2024
Counselor Handbook
Statewide Online Education Program

Utah State Board of Education

Statewide Online
Education Program

Introduction

The Utah legislature established the Statewide Online Education Program (**SOEP**) to allow middle and high school students to take some of their coursework online. The online courses are from USBE-approved online schools that are accredited, teach Utah standards, and employ Utah teachers.

Your Role

Counselors have many responsibilities when students enroll in an SOEP course:

- Check that the course fits the student's graduation plan.
- Accept/Reject course requests for students.
- Provide the online school with an IEP, 504, or ML plan, if needed.
- Provide technology and/or internet for students with fee waivers.

Getting Started

The Student Enrollment Approval and Tracking System (**SEATS**) is the USBE website used to enroll and manage information. Each counselor needs to set up an account in SEATS to accept or reject student course selections.

Please note that if a counselor changes schools, they should email edonline@schools.utah.gov to have their account updated.

Resources: How to Register for a SEATS Counselor Account Video, Slides

Eligibility for SOEP Courses

Students must meet certain participation requirements to be able to enroll in the SOEP program. The following highlight each student type and basic criteria:

District and Charter School

In 6th-12th grade

Private School

- In 6th-12th grade
- Parent or Guardian must reside in Utah

Home School

- In 6th-12th grade
- Under 19
- Not enrolled in an adult education program

Required documentation submitted to online school includes birth certificate and guardianship verification.

Students in Group Care

- In 6th-12th grade
- Enroll in the district of the care facility

Out-of-School Youth

- In 6th-12th grade
- Under 19
- Enroll in public school before graduation

Middle School Students

A middle school student can earn high school credit for courses. Students may not replace a middle school course with a high school course." The credit should be recorded on the student's 9th-grade transcript.

Online Schools)

Utah has **six** online schools (or providers) who are approved by USBE. Each online school must follow the same standards and requirements as public schools, such as having licensed and qualified teachers, offering approved curriculum and content, administering the state assessments, and protecting the security and privacy of student data. The following are the current online schools:

- Canyons Virtual Academy
- Davis Connect
- Mountain Heights Academy
- Utah Online School
- Utah Virtual Academy
- ASU Digital Prep Powered by Juab

Course Information

Each online school has their own unique registration deadlines and course offerings.

How do students enroll in SOEP courses?

Students follow a 3-step process to enroll in SOEP courses.

1 Create Account	**2** Find Courses	**3** Finalize Registration
Create an account on the SEATS website tinyurl.com/yckdvasx	Select courses at an online school with your SEATS account	Register with your selected online school's website

Step 1: Students create an account on SEATS.

Step 2: Students register for courses on SEATS.

Step 3: Students complete an enrollment application on the online school's website.

Approval and Rejections

Accept or Reject a Course in SEATS for Counselors

The counselor will receive an email from edonline@schools.utah.gov when a student requests a course. The counselor will then log in to SEATS to accept or reject the course.
Resources: SEATS Applications for Counselors - How to accept or reject Video, Slides

Reasons for Rejection

There is a drop-down list of rejection reasons in SEATS that counselors can use. The only two reasons that a counselor can reject a course are:

1. The online course is not aligned with the student's graduation plan.
2. The student has exceeded the number of SOEP courses allowed in a year. (Students are allowed 6 courses, but a request can be made to USBE to allow 8).

Final Approval

The "primary approver" at the district/charter level will **accept** or **reject** the course. If three business days have passed and the primary approver has not done this, USBE approval will be granted automatically. The primary approver is often the lead counselor or the business administrator.

Credits

High school and middle school students can take 6.0 credits online per year. Students can appeal to take up to 8.0 credits online through SOEP and remain students of their primary school of enrollment.

Exceeding Full-time Enrollment?

If a student is "over-enrolled", they must have an Early Graduation plan at their primary school of enrollment. The "Early Graduation" box must also be marked in SEATS and in the primary school of enrollment's Student Information System (SIS). Please note, that marking this box does not mean a student has to actually graduate early, it is used to indicate over-enrollment.

Adding SOEP Courses to the Student's Schedule

Generic SOEP course codes and CACTUS codes can be used in the school's SIS. Once a transcript is received, the exact USBE course codes can be entered. The Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS) Identification (ID) Numbers are listed below:

Arizona State University (ASU) Prep Digital Powered by Juab School District

Course Code: 25-01-00-00-054

CACTUS ID : 769329

Davis Connect

Course Code: 25-01-00-00-059

CACTUS ID: 795093

Washington (Utah Online)

Course Code: 25-01-00-00-050

CACTUS ID: 769325

Canyons District

Course Code: 25-01-00-00-051

CACTUS ID: 769326

Mountain Heights Academy

Course Code: 25-01-00-00-055

CACTUS ID: 769330

Utah Virtual Academy

Course Code: 25-01-00-00-052

CACTUS ID: 769327

Fee Waivers

Except for fees allowed by the Utah statute, SOEP courses are provided to students at no cost. If a student with a fee waiver enrolls in SOEP courses, the primary school of enrollment must provide technology and internet access, as needed. The online school must waive any other fees as required by Utah statute.

Summer Courses

Summer SOEP courses should be recorded on the student's fall schedule.

Concurrent Enrollment

House Bill 53F-4-502 has required USHE and USBE to study the barriers and solutions to allow students to enroll in CE through the SOEP by July 2025. This work is in progress.

Transcripts

The online schools have 30 days after the end of a course to send transcripts to the student and the student's primary school of enrollment.

Monitoring Student Progress

Counselors can reach out to the online school to check their students' progress. When seniors take SOEP courses, counselors can mark a box in SEATS to let the online school know when transcripts are needed to verify graduation. Updates to how counselors can track student progress are coming soon.

House Bill 247 was passed during the 2024 legislative session and states that:

(4) No later than January 31, 2026, the state board shall create a communication dashboard for the program and only related to eligible students enrolled in a public school that may Include:

(a) a counselor contact list for an eligible student that is accessible to an authorized online schoolr; and

(b) progress monitoring fields that are accessible to the primary LEA, the eligible student's counselor, and the eligible student's parent containing:

(i) grade progress reporting of an eligible student by an authorized online school;

(ii) an ability to flag a student that is at-risk of failing an online course; and

(iii) other relevant capabilities the state board determines to be necessary in consultation with LEA users of the dashboard.

For Questions Contact:

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Or Visit our Website:

schools.utah.gov/soep