

Data Gateway SERF Request Tool

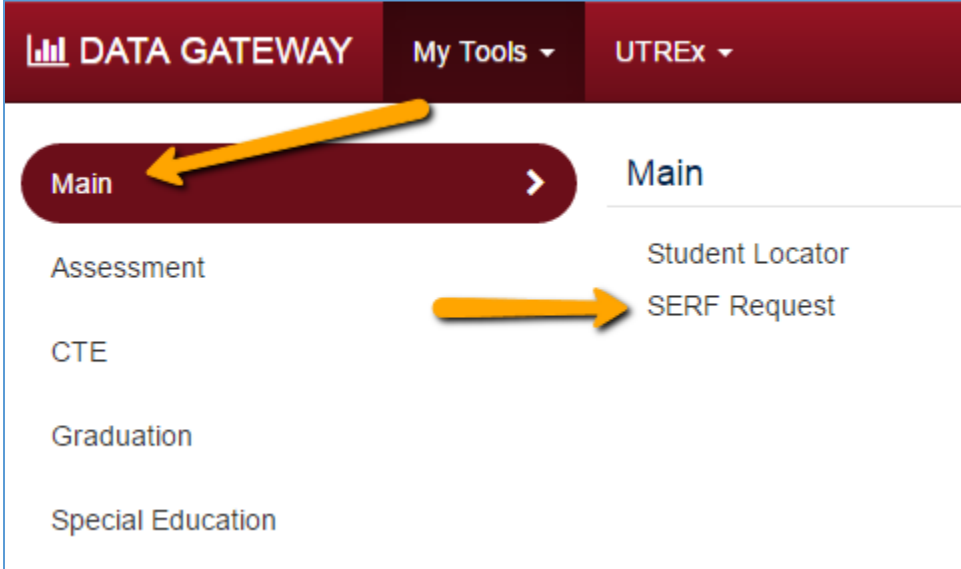
SERF Files

SERF Request – This report is intended to automate the process for district and charter administrators to request a SERF Microsoft Access database file.

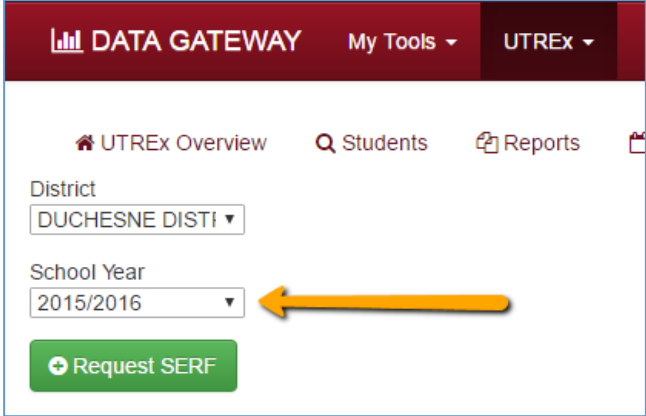
The State Education Research File (SERF) is a copy of the Utah State Board of Education (USBE) longitudinal data warehouse for a given district or charter school.

The SERF Request tool can be found by logging into the Utah Educational Data Gateway and selecting “My Tools” from the main menu.

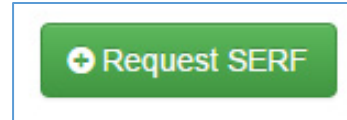
Note: The role to use the SERF request tool can only be granted by the Data Gateway **LEA Admin**.



School Year – The SERF file is requested by school year. Multiple years of the SERF may be requested, but this must be done one year at a time. The history of requests will change according to school year selection.

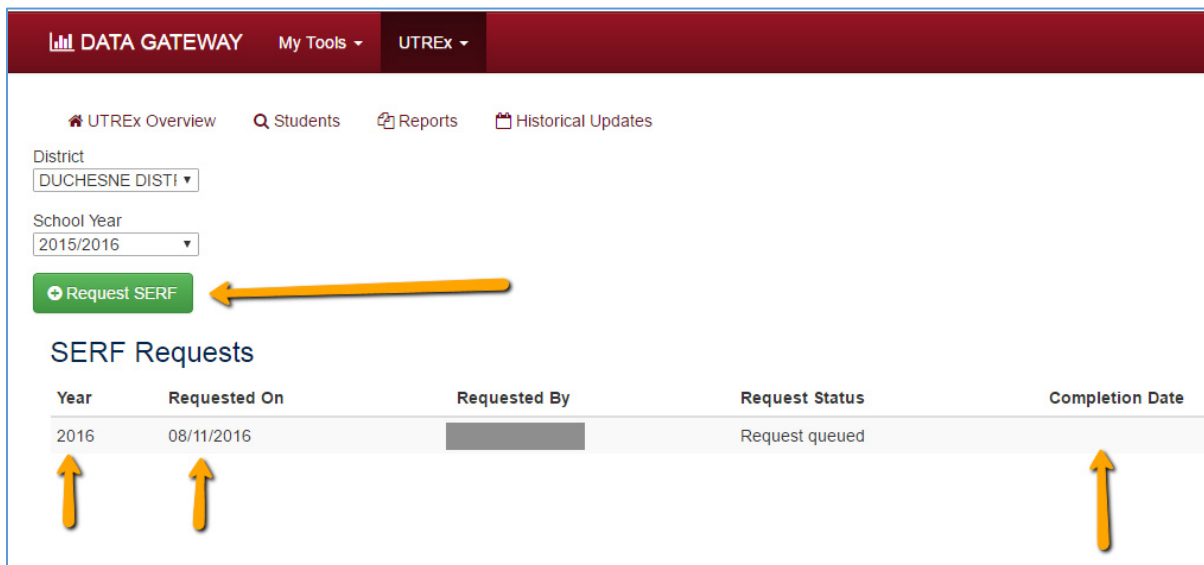


Request SERF – To start the process of requesting a SERF, the user selects the school year from the menu and then clicks the “Request SERF” button.



After the SERF has been requested, the Data Gateway SERF system will log the request in the table below, showing the school year of the data request, the request date, the individual who requested the file, the status of the request, and the completion date after the file has been generated.

Note: the SERF request does not produce the file instantaneously to be download. The system only begins the process of generating the file.



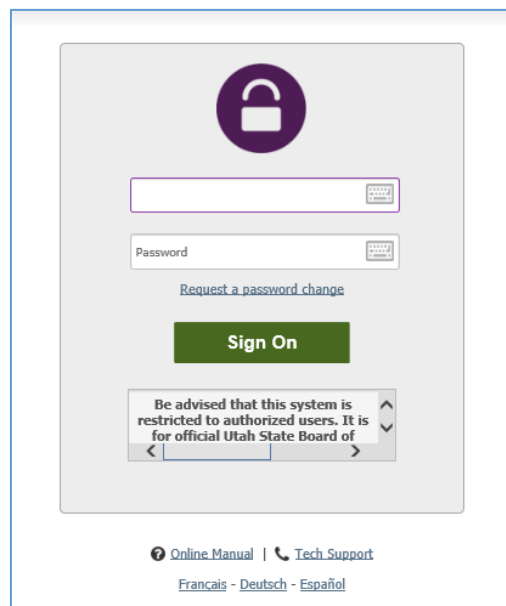
The screenshot shows the 'DATA GATEWAY' interface. At the top, there are navigation links for 'My Tools' and 'UTREx'. Below that, there are links for 'UTREx Overview', 'Students', 'Reports', and 'Historical Updates'. The 'District' is set to 'DUCHESNE DIST' and the 'School Year' is '2015/2016'. A green 'Request SERF' button is highlighted with a yellow arrow. Below this, a table titled 'SERF Requests' is shown with the following data:

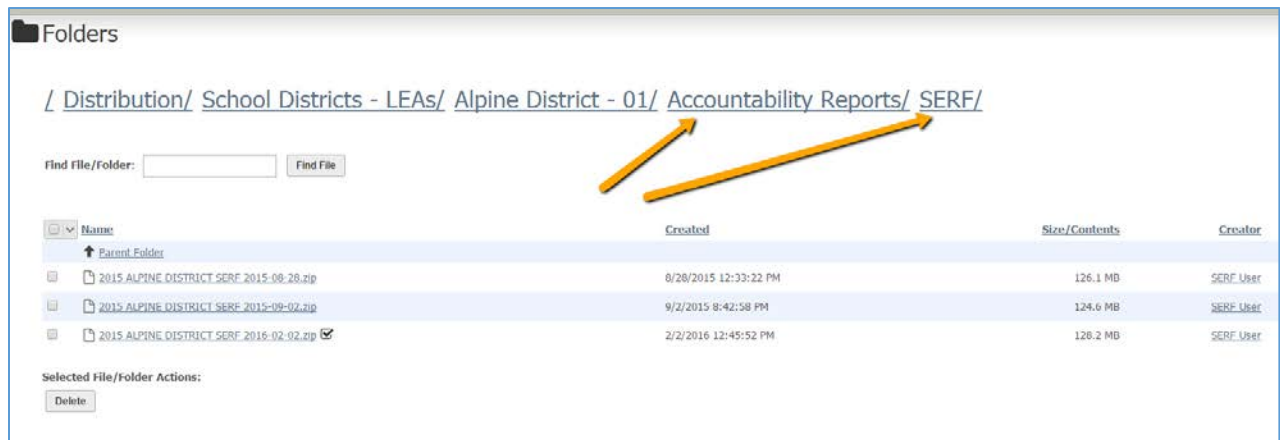
Year	Requested On	Requested By	Request Status	Completion Date
2016	08/11/2016	[REDACTED]	Request queued	

Yellow arrows point to the 'Year', 'Requested On', and 'Completion Date' columns in the table.

Accessing the SERF – Once the file generation is completed, the SERF file will be loaded in the USBE secure FTP site, MOVEit. The requester will need to log into this system to download the file. The URL for the site is <https://secure.schools.utah.gov/>

Logging Into MOVEit – The user will need to already have access to the MOVEit system, and to the correct folder system within MOVEit. The SERF file will be located in the “Accountability Reports” folder in the folder labeled “SERF.” These folders are found in the Distribution/School Districts – LEAs folder followed by the folder structure of the same district or charter school that requested the SERF.





Additional Information about SERF – Additional information about how to use the SERF can be found at the following site:
<http://www.schools.utah.gov/warehouse/SERF.aspx>