



New Student Enrollment

- 1) Complete your student's enrollment [here](https://enrollment.powerschool.com/family/gosnap.aspx?action=200006230&culture=en) or <https://enrollment.powerschool.com/family/gosnap.aspx?action=200006230&culture=en>
- 2) Click Create Account:

A screenshot of the "Enrollment" page. At the top, there is a header bar with the word "Enrollment" and a small icon. Below the header, the page is divided into two main sections: "Sign In" and "Create Account". The "Sign In" section has fields for "Email Address" and "Password", a "Remember me on this computer" checkbox, a "Sign In" button, and a "Forgot password?" link. The "Create Account" section has a heading "Create Account" and a sub-heading "With an account, you can...". Below this are three bullet points: "Complete forms online", "Save and return to forms in progress", and "Print form history". A blue "Create Account" button is located at the bottom of the "Create Account" section, and it is circled in red.

- 3) Complete all fields:

A screenshot of the "Create an Account" page. The page has a heading "Create an Account" and a sub-heading "Enter the following required information to continue. This account is meant to be created by a parent or legal guardian." Below this is a link: "Don't Have an Email Address? We suggest that you obtain a free email account online through [Google](#) or [Yahoo](#)." The page is divided into two main sections: "Profile" and "Security". The "Profile" section has fields for "First Name", "Last Name", "Daytime Phone" (with a note: "Used to provide support, if requested. Enter entire number, including area code."), and "Email Address" (with a note: "Used for sign in and important communication."). The "Security" section has fields for "Password" (with a help icon), "Re-Type Password", "Security Question 1" (with a help icon and a dropdown menu), "Security Answer 1", "Security Question 2" (with a help icon and a dropdown menu), and "Security Answer 2". At the bottom of the "Security" section, there is a checkbox: "To comply with [COPPA](#), I affirm that I am 13 years or older." Below this are two buttons: "Create Account" and "Back to Sign-In".

4) Add a student to your parent account:

Utah Virtual Academy SOEP 2026-2027

Add Student

First Name

Last Name

Date of Birth

enter as "mm/dd/yyyy"

Add Student

5) Begin the enrollment process by selecting "Next" at the bottom

Enrollment

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New Student Form SOEP

Welcome to Utah Virtual Academy's New Student Form. Please follow these steps to continue.

1. Select "Next" on this page, and enter the information requested by the online forms.
Note: Required fields are marked as "Required", and Utah Virtual Academy will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
2. Select "Submit!"
Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

New Student Form SOEP for Additional Students

A New Student Form must be submitted for each student in your family. Once you have successfully submitted one New Student Form, you will have the opportunity to begin another from the "Submission Confirmation" page.

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6) Complete all “Required Fields” once you have completed all those, choose “Next” at the bottom

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Student Information

Student First Name required
Must Match Birth Certificate

Student Middle Name

Student Last Name required

Student Suffix
- Select -

Student Gender required
Male

Student Date of Birth required
mm/dd/yyyy
1/1/2011

Student Enrolling Grade for 2026-2027 school year required
If the enrolling grade level does not align with the student's date of birth, please contact the school to request a grade level correction after enrollment
10

Student Enrolling School required
Utah Virtual Academy SOEP

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7) Enter all information on the remaining forms, when you complete one part, click “Next” at the bottom to move to the next part

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New Student Information

Place of Birth

Country of Birth required
United States of America

State of Birth required
Utah

City of Birth required
Salt Lake City

What is your District of Residence? required
Salt Lake City

Ethnicity and Race Report

This form is to be filled out by the student's parents or guardians, and both questions **MUST** be answered. Part A asks about the student's ethnicity and Part B asks about the student's race.

Part A - Ethnicity

Is the student Hispanic / Latino? required
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Yes, Hispanic/Latino

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8) Enter contact information then click “Next”

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Contact Information

Please enter in your student's contact in the order you would like them contacted in case of an emergency. Only one main contact is required

Contact 1

First Name (required)

Middle Name

Last Name (required)

Suffix
- Select -

Gender (required)
☐ Male
☐ Female

Relationship to Student (required)
- Select -

Emergency Contact? (required)

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9) If enter multiple contacts, you must prioritize the contacts. The main contact must be listed as “1”

10) Complete course agreements then click “Next”

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Active Participation Form High School

Please read the [Policy](#).

I have read and agree to the terms of the policy. (required)
☒ Yes

SEATS Course Selection Understanding

I understand that I must complete a SEATS application, in addition to this application, in order to select my student's courses. (required)
☒ Yes

Course Selection for Graduation Requirements

I understand that my student's diploma will be issued by their school of record, not UTVA, and that they must consult with their local high school counselor to ensure SOEP courses align with their graduation plan. (required)
☒ Yes

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11) Select course requests in SEATS then click “Next”

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Course Request

Complete course request in SEATS (State Enrollment System): <https://seats.schools.utah.gov/Home/Index2>

After submitting your SEATS course request, please return to this application to complete your UTVA enrollment. When requesting courses in SEATS, be sure to select Utah Virtual Academy from the provider dropdown.

☒ Yes – I have completed my SEATS request

☐ No – I would like to be contacted by an Enrollment Specialist

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12) Read the statements about electronically signing and complete the items, click “Next” once it is complete

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Electronic Signature

The electronic signature and all of its related fields replaces a handwritten signature on paper and is legally binding.

I affirm that the information provided is true, correct and complete, to the best of my knowledge and belief. This electronic signature and its related fields are treated like a handwritten signature on a paper form.

Parent/Guardian Signature

I Agree required

- Select -

Electronic Signature required
(type name of parent/guardian)

Today's Date required
mm/dd/yyyy

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13) If you are missing any information there will be a red number on the specific page you are missing information. To get right to that information that is missing, click on the red number.

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We found some missing or incorrect information on the following pages.

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Find Invalid Fields

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Submit

14) If all steps have been completed then you will see green check marks from each part of the application. Click “Submit” at the bottom to finish your application.

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No issues found. You may now submit the form.

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Submit