Provider Newsletter

November 2026

SEATS Lock Date

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

SEATS Lock Dates 2027-2028

The finalized 2027–2028 SEATS lock dates are available in the **SEATS Lock Dates 2027–2028** document under *Key Resources* in the Online Provider Portal.

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 Documents

Please review the following guidance documents that have been added to the Online Provider Portal:

- No new guidance documents have been added

Guidance Document Updated

Please review the following guidance document that has been updated in the Online Provider Portal:

- **Statewide Online Education Program (SOEP) Course Enrollment Guidance Document: Q&A for Online Providers and Local Education Agencies**

  Two new questions have been added:

  - Can Middle school students take high school-level SOEP Courses?
  - Whose responsibility is it to ensure that high school courses taken by a middle school student are added to their high school transcripts?

Training Resources

The following trainings have been added to the Online Provider Portal:

- No new trainings have been added

SEATS Enhancements

- **CCA IEP/504 Dropdown:** Counselors can now select “No Accommodations Needed” from the IEP and 504 accommodation dropdown menu when applicable
- **Monthly Distribution Report:** The Course Start Date is now included in the Online Provider Monthly Distribution Report
- ***At Risk of Administrative Withdrawal After five school days*:** The following language has been added to the automated email sent to stakeholders when an Online Provider selects this status:

> *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.*

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.

Upcoming Calendar Item

- **SEATS Course Request Spreadsheet:** Distribution to Online Providers will occur during the first week of January, with completed spreadsheets due February 15, 2027