Entering Courses taken in Another LEA

SOEP, Concurrent, and Others

	Field	Description	Must entity complete this record?	Primary	Provider
S1	School of Record	The "SC" record this "S1" follows is the ONE school to which data should be attributed for the student.	Primary: Yes Provider: Yes	Blank - if school of record	N - Required if not student's school of record
	SCHOOL MEMBERSHIP	Regular student aggregated school membership, using 180-equivalent days.		Full ADM equivalent value	Optional - May leave blank
AC - Course Master Record	INSTRUCT SETTING	The primary setting or medium of delivery for the course.	Primary: Yes Provider: Yes *Primary LEA* must get the teacher CACTUS IDs, course numbers, core codes, grades and credits, and report the where taught district and school for these courses via the Clearinghouse AC/AM records. This data is available from your district or charter school business administrator through the online SOEP "Enrollment Processing System." **Provider LEA**s must report students' S1/AC/AM Clearinghouse records to (a) be AYP accountable for any CRTs required for the online courses (to produce pre-print files), and (b) to fulfill statutory reporting requirments (53A-15-1212(2)(g).	OP or ON OP = Statewide Public Education Online Courses through a CCA ON = Online (other than through the Electronic High School) – course is taught via a website	OP or ON OP = Statewide Public Education Online Courses through a CCA ON = Online (other than through the Electronic High School) – course is taught via a website
	COURSE TITLE	This is the alpha-numeric course title that your school uses to describe the course.		Required	Required
	CORE CODE	This is the 11 digit CORE CODE used in CACTUS		Required	Required
	TEACHER ID	The CACTUS ID of a teacher assigned to this course master record **(GENERIC FOR PRIMARY).**		Optional - Can leave blank	Required
	WHERE TAUGHT CAMPUS	APPLICABLE ONLY TO CONCURRENT ENROLLMENT - Not applicable to ON or OP Courses (values are C for college campus, H for Highschool Campus).		C, H	O unless CORE CODE contains '13' in positions 7 and 8.
	TERM	This is the term the class is taught.		Required - YR, S1, S2, Q1, Q2, Q3, Q4, Q1Q2, Q2Q3, Q3Q4, Q4SU, SU, T1, T2, T3, T4, T5, T6, T1T2, T2T3, T3T1, T3T4, T4T5, T5T6, T6T1	
	LEA NUMBER	State-assigned LEA number.		Required - Primary LEA No.	Required - Provider LEA No.
	SCHOOL NUMBER	Submitting school state-assigned number.		Required - Primary School No.	Required - Provider School No.
	COURSE RECORD ID	Internally generated identifier for linking CourseMembership records. LEA Number + School Number + CourseSection + Period. **(GENERIC FOR PRIMARY)**		N/A - Can leave Blank	Required
AM - Course Membership Record	ACTUAL MEMBERSHIP	Actual course membership.	Primary: Yes Provider: Yes	O (not applicable for Online Courses) - can leave Blank.	Only needed for CTE
	CONCURR ENROLLED	Indicates whether or not the student is taking this class (deemed to be a concurrent enrollment class in the AC record) as a **concurrent enrollment** class for college credit or taking the class for just high school credit		NA	NA
	CREDITS EARNED	The amount of credit earned for the period of time the "AM" record represents		Credit as per CCA	Credit as per CCA
	LEA NUMBER	State-assigned LEA number.		Primary LEA No.	Provider LEA No.
	SCHOOL NUMBER	Primary LEA of enrollment" means the LEA in which an eligible student is enrolled for courses other than online courses offered through the Statewide Online Education Program.		Primary School No.	Provider School No.
	COURSE RECORD ID	Internally generated identifier for linking to CourseMaster records. LEA Number + School Number + CourseSection + Period. **(GENERIC FOR PRIMARY)**		Optional - Can leave blank	Required
Transcript Courses	All fields	Online Credits taken through SOEP or from another LEA are NOT transfer credits.	Primary: No Provider: No	NA	NA
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Additional Notes					

See: http://www.schools.utah.gov/edonline/Info-for-Primary-Schools-and-LEAs.aspx : "UTREx and the Online Student"

SOEP

- Primary and Provider must have an S1 record
  - Primary turns in membership
  - Provider must not submit any membership and mark school of record No
- AC records (Course Master)
  - Primary must have course – generic CACTUS ID
    - Try to get the course close: for example, one student was taking Algebra and her primary school had it listed as life-skills
  - Provider must have all information
  - Both must mark instructional setting: OP
    - 0 as of December

Non SOEP: 2 Enrollments at the same time

- Example: Sally wants to take her dance and art classes in one LEA, and her math and language arts at another.
- As long as both LEAs agree to this, the student can do it.
- Both schools submit the S1, AC, and AM records normally splitting the membership
- Check the primary enrollment warnings in UTREx so this doesn't surprise anyone.

Students Taking Classes Outside Their LEA

- Example: John wants to take advanced under water basket weaving which is not offered in his LEA 1. It is offered at LEA 2 across the road.
- John can take the class at LEA 2.
  - LEA 1 can keep all the membership and work an agreement with LEA 2.
  - LEA 1 puts in all the data, S1, AC and AM (correct CACTUS ID please). In the where taught, LEA 2 and school # are used.
  - LEA 1 and LEA 2 can both submit all records with LEA 2 taking the membership associated with just that class.

Helpful Hints

- Use Correct Instructional setting: OP for SOEP students (Primary and Provider) and ON for all other online courses.
- Primary Schools (not SOEP) please use the where taught fields and correct cactus id. Putting in the principal's cactus id makes Travis really mad and screws up class size calculations.