Utah STATE OFFICE of Education

SIS 2000+

SEOP Student Request
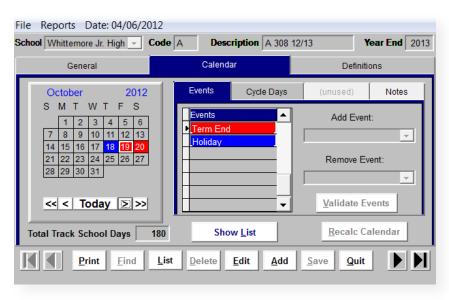# Setup Checklist

(Student Education Occupation Plan)

Using SEOP for Future Year Student Requests

In order to use SEOP as a tool for accepting student requests on the web, you need to setup a number of elements in SIS2000+. Each item needs to exist in order for SEOP student requests to function fully. Most of the New Year Initialization steps need to be completed and some specific SEOP setups are required. Here are the steps to setup SIS2000+ SEOP to handle student requests over the web.

Initialize the New Year

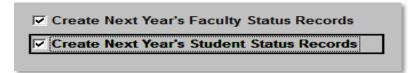☐ **Set Up Your School Year Future Track Calendar**

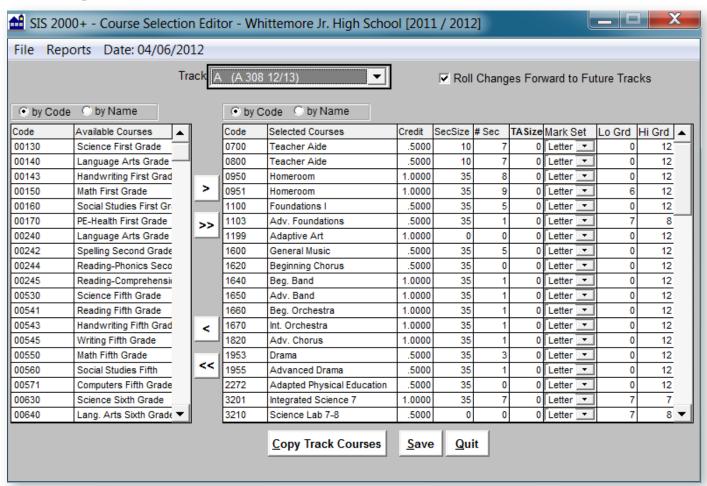☐ **Create Next Year's Faculty and Student Records**

Students and Faculty get a future track as part of the New Year Initialization process by using the Future Status menu choices.

System > New Year Menu >Future Status

☐ **Offer Future Courses to the Future Track via the Scheduling Module > Mass Scheduling Module > Course Selection Module**
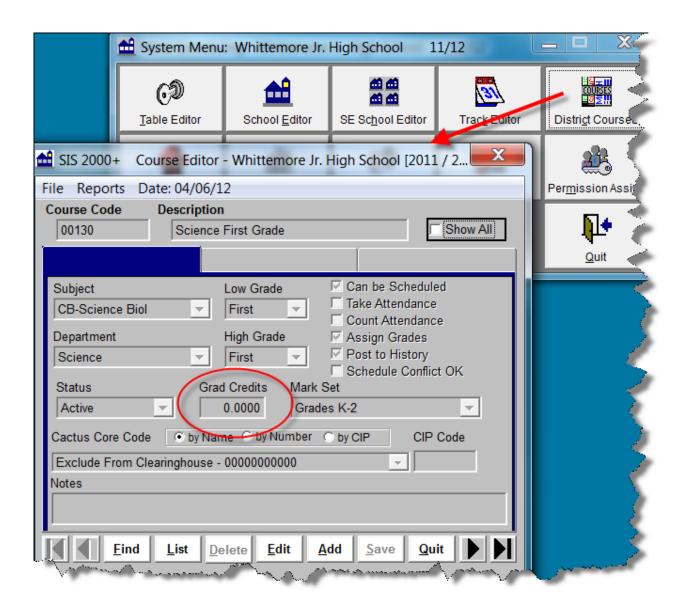

SEOP Course Request Setup Requirements

Several key SEOP elements need to be in place for SEOP Student Request Sessions to work.

- Courses Connected to Graduation Credits
- Graduation Requirements for the student's graduation year.
- SEOP Course Request rules entered and turned on.
- SEOP Access for students turned on.

☐ Future Courses are Connected in Sytem Module >District Courses Module > Graduation Credits
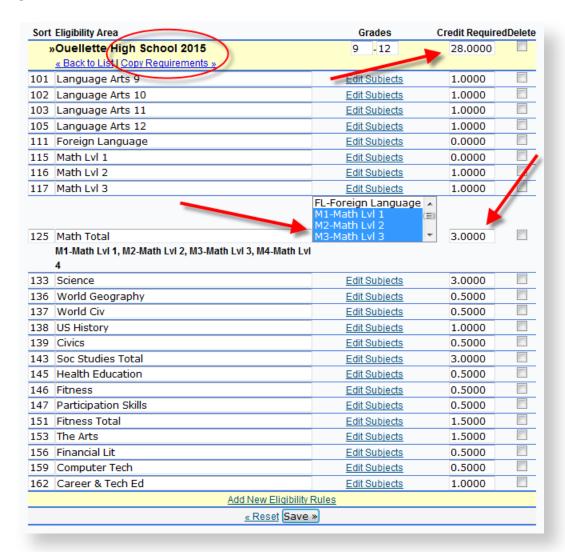

☐ Set Up New or Copy Existing Graduation Requirements through the web Requirements Editor Application

Graduation requirements need to exist for each year students in the school will graduate. Set these up in Academic Progress > Graduation Requirements Editor.
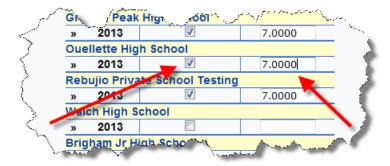
Copy Requirements for Future Calendar Years

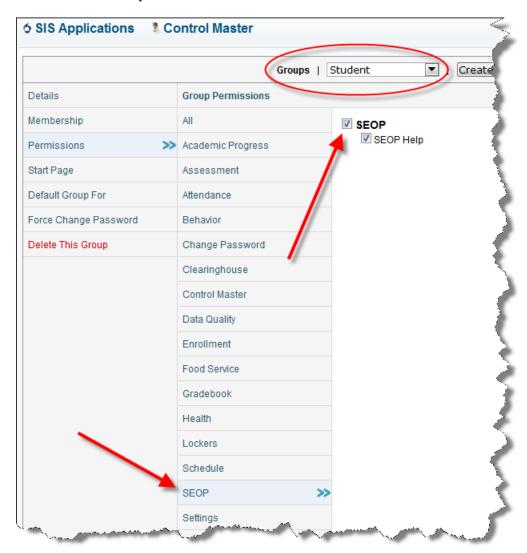☐ **SEOP Requests Authorized in Academic Progress > Student Course Request Settings**

Both course request permissions and the course request credit limits need to be set.

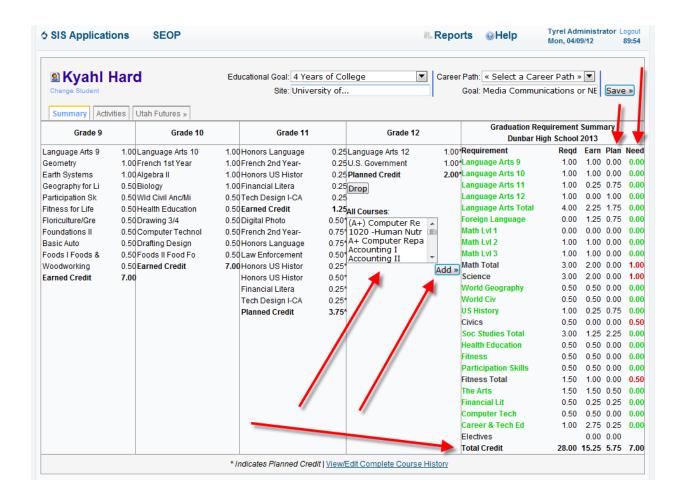## ☐ SEOP Interaction Permissions Granted in Control Master > Edit Groups

Access to the SEOP module also needs to be turned on for all the groups involved in the student course request process. These permissions and those above will need to be changed when the window for student course requests is closed.

☐ Access and Request Interactions in SEOP > View Student Information

When the setup is complete, users with SEOP request permission will see the course request list on the SEOP screen.
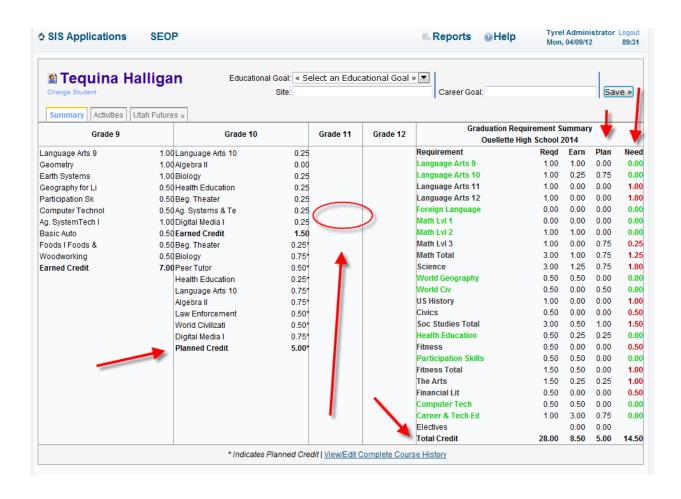
☐ Typical issues involve missing required setup items from above.

SEOP permissions on but, no Graduation Requirements and Requests Turned off displays the SEOP screen with no data.

SEOP permissions on with Graduation Requirements in place but Course Request permissions off displays the work in progress and credits pending and needed but can't enter Course Requests.

If you continue to have issues with the SEOP module not appearing on the screen as desired.
Please confirm all the prerequisites are complete then contact your SIS2000+ Specialist to further
assist in the troubleshooting process.