Provider Newsletter

SOEP

October 2026

SEATS Lock Date

SEATS will be locked to status changes on Tuesday, November 10, 2026, for the accounting process.

Annual Report

Please use the following link located on the SOEP website under Reports and Regulations to access the 2026 Annual Report on Online Providers.

NEW SOEP Course Registration Video

Please use the following link to access the How To Register For SOEP Courses Video. Online Providers may choose to post this video on their SOEP webpage, if desired.

NEW Guidance Document

Please review the following guidance document that has been added to the Online Provider Portal:

- **Online Provider Responsibilities When IEP, 504, or MLL Accommodations Are Not Entered in SEATS Guidance Document** - The purpose of this guidance is to clarify the responsibilities of Online Providers when a student's Individualized Education Program (IEP), 504 Plan, or Multi-lingual Learner (MLL) accommodations have not been entered into SEATS by the Primary LEA within three business days of receiving the Notice of Enrollment

Guidance Document Updates

Please review the following guidance documents that have been updated in the Online Provider Portal:

- There are currently no updates to the SOEP Guidance Documents

Training Resources

The following training has been added to the Online Provider Portal:

- **SEATS Course Request Training 26-27** - This training is designed for Online Providers to learn how to use the updated SEATS Course Request spreadsheet to validate and manage course data efficiently and minimize errors

Teacher of Record (TOR)

TOR timeline:

- **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

- **Grade Upload Update** - Previously, the grade codes I, N, NG, and NGRD were not accepted when submitted through Online Provider grade uploads. These grade codes are now supported and may be included in uploaded grade and final grade uploads

Quarterly Reports

To help ensure data consistency across systems, the USBE will download Online Providers' SEATS and UTREx data on the dates listed below and use that information to generate a courtesy Quarterly Data Report for distribution to Online Providers:

- **November 1**
- February 1
- April 1
- June 1

Grade Progress Reporting Changes

Effective January 1, 2027, the Statewide Online Education Program (SOEP) will update grade progress reporting requirements to align with H.B. 247 and Utah Code to improve counselors' access to timely student progress information.

- The Course Start Date recorded on the CCA will become Day 1 of the 10 school day reporting cycle
- Grade progress must be uploaded at least once every 10 school days, beginning with the Course Start Date and continuing until a closeout status is assigned
- Online Providers should not wait for the CCA to reach *Confirmed* status before beginning grade progress reporting

This change will provide counselors with more timely information to monitor student progress, identify students who may need additional support, and encourage continued engagement in online coursework.

The current *SEATS Grade Upload Requirements and Timeline Guidance Document* will remain in effect through December 31, 2026. An updated version reflecting the new requirements will take effect January 1, 2027, and will be posted in the Online Provider Portal in December 2026.