1. STUDENT REGISTERS ON SEATS

How to Register for a SEATS Account

How to Register for Courses

2. STUDENT REGISTERS ON THE PROVIDER'S WEBSITE

3. PROVIDER ACCEPTS APPLICATION

4. THE STUDENT'S LOCAL SCHOOL DISTRICT OR CHARTER SCHOOL MUST MAKE A DECISION TO ACCEPT OR REJECT THE APPLICATION WITHIN NINE BUSINESS DAYS (72 BUSINESS HOURS)

To accelerate this procedure and obtain contact details for the LEA or Charter School approver send an email to edonline@schools.utah.gov.

5. UTAH STATE BOARD OF EDUCATION PROVIDES A NOTIFICATION THAT THE APPLICATION HAS BEEN ACCEPTED

6. THE PROVIDER ALLOWS ACCESS TO THE ONLINE COURSE THROUGH THE PROVIDER'S DASHBOARD

7. STUDENT BEGINS COURSE

If a student wishes to take an excused absence from the course, it is required for the parent to inform the course provider.

8. STUDENT PASSES COURSE

SEATS sends an automated email notifying of a new status which states - "8 Pass - All agreed credits have been successfully completed with a passing grade by June 30".

9. PROVIDER ISSUES OFFICIAL TRANSCRIPT

An official transcript will be mailed to the student's primary school and their parent or guardian within a timeframe of 30 days following the student's credit attainment.

Step by Step

SEATS Registration Guide

(§R277-726-3)

Utah State Board of Education

November 2023 BT