



## FAQ for Part-time Out of District Students (PTOD) 6th-12th Grade

### How do I enroll as a PTOD student with Utah Online School?

The following **two steps must be completed** before a class can be enrolled

- 1-Create or log in to your account at <https://seats.schools.utah.gov>. All classes will be individually requested here each semester. Make sure Utah Online is selected as the provider.
- 2-If you have never taken a course with Utah Online, create an account by following the enrollment prompts for PTOD enrollment at [utahonline.org](http://utahonline.org). This account is good until graduation. This is where you will access your courses once they are approved.

### How do I enroll as a homeschool student?

Along with the two steps shown above, homeschool students will also complete the steps shown below and email them to Mollie Morgan, [mmorgan@utahonline.org](mailto:mmorgan@utahonline.org).

- 1- **A copy of the student's birth certificate.**
- 2- The **[attached UOS Homeschool Form](#)**: this form is only for UOS; your school district will have a different form.
- 3- **Homeschool affidavit/verification** that you've notified your boundary school district about your intent to homeschool.
- 4- **Proof of Utah residency** (ex, picture of most recent utility bill)

### Where can I see the course descriptions for Utah Online School?

[Course description link](#)

### How long will it take before I see my classes?

It could take up to 3 business days once both parts of enrollment are completed and approved.

### Can I work at my own pace?

Yes, all classes taken with Utah Online School are work at your own pace at any time of the day. We don't require you to log in at a specific time of day. We ask that you stay up with pacing and have the class completed by the end of the semester.

### Where can I request a transcript?

[Transcript request link](#)

**Is there a fee for PTOD classes?**

Students enrolling in credit recovery can complete as many courses as they can within a session, for a flat fee of \$50.00. UOS Credit Recovery Courses are not offered through SEATS. Students will enroll through the [UOS website](#)

**I forgot my password/login information.**

1-[SEATS](#) has a "Forgot Your Password" link at the bottom of the login page. If this doesn't answer your question, contact the state office using the information below.

**Email:** [apphelpdesk@schools.utah.gov](mailto:apphelpdesk@schools.utah.gov)

**Phone:** (801) 538-7800

2-With a Utah Online question, contact Lori Talbot [ltalbot@utahonline.org](mailto:ltalbot@utahonline.org) or try resetting your password on your dashboard

**How do I drop a class?**

Please notify your mentor

**Other questions**

Email Lori Talbot [ltalbot@utahonline.org](mailto:ltalbot@utahonline.org)