



SEATS Grade Upload Requirements and Timeline Guidance Document

Purpose: This guidance document establishes the timeline and requirements for uploading grades to the SEATS Dashboard.

Grade Upload Requirements

Grades must be uploaded to the **Grade Progress Template** in SEATS, located under the **Student Progress** section, in accordance with the CCA status and timelines outlined below:

- When a CCA is in *Course Request Approved* status, Online Providers are not required to upload grades in SEATS, as the student has not yet been enrolled in the Online Provider's Student Information System (SIS)
- Once a CCA reaches *Confirmed* status, Online Providers must upload grade progress at least once every 10 school days for the duration of the CCA until a closeout status is assigned. The first day of the 10 school day reporting cycle begins on the date the CCA is moved to *Confirmed* status.

For example, the CCA is moved to *Confirmed* on Monday, 09/14/2026, which is the first day, hence the upload must occur no later than Friday, 09/25/2026, which is the tenth day.