



Web Materials

www.schools.utah.gov

www.schools.utah.gov/edonline

- Statute
- Rule
- Registration Link

www.schools.utah.gov/edonline

- provider resources

www.schools.utah.gov/edonline

- website link
- course catalog resources (update USBE January, August annually)

State Board of Education website

SOEP website

53A-15-1200 et. Seq.
R277-726

"Local Education Agency (LEA)" Page

"Students and Parents" Page



Responsibilities as Provider

Denial:

- select reason for denial

Approve or Deny within **10 business days (sooner the better)**

Approval:

- Teacher Name
- Teacher Cactus
- Start Date
- Look for Notice
- Contact Student within 24-48 Hours of Receiving Notice
- Do not change record status from while it is in "Pending Execution" phase.

Withdrawal:

- Students may withdraw up until **20 school days** beyond their entry into a course.
- If student notifies you of withdrawal, notify USBE by email.
- Change record status to "Withdrawn" and mark date in "Record Notes" area.

Starting Student in Course-work:

- Once Record is marked "Awaiting Confirmation," subsequent status changes are Provider's responsibility and correspond to payment.
- Place student registration information/course information in SIS within **10 business days**, including:

- o Teacher information,
- o Credit Attempted = CCA credit value
- o School of Record = NO,
- o OP = Instructional Environment

On-Going Student Participation in Course-work:

- Enter "credit earned" into SIS at each .25 credit value
- Issue transcript to Parent and Counselor **within 30 days of student's earning each .5 credit** (or .25 credit if this is a terminal value) and by **June 30** of each year.

Exiting Student:

- Exit student as transferring back to primary when credit is complete
- Enter "credit earned" in SIS
- Issue transcript to Parent and **within 30 days of student's earning each .5 credit** (or .25 credit if this is a terminal value) and by **June 30** of each year.



Responsibilities as Primary

Denial:

- select reason for denial
- o Will prevent timely graduation
- o Not consistent with stated college/career goals
- o Over-enrolled without an Early Graduation Plan

Approve or Deny within **10 business days (sooner the better)**

Approval:

- Look for Notice
- Contact Student within 24-48 Hours of Receiving Notice to ensure that they look for provider email to begin participation

- Contact provider contact is student does not receive starting information
- Do not change record status
- Enter into SIS:

- o Teacher Name
- o Teacher Cactus
- o Where Taught
- o Instructional Environment = OP

- Mark SIS for student having Early Graduation Plan, and increase "days membership" for excess coursework

- Ensure that SIS reflects membership for all SOEP courses
- Include a student's online courses in the student's enrollment records and, upon course completion, include online course grades and credits on the student's transcripts.

- Do not mark SOEP student as having "E" or "F" grade if system default to this at year-end, without entry of credit-earned.



Notice Requirements

All Schools and LEAs serving secondary students

- Provide information about available online courses and programs:
 - o in registration materials (digital and print) of all secondary schools;
 - o on the LEA's website; and
 - o on the school's website.

LEAs having an in-district online provider

- May not convey preference regarding in-district provider
- May communicate in-district provider as superior option for credit recovery

