PUBLIC EDUCATION ONLINE
STATEWIDE ONLINE EDUCATION PROGRAM
"Enabling students to earn high school graduation credit through the completion of publicly funded online courses."

Record Type	Field	Description	Primary	Provider	Must entity complete this record?
S1	School of Record (interpret this to mean "LEA of RECORD" for purposes of the SOEP program.	The "SC" record this "S1" follows is the ONE school to which data should be attributed for the student. In terms of the Statewide Online Education Program, "Primary LEA of enrollment" is that LEA in which an eligible student is enrolled for courses other than online courses offered through the Statewide Online Education Program.	Blank - "Primary LEA of enrollment" (that LEA in which an eligible student is enrolled for courses other than online courses offered through the Statewide Online Education Program). If this field is blank, a "P" in the UTREx data file, indicating that this is the Primary provider of educational services to this student, in which case this student is funded through Membership recorded in UTREx.	N - Required if not student's Primary LEA; entering an "N" for "Not LEA of record" will generate an "S" in the UTREx data file, indicating that this is not the Primary provider of educational services to this student, in which case this student is not funded through Membership recorded in UTREx.	**Primary: Yes** **Provider: Yes**
	SCHOOL MEMBERSHIP	Regular student aggregated school membership, using 180-equivalent days.	Full ADM equivalent value	0ptional - May leave blank	
	PART-TIME	Part Time		Use 'H' (Home Schooled) for a part time student (a) whose family has received a certificate exempting him/her from public school attendance, AND who is enrolled in a public school for part of the day. Use 'P' (Private School) for a part time student (a) who is enrolled in a private school AND (b) who is enrolled in a public school for part of the day. se 'S' (Stable) for a part time student (a) who is neither home schooled nor enrolled in a private school AND (b) who has been enrolled in a public school for the entire year.	
AC - Annual Course Master Record	INSTRUCT SETTING	The primary setting or medium of delivery for the course.	OP or ON OP = Statewide Public Education Online Courses through a CCA ON = Online (other than through the Electronic High School) – course is taught via a website	OP or ON OP = Statewide Public Education Online Courses through a CCA ON = Online (other than through the Electronic High School) – course is taught via a website	**Primary: Yes** **Provider: Yes** ***Primary LEA*** must report in AC/AM records: generic teacher CACTUS IDs; actual course numbers; actual core codes; grades and credits upon passing grade; where-taught district and school. **Provider LEAs** must report: actual teacher CACTUS IDs; actual course numbers; actual core codes; grades and credits upon passing grade, per each .5 credit value, within 30 days of the student's receipt of the passing grade.
	CORE CODE	11 Core Code used in CACTUS	**Required -** A primary school of enrollment shall include a student's online courses in student's enrollment records and, upon course completion, include online course grades and credits on student transcripts.	**Required** - In order to be funded for a SOEP Course, the student must be properly enrolled in the course. An S1, AC and AM must contain information necessary for identifying course membership consistent with CCA.	
	TEACHER 1 ID	The CACTUS ID of a teacher assigned to this course master record	Optional - Can leave blank **(GENERIC FOR PRIMARY)**	Required - 0	
	WHERE TAUGHT DIST	Designates the LEA where the class is taught, in conjunction with the WHERE TAUGHT SCHL field	R - LEA number of Provider	O unless CORE CODE contains '13' in positions 7 and 8.	
	WHERE TAUGHT SCHL	Designates the LEA where the class is taught, in conjunction with the WHERE TAUGHT DISTRICT field	R - School Number of Provider	R - School Number of Provider	
	COLLEGE GRANTING CR	Two character district number of college granting credit for concurrent enrollment courses.	No - Blank	Required - Two character district number of college granting credit cor concurrent enrollment courses.	
	LEA NUMBER	State-assigned LEA number of entity submitting AC REcord	Required - Primary LEA No.	Required - Provider LEA No.	
	SCHOOL NUMBER	Submitting school state-assigned school number of entity submitting AC Record.	Required - Primary School No.	Required - Provider School Number	
AM - Annual Course Membership Record	CONCURR ENROLLED	Indicates whether or not the student is taking this class (deemed to be a concurrent enrollment class in the AC record) as a concurrent enrollment class for college credit or taking the class for just high school credit	NA	R	**Primary: Yes** **Provider: Yes** Provider must use actual course information consistent with CCA record.
	CREDITS EARNED	The amount of credit earned for the period of time the "AM" record represents	Credit as per CCA, once a passing grade	Credit as per CCA	
	COURSE NUMBER	**(GENERIC FOR PRIMARY)**	(GENERIC OR **ACTUAL FOR PRIMARY**)	Required - In order to be funded for a SOEP Course, the student must be properly enrolled in the course. An S1, AC and AM must contain information necessary for identifying course membership consistent with CCA.	

Additional Notes

53A-15-1202(5) defines "Primary LEA of enrollment" as the LEA in which an eligible student is enrolled for courses other than online courses offered through the Statewide Online Education Program. The Primary LEA of enrollment may differ from a "Primary school of enrollment," which is defined as "a student's school of record, where the student takes the majority of his classes; and the school that maintains the student's cumulative file, enrollment information and transcript." (R277-726-1(M)).

*R277-726-5(D) A primary school of enrollment shall include a student's online courses in student's enrollment records and, upon course completion, include online course grades and credits on student transcripts. No grade is to be entered into SIS for UTREx upload until the student has earned a passing grade.