

# Frequently Asked Questions

## State Online Education Program

[Click on a question to jump to the answer.](#)

What is the Statewide Online Education Program? .....	3
Who is Eligible to Participate? .....	3
How do I enroll my student?.....	3
FIRST TIME USER .....	3
AFTER YOUR ACCOUNT HAS BEEN CREATED .....	5
What do I do if I cannot log in to my child’s account?.....	6
What are the differences between Providers? How do the Providers operate? .....	6
What is the difference between “Dual Enrollment” and “Split Enrollment”?.....	7
Can my child’s school tell me that I am not allowed to enroll my child in these classes? .....	7
My school says that I need to enroll in classes at this school (my Primary School of Enrollment) or they will not allow me to participate in the Statewide Online Education Program. ....	7
My child’s school has told me that my student needs to take classes from their online school and not through the Statewide Online Education Program.....	8
My child’s school says that we can only enroll in classes that are not offered at the school. ....	8
Can my school choose not to participate in the Statewide Online Education Program? .....	8
How many credits can my high school child take in a year? .....	8
How may credits can my middle school child take in a year? .....	8
Can I enroll my child in summer school? .....	9
What happens if my child fails a class?.....	9
What do I need to do when my child switches schools?.....	9
What happens when we switch from middle school/junior high school to high school?.....	9
When should I register for classes? .....	9
My child needs an AP class. When should I register? Who will administer the AP Test? .....	9
My child needs to take Drivers Education. Where do we go for the driving instruction?.....	9
How are fee waivers handled?.....	10
My child is active in sports and needs to maintain a certain GPA to participate. Will the online courses count towards eligibility? Can the coach check grades and attendance? .....	10
Will my child be allowed to remain on the school campus for the periods during which they are registered for an online class? .....	10

Can I withdraw my child from a class?..... 10

What about student confidentiality?..... 10

Who is the “primary LEA” of enrollment” and who is the “primary school of enrollment”?..... 11

My child is enrolled at a local high school for 3 classes and home schooled for the remaining classes. I would like to enroll my student in online courses. How does this happen? ..... 11

Does my child’s IEP need to be amended in the Statewide Online Education Program? ..... 11

Who is accountable for students eligible for services under the IDEA and Utah State Board of Education Special Education Rules (USBE SER)? ..... 12

## What is the Statewide Online Education Program?

- The Statewide Online Education Program (SOEP) allows students regularly enrolled in a Utah public, home, or private school to enroll in courses offered by a LEA course “Provider” approved by the Utah State Board of Education (USBE).
- Students may enroll in up to 6.0 credits online, per academic year.
- Online courses offered by a school district or charter school through a locally created program are not covered by statutes related to this Program.
- Credits taken online through this program replace credits the student would take at their primary school of enrollment. However, credits taken through this program are considered enrollment at the primary school of enrollment for funding and all other purposes.
- Allowable credits are determined by “full-time enrollment” typical for a school across the whole school year. To register for more courses than what would be considered full-time enrollment (only credit-bearing courses are considered), a student must obtain a plan for early graduation. from their counselor at their primary school of enrollment.

## Who is Eligible to Participate?

- 7th-12th grade students enrolled in a secondary school (district or charter school) in Utah, including students with disabilities and English language learners, are eligible for enrollment under Program statutes (§53F-4-501(2)); R277-726- 2(4)(a)).
- Students in grades 7-8 enrolled in a secondary environment *who are prepared for high-school-level work and have an Early Graduation plan* allowing for acceleration of high school graduation may participate.
- §53G-6-406 indicates that high schools are required to accept, for purposes of high school graduation, credit and grades earned from a SOEP provider that is accredited by AdvanceEd for 9-12th grade education, without reference to the grade in which the credit was earned.
- Home-schooled or private school students with a custodial parent resident in the state of Utah are eligible for program participation.
- Carson Smith Scholarship recipients are eligible for this program.
- Students residing in residential treatment centers may participate in this program if they enroll in the school district where the center is located.
- Foreign exchange students may enroll in this program while enrolled in a Utah Public or Private school.

## How do I enroll my student?

- Go to <https://seats.schools.utah.gov/>

### FIRST TIME USER

How to register for a SEATS Account <https://youtu.be/bfPOzSy8zp8>

- Scroll down to the bottom of the page and choose the option Register for an account.
- Create a Username.
- Use a HOME email address for the student. (The district emails have strict controls. Sometimes emails from the program can be blocked.
- Create a password.

- After the registration button has been clicked, you will be sent an email confirmation.
- Click on the link in the email. You will be taken to a new page that states your email has been confirmed.
- Log in using your username and password.
- Choose a type of account. Click create.
- Fill in all the student information. Please make sure to check the correct box if your child has an IEP or 504 accommodation.

**ACCOUNT SETUP**

**STUDENT INFORMATION**

Please enter student first and last name as it appears on their birth certificate.

\*Student First Name  \*Student Last Name  \*Date of Birth (mm/dd/yyyy)

\*Enrolled District  \*Current School

\*Graduation Date (Approximate)  Student Email  Student Number(Public/Charter Only)

**STUDENT ACCOMODATIONS**

Student plans to graduate early.

Student has a fee waiver.

Student has a Individual Education Plan (IEP).

Student requires a Section 504 accommodation.

- Fill in Parent/Guardian Information

**GUARDIAN CONTACT INFORMATION**

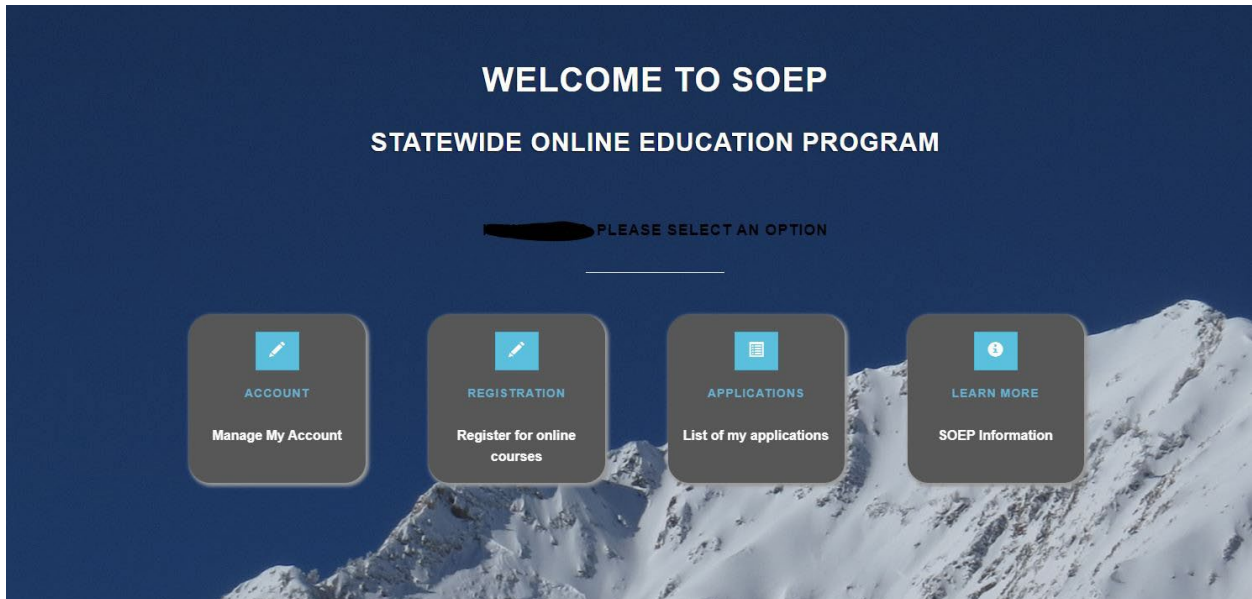
**PARENT/GUARDIAN INFORMATION**

\*Guardian First Name  \*Guardian Last Name  \*Guardian Email  Guardian Phone

Photo by Rosino | by CC  
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- You will now be taken to a welcome screen.

AFTER YOUR ACCOUNT HAS BEEN CREATED



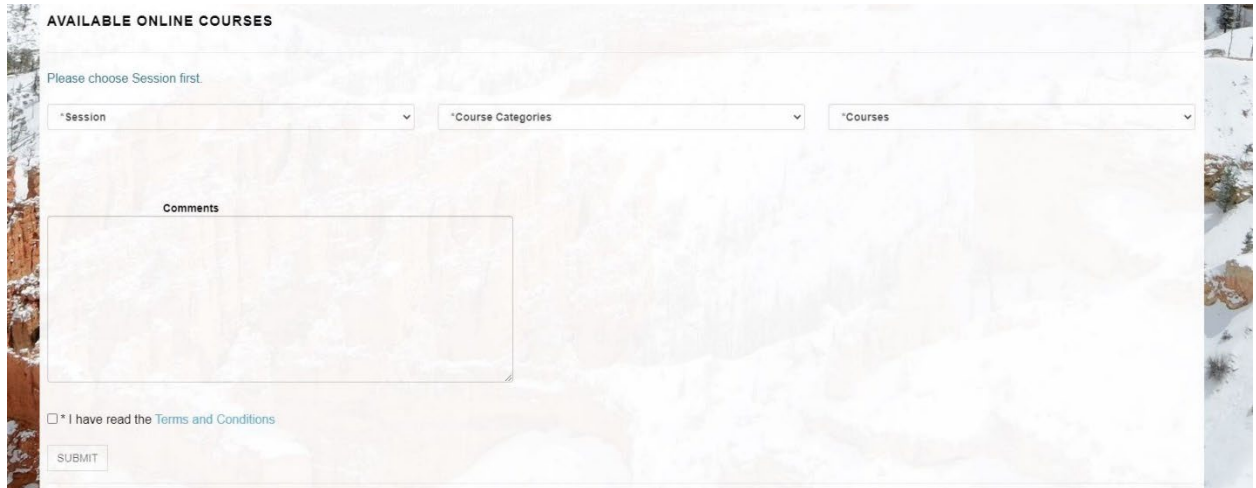
- Choose Register for online courses.  
How to register for a class on SEATS [https://youtu.be/gi5ow\\_plWug](https://youtu.be/gi5ow_plWug)

- Fill in the fields on the application page. You need to choose the student’s counselor at their PRIMARY school. Note: There are no counselors for home schools. Private schools may have a counselor listed.
- Choose High School or Middle School Classes
- Choose the Session.

i.e., Summer, Q1, Q2, Q3, Q4.

- Choose a Category for the class.

i.e. CTE, Digital Studies, Driver Education, Financial Literacy, Fine Arts, Fitness for Life, Health, Language Arts, Mathematics, Science, Elective Credits, Social Studies, World Languages.



- Choose the course by Name. The name of the provider will be listed after the name of the school.
- If you have any other information to add, please do so in the Comments box.
- Click the Terms and Conditions Box.
- Click Submit.

What do I do if I cannot log in to my child's account?

- On the SEATS webpage, <https://seats.schools.utah.gov/Account/Login> , there is a forgot password link. An email will be sent to the registered email. The email will have the username on it. Use the link in the email to reset the password.
- If you still cannot access the account, please contact the State Online Education Program at [edonline@schools.utah.gov](mailto:edonline@schools.utah.gov)

What are the differences between Providers? How do the Providers operate?

- Providers must administer state-designated assessments, and post results on their websites (R277-473; R277-726-7(A)).
- The Utah State Board of Education posts an Annual Report on the Performance of Online Providers used to evaluate the quality of Providers (§53F-4-511).
- Using contact information (<https://www.schools.utah.gov/edonline/currentproviders> ) call and talk to Providers. Their staff can tell you about unique features of their programs.
- The cost of SOEP courses is covered by per pupil funding distributed to K-12 public schools. Parents are not obligated to pay for courses out of their own pockets.
- This Program allows a primary school of enrollment to offer its students access to online courses offered by other, fully virtual schools, that have agreed to allow external students from across

the state who wish to take advantage of their online courses, alongside the online schools' own regularly enrolled students.

- Online Course Providers are school districts, charter schools or a district or charter school programs created to serve Utah students grades 9-12 online (R277-726-1(K)).
- Providers are accredited for 9-12th grade education through the [Cognia](#), the accrediting commission recognized by the Utah State Board of Education for acceptance toward graduation requirements at Utah Public Schools. This allows automatic acceptance of credit for purposes of high school graduation by Utah Public Schools.
- Teachers assisting students are “highly qualified” per state and federal law applicable to K-12 public schools.
- Providers may only offer course content that is aligned with Utah Core standards.
- Providers must provide services to students consistent with IDEA, Section 504, and Title VI of the Civil Rights Act of 1964.
- Providers must administer, and have the capacity to carry out, state-designated assessments.

#### What is the difference between “Dual Enrollment” and “Split Enrollment”?

- *Dual Enrollment* applies only to a situation where a student is enrolled “dually” in a Home School or Private School, for part of the day, and in a Public School for the rest of the day.
- *Split Enrollment* is a situation where a student is regularly enrolled at two public schools. The student is eligible for graduation and other services at both schools.
- When the student participates in online courses through the Statewide Online Education Program, the student is a regularly enrolled student only at their Primary School of Enrollment, where they remain eligible for Graduation, Counseling, Sports, Co-curricular Activities such as band.
- A SOEP student is “in membership” (for funding and other purposes) only at the primary school of enrollment, which state law defines as the school in which the student is enrolled for courses other than online courses offered through the Statewide Online Education Program.

#### Can my child’s school tell me that I am not allowed to enroll my child in these classes?

- If a student has credits available in their schedule, and they choose a course that is consistent with their SEOP, then the student has the right to enroll. If a student needs to drop a course in their schedule at their Primary School of Enrollment to make room for an online course, then they must do so by the ordinary drop date published by that school for traditional courses.

#### My school says that I need to enroll in classes at this school (my Primary School of Enrollment) or they will not allow me to participate in the Statewide Online Education Program.

- If a student has credits available in their schedule, and they choose a course that is consistent with their SEOP, then the student has the right to enroll. If a student needs to drop a course in their schedule at their Primary School of Enrollment to make room for an online course, then they must do so by the ordinary drop date published by that school for traditional courses.
- There is no requirement for a student to take any courses at a Primary School of Enrollment – although any courses above the 24 credits (over four years) allowed by SOEP are assumed to be taken at the Primary School of Enrollment, even while other options are available.

- A student could take all 24 courses required for graduation online, and still qualify to receive a high school diploma from their Primary School of Enrollment, which would remain in charge of certifying that the student has met state-mandated graduation requirements. The Primary School of Enrollment may require additional credits to issue a diploma specific to that school.
- The student remains fully enrolled at their Primary School of Enrollment for all periods in which they are enrolled in online courses, and the Primary School of Enrollment remains in charge of directing the student's education, and offering counseling, graduation, access to physical facilities, sports, and extracurricular activities.

My child's school has told me that my student needs to take classes from their online school and not through the Statewide Online Education Program.

- Assuming a student has space available in their schedule, the student cannot be required to utilize a courtesy option the school makes available. A courtesy option will be preferable or remedial courses which the student may previously have failed, however.

My child's school says that we can only enroll in classes that are not offered at the school.

- A student has a legal right to take advantage of all courses offered through this Program.

Can my school choose not to participate in the Statewide Online Education Program?

- This program is an option for all 7-12th grade students enrolled in a secondary school environment.
- Staff may not discourage enrollment or give preference to one online provider over another (§53F4-503), including online options offered by a school or district to its own students.

How many credits can my high school child take in a year?

- A student can take 6 credits in a year if enrolled through the State Online Education Program.
- If a student wishes to exceed full time enrollment (usually 8 courses per year) they must have a plan for early graduation in place to allow them to do so.
- If a student wishes to exceed the limit of 6 credits per year, they must first seek permission from their primary LEA, and if their petition is denied they may appeal this decision to the Utah State Board of Education. The student may exceed 6 online credits through SOEP in a year if this better meets the academic goals of the student.
- A 7-8th grader engaging in high school credit through SOEP will also need to have a plan for early graduation in place to (a) acknowledge they are accruing credits at an above-average rate, allowing them the option to graduate early, and (b) allowing the school to receive extra funding for these courses, as they cannot replace middle school courses.
- A student cannot be required to take additional credits through their school to remain enrolled, even though they are likely to want to do this to make sufficient progress toward graduation.

How many credits can my middle school child take in a year?

- A student in a Public or Charter school may enroll in 6 credits a year.
- A student in a Private School or Home School may enroll in 2 credits a year.



### Can I enroll my child in summer school?

- Yes, although only some of the online providers have classes available.
- Summer credit hours will count towards the next school year, and as a result they reduce the credit hours that a student will be allowed to take in the remainder of this school year unless the student has a plan for early graduation.

### What happens if my child fails a class?

- A student cannot earn a failing grade, although a student may fail to receive credit if a course is not completed.

### What do I need to do when my child switches schools?

- When switching schools, the student or parent needs to contact USBE ([edonline@schools.utah.gov](mailto:edonline@schools.utah.gov)) to request a change of enrollment. The student may then use SEATS (the Utah State Board of Education's online enrollment application) to enroll. The student should select the appropriate Counselor at the new school as their designated Counselor.

### What happens when we switch from middle school/junior high school to high school?

- When switching schools, the student or parent needs to contact USBE ([edonline@schools.utah.gov](mailto:edonline@schools.utah.gov)) to request a change of enrollment. The student may then use SEATS (the Utah State Board of Education's online enrollment application) to enroll. The student should select the appropriate Counselor at the new school as their designated Counselor.

### When should I register for classes?

- Students should enroll in online courses during their school's ordinary registration period. There is a 10-business day wait between the date that an enrollment request is filed, and the date on which the online provider receives an email notice that the student can proceed with courses.
- Providers start each semester when regular schools do. Many providers will not accept new students after that point.
- Schools in this program are ordinary schools, and they start courses at the beginning of semesters and quarters (not trimesters). If you request an enrollment too far into a semester or quarter, a provider may not accept the enrollment.

### My child needs an AP class. When should I register? Who will administer the AP Test?

- A.P. courses and a few other courses begin only in the fall, and so a student should register early enough to be enrolled and ready to go by mid-August.
- A few A.P. courses are not full-year courses, but these are exceptions.
- Students may register for an A.P. test through the College Board website. Neither a Provider LEA nor a Primary LEA is required to facilitate A.P. testing.

### My child needs to take Drivers Education. Where do we go for the driving instruction?

- The written portion of the Driver Education course is administered online.
- The road portion will need to be arranged at a Division of Motor Vehicles, or your local high school or elsewhere.

### How are fee waivers handled?

- A student whose family qualifies for a Fee Waiver may not have to pay fees or purchase materials that would ordinarily be free to the students at the online provider school. If a student's Primary School of Enrollment determines that the student is fee waiver eligible, then that student will be fee waiver eligible with respect to fees charged by an online provider.
- Providers may charge fees consistent with other secondary schools. If the Provider intends to charge fees, however, the Provider must notify the primary school of enrollment with whom the Provider has the CCA of the purpose for fees, amounts of fees, and provide timely notice to parents of required fees and fee waiver opportunities. The Provider must post fees on their website.
- Technology access is not handled by an online provider, and students should request technology and internet access from a primary school of enrollment.

### My child is active in sports and needs to maintain a certain GPA to participate. Will the online courses count towards eligibility? Can the coach check grades and attendance?

- These topics should be discussed with a School Counselor. A school of record sets standards for student grades and enrollment in online courses for purposes of: (1) school awards and honors, and (2) Utah High School Activities Association participation, and (3) graduation requirements.
- The counselor must communicate these standards to the Provider, who will then cooperate to offer information, as necessary.
- NCAA "approval" depends on the method of instruction and supervision, and other factors. Check for NCAA acceptance of courses on the NCAA website, or check with the provider to ensure acceptance.

### Will my child be allowed to remain on the school campus for the periods during which they are registered for an online class?

- Online courses are periods of enrollment in the Primary School of Enrollment and the school retains responsibility for the child during these periods unless it has been arranged for the parent to accept this responsibility.

### Can I withdraw my child from a class?

- A student may withdraw up to 20 days after the course begins.
- Students and parents are responsible for notifying Providers and Counselors immediately of any intended change in enrollment.

### What about student confidentiality?

- Providers are responsible for confidentiality provisions in State and Federal law. All Providers in the Program are familiar with confidentiality requirements applicable to public education.

### Who is the “primary LEA” of enrollment” and who is the “primary school of enrollment”?

- Utah law defines a Primary LEA of Enrollment as the Local Education Authority in which an eligible student is enrolled or may enroll in courses other than online courses offered through the Statewide Online Education Program (§53G-11-401, R277-726-1(L)). This is the school district, the charter school, or the private school.
- The Primary School of Enrollment within this LEA will maintain the student’s cumulative file, enrollment information and transcript (R277-726-1(M)).

### My child is enrolled at a local high school for 3 classes and home schooled for the remaining classes. I would like to enroll my student in online courses. How does this happen?

- When a student is released for home schooling but also chooses to participate in public school to a limited extent, this is called “dual enrollment.” When the dually enrolled student registers online, using the SEATS enrollment application, they must list their school as the public school that they currently attend.
- Online enrollment will increase the public education portion of the student’s day and decrease the home school portion. The home school portion of the student’s day is a portion of a regular school day wherein the student is not attending public school and has therefore requested a release from compulsory education requirements.
- This release is unnecessary for hours that the student is enrolled in the public school system, including online courses.
- The student may not enroll in courses, as a result, as a home school student, while dually enrolled; SOEP enrollment is thought of as widening the extent of the student’s public-school enrollment in this case.

### Does my child’s IEP need to be amended in the Statewide Online Education Program?

- An IEP should always be updated to reflect the child’s needs in a specifically online environment. A student may require physical aids, supplementary vocabulary, or other supports.
- The student’s IEP team and CCA counselor may consider the following questions helpful in determining the student’s need for services and /or accommodations in the online subject matter or in accessing the online course content.
  - How might the student’s current IEP require modification to ensure FAPE considering attendance in the Program?
  - What is the expected impact on academics and social emotional development of the student? Consider both intended and unintended consequences.
  - Has the student had specific instruction in using a variety of programs on the computer?
  - Has the team considered the technological skills required for this class?
  - Has the team considered what specialized instruction the student may require for this class?
  - Has the team considered the need for supplementary aids and services for this class?

## Who is accountable for students eligible for services under the IDEA and Utah State Board of Education Special Education Rules (USBE SER)?

- The Utah State Board of Education (USBE) has determined that only one LEA retains accountability for a student's receipt of a Free Appropriate Public Education (FAPE).
- Based on that determination, for purposes of this Statewide Online Education Program, accountability for FAPE and compliance with the Individuals with Disabilities Education Act (IDEA) and USBE Special Education Rules (USBE SER), including monitoring and dispute resolution, lies with the primary LEA of enrollment.
- Primary LEAs of enrollment will need to develop policies and procedures for implementing the Program. Those policies and procedures should include provisions for students with disabilities (R277-726).
- For students with an IEP, participation in the Statewide Online Education Program will require a revision of the student's IEP. It is suggested that the IEP team should invite a member of the online provider staff to serve on the IEP Team.
- School districts are encouraged to develop policies that will ensure proper review of IEP and 504 Accommodation Plans as students choose to enroll in online courses, and to provide notice to providers of necessary accommodations following provider acceptance of a Course Credit Acknowledgement, but prior to a student beginning participation in a course.
- Online course providers (Providers) are expected to comply with IDEA and Sections 504 and 508 requirements (R277- 726-7(C)).
- Providers in the Statewide Online Education Program must provide the special education services and accommodations that the student requires, as per the IEP or 504 plans (Id).
- If a Board investigation finds that a Provider has violated IDEA or Section 504 provisions for students taking online courses, the Provider shall compensate the student's Primary LEA of enrollment for costs related to compliance (R277-726-6 (G, H, I, J)).
- For enrollment in this program by any student, a Course Credit Acknowledgement (CCA) form has been developed by the USBE and is available on the USBE website. This includes clarification about whether a student has an IEP or 504 plan.
- The primary school of enrollment will designate a counselor to review the CCA form to ensure consistency with graduation requirements, the student's SEOP, and the student's IEP or Section 504 plan, if applicable (R277-726- 3(B)).
- If approved, the counselor gives preliminary approval to the CCA and submits the CCA (R77-726- 3, 5).
- Each LEA should develop policies and procedures for the administration of this program. As the gatekeeper of the CCA process, the counselor should establish whether the student has an IEP or Section 504 plan and include relevant school staff, such as the IEP team or student's teacher(s), in the preliminary approval process.
- A primary school of enrollment must transmit IEP or 504 Accommodation plan to the online provider within 72 business hours of receiving notice that the provider has accepted an online enrollment.