

2025

LEA Staff and Counselor Handbook

Statewide Online
Education Program

Utah State Board of Education



Statewide Online
Education Program

Introduction

This program enables eligible Utah students to earn middle school and high school graduation credit through the completion of publicly funded online courses.

Roles

Counselor Responsibilities

- Check that the course fits the student’s graduation plan, and ensure that an IEP, 504, and/or MLL plan, or Fee Waiver Eligibility, is indicated in SEATS, if applicable.
- Submit recommendation to Accept or Reject course requests for students to the primary approver.
- Share the IEP, 504, or ML plan with the online provider, if applicable.
- Facilitate access to technology and internet for eligible Fee Waiver students, when requested.

Primary Approver Responsibilities

- Accept or Reject courses based on counselor recommendations.
- Ensure membership days for over-enrolled students are correctly amended by the responsible party to draw down additional funding.

Getting Started

The Student Enrollment Approval and Tracking System (SEATS) is the USBE program used to enroll and manage information. Each counselor needs to set up an account in SEATS to accept or reject student course selections. If a counselor changes districts or charter schools, they need to email SOEP@schools.utah.gov to deactivate their current account and establish a new one.

Online Providers

The SOEP has six online providers who are approved by the USBE. Each online provider must follow the same standards and requirements as Utah public schools. The current online providers are:

- Canyons Virtual Academy
- Davis Connect
- Innovation Online
- Mountain Heights Academy
- Utah Online School
- Utah Virtual Academy



Eligibility for SOEP Courses

Students must meet certain requirements to be able to enroll in the SOEP program. The following highlight each student type and basic criteria:



District and Charter School

In 6th-12th grade



Home School

- Under 19 in 6th-12th grade
- Not enrolled in an adult education program
- Required documentation submitted to provider



Students in Group Care

- In 6th-12th grade
- Enroll in the school district where the facility is located



Out-of-School Youth

- Under 19 in 6th-12th grade
- Re-enroll in a public school prior to graduation date to establish eligibility

Middle School Students

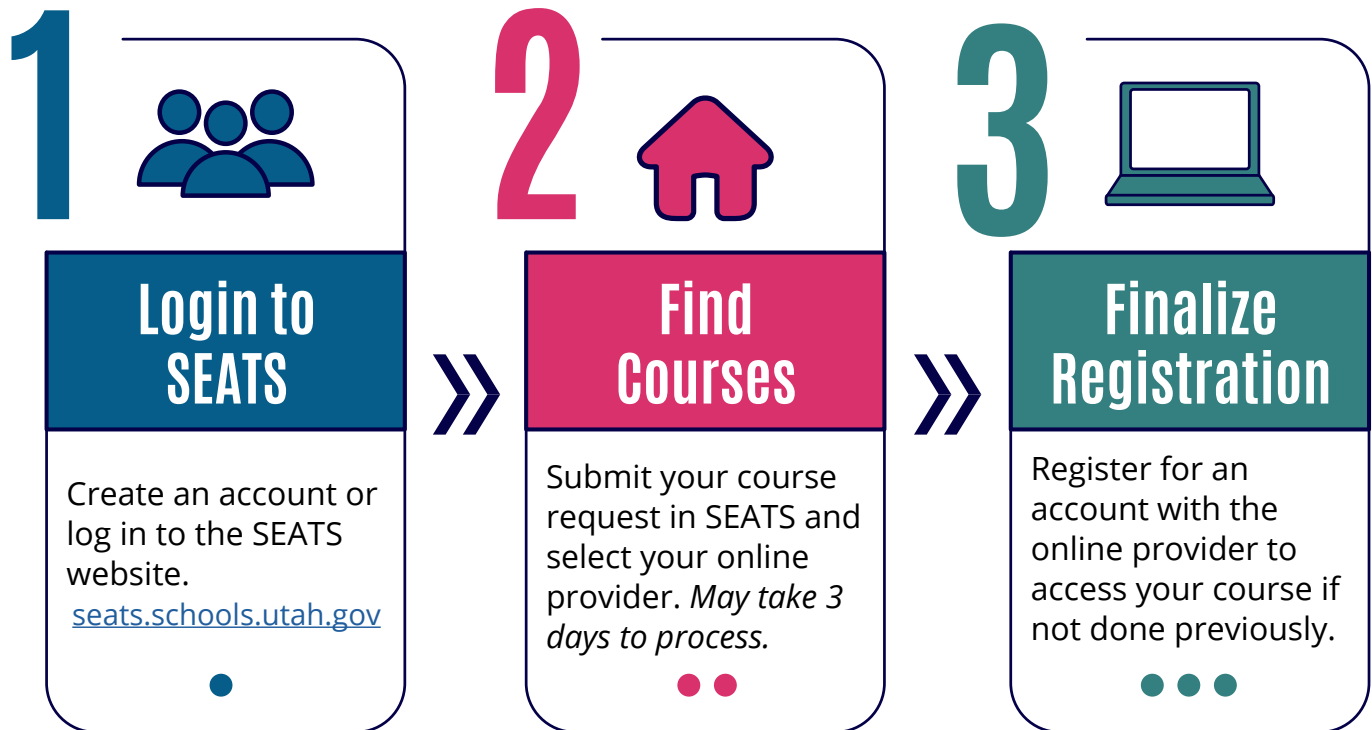
A middle school student can earn middle or high school credit for courses. Students may not replace a middle school course with a high school course. The credit should be recorded on the student's 9th-grade transcript.

Course Information

Each online provider has their own unique registration deadlines and course offerings.

How do students enroll in SOEP courses?

Students follow a 3-step process to enroll in SOEP courses.



Approval and Rejections

Accept or Reject a Course in SEATS for Counselors

The counselor will receive an email from SOEP@schools.utah.gov when a student requests a course. The counselor will then log in to SEATS to provide their recommendation on whether to accept or reject the student's course request to the primary approver.

Reasons for Rejection

Counselors can reject a course request in SEATS for one of the following six reasons:

1. The student is no longer enrolled in the school/LEA.
2. The course request does not align with the student's graduation plan.
3. The course request is not for original credit.
4. The course request results in the student's SOEP total credits being more than six, and the course does not better meet the student's academic goals.
5. The student exceeds full-time enrollment, does not have an early graduation plan in place, and the course does not better meet the student's academic goals.

6. The student exceeds full-time enrollment and has an early graduation plan, is enrolled in over six SOEP credits, but the course does not better meet the student's academic goals.

Final Approval

The primary approver at the LEA level will accept or reject the course. If three business days have passed and the primary approver has not accepted or rejected the course request, law requires that the course is accepted by the USBE.

Exceeding Full-time Enrollment?

Students may register in SOEP courses up to the full-time enrollment as defined by their LEA. Enrollment beyond full-time requires either an early graduation plan or local board policy approval.

- Please select the early 'graduation tag' in your SIS and SEATS.
- Include the SOEP course(s) in the student's schedule.
- If the student has an early graduation plan in place and is exceeding full-time enrollment, the LEA will need to increase membership days for extra funding.



Adding SOEP Courses to the Student's Schedule

If your LEA does not have their own CACTUS codes for SOEP course codes, generic SOEP course and CACTUS codes can be used temporarily in the LEA's SIS. Once a transcript is received, the exact USBE course codes can be entered. Generic codes are listed below.

Canyons District

Course Code: 25-01-00-00-051

CACTUS ID: 769326

Davis Connect

Course Code: 25-01-00-00-059

CACTUS ID: 795093

Innovation Online

Course Code: 25-01-00-00-060

CACTUS ID: 819423

Mountain Heights Academy

Course Code: 25-01-00-00-055

CACTUS ID: 769330

Utah Virtual Academy

Course Code: 25-01-00-00-052

CACTUS ID: 769327

Washington (Utah Online)

Course Code: 25-01-00-00-050

CACTUS ID: 769325

Requirements for Primary LEA

Except for fees allowed by Utah statute, SOEP courses are provided to students at no cost. If a student with a fee waiver enrolls in SOEP courses, the primary LEA must provide technology and internet access, as needed.

Summer Courses

- These courses should be recorded on the student's fall schedule.
- Summer SOEP courses are part of the student's overall enrollment and should be counted towards their membership.
- If a student's combined enrollment exceeds full-time membership, the Local Education Agency (LEA) needs to have an early graduation plan in place for that student to receive any additional funding.

Concurrent Enrollment

Canyons Virtual, Davis Connect, and Mountain Heights Academy are offering Concurrent Enrollment (CE) courses. Students interested in participating should initiate the process by:

- Requesting their desired CE courses through SEATS.
- Contact the chosen online provider (Canyons Virtual, Davis Connect, or Mountain Heights Academy) to complete the subsequent registration steps for their selected courses.

Transcripts

- The online providers have 30 days after the end of a course to send transcripts to the student and the student's primary school of enrollment.
- If a student receives an Incomplete (I) or No Grade (NG) for an SOEP course, it should be added to their transcript as an "I" or "NG" – not an "F."
 - » Once added, this grade informs the counselor that the student did not earn credit or a grade, and future requests for the same course through SOEP may be rejected.
- Exception: For CE (Concurrent Enrollment) courses, an "F" should be added to the transcript.

Monitoring Student Progress

Currently online instructors can provide weekly updates to counselors regarding student progress. A student dashboard is scheduled to be implemented in January 2026. This dashboard will provide student progress updates and a portal to provide the online provider with the student's 504, IEP or ML Plan.

Support and Training Resources

- LEA staff, registrars, and counselors may request SOEP training by filling out the [Training Request Form](#).

- You may subscribe to the SOEP Counselor Newsletter by contacting Cynthia White at the email address below. The newsletter provides updates regarding SOEP and available resources.

For Questions Contact:

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SOEP Website and Resources:

schools.utah.gov/soep