



Provider Newsletter

September 2026

SEATS Lock Date

SEATS will be locked to status changes on Tuesday, October 13, 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](#).

NEW Guidance Document

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

- **SEATS Grade Upload Requirements and Timeline Guidance Document** - This guidance document establishes the timeline and requirements for uploading grades to the SEATS Dashboard. It establishes when grade uploads are required and when they are not, based on the current status of the Course Credit Acknowledgment (CCA)

Guidance Document Updates

Please review the following guidance documents that have been updated in the [Online Provider Portal](#):

- **SOEP and CE CCA Changes Guidance Document**
 - Added the third paragraph under the **Online Provider Responsibilities** section
 - Revised the paragraph under **SOEP Responsibilities** to align with the newly added third paragraph in the Online Provider Responsibilities
- **CCA Changes for Online Providers Guidance Document**
 - Revised **Corrections to Student Data (#4)**: Added the phrase, *"if the USBE is unable to verify the information in SSID or UTREx,"* to clarify when notifications to stakeholders are required
 - Revised the paragraph under **CCAs with a Confirmed Status (#2)**: Added the following clarification: *"An exception may be granted when the USBE is notified that a student's school has changed while the LEA remains the same. In these circumstances, the USBE may update the confirmed CCA with the new school information to ensure that SEATS notifications are directed to the appropriate school counselor."*

- Revised the second paragraph under **CCAs with a Confirmed Status (#2)**:
“While no modifications may be made to the CCA once it reaches a Confirmed status, Online Providers are still responsible for updating the CCA status when circumstances arise that affect the student's enrollment or course completion,” to reinforce the distinction between modifying the CCA itself and updating the student's status
- Revised the first paragraph under **Student Relocation After Partial Completion (#2)**: Added the phrase, *“...if the Online Provider's registration window is still open. If the registration window has closed, the student may instead register with another Online Provider that has an open registration period,”* The revision clarifies that students may remain with their original Online Provider if the registration window is open. If it is closed, they may enroll with another Online Provider that has an open registration period
- **Course Extension and Course Reinstatement for Online Providers Guidance Document**
 - Added the following statuses to the **CCA statuses not eligible for a course extension or course reinstatement** section:
 - *Loss of Eligibility Within the first 20 school days of course start date*
 - *Not Confirmed Closed*
 - *Student Withdrawal Within the first 20 school days of course start date*
 - Revised the *Transcripts* bullet point under the *Important Points* section: Added **N** and **NGRD** to the first sentence to provide greater clarity and ensure consistency in transcript-related guidance

Training Resources

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

- **SOEP Fall Online Provider Training 26-27** - This training is designed to help Online Providers become familiar with SOEP processes and procedures, while enhancing their understanding of program requirements and compliance expectations

Teacher of Record (TOR)

TOR timeline:

Please note that the deadline to correct misaligned educators is October 15, 2026.

- **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.

SEATS Enhancements

CCA Status *Rejected Provider*

- When an Online Provider selects the *Rejected Provider* status in SEATS, a Rejection Reason dropdown will now appear. The status is also linked to the Rejection Explanation box, where Online Providers may provide additional details, if desired. By grouping these fields together on the CCA page, reviewers and Online Providers can more easily view a complete and consistent record of the reason for the rejection, rather than searching across multiple sections of the page.

The screenshot displays a form for the CCA Status. At the top, there is a checkbox labeled "Accept Student" which is currently unchecked. Below this, the "Status" dropdown menu is set to "1 Rejected Provider". A red text prompt, "Please select Rejection Reason too", is positioned below the status dropdown. The "Rejection Reason" dropdown menu is open, showing the text "*Please select a rejection reason if rejecting". Below the dropdown, the "Rejection Explanation" field is a large, empty text area with a small icon in the bottom right corner. The labels "Status", "Rejection Reason", and "Rejection Explanation" are highlighted with yellow boxes in the original image.