



# SOEP Provider Data Reporting Tips

The Statewide Online Education Program (SOEP) is outlined in [§53F-4-5](#). The codes below must be used for reporting in UTREx by all SOEP Providers.

Field	Code	Meaning
School of Record	N	“NOT” under school of record for student.
Instructional Setting	OP	“Online Course” for students through SOEP.
School Membership	0	Providers record 0 days of membership for student
Credit Attempted AM Record	-	Logged as an AM record, where a decimal separates the first and second number. This enrolls a student in a course listed in a Course Master AC record, with the course and section number and the OP setting.
Credit Earned	-	Enter the credit earned and grade into AM when the student finishes the course. If no credit is earned, enter 0. Also, the student must have one of these codes in the SIS: NOGRD, I, N, or NG.
Enrollment Validation	L	SOEP courses must be marked as 100% Learner Validated.

## Utah Transcript and Records Exchange (UTREx) Coding Tips

- Statewide Online Education Program (SOEP) students must be reported with:
  - **School of Record** marked as ‘No’ (‘N’).
- Students must be reported with the **Instructional Setting** as ‘OP’.

### FAILURE TO COMPLY WILL IMPACT ACCOUNTABILITY AND FUNDING

- **School Membership** must be reported as ‘0’ (zero).
- Summer courses are reported in the upcoming school year.
  - Must have courses reported by the school they will be attending in the upcoming school year, and the entry dates must align with the first day of school.
  - Provider should **exit** the student the next day course is completed before school starts.
  - If course is not finished, the provider should use the first day of school as the **course entry date** and **exit** the student once the course is completed.
- A **distinct course code** should not be submitted multiple times with overlapping dates.
- Credits attempted must be **greater than zero**.
- **Enrollment Validation** should be reported as ‘Learner Validated’ (‘L’).