CLEARINGHOUSE

How ?

1) ***Enter*** or ***Correct*** data in your SIS system -- verify ***ALL*** students in SSID system

2) ***Extract*** the data from your SIS system

3) Run the extracted data file through the edit program

=> Repeat steps 1 thru 3 until the edit produces **ZERO** errors

4) Upload the file to USOE via the secure FTP transfer:

- Must have authorization to access the secure site
- URL ➔ https://secure.schools.utah.gov
- Navigate to the "Clearinghouse\Uploads" folder for *your LEA*
- Upload the file and send a confirmation email

5) File will be processed ; the reports sent to the appropriate USOE department and placed in the "Clearinghouse\Reports" folder for *your LEA* on the secure FTP site

6) Download the report(s) and ***verify accuracy*** ← **Very Important Step**

7) If inaccuracies exist, return to step 1 and begin the process again

This process can be repeated as often as necessary, up to the deadline.

General

In the past, a few LEAs have assumed they're done when they've uploaded a file with zero errors reported by the edit program……***not true !!!***

There are *several* errors unique to the database load process that cannot be caught by the Edit program !

At a minimum you are not done until at least 1 set of reports are posted to your "Clearinghouse\Reports" folder on the secure FTP site and ***you've verified these reports*** (Summary reports in October and at Year End or the Child Count Worksheet in December).

- Invalid SSIDs always seem to be a major problem.

THE CLEARINGHOUSE EDIT PROGRAM *DOES NOT* VALIDATE SSIDs OR ACTUAL SCHOOL NUMBERS (SUCH AS THOSE IN THE SC RECORD OR IN THE "WHERE TAUGHT SCHOOL" FIELD OF THE AC RECORD). THESE CAN ONLY BE VALIDATED BY THE PROGRAM THAT ACTUALLY LOADS THE DATA INTO THE CLEARINGHOUSE DATABASE. THEREFORE IT IS VERY IMPORTANT THAT YOU VERIFY ALL SSIDs AND SCHOOL NUMBERS BEFORE UPLOADING YOUR CLEARINGHOUSE FILE.

What's ***new***

- Student Record (S1)
  - ~~Suspended Days~~

    ~~Total number of days the student was suspended or expelled. Includes safety and non-safety violations~~.

  - New validation in the ***update*** program (not the Edit program) :

    Student's GRADE LEVEL ***cannot be outside*** of the grade range for the school (as entered in CACTUS) under which the student is submitted. This was a warning previously but will now be an ***error*** and will ***stop*** the update as an SSID error does.

What's ***new*** (continued) ?

- Course Master Record (AC)
  - Term

The term the class is taught.

YR	Full Year	**T1**	First Trimester
S1	First Semester	**T2**	Second Trimester
S2	Second Semester	**T3**	Third Trimester
Q1	First Quarter	**T4**	Fourth Trimester
Q2	Second Quarter	**T5**	Fifth Trimester
Q3	Third Quarter	**T6**	Sixth Trimester
Q4	Fourth Quarter	**T1T2**	First and Second Trimesters
Q1Q2	First and Second Quarters	**T2T3**	Second and Third Trimester
Q2Q3	Second and Third Quarters	**T3T1**	First and Third Trimesters
Q3Q4	Third and Fourth Quarters	**T3T4**	Third and Fourth Trimesters
Q4SU	Fourth Quarter and Summer	**T4T5**	Fourth and Fifth Trimesters
SU	Summer	**T5T6**	Fifth and Sixth Trimesters
		T6T1	Sixth and First Trimesters

What's ***new*** (continued) ?

- Course Master Record (AC) - continued

  - Cycle

A cycle is defined as a day or days that repeat the same school schedule.

Examples of cycles with samples of ***possible*** 1 byte designation for Clearinghouse submission below them:

MTWThF ;	MWFTTh ;	MWF ;	MWTh ;	MWFaFb	
V	W	X	Y	Z	-OR-
1	2	3	4	5	

A cycle may be named whatever the LEA or school wishes, as long as ***consistency*** is maintained within a school.

What's ***changed*** ?

- Submission deadline is now: July 7

- Student Record (S1)
  - Track

    This data element will be ignored. Beginning with the next Fall Enrollment upload, the data element will be eliminated entirely.

  - Home or Private school ***SENIORS (PART TIME code 'H' or 'P')***

    - Their high school resolution must be indicated with a school EXIT CODE (TH or TP would make sense)

    - Field HIGH SCHOOL COMPLETION STAUS cannot be used (*must be* BLANK)

What's ***changed*** (continued) ?

- Course Master Record (AC)
  - Semester Length

    Added an option for Quarter length classes

Questions……Comments……

Beginning October 2010

What's ***new*** (existing records)?

- Student Record (S1)
  - Immigrant

Indicate the student is an immigrant if the student meets ***all three*** of the following conditions:

- Age is 3-21
- Not born in any State *
- Has not attended one or more schools in any State for more than 3 full academic years (the 3 full academic years do NOT need to be consecutive)

* The definition for "State" for Title III purposes only is as follows:

- each of the 50 States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam and the Northern Marianna Islands

If 'Y' here, FIRST ENROLL IN U.S. must be present.

What's ***new*** (existing records - continued)?

- Student Record (S1) - continued
  - Read Grade Level

    Indicate if the student is reading on grade level (Y/N)
  - Reading Intervention

    Indicate if the student is receiving or has received reading intervention (Y/N)
  - Race Observer ID

    Indicate if the student's race was determined by observer id or self declared (Y/N)

What's ***changed*** (existing records) ?

- Student Record (S1)
  - Race
    - "Unknown" is *no longer* an option
    - At least 1 RACE ***must*** be indicated with 'Y' and multiples ***can*** be indicated
  - Track - Removed
  - YIC Full Time - Removed

New Record Types

- YIC Record (S3) more on YIC covered by Travis Cook later today

Field	Length	Data Record Column Start	Data Record Column End	Doc Page	Short Description
RECORD-ID	03	001	003	36	S3=
STUDENT NUMBER	10	004	013	36	LEA assigned student number
CUSTODY TYPE	04	014	017	36	Custody type
TIME	01	018	018	37	Time code
ENVIRONMENT	01	019	019	37	Educational environment
YIC ENTRY DATE	08	020	027	37	YIC Entry Date
YIC EXIT DATE	08	028	035	37	YIC Exit Date
YIC EXIT REASON	01	036	036	37	YIC Exit Reason code
YIC MEMBERSHIP	03	037	039	37	YIC aggregate membership

- Disciplinary Records
  - Incident (**I1**)

Field	Length	Data Record Column Start	Data Record Column End	Doc Page	Short Description
RECORD-ID	03	001	003	48	I1=
INCIDENT ID	05	004	008	48	Incident number
GANG RELATED	01	009	009	48	Incident gang related?
INCIDENT DATE	08	010	017	48	Incident Date
INCIDENT DESCRIPTION	250	018	267	48	Incident Description

New Record Types (continued)

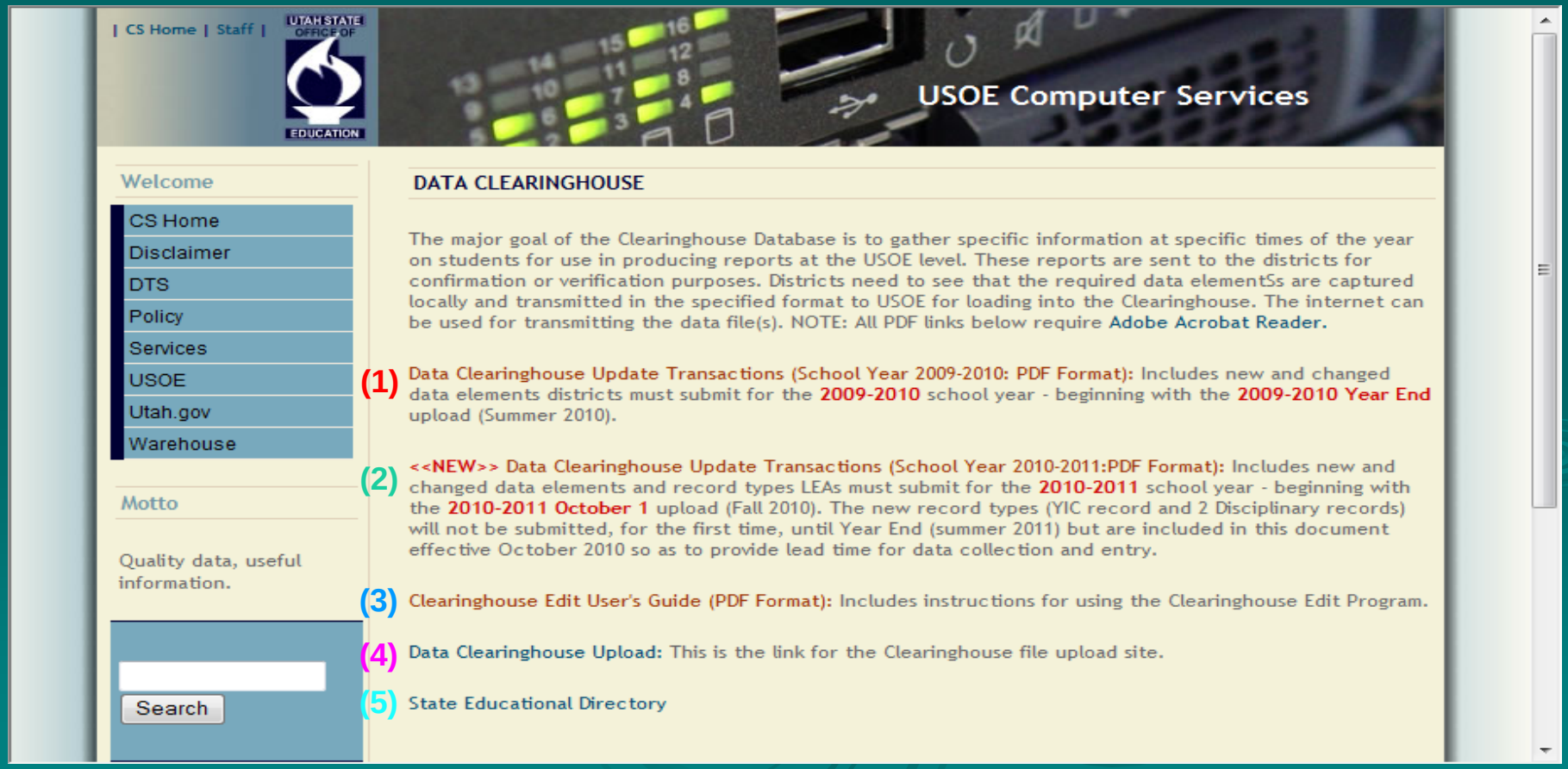
- Disciplinary Records (cont.)
  - Incident Association (**I2**)

Field	Length	Data Record Column Start	End	Doc Page	Short Description
RECORD-ID	03	001	003	49	I2=
INCIDENT ID	05	004	008	49	Incident number
STUDENT NUMBER	10	009	018	50	Student number
CAUSED INCIDENT	01	019	019	50	Did student cause the incident?
INJURED	01	020	020	50	Was student injured?
GANG PREV PROG	01	021	021	50	In a gang prevention program?
DISCIPLINE METHOD	01	022	022	50	Suspended or Expelled
NUMBER OF DAYS	03	023	025	50	How many days?
IN SCHOOL	01	026	026	50	In school or out of school?
SERVICES OFFERED	01	027	027	50	Services offered to student?
REFERRED TO POLICE	01	028	028	50	Incident referred to police?
REFERRED TO COURT	01	029	029	51	Incident referred to court?
REFERRED TO PROGRAM	01	030	030	51	Incident referred to a program?
ALTERNATIVE PLACEMENT	01	031	031	51	Alternative placement?
HEARING OFFICER REMOVAL	01	032	032	51	Removal by hearing officer?
PI INFRACTION TYPE	02	033	034	51	Primary infraction type
PI WEAPON	01	035	035	52	Primary weapon
PI ROLE	01	036	036	52	Primary role
SI1 INFRACTION TYPE	02	037	038	52	Secondary 1 infraction type
SI1 WEAPON	01	039	039	52	Secondary 1 weapon
SI1 ROLE	01	040	040	52	Secondary 1 role
SI2 INFRACTION TYPE	02	041	042	52	Secondary 2 infraction type
SI2 WEAPON	01	043	043	52	Secondary 2 weapon
SI2 ROLE	01	044	044	52	Secondary 2 role
SI3 INFRACTION TYPE	02	045	046	52	Secondary 3 infraction type
SI3 WEAPON	01	047	047	52	Secondary 3 weapon
SI3 ROLE	01	048	048	53	Secondary 3 role
SI4 INFRACTION TYPE	02	049	050	53	Secondary 4 infraction type
SI4 WEAPON	01	051	051	53	Secondary 4 weapon
SI4 ROLE	01	052	052	53	Secondary 4 role

Documentation

http://www.schools.utah.gov/computerservices/Clearinghouse/Clearinghouse.htm

- Current Clearinghouse document (effective Year End 2010) **(1)**
- <<New>> Clearinghouse document (effective October 2010 – SY 2010-2011) **(2)**
- Clearinghouse Edit instructions (User's Guide) **(3)**
- Link to secure FTP site (MOVEit) **(4)**
- Link to State Educational Directory **(5)**



Questions……Comments……