



Online Provider SIS Guidance Document

Purpose:

These guidelines outline the SOEP data reporting requirements for Online Providers in their SIS.

UTREx SOEP Record Identification

For the USBE to identify an enrollment record as an SOEP course accurately, the following criteria must be met:

- **School of Record** – Marked as “N” (No) and not left blank (In some student information systems (SIS), this selection is coded as a Non-Attender)
- **Instructional Setting** – Marked as “OP” (Online Provider) for SOEP STUDENTS
- **SSID** – Matches with SEATS
- **Core Code** – Matches with SEATS
- **Course Title** - Utah State Board of Education (USBE) course title
- **Course Entry and Exit dates** – Must fall within the Online Provider’s calendar
- **Session Assignment** - The quarter or semester selected for the course falls within the school’s established calendar, which runs from the fall semester through the spring semester
- **Credit Attempted** – Equal to the contract value of the SEATS course
- **Credit Earned** – The amount of credit completed with a passing grade before June 30
 - Credit Attempted and Credit Earned must be recorded in an Online Provider's SIS course enrollment records for all participating students, *including those in grades 6-8*
- **School Membership Days** - Marked as “0” (zero)
- **Enrollment Validation Type** - Marked as “L” (100% Learner Validated)
- **Summer Courses** - Specific information is necessary to report summer participation properly:
 - Summer Courses must be reported within the Online Provider’s upcoming academic school year, regardless of whether a student is given access to the course before July 1
 - Students participating in summer courses must be enrolled in the course within the Online Provider’s SIS
 - Grades and credit recorded without the student being enrolled will not be included in the SOEP data