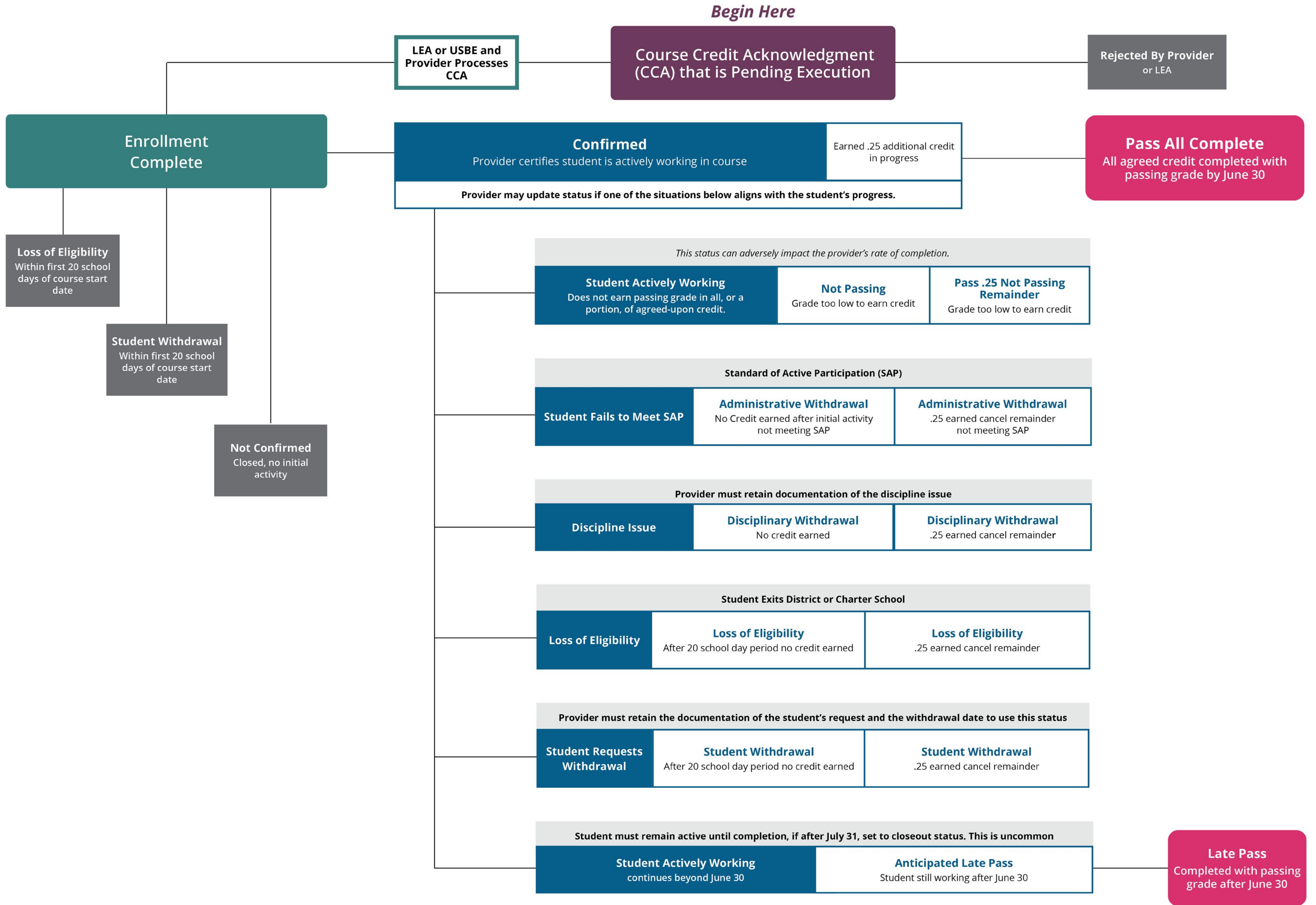


2024-2025 SEATS Status Flowchart



Closeout Statuses

- Rejected Provider
- Not Confirmed Closed (No initial activity)
- Loss of Eligibility
- Student Withdrawal
- Pass (All agreed credit completed)
- Not Passing Grade Too Low to Earn Credit
- Passing Grade Too Low to Earn Credit
- Administrative Withdrawal
- Disciplinary Withdrawal



Statewide Online Education Program

2024-2025 SEATS Status:

Provider | Step-by-Step Guide

1. Begin with a Course Credit Acknowledgment (CCA) that is Pending Execution.

Select the option that best fits:

- If *Rejected by Provider, or LEA*, terminates flow.
- If normal circumstances, LEA or USBE and Provider processes CCA. Continue to number 2.

2. Enrollment Complete

- **Confirmed:** Provider certifies student is actively working in a course. Continue to number 3.
- **NOT Confirmed:** Closed, no initial activity. Terminates flow.
- **Loss of Eligibility:** Within first 20 school days of course start date. Terminates flow.
- **Student Withdrawal:** Within first 20 school days of course start date. Terminates flow.

3. Confirmed

Earned .25 additional credit in progress, continue to number 10.

If changes occurred, provider may update status from Confirmed to one of the situations below that aligns with the student's progress.

- ▶ **Student actively working:** Does not earn passing grade. Continue to number 4.
- ▶ **Student fails to meet SAP,** continue to number 5.
- ▶ **Discipline Issue,** continue to number 6.
- ▶ **Loss of Eligibility,** continue to number 7.
- ▶ **Student Requests withdrawal,** continue to number 8.
- ▶ **Student actively working and continues beyond June 30,** continue to number 9.

4. Student Actively Working

- Not Passing: grade too low to earn credit. Terminates flow.
- Pass .25 Not Passing Remainder: grade too low to earn credit. Terminates flow.
* *Note: This status can adversely impact the provider's rate of completion.*

5. Student Fails to Meet SAP

Standard of Active Participation (SAP)

- Administrative Withdrawal no credit earned after initial activity not meeting SAP. Terminates flow.
- Administrative Withdrawal .25 earned cancel remainder not meeting SAP. Terminates flow.

6. Discipline Issue

Provider must retain documentation of the discipline issue

- Disciplinary Withdrawal no credit earned. Terminates flow.
- Disciplinary Withdrawal .25 earned cancel remainder. Terminates flow.

7. Loss of Eligibility

Student exits District or Charter School

- Loss of Eligibility After 20 school day period No credit earned. Terminates flow.
- Loss of Eligibility .25 earned cancel remainder. Terminates flow.

8. Student Requests Withdraw

Prover must retain the documentation of the student's request and the withdrawal date to use this status

- Student Withdrawal within first 20 school days of course start date. Terminates flow.
- Student Withdrawal after 20 school day period, no credit earned. Terminates flow.
- Student Withdrawal .25 earned, cancel remainder. Terminates flow.

9. Student Actively Working and Continues Beyond June 30

Student must remain active until completion, no later than July 31, then move to closeout status. This is uncommon

- Anticipated Late Pass student still working after June 30. Continue to number 11.

10. Pass All Complete: All agreed credit completed with passing grade by June 30

11. Late Pass completed with passing grade after June 30

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