

Reviewing SEATS Course Requests for Counselors/LEA Staff



Statewide Online
Education Program

July 2025

Student Applications

To review student SEATS course applications, login to SEATS and click on

Counselor View

<https://seats.schools.utah.gov>



Filter Applications

APPLICATIONS FOR HIGH

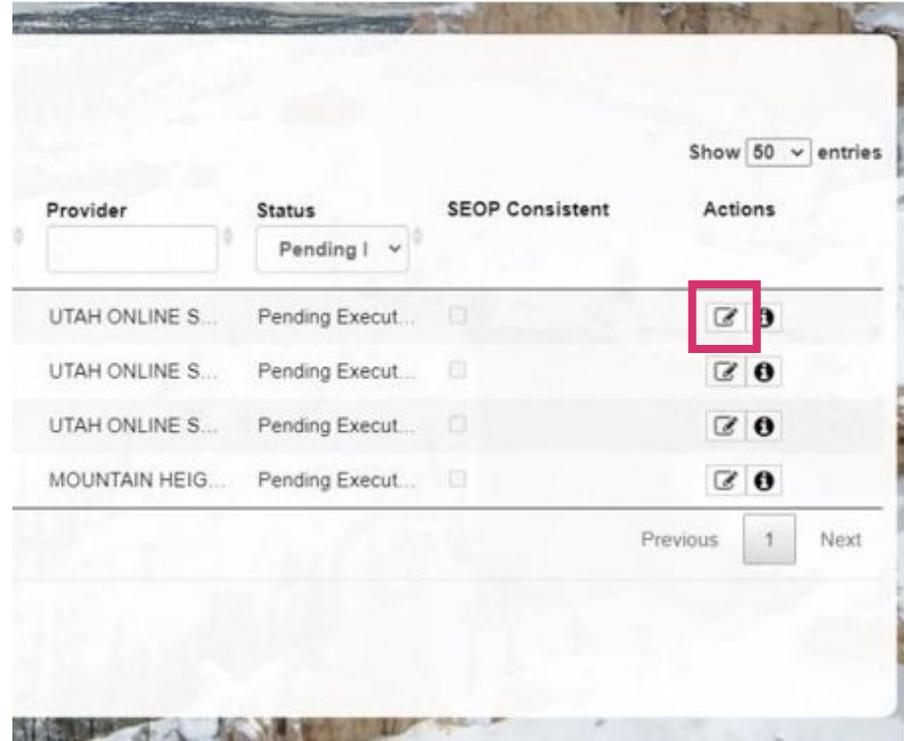
Search:

Submission Date	Student	Counselor	Session	Course	Credit	Provider	Status	SEOP Cons
			<input type="text" value="Pending"/>				Pending	
6/23/2021			Q2 UT Online 20...	Independent M...	0.25	UTAH ONLINE S...	Pending Execut...	<input type="checkbox"/>
6/23/2021			Q3 UT Online 20...	Independent M...	0.25	UTAH ONLINE S...	Pending Execut...	<input type="checkbox"/>
6/23/2021			Q4 UT Online 20...	Independent M...	0.25	UTAH ONLINE S...	Pending Execut...	<input type="checkbox"/>
7/24/2021			Q1 MT Heights 2...	English 12	1.00	MOUNTAIN HEIG...	Pending Execut...	<input type="checkbox"/>

Filter applications by selecting “**Pending Execution**” in the Status Drop Down

Opening Applications

To open each application, **right click** on the edit button and open in a new tab



The screenshot shows a web application interface with a table of providers. The table has four columns: Provider, Status, SEOP Consistent, and Actions. The first row is highlighted, and the edit button (a pencil icon) in the Actions column is circled in red. The table contains four rows of data, all with a status of 'Pending Execut...'. The background of the interface is a blurred image of a snowy mountain landscape.

Provider	Status	SEOP Consistent	Actions
UTAH ONLINE S...	Pending Execut...	<input type="checkbox"/>	 
UTAH ONLINE S...	Pending Execut...	<input type="checkbox"/>	 
UTAH ONLINE S...	Pending Execut...	<input type="checkbox"/>	 
MOUNTAIN HEIG...	Pending Execut...	<input type="checkbox"/>	 

Review Fields

On the **Edit CCA page**, please review the following items:

- Early Graduation
- Senior Transcripts
- IEP/504
- Session/Course
- Graduation Plan Alignment
- Approve/Reject
- Rejection Reason

COUNSELOR EDIT CCA

COUNSELOR APPROVAL ([])

Submission Date 12/8/2023 6:52:37 PM

Student []

Early Graduate

Senior Transcript Due By May 15th May 20th

IEP

Section 504

Session Q3 - Mountain Heights HS 23-24

Course Secondary Mathematics I Extended

Core Code 07080000095

Credit 0.50

Graduation Plan Consistent

Approve Enrollment

Reject Enrollment

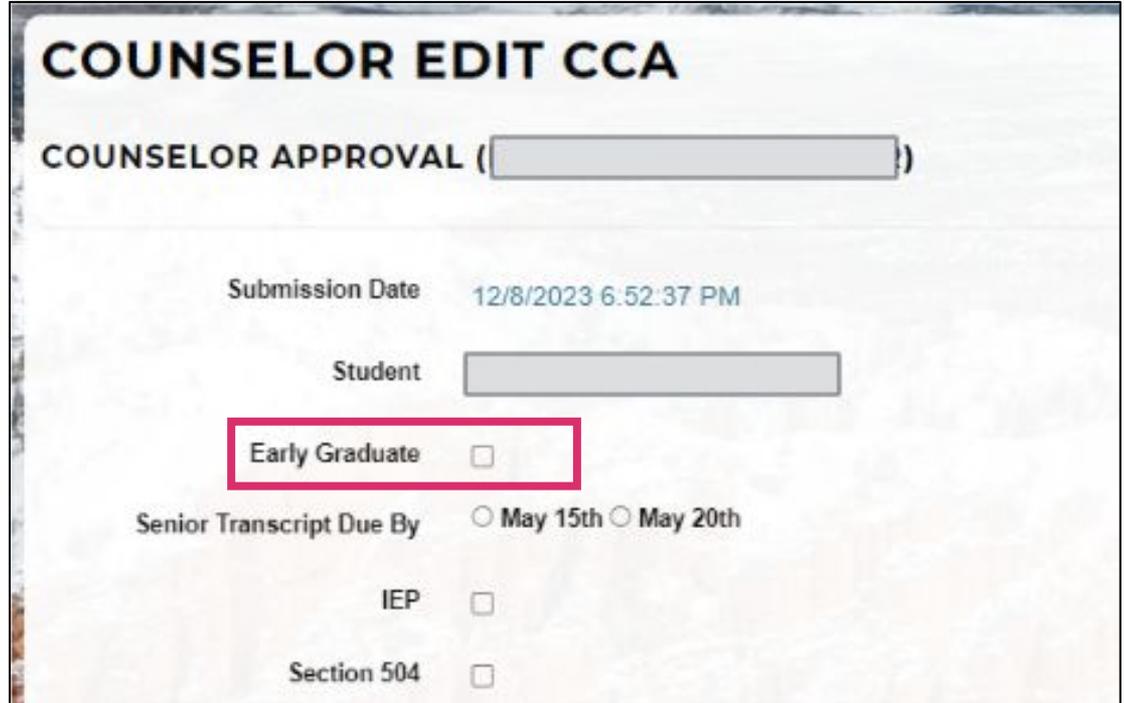
Rejection Reason *Please select a rejection reason if rejecting

Rejection Explanation []

SAVE

Early Graduation

If the student is planning to graduate early and has an Early Graduation Plan please check the **“Early Graduate”** box



COUNSELOR EDIT CCA

COUNSELOR APPROVAL ()

Submission Date 12/8/2023 6:52:37 PM

Student

Early Graduate

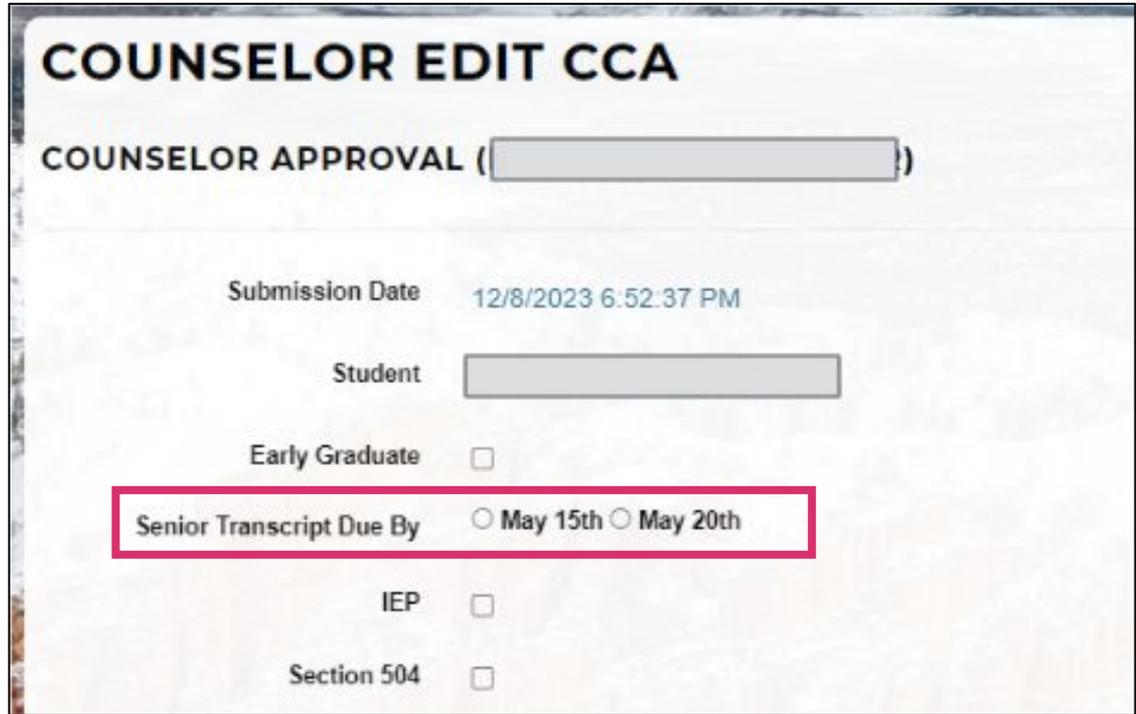
Senior Transcript Due By May 15th May 20th

IEP

Section 504

Transcripts

If a student is graduating at the end of the current school year, you have the option to set a **"Transcript Due By"** date. This communicates to the online provider an earlier deadline for transcript submission. Should these dates prove insufficient, please contact the provider or USBE directly.



COUNSELOR EDIT CCA

COUNSELOR APPROVAL ([])

Submission Date 12/8/2023 6:52:37 PM

Student []

Early Graduate

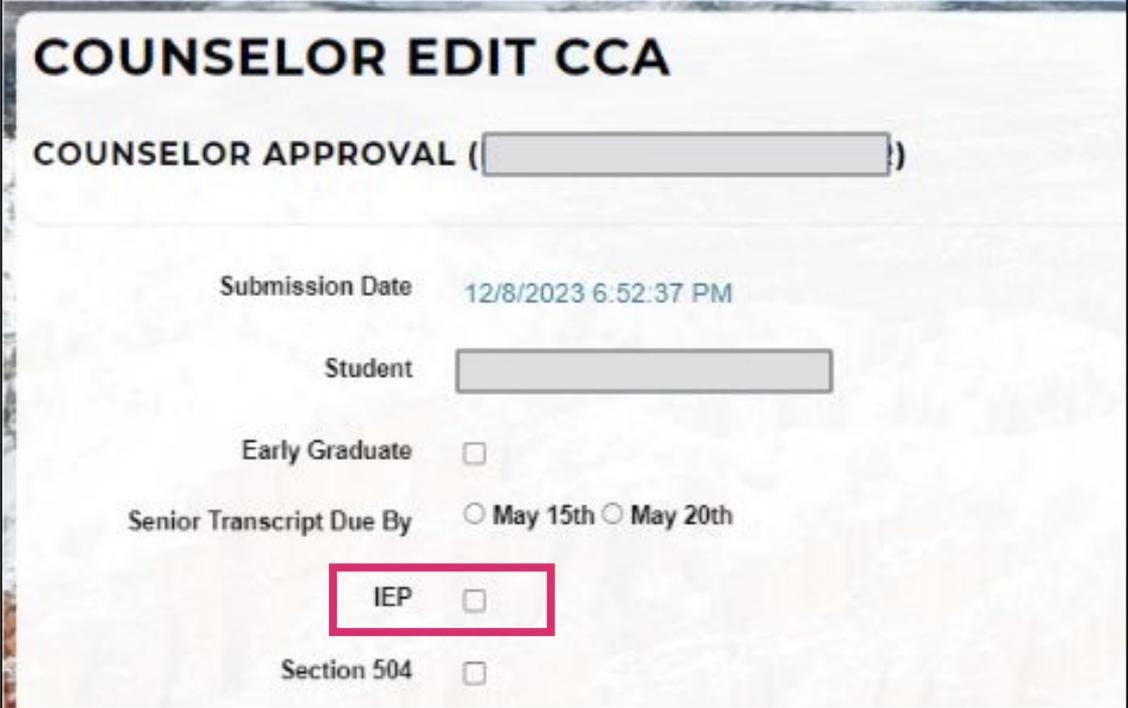
Senior Transcript Due By May 15th May 20th

IEP

Section 504

Special Education

Mark the “**IEP**” box if the student is receiving Special Education services



COUNSELOR EDIT CCA

COUNSELOR APPROVAL ()

Submission Date 12/8/2023 6:52:37 PM

Student

Early Graduate

Senior Transcript Due By May 15th May 20th

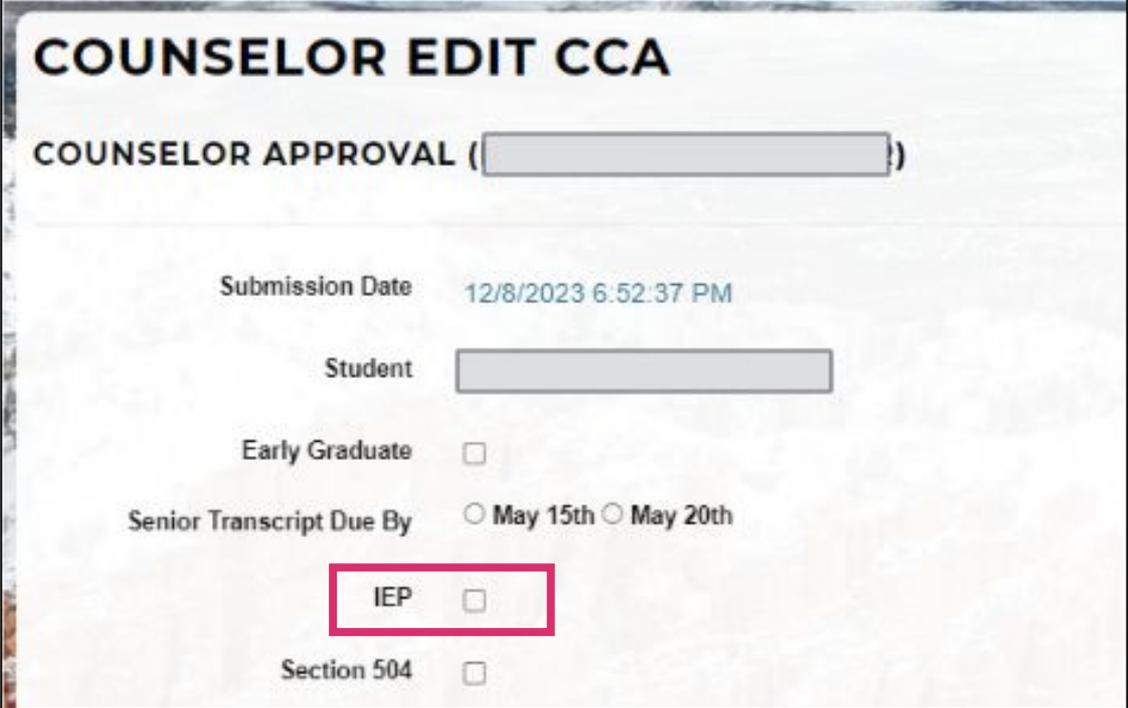
IEP

Section 504

**NOTE: The relevant portions of the student's IEP need to be shared with the online provider.*

Special Education

Mark the “504” box if the student has a 504 plan



COUNSELOR EDIT CCA

COUNSELOR APPROVAL ()

Submission Date 12/8/2023 6:52:37 PM

Student

Early Graduate

Senior Transcript Due By May 15th May 20th

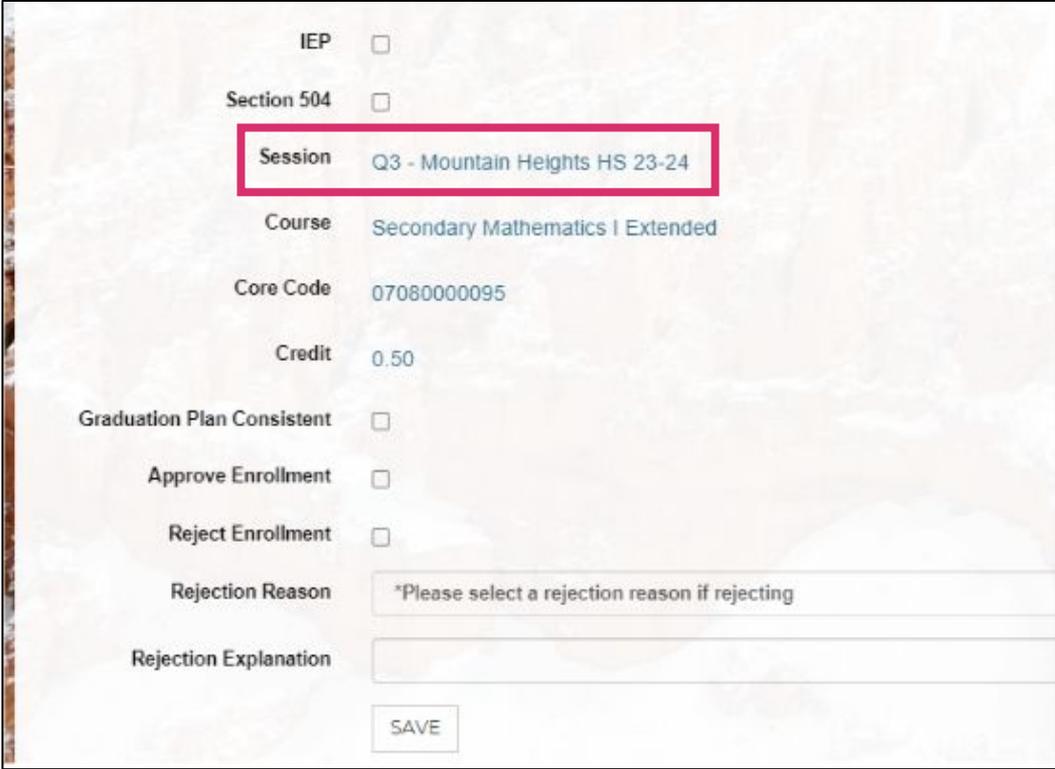
IEP

Section 504

**NOTE: The relevant portions of the student's 504 need to be shared with the online provider.*

Sessions

Check the **Session** that the student has chosen to ensure that it is correct



IEP

Section 504

Session Q3 - Mountain Heights HS 23-24

Course Secondary Mathematics I Extended

Core Code 07080000095

Credit 0.50

Graduation Plan Consistent

Approve Enrollment

Reject Enrollment

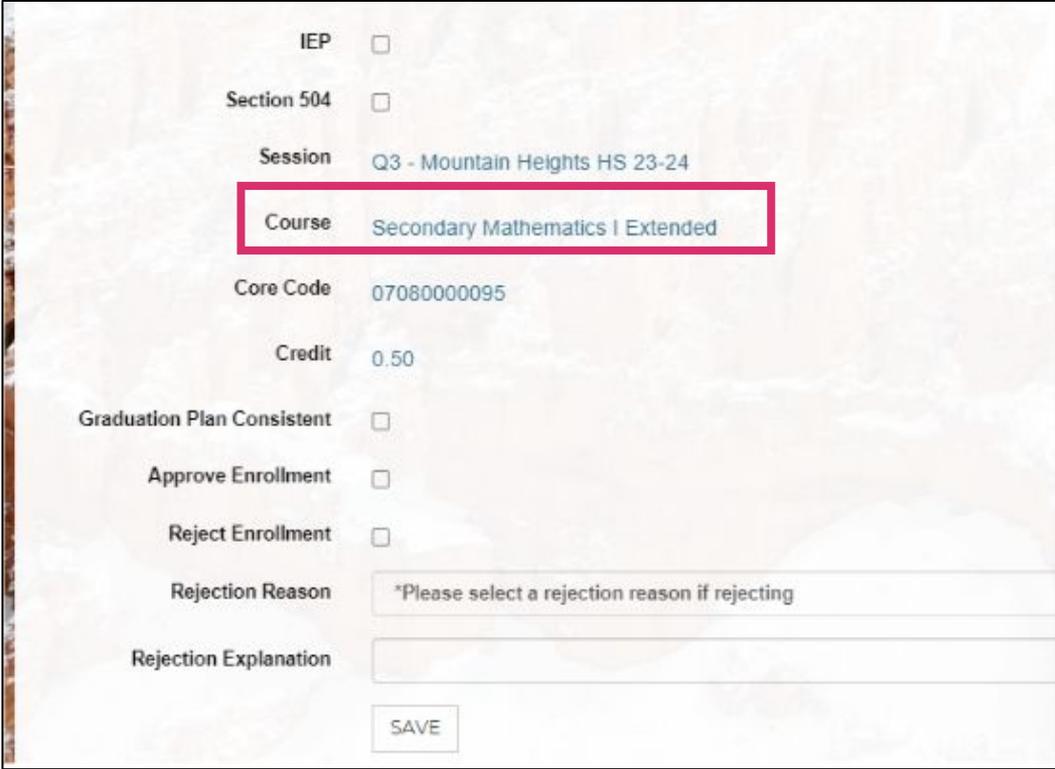
Rejection Reason *Please select a rejection reason if rejecting

Rejection Explanation

SAVE

Course

Check the **Course** that the student has chosen to ensure that it is correct



The screenshot shows a form with the following fields and values:

IEP	<input type="checkbox"/>
Section 504	<input type="checkbox"/>
Session	Q3 - Mountain Heights HS 23-24
Course	Secondary Mathematics I Extended
Core Code	07080000095
Credit	0.50
Graduation Plan Consistent	<input type="checkbox"/>
Approve Enrollment	<input type="checkbox"/>
Reject Enrollment	<input type="checkbox"/>
Rejection Reason	<input type="text" value="*Please select a rejection reason if rejecting"/>
Rejection Explanation	<input type="text"/>

A red rectangular box highlights the "Course" field, which contains the text "Secondary Mathematics I Extended". At the bottom of the form is a "SAVE" button.

Plan Consistency

After ensuring that the course is in alignment with the student's graduation plan, mark the **"Graduation Plan Consistent"** box

Session	Q3 - Mountain Heights HS 23-24
Course	Secondary Mathematics I Extended
Core Code	07080000095
Credit	0.50
Graduation Plan Consistent	<input type="checkbox"/>
Approve Enrollment	<input type="checkbox"/>
Reject Enrollment	<input type="checkbox"/>
Rejection Reason	<input type="text" value="*Please select a rejection reason if rejecting"/>
Rejection Explanation	<input type="text"/>
	<input type="button" value="SAVE"/>

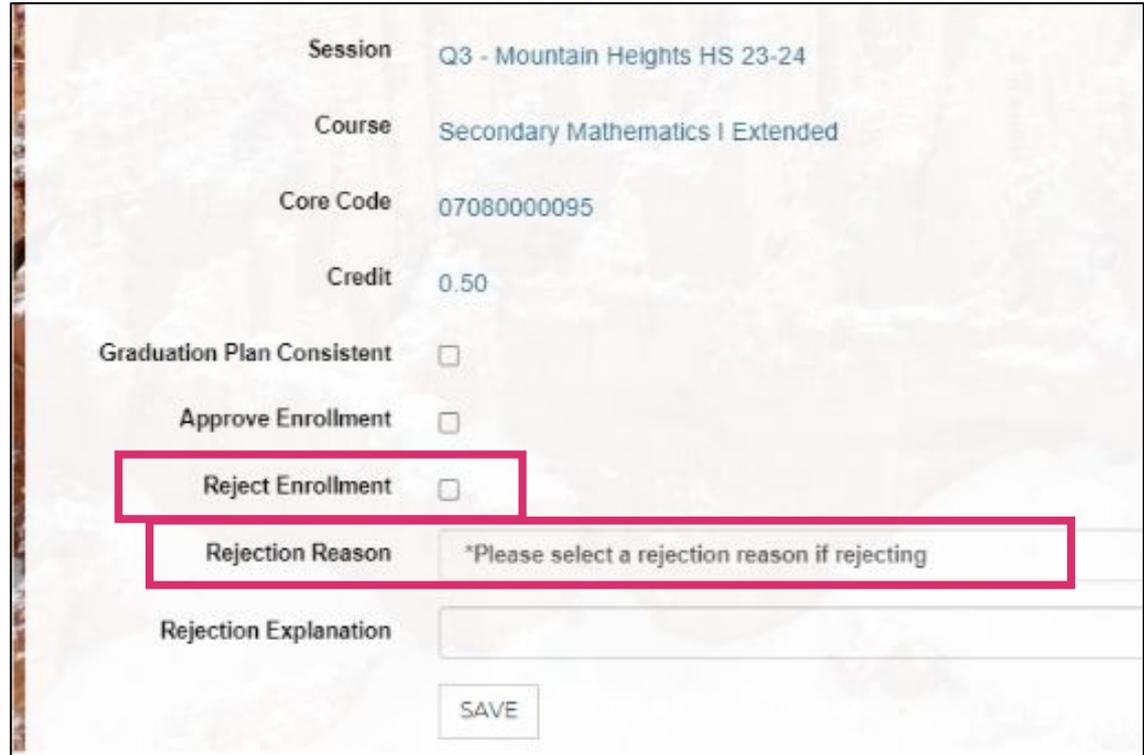
Enrollment: Approval

If you approve of the course chosen, click **“Approve Enrollment”**

Session	Q3 - Mountain Heights HS 23-24
Course	Secondary Mathematics I Extended
Core Code	07080000095
Credit	0.50
Graduation Plan Consistent	<input type="checkbox"/>
Approve Enrollment	<input type="checkbox"/>
Reject Enrollment	<input type="checkbox"/>
Rejection Reason	<input type="text" value="*Please select a rejection reason if rejecting"/>
Rejection Explanation	<input type="text"/>
	<input type="button" value="SAVE"/>

Enrollment: Rejection

If you disagree with the course chosen, click **“Reject Enrollment”** AND select a “Rejection Reason” from the drop down menu



The screenshot shows a web form for rejecting enrollment. The form fields are as follows:

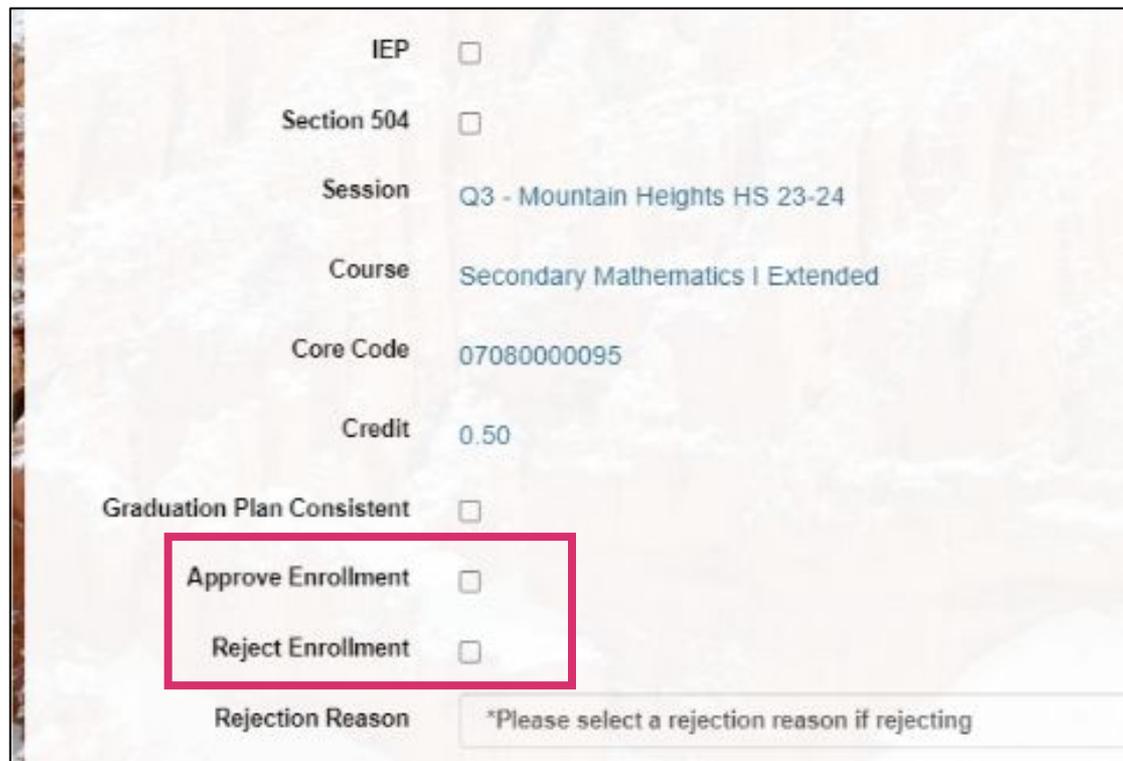
Session	Q3 - Mountain Heights HS 23-24
Course	Secondary Mathematics I Extended
Core Code	07080000095
Credit	0.50
Graduation Plan Consistent	<input type="checkbox"/>
Approve Enrollment	<input type="checkbox"/>
Reject Enrollment	<input type="checkbox"/>
Rejection Reason	*Please select a rejection reason if rejecting
Rejection Explanation	<input type="text"/>

A "SAVE" button is located at the bottom right of the form.

You may also add notes under Rejection Explanation.

Next Step

Selecting “**Accept**” or “**Reject**” is a recommendation to the Primary Approver at your school/district. The Primary Approver has the final say in accepting or rejecting a course



IEP

Section 504

Session Q3 - Mountain Heights HS 23-24

Course Secondary Mathematics I Extended

Core Code 07080000095

Credit 0.50

Graduation Plan Consistent

Approve Enrollment

Reject Enrollment

Rejection Reason

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www.schools.utah.gov/soep

To find username, reset passwords, email confirmation problems contact our USBE Helpdesk at:

Email | **Phone:** 801-538-7800 | **Visit:** apphelpdesk.schools.utah.gov