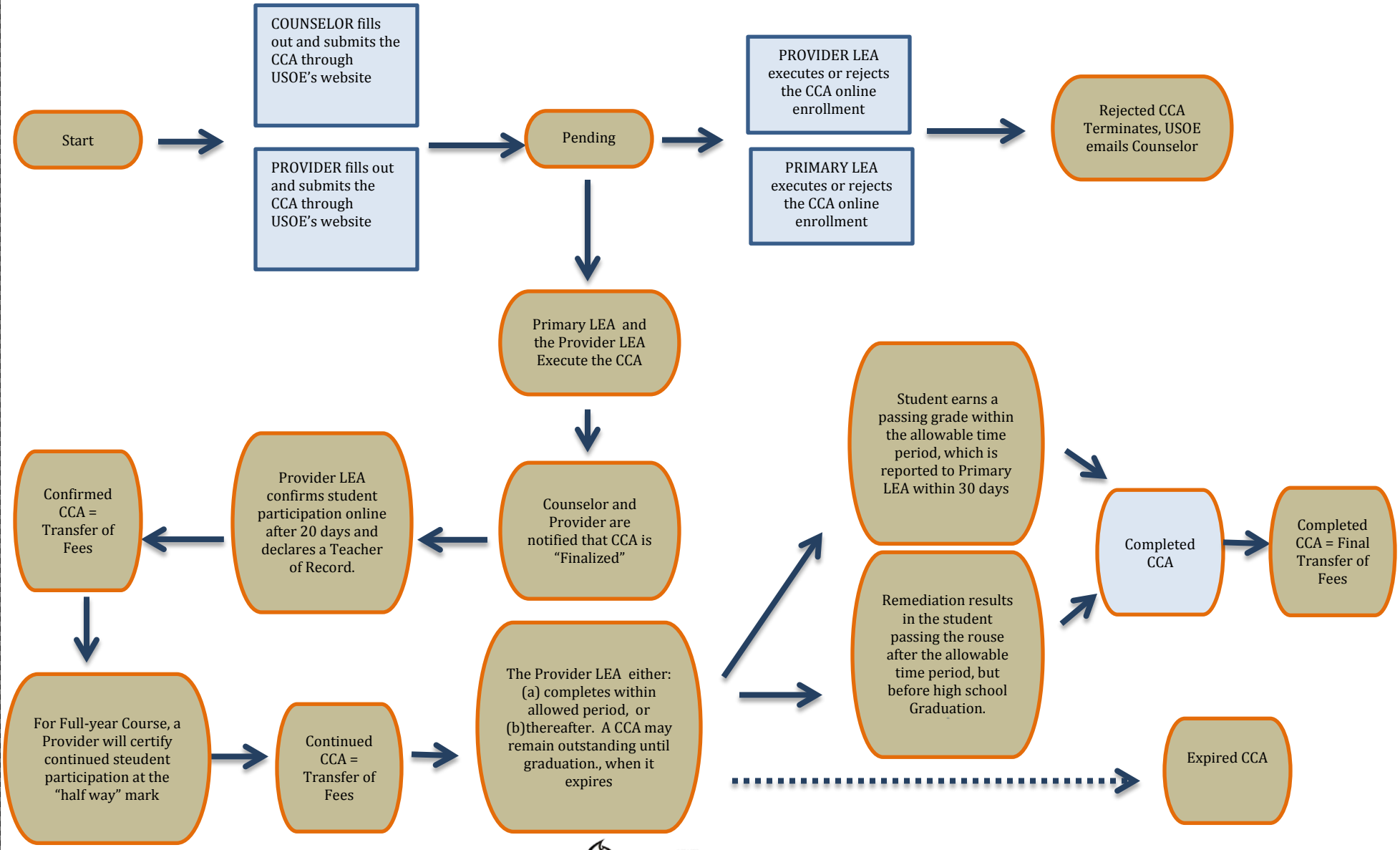
PUBLIC EDUCATION ONLINE
STATEWIDE ONLINE EDUCATION PROGRAM

The CCA Process



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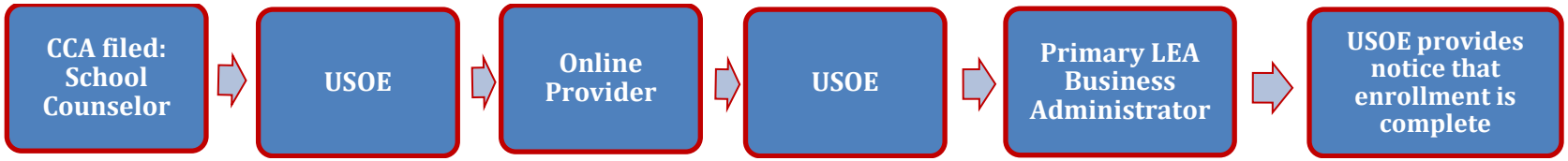
Enrollment in an online course through the Statewide Online Education Program (SOEP) may be initiated by):

SCHOOL COUNSLEOR



PROVIDER

What should an LEA do to prepare its staff to respond to online enrollment requests?

1. Train Counselors on the different online options including Electronic High School (EHS), District options, and the Statewide Online Education Program. The Statewide Online Education Program allows students to register for non-EHS courses outside of their home district or charter school and is accessed by filing a "Course Credit Acknowledgement" form available on the USOE website.
2. LEAs may wish to consider establishing a Board Policy regarding Credit Extension and Recovery, which is allowed b*ut not funded* under this Program. Your LEA might wish to consider instituting a Fee to cover these costs.
3. Inform staff involved in preparing Registration materials that a primary school of enrollment is required to provide information about available online courses and programs in registration materials or through other reasonable communication and on the LEA's or school's website or using a link to the USOE's website. A sample flier is appended to this document (see below).

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ENROLLMENT: Students can enroll at any time in the calendar year; however, if the student plans to drop a traditional class to make "room" for an online one, they must do so (as below) by their school's recognized deadline for dropping traditional classes. An eligible student's primary LEA of enrollment must assist, if requested, an eligible student in scheduling and enrolling in courses. An eligible student's primary LEA of enrollment may not: (a) impose restrictions on a student's selection of an online course that fulfills graduation requirements and is consistent with the student's SEOP or post-secondary plans; or (b) give preference to an online course or online course provider. Students are encouraged (although not required) to enroll during ordinary registration period, and written information describing the program, its purposes, and how to enroll should be included in student registration packets to facilitate this.

DROPPING A TRADITIONAL COURSE: Students may drop a traditional course to replace it with an online course any time prior to their School District or Charter School's *established date for dropping traditional courses*.

CREDIT RECOVERY AND CREDIT EXTENSION: *Reported membership may not exceed 1.0 FTE*, and yet LEAs may still allow students to register for additional courses for credit extension or credit recovery purposes. Changes in statute affirm that an LEA may allow a student to take courses above 1.0 FTE (for purposes of Credit Recovery or Credit Extension) if the Local Board of Education or the Charter School Governing Board has approved a policy allowing this. The student will, however, only be funded at a level exceeding 1.0 FTE in cases (as below) of *Credit Acceleration*.

CREDIT ACCELERATION: Reported membership may exceed full enrollment if *all* of the following apply (a) the student intends to complete graduation requirements early; (b) the student will exit high school early; (c) an SEOP provides a plan for early graduation. Otherwise, it is up to your school district to decide whether it will allow a student to enroll in extra courses, because the school district does not get extra funding to reimburse it for the costs of these classes.

WITHDRAWAL: A student may withdraw from an online course: (a) within *20 school calendar days* of the start date, if the student enrolls in an online course on or before the start date of the class; (b) within 20 school calendar days of enrolling in the online course, if the student enrolls in an online course after the start date; (c) within 20 school calendar days of the start date of the second semester (.5 credit) of a 1.0 credit online course.

ELIGIBILITY: A student is eligible for online enrollment if that student is enrolled in a district school or charter school in Utah. A home or private school student must enroll in online courses through their boundary school or a charter school, if they wish to be eligible for these services. An eligible student may enroll in an online course offered through the Statewide Online Education Program so long as: (a) the student meets the course prerequisites; and (b) the course is open for enrollment.

COURSE "CAP": Students may currently register for up to two credits online. Students may exceed the 2.0 Credit course "cap" that is currently in place if the School District or Charter School or USOE finds this to be in the best academic interests of the student.

SPECIAL EDUCATION AND 504 ACCOMMODATIONS: *After a Counselor receives notification from USOE that a CCA has been accepted by a Provider, the Counselor will have 72 Business Hours to forward the student's IEP, and 504 Accommodation information to the Provider School District*

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or Charter School. To assist in this, the Provider's contact email and telephone number may be found in the notice that USOE sends to notify the Counselor that a CCA has been fully processed and the student is enrolled in the course.

IEP/504 Accommodations → 72 Business Hours → Provider

REGISTRATION AND YOUR REGISTRAR: Please pass the attached PDF entitled "*UTREx and the Online Student*" to your Registrar. This may help with proper coding of student membership. Membership reports result in appropriate funding of the student, and attribution of accountability results such as CRT scores.

COURSE COMPLETION: If the student desires to switch back to a traditional course, please contact USOE or the Provider so that the student can be properly dis-enrolled from the online course. Otherwise, the financial liability for the courses may not be cancelled. A teacher of record is assigned to assist the student, and the student will have one full calendar year to complete 1.0 credit, or 9 weeks beyond the end of a semester to complete a .5 credit course. If the student does not complete the course in the anticipated period, the student has until graduation to continue to work with the Provider to achieve a passing grade. No grade is entered until the student has successfully mastered course material (i.e. has achieved a passing grade).

QUESTIONS COMMENTS: Questions or comments about the Statewide Online Education Program should be addressed to:

Dr. Cory Kanth
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Utah State Office of Education
(801) 538-7660
Cory.Kanth@schools.utah.gov

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PUBLIC EDUCATION ONLINE

STATEWIDE ONLINE EDUCATION PROGRAM

The **Statewide Online Education Program** enables students to earn credit toward high school graduation through publicly funded online courses. Each provider is a school district or charter school accredited for 9-12th grade education, and your school will automatically accept these credits. Purposes of the Program are to:

- Provide students with access to online learning regardless of where students attend school.
- Provide high quality learning options for students regardless of language, residence, family income, or special needs.
- Provide online learning options to allow students to acquire the knowledge and technology skills necessary in a digital world.
- Utilize technology to customize education and allow students to learn in their own style and at their own pace.
- Utilize technology to allow students to access learning virtually at any time and in any place.
- Provide personalized learning where students can spend as little or as much time as they need to master the material.
- Expand access to self-paced programs, enabling students to accelerate academically or take additional time to gain competency.
- Allow students to customize their schedule to better meet their academic goals.
- Provide quality learning options to better prepare students for post-secondary education and vocational or career opportunities.
- Allow students to have an individualized educational experience.

Who is eligible?

You are eligible to participate in Statewide Public Education Online if you are in grades 9-12 and enrolled in a Utah public school. You may earn no more credits in a year than the number of credits you may earn by taking a full course load during the regular school day in your high school's traditional classroom, except if you plan to graduate early or if it is the policy of your district or charter school to allow you to register for additional credits. For the 2013-2014 school year, you may enroll in up to three credits online unless your school district or charter school, or the State Board of Education (USOE), agrees that it is in your best academic interest to take more courses online.

What if I want to graduate early?

You may be eligible to earn more credits in a year than the number of credits you may earn by taking a full course load during the regular school day in your high school, if you intend to complete high school graduation requirements and exit high school early in accordance with your education/occupation plan (SEOP).

Where do I get information about the courses I can take through the Statewide Public Education Online Program?

More information can be found at: **WWW.SCHOOLS.UTAH.GOV/EDONLINE**. This Utah State Office of Education (USOE) website contains links to online courses, contacts and other information.

How do I register?

Either your school counselor or an online provider (a list is available on the website included above) can fill out a *Course Credit Acknowledgement (CCA)* to request online enrollment. The USOE will contact your Counselor and the Provider to assist in enrolling you. Once a CCA is finalized, USOE will notify the Provider that you can start work, and they will contact you by email to explain how you can "log in" and begin to participate.

Questions: Dr. Cory Kanth | Statewide Online Education Program Specialist, USOE | 250 E. 500 S., PO Box 144200, Salt Lake City, 84114-4200 | Tel. (801) 538-7660 | E-Mail Cory.Kanth@schools.utah.gov

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