



Correcting Enrollment Records from SOEP to Regular Membership Guidance Document

Purpose:

This document guides providers on correcting enrollment records for students transferring from the Statewide Online Education Program (SOEP) to regular membership within the same school year.

Definitions:

"SOEP Enrollment" means that a student is not in regular enrollment or membership in your school but is participating in your courses through an agreement with another LEA or USBE.

"Regular Membership" means that a student is part of a provider's regular student body, which is funded through the Minimum School Program and other funding streams separate from the SOEP funding processes.

School (Provider/LEA) Procedures:

1. Exit from SOEP Enrollment:

- Enter an exit date in the student's SOEP SIS enrollment record (this record will be marked with "School of Record" as "N").
- Re-enroll the student, listing the "School of Record" as "Y" in the student's regular membership SIS enrollment record.

2. Exit from SOEP Courses:

- Exit the student from all SOEP courses in your SIS.

3. Add SOEP Courses to Non-SOEP Record:

- Add the student's SOEP courses to their regular membership record, ensuring that:
 - The "Instructional Setting" for each new course enrollment is set to "ON."

- The quarter or semester selected for the course falls within the school's "[established calendar](#)," which runs from the fall semester through the spring semester.
- The regular membership SIS record includes SOEP courses, credit attempted, credit earned, and grades.
- The student is marked as an "Early Graduate," and their "days membership" is increased above 180, if needed, to claim additional funding.

4. Transmit Student Names to USBE:

- Securely transmit the names of students moved into regular membership to the USBE Provider Operations Specialist and USBE Fiscal Analyst to allow revision of SEATS enrollments.

USBE Procedures:

1. USBE Provider Operations Specialist:

- Exit the student from the SEATS course:
 - Close all SEATS course enrollments (CCAs) as "Loss of Eligibility within first 20 days."

2. USBE Fiscal Analyst:

- Correct Funding:
 - Reverse CCA payments, returning funds previously distributed to the SOEP provider to the original LEA.