Online Provider Responsibilities When IEP, 504, or MLL Accommodations Are Not Entered in SEATS Guidance Document

Purpose: 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.

Policy for Online Providers

Online Providers are not required to contact LEAs or school counselors to obtain accommodations when the LEA has not entered the student's IEP, 504 Plan, or MLL accommodations into SEATS within three business days of receiving the Notice of Enrollment. This responsibility rests with the Primary LEA. Each LEA is responsible for determining which staff members are designated to enter accommodations for IEPs, 504s, and MLL plans in SEATS. Counselors can enter accommodations for students in their SEATS account, while other designated staff members, such as a member of the Special Education team, can request the District Student Support role in SEATS and enter accommodations.

If accommodations are not entered in SEATS and a parent or student contacts the Online Provider with concerns that accommodations are not being provided, the Online Provider should direct them to the Primary LEA or school counselor to request that the accommodations be entered into SEATS. Once the accommodations have been entered, the Online Provider is responsible for ensuring that all appropriate services, related aids, and accommodations are implemented in accordance with the student's plan.

The USBE currently has a pending enhancement request that will provide Online Providers with automated notifications when accommodations are entered into SEATS. Until this enhancement is implemented, Online Providers should continue following their established procedures for identifying students with accommodations.

Samples for monitoring will be limited to CCAs with recorded accommodations in SEATS.

Effective Date: Immediately