

# UTREx Data Submission: October Guidance

## UTREx Daily Data Submission Requirement

Utah State Board of Education (USBE) Rule 277-484 requires daily data submissions:

*R277-484-6. Official Data Source and Required LEA Compatibility.*

*(7) An LEA shall submit daily updates to the Board Clearinghouse using School Interoperability Framework (SIF) objects defined in the UTREx Clearinghouse specification.*

See the [UTREx Specifications](#) for a full list of required objects.

## October Data Submission Deadline

Utah State Board of Education (USBE) Rule 277-484 requires a complete data submission as of October 1. The data submission must be *finalized* in the UTREx system by 5:00 p.m. on October 7 (unless that date falls on a weekend or holiday, then the deadline is the next business day). The Rule also provides a specific window of time to correct technical errors and verify data quality before finalizing data for budgeting. If you find an error in your finalized submission, please contact UTREx Support immediately to see if you qualify to resubmit during the *revised October 1 submission* window. USBE may also contact you to resubmit. The deadline for revised October 1 submissions may be up to 8 days after the October 1 data submission deadline. For questions about updates beyond these timelines please contact a member of the Data and Statistics team.

Once you finalize your October submission and ensure that the status of the finalization is “completed,” you do not need to pause or delete your scheduled collections. The submission finalization process initiates a copy of the most recent submission to be stored in the *UTREx Finalize* database, which will not be overwritten by subsequent submissions unless you finalize again. If you need to finalize again, simply submit a new collection and re-finalize your data, again being sure that the status is “completed.” If you do not finalize a submission before the deadline there will be no data in the UTREx Finalize database for your LEA.

## Reports

After you have finalized your data submission, download all October UTREx reports from UTREx Reports in the Data Gateway. Be sure to download reports from the same submission that you finalized and **check them once again for accuracy**. Save these reports as PDF documents and store them in more than one secure location. It is also advisable to download and save the CSV versions of reports as well, which give additional detailed information about the students included in the counts. Make sure that more than one person can access the reports. These reports must be available at the request of an auditor.

## How do I know when I’m done?

Keep in mind that submitting a data collection that is free of validation errors is not the final step. Prior to the submission deadline a member of the Data and Statistics team will reach out to you and provide a *courtesy data review* of your submission. The courtesy data review will focus on the data items that have been deemed “significant” for the reporting period due to their use in funding formulas and roles in meeting reporting requirements. LEAs should review all data to ensure that it is complete and

accurate. The data submission process is complete when you (representing the LEA) are satisfied that the data in UTREx satisfactorily reflects the data in your local records. Once you've made that determination, you may finalize your data.

### **October significant data points to review**

- Total enrollment counts
- Count of foreign exchange students
- Economically disadvantage or free and reduced lunch indicators
- District of residence and valid address errors
- SSID warnings
- English learner counts
- Cohort graduation rate data
- Cohort reassignment for students on path to the Alternate Diploma
- Special Education Event dropout data

### **Responsibility for Reviewing and Finalizing Data Submissions**

LEAs are responsible for reviewing and finalizing their data and ensuring that they are in compliance with Board Rule. Submitting data to the USBE Finalizer serves as a statement of assertion by the LEA, who is ultimately responsible for the quality of their data and that their data is accurate and complete. LEA data, IT, programmatic, and financial personnel are expected to have reviewed the October 1 data submission for accuracy and validity before it is submitted to the USBE Finalizer.

### **Historical Data Corrections**

Some UTREx validation errors are the result of conflicts between current and prior year data. If the current year data is correct and the prior year data has an error, you will have to submit a historical update request to change the prior year data in UTREx. If you have any of these types of fatal errors, please have your Data Gateway LEA Admin fill out the "Historical Updates" request form (available on the Data Gateway). Historical data correction requests will be evaluated on a case-by-case basis, with priority given to those causing fatal exceptions or blocking rostering activities. Historical Update requests must be submitted by 5:00 p.m. on September 23 (unless the submission deadline falls on a weekend or holiday, then the historical update deadline is adjusted to be two weeks prior), otherwise there is no guarantee that the update can be completed by the October 1 submission deadline.

### **Support**

Technical issues should be directed to the UTREx Support team at <https://helpdesk.schools.utah.gov/support/home> or 801-538-7800.

Data submission and data policy questions should be directed to a member of the Data and Statistics Team (<https://schools.utah.gov/data/contact>).