Statewide Online Education Program Provider Data Reporting

1. Statewide Online Education Program (SOEP) students must be reported with 'School of Record' marked as 'No' ('N') in UTREx (Utah Transcript and Records Exchange).
2. *Students must be reported with the Instructional Setting as 'OP.'*

   ### *FAILURE TO COMPLY WILL IMPACT ACCOUTABILITY AND FUNDING.*

3. School Membership must be reported as '0' in UTREx.
4. Summer courses are reported in the upcoming school year. Summer students 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 in the upcoming school year. It is recommended that the provider exit the student **the next day** if they complete the course before school starts. If the student has not finished the course, the provider should still use the first day of school as the course entry date and exit the student once the course is completed.
5. A distinct course code should not be submitted multiple times with overlapping dates.
6. Credits attempted must be greater than zero.
7. Enrollment Validation Type should be reported as 'L' (100% Learner Validated).
8. All required fields in UTREx must be reported (please refer to UTREx specifications).

Field	Code	Meaning
School of Record	N	NOT a School of Record for the course under Statewide Online Education Program Utah Code 53F-4-P5
Instructional Setting	OP	A course for students under Statewide Online Education Program Utah Code 53F-4-Part 5.
Instructional Setting	ON	Online courses not offered to students under 53F-4-Part 5.
School Membership	0	0 School Membership days are associated 53F-4-Part 5 courses.
Credit Attempted (AM Record)		Credit attempted is recorded in an ('AM=') record applicable to students in all grades. A decimal separates the first and second character. An AM record is used to enroll a student in a course defined by a Course Master ('AC=') record which includes a unique course and section number and the OP setting defined above.
Credit Earned		Credit earned and the corresponding grade must be entered into an 'AM' when the student completes each .25 credit value for providers offering .25 credit increments, and .5 credit increments for others. If no credit has been earned at course completion, '0' should be entered to indicate no grade was earned, and the student has to have 'NOGRD', or 'N' or 'NG' entered into the SIS system.
Enrollment Validation Type	L	A course offered to students under 53F-4-Part 5 must be marked as 100% Learner Validated.

- *For program information and Board rules contact:*
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