, for the accounting process.

CACTUS Codes & Data for SY27

Please use the following link to access the [Updated School Year \(SY\) 2026-2027 Active Core Codes](#).

Key Resources

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

- **SOEP Stakeholder Concerns & Feedback Form** - This form provides Statewide Online Education Program (SOEP) stakeholders with an opportunity to submit concerns, report operational issues, or share constructive feedback for review. Information submitted through this form helps support continuous improvement and the effective administration of the program. Online Providers may use this form to submit concerns directly and/or share it with stakeholders who wish to report a concern, or provide feedback regarding the SOEP

Guidance Documents

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

- **SSID Merge Process Guidance Document** - The purpose of this guidance document is to establish the process Online Providers must follow when multiple State Student Identifier (SSID) numbers have been assigned to a single student
- **Statewide Online Education Program (SOEP) and Concurrent Enrollment (CE) Course Credit Acknowledgement (CCA) Changes Guidance Document** - The purpose of this guidance document is to outline the standardized procedures and responsibilities for managing requested changes to Concurrent Enrollment (CE) Course Credit Acknowledgments (CCAs). Adherence to these procedures is essential for Online Providers to ensure students are informed about university policies and official drop deadlines

Document Update

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

- **2026-2027 SEATS Status Flowchart**
 - Added "(I, NG)" designations to the following statuses to indicate the notation Online Providers should use on a student's transcript when the corresponding status is applied:
 - *Administrative Withdrawal No credit earned after initial activity (I, NG)*
 - *Disciplinary Withdrawal No credit earned (I, NG)*
 - *Loss of Eligibility After the 20 school day period no credit earned (I, NG)*
 - *Student Withdrawal After the 20 school day period no credit earned (I, NG)*
 - Under **Closeout Statuses Adversely Impacting Completion Rate**:
 - *Removed Student Withdrawal within the first 20 school days of course start date*
 - *Added Student Withdrawal .25 earned*

Training Resources

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

- **SOEP 101 Online Provider Training 26-27** - The purpose of this training is to assist new and existing Online Providers and staff in becoming familiar with SOEP processes and procedures. By increasing understanding of program requirements and compliance expectations, the training is designed to support successful participation in the program and promote ongoing compliance

Teacher of Record (TOR)

TOR timeline:

- **August 15:** Notification of unaligned TORs distributed to Online Providers
 - The USBE validates that the TOR is matched to Utah Core Code and has a current background check
 - Notifies Online Providers of misalignments
 - Begins a 90-day accountability cycle
- **August 15 - October 15:** Unalignment Correction
 - The USBE works with the Online Provider to correct identified issues
- **October 15:** Final Review
 - The USBE completes the final review of CACTUS/USIMS records to verify educator assignment accuracy
 - Notice to Online Provider of Non-Compliance issued for identified issues not corrected
- **On or after October 15:** Corrective Action Notice
 - USBE may issue a Notice of Corrective Action, detailing noncompliance, required conditions, corrective steps, and a reasonable timeframe

If there are any changes or additions to TOR assignments, the Online Provider must enter them on the next available line at the bottom of the Proposed Course & TOR Spreadsheet and then notify USBE so the TOR verification process can begin. Teachers assigned in CACTUS, UTREx, and SEATS must match the teachers listed on the TOR spreadsheets for each course. Reimbursements will not be provided for courses taught by misaligned TORs.

Online Provider Fall Training Sessions

Online Providers have registered for their fall training sessions, and calendar invitations have been distributed to all participants. These virtual training sessions will be held throughout August and September.