Enables students to take online courses to fulfill graduation requirements at their Primary School of Enrollment
Choice and Open Enrollment Statutes: The larger backdrop of online enrollment

School District of Residence (53-2-201):
Each school district is responsible for providing educational services for all children of school age who are residents of the district.

Open Enrollment Statutes (53A-2-207):
Each local school board is responsible for providing educational services consistent with Utah state law and rules of the State Board of Education for each student who resides in the district and...and to the extent reasonably feasible, for any student who resides in another district in the state and desires to attend a school in the district. A school is open for enrollment of nonresident students if the enrollment level is at or below the open enrollment threshold.
A student may enroll in an online course offered through the Statewide Online Education Program if:

- The course is aligned with the student's student education/occupation plan (SEOP).
- It is consistent with the student's individual education plan (IEP), if any.
- It is consistent with the student's international baccalaureate program, if any.
Students may enroll up to 5 credits in the 2015-16 school year, and 6 credits thereafter.

SUMMER
Students may study online over the summer, but those courses will be identified with the upcoming school year, for purposes of determining allowable credits.

CREDIT VALUE
Courses are offered in .25 credit increments, and student may enroll in form .25 to 1.0 credits per course.

ORIGINAL CREDIT primarily
The student is only allowed to enroll in as many credits as a fully-enrolled student would normally take at the home school, unless their district has a policy of allowing students to exceed this, at the expense of the district or the family.
Student’s Record At the Primary School of Enrollment

- Should include all courses which this student is taking this school year, to fulfill high school graduation requirements at this school.

- This will include:
  - Courses taught at Primary School of Enrollment
  - Courses taught by a SOEP Provider
Question

Should we change the enrollment rate of a student taking SOEP courses to include those hours from membership?

Yes- You should submit that time for membership because funds are subsequently to be withheld for these instructional costs. You also retain a portion of funding per each credit hour to pay for your own costs.
Question

- Can we not just schedule those students for “Independent Study” – or perhaps create a course called “SOEP” or something – and then once results are received from the online provider – enter that credit and marks manually on those students’ transcripts?

- **No**: You must use the True Core Code and associated Course Title (see next slide for more explanation).

- **Yes**: You will Transcript in Grades once these are received from Provider (within 30 days following completion, which may cross school years)
Using the True Core Code and associated Course Title

- Using a True Core Code and associated Course Title means that you should not use a generic course title such as “Study Skills”.

- Please use that Course Title that you would normally attach to this Core Code, or use a title which is attributed to this Core Code on USOE’s official list of Course Codes (linked here). See below.
Question

If we are required to enter SOEP courses in Aspire or another SIS, can we assign such courses to a generic faculty account called “Utah Virtual Academy,” similar to the way we have a faculty account for “USU-Eastern College”?

You may choose this option if this will still allow you, within your SIS system and UTREx, to attribute instruction for this course to:

1. Actual Provider LEA Teacher Name
2. Actual Provider LEA Teacher Cactus ID.
Primary School of Enrollment
Course Record should include (specifically):

- School of Record: = BLANK
- COURSE TITLE: = True Course Title
- Core Code: = 13 Digit Core Code
- Teacher Cactus ID, Name = Provider LEA Teacher
- Where Taught = Provider LEA
- Instructional Environment = OP

*All information available in SEATS (which we will speak about shortly)*
Provider 3-Digit Cactus Input Codes for “Where Taught” Field

- Mountain Heights Academy (Open High School of Utah) - School 600
- Utah Connections Academy - School 101
- Utah Virtual Academy - School 700
- Summit Academy High - School 700
Provider Course Record should specify:

- School of Record: \(= N\)
- COURSE TITLE: \(= \text{True Course Title}\)
- Core Code: \(= 13 \text{ Digit Core Code}\)
- Teacher Cactus ID, Name \(= \text{Provider LEA Teacher}\)
- Where Taught \(= \text{Provider LEA}\)
- Instructional Environment \(= \text{OP}\)

*All information available in SEATS*
Where is all of this information available to us for entry into our SIS?

The next slide introduces you to USOE’S new SOEP Enrollment Application, titled “SEATS,” for:

- **Student**
- **Enrollment**
- **And**
- **Tracking**
- **System**
Linked to USOE’s SOEP website at www.schools.Utah.gov on the “Students and Parents” Page
The next slide illustrates Aspire fields within Course Master Record
The Course Code will link with a Course Description in a Course Master Record

The Course Description will include the True Core Code, *as per the following slide*
Course Code: 49700
Description: Chinese 1 - SOEP Course
Subject: FL-Foreign Language
Department: Foreign Language
Low Grade: Seventh
High Grade: Twelfth
Status: Active
Grad Credits: 1.0000
Mark Set: Secondary Markset
Cactus Core Code: Chinese - First year - 03020000011
Notes:
Beyond funding concerns, how does accurate course-level reporting benefit me?

- **CRDC Data** collection, as of 2015-16, includes - as a mandatory data element - course-level data designed to investigate course-taking by sub-groups (Disadvantaged, Race and Ethnicity, Special Education status).

- **SOEP is a “Course Access Program”** - it gives your students access to courses that might be among the “Key Courses” which OCR is interested in:
  - High-level math and science courses
    (Algebra I and II, geometry, biology, and chemistry)
  - Advanced Placement
  - Concurrent Enrollment

You want to ensure that you have an accurate record of what your students are taking. Accurate course-level reporting will benefit you, demonstrating the access your students achieve, whether internal or external.
CLOSING THOUGHT:
Enrollment Record at the Primary must include all courses, including online courses (this one does not - count the periods (Pd.) for this full-time student):

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<th>Entry Date</th>
<th>Exit Date</th>
<th>Days Attended</th>
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Feel free to contact us with additional Questions!

Contact Information:

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