

PUBLIC EDUCATION ONLINE

STATEWIDE ONLINE EDUCATION PROGRAM

"Enabling students to earn high school graduation credit through the completion of publicly funded online courses."

Enrolling Home and Private School Students

On July 01, 2013, Home and Private school students became eligible to register for online courses through the Statewide Online Education Program. Specifically, 53A-15-1202(2)(b) states that beginning on July 1, 2013, a student is eligible:

- (i) who attends a private school or home school; and
- (ii) whose custodial parent or legal guardian is a resident of Utah.

A small number of procedures change when a Home or Private School student registers for an online course through the Statewide Online Education Program, while others remain unchanged. Please note:

1. **SSID:** Statewide Student Identifier (SSID) needs to be associated with this student for funding, accountability and reporting purposes. USOE will supply an existing SSID wherein one is found; if no SSID is in existence, the LEA will need to initiate an SSID for the student immediately upon accepting the enrollment.
2. **SIS Entry:** Like all other students (part or full time), a Home or Private School student should be appropriately registered and entered into the LEA's student information records for upload by UTREx. UTREx (Utah Records Exchange) is the online tool by which student enrollment and associated data is reported to USOE through automatic upload or an interface with an LEA's Student Information System (SIS). Contact USOE if you need further information regarding UTREx in relation to online students. SIS entry should occur no more than ten days from the start-date of course-work.
3. **Current Certificate of Release for Home Schooling:** A student listed as a Home-School student will need a current Certificate of Release for Home Schooling issued by the student's district of residence in order for USOE to fund coursework. A copy of this Certificate should be kept in the student's permanent file for audit purposes. It is the responsibility of the LEA to verify this status, and to provide evidence of a current release, if requested.
4. **No courses must be dropped, if the student is studying at a Private School:** Course-load limits pertain to funding associated with full-time enrollment; a funding limit requires the student to contain enrollment to 1.0 FTE, in which case the addition of an online course may require that a traditional course is dropped. This concept is normally not applicable to a Private School student, because the Private School does not receive funding through the Public School System, and only the online courses count toward the 1.0 FTE limit.
5. **Online Course Credit Limit not strictly applicable to Home and Private School students:** Program statutes limit a student's online credits, however a student's primary LEA of enrollment may allow an eligible student to enroll in more online courses. In the case of Home and Private School students, there is no primary LEA involvement. Upon the request of an eligible student, the State



Board of Education may allow the student to enroll in online courses for more online courses if this better meets the academic goals of the student.

6. **Fee Waiver Responsibility:** A Provider must notify a Private or Home School student of fee waiver opportunities, provide application materials and maintain documentation of resulting fee waivers.
7. **Special Education:** If a student with a disability is primarily home schooled or attends a private school and enrolls in online courses, the online provider, as a public school program, is responsible for providing a free and appropriate public education (FAPE) under IDEA. If a student with a disability is primarily home schooled or attends a school that qualifies for services or accommodations under Section 504, the online provider, as a public school program, is responsible for providing or satisfying, or both, the requirements of a Section 504 plan for the student. If a student's only public school enrollment is through the Statewide Online Education Program, the student or student's parents shall receive FAPE and the procedural requirements of FAPE through the Statewide Online Education Program.
8. **Testing:** Inform the parent/guardian that Providers are *required* to administer state-designated assessments. Home and Private School students will be *required* to take state-designated assessments upon completion of a course requiring such. This must be understood as a condition of participation; testing is not optional for a home or private school student.
9. **"Counselor":** Counselor listed in the CCA should be that person, other than the parent, to whom grades and credit should be reported.

Questions:

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