

Beyond May 08, 2012, enrollment in an online course through the Statewide Online Education Program (SOEP) may be initiated either by (a) the Counselor at the student's Primary School District or Charter School of Enrollment, or (b) an SOEP Online Provider. Certain other changes are also effective May 08, 2012, and are incorporated into what follows.

PROVIDER files the Course Credit Acknowledgement ("CCA"): the way it "works"



Meeting with the Student and Parent:

- Advise the student *factually* about course consistency with SEOP, IP, IB etc. Explain to them that, once a CCA is filed, it will be sent to their Primary School of Enrollment for processing. The student's Counselor will check to be sure that the course is consistent with four things:
 - Enrollment is inconsistent with SEOP.
 - Enrollment is inconsistent with IEP; an IEP may need to be amended.
 - Enrollment is inconsistent with International Baccalaureate (IB) requirements.
 - Enrollment exceeds 3.0 Online Credits for the 2013-14 school year.
- The information above will let the parent be aware of and address potential problems (changes to an IEP etc.), if necessary.
- Go to the Statewide Online Education Program Web page at: http://www.schools.utah.gov/edonline/
- Click on the "Info for Online Provider LEAs" Link on the left-hand side of the page. Click on the "Course Credit Acknowledgement Form" link.
- Have student and parent type their signature into the form, and review "Terms and Conditions" with the student and parent.
- Print and file a copy of the CCA once it is complete, then click the "Submit" button. USOE will receive the form immediately and load the information into the Statewide Online Education Program online "Enrollment Processing System." Within the next 14 days, you should be notified as to whether the enrollment was Accepted or Rejected.

- USOE will contact the Primary LEA to notify them that a CCA is "Pending." The Primary LEA is required to respond within 72 business hours.
- USOE will contact a Provider once a CCA is finalized, and you may proceed to contact the student to initiate other registration procedures as necessary.
- Please follow "Instructions for Course Credit Acknowledgement (CCA) Processing" to determine additional record changes necessary as the student completes coursework. Provider payments are disbursed only as required record changes are made.

ENROLLMENT: An eligible student's primary LEA of enrollment must assist an eligible student in scheduling courses in accordance with the student's SEOP, IEP, and IB course requirements. An eligible student's primary LEA of enrollment may not: (a) impose restrictions on a student's selection of an online course that fulfills graduation requirements and is consistent with the student's SEOP or post-secondary plans; or (b) give preference to an online course or online course provider. Students are encouraged (although not required) to enroll during ordinary registration processes (something missed this year due to timing of the legislative process), and written information describing the program, its purposes, and how to enroll must be (and should have been) included in student registration packets. LEAs must provide a link to the USOE Statewide Online Education Program website, or information on how to access this link, on the LEA's own web page.

DROPPING A TRADITIONAL COURSE: Students may drop a traditional course to replace it with an online course any time *prior* to the Primary School District or Charter School's *established date for dropping traditional courses*.

CREDIT RECOVERY AND CREDIT EXTENSION: *Reported membership may not exceed 1.0 FTE,* and yet LEAs may still allow students to register for additional courses for credit extension or credit recovery purposes. Changes in statute affirm that an LEA may allow a student to take courses above 1.0 FTE (for purposes of Credit Recovery or Credit Extension) if the Local Board of Education or the Charter School Governing Board has approved a policy allowing this. The student will, however, only be funded at a level exceeding 1.0 FTE in cases (as below) of *Credit Acceleration*.

CREDIT ACCELERATION: Reported membership may exceed 1.0 FTE if *all* of the following apply (a) the student intends to complete graduation requirements early; (b) the student will exit high school early; (c) an SEOP provides a plan for early graduation.

WITHDRAWAL: A student may withdraw from an online course: (a) within 20 *school calendar days* of the start date, if the student enrolls in an online course on or before the start date of the class; (b) within 20 school calendar days of enrolling in the online course, if the student enrolls in an online course after the start date; (c) within 20 school calendar days of the start date of the second semester (.5 credit) of a 1.0 credit online course.

ELIGIBILITY: A student is eligible for online enrollment if that student is enrolled in a district school or charter school in Utah. An eligible student may enroll in an online course offered through the Statewide Online Education Program if: (a) the student meets the course prerequisites; and (b) the course is open for enrollment.

COURSE "CAP": Students may currently register for up to two credits online. Students may exceed the 2.0 Credit course "cap" that is currently in place if the School District or Charter School or USOE finds this to be in the best academic interests of the student.

SPECIAL EDUCATION AND 504 ACCOMMODATIONS: After you receive notification from USOE that a CCA has been accepted by a Provider, a Primary LEA will have 72 Business Hours to forward the student's IEP, and 504 Accommodation information you. The Primary LEA is instructed to use the Provider's contact email present in the notice that USOE sends to notify both the Provider and the Primary (at once) that a CCA has been fully processed and the student is enrolled in the course.

IEP/504 Accommodations

72 Business Hours

Provider

REGISTRATION AND YOUR REGISTRAR: Please pass the attached PDF entitled "*UTREx and the Online Student*" to your Registrar. This may help with proper coding of student membership. Membership reports result in appropriate funding of the student, and attribution of accountability results such as CRT scores.

PROGRAM CHANGES referenced here are the result of Senate Bill 178 1st Sub, passed in the 2012 General Session. Changes are effective May 08, 2012.

COURSE COMPLETION: It is expected that the student will complete the online course. If the student does not complete the course in the anticipated period, they have until graduation to continue to work with the Provider to achieve a passing grade. No grade is entered until the student has successfully mastered course material (i.e. has achieved a passing grade). Changes to State Board of Education Administrative rule (currently in process) will require parents and students to contact a Provider immediately if any change in registration or enrollment occurs which might diminish the likelihood that the student will continue to participate in the course.

QUESTIONS COMMENTS: Questions or comments about the Statewide Online Education Program should be addressed to:

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