

Changes to Data Clearinghouse

As of October 17, 2005

Year End 2005-06

COURSE & SECTION: This is the *unique* alphanumeric course + section number that you are using to identify a class within the school . . .
[Length will be increased from 8 digits to 12 digits]

ETHNICITY: (Required - ALL updates) Student's ethnic code.

A = Asian = A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

B = Black, ~~not of Hispanic Origin~~ or African American = A person having origins in any of the black racial groups of Africa.

C = White, ~~not of Hispanic Origin~~ = A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

H = Hispanic or Latino = A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

I = American Indian or Alaskan Native = A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

P = Pacific Islander = A person having origins in any of the original peoples of Hawaii, Guam, Samoa, Tonga, or other Pacific Islands.

U = Unknown: A person: (a) who indicated "Other"; or (b) who indicated "multiple origins" either [i] by marking a code expressly offered as an option for that purpose or [ii] by marking multiple codes representing different ethnicities; or (c) who declined to indicate ethnicity; or (d) for whom ethnicity data is missing.

ONLY above codes are valid ; Blank is an error

Note (1): This classification is based on federal policy as of February 17, 1999, as documented in <http://www.whitehouse.gov/omb/info/foreg/race.pdf>.

Note (2): For the purpose of summarizing ethnicity data to support the allocation of funds, codes **A**, **B**, **H**, **I**, and **P** will be considered as representing "ethnic minorities".

Note (3): Beginning with Year End 2007, this field will become the mandatory PRIMARY ETHNICITY code, that is, the indicator of the ethnic group with which the student most closely identifies, and an optional SECONDARY ETHNICITY code will be added to allow the student to indicate another ethnic group. For accountability reporting, disaggregation will be based on the primary code. For federal reporting, the two codes will be aggregated according to the categories specified by the CCD or EDEN.

TRIBAL AFFILIATION: (Optional until year-end 2006) This code indicates the Indian tribal affiliation of students ~~identified as "Indian" in the ETHNICITY field.~~

G Goshute
 N Navajo
 P Paiute
 S Northwest Band Shoshone
 U Ute
 O Other tribe
 Blank Other than "I" in ETHNICITY

If ETHNICITY is "I", TRIBAL AFFILIATION cannot be blank. ~~and, conversely,~~
~~if TRIBAL AFFILIATION is not blank ETHNICITY must be 'I' (beginning year-~~
~~end 2006).~~

FREE LUNCH ECONOMICALLY DISADVANTAGED: (Col 121 ; Optional)

This code identifies the status of students with respect to "economic disadvantage".

A F Eligible for Free (By Application) Lunch

~~**B** Direct Certification~~

~~**C** R Eligible for Reduced Benefits Price Lunch~~

~~**D** Application Denied~~

~~**M** McKinney (student automatically qualifies for meal benefits because of "homeless" status)~~

~~**S** Receives meal benefits ONLY because the school offers free lunch to ALL students~~

~~**Y** Economically Disadvantaged (may be used where other codes are not strictly applicable (see note 1))~~

Blank NOT economically disadvantaged

If 'M' here, there must also be a number from 1 to 6 in field HOMELESS, regardless of the update (Oct 1, Dec 1, or Year End).

~~**Note (1):** In schools which do not offer federally sponsored lunch programs, classify as "Y" all students who are economically disadvantaged according to the criteria established by the LEA. A convenient, but not officially mandated, source of criteria for this purpose are the annually revised Income Eligibility Guidelines published by the Food and Nutrition Services unit of the U.S. Dept. of Agriculture (see http://www.fns.usda.gov/cnd/care/Regs_Policy/IncomeEligibility/disclosure.htm) Use "Y" for students who are enrolled in a Provision II or Provision III school and not accounted for as "F" or "R" themselves OR (only in the case of a charter school), for students for whom a Declaration of Household Income is on file. You **may** also use "Y" for students who are eligible for a fee waiver or siblings of "F" or "R" students enrolled in a school that does not offer a lunch program and are not otherwise accounted for.~~

~~**Note (2):** Students who are A, B, C, M, or Y will be counted as "economically disadvantaged" in accountability reporting The Declaration of Household Income is voluntarily used by charter schools which do not participate in the National School Lunch Program to determine if a student is "economically disadvantaged" for the purpose of allocating NCLB funds.~~

~~**FREE LUNCH NUMBER:** (Col 122-131 ; Optional) This is the application number of the Free/Reduced lunch application. The field is 10 bytes long, left justified. Alphanumeric data is acceptable. Leave this field blank if~~

the ~~FREE LUNCH~~ field is left blank. If this field contains a value, field ~~FREE LUNCH~~ must not be blank

HIGH SCHL COMPL STATUS: (Year-End only) All students who are seniors (GRADE LEVEL = 12) and NOT exited ~~OR Early Graduates~~ must have one of the following codes indicating the final outcome of their schooling as of July 15. See also Note #5.

This will be edited and loaded during the Year-End update ONLY.

GR Basic High School Diploma
AC Alternative Completion Diploma
CT Certificate of Completion
RT Retained Senior
GP Graduation Pending
~~DO Dropout~~

Note (2): Use ~~"DO" with NO Exit Date or Exit Code for seniors who:~~ **(a)** Were enrolled on the last day of the school year but **(b)** had not completed all of the requirements for any of the diplomas or certificates ("AC", "CT", "GR") and **(c)** are not retained seniors. "GP" may be used for the subset of these same students who are enrolled in a summer program with the expectation of completing high school obtaining a high school diploma by October 1. However, if the following October upload does not contain an ES record for such a student with an AC, CT, OR GR, indicating that they did, in fact, complete high school, the status of the student will be changed to DO in the Data Warehouse. Also use 'DO' here if the school Exit Code is 'DO' (~~'DO' will be put here by the update program if it's blank and school exit is 'DO'~~).

Note (3): Use "RT" for students in Grade 12 who meet the criteria listed in R277-419-4(1)(i) for continuing to enroll beyond the age of 17 after one's cohort has graduated and who are expected to reenroll in the following year. These students cannot be exited.

Note (4): ~~For the calculation of the NCLB/AYP graduation rate, "GR" and "AC" will be counted as graduates and "CT" and "DO" will be counted as dropouts, unless the status of the latter is modified in the following October upload by an "ES" record. For the purpose of calculating graduation and dropout rates, GR and AC will be considered graduates and CT will be excluded as neither graduates nor dropouts. GP and RT are temporary statuses.~~

Note (5): ~~Early Graduates must have this set to 'GR' ('GR' will be put here by the update program if it's blank and student is an early grade).~~ The following values from the EXIT CODE for all students in grades 7 through 12 will be automatically entered as is or mapped as indicated below into the HIGH SCHOOL COMPLETION STATUS, if it is blank, by the Clearinghouse:

EXIT CODE (Q1,Q2,Q3,T1,T2,11) -> GR

EXIT CODE (DO,EX,SU) -> DO

EXIT CODE (DE,FE,TC,TH,TO,TP,WD) as is = "transfers" outside of Utah public education system

SCRAM EXIT REASON (D) -> CT

EXIT CODE: This code identifies the reason for the above exit date.

DE Death
 DO Dropout
 EX Expelled
 FE Foreign Exchange Student
 OG Other Graduate
 Q1 Early Graduate -- 1st Quarter Senior Year
 Q2 Early Graduate -- 2nd Quarter Senior Year
 Q3 Early Graduate -- 3rd Quarter Senior Year
 SU Suspended
 TC Transferred out of the country
 TD Transferred within the district
 TH Transferred to home schooling
 TO Transfer out of state
 TP Transferred to a private school
TR Transferred to a charter school
 TS Transferred to another regular school district ~~or charter school~~ within the state
 TT Transferred to another track within the school
 T1 Early Graduate -- 1st Trimester Senior Year
 T2 Early Graduate -- 2nd Trimester Senior Year
 WD Withdrawal
 11 Early Graduate -- 11th Grade
 Blank If EXIT DATE is left blank

~~**Note (2):** If the exit code indicates Early Graduate (11, Q1, Q2, Q3, T1, T2), the HIGH SCHOOL COMPLETION STATUS field must contain 'CR'. If HIGH SCHOOL COMPLETION STATUS is sent in blank it will be set to 'CR' by the Clearinghouse update program. If not blank or 'CR' it's an error.~~

~~**Note (32):** Use 'DO' for students in any update who were dropped from membership under the 10-day rule [see R277-419-1(0) at <http://www.rules.utah.gov/publicat/code/r277/r277-419.htm>] and cannot be properly accounted for at the time of the update by any other exit code.~~

~~If exit code 'DO' is used, the HIGH SCHOOL COMPLETION STATUS field must also be 'DO'. If HIGH SCHOOL COMPLETION STATUS is sent in blank it will be set to 'DO' and if it's not blank 'DO' it's an error.~~

~~**Note (4):** Students who are coded as "EX" or "SU" in the Year End upload will be considered dropouts after the following October upload unless they have an "S1" or "ES" record in the October upload.~~

~~**NOTE (54):** Use "WD" only for situations — such as a serious illness or injury — in which the reasons for nonattendance is due to inability to participate in schooling are known and documented but does not involve a transfer as such or death. A legitimate WD will usually be due to a very serious illness or injury that prevents a student from participating in schooling even under "homebound/hospitalized" status. It should be a rare phenomenon.~~

FIRST ENROLL IN US: If the student was born outside of the United States, enter the date of the student's first enrollment in a school in the United States. . . .

NOTE (2): This field is used to identify "immigrants" for the purposes of ~~(a)~~ disaggregating test scores for ~~AMAO and AYP reporting and (b)~~ for obtaining Title III funds as required under NCLB Title III.

NOTE (3): ~~AMAO means "Annual Measurable Achievement Objective" and refers to the monitoring of progress in the use of the English language by LEP students as required under NCLB Title III. AMAO will also require additional Clearinghouse fields in 2005-06. More information about this will be available after September 2004 with the launching of an AMAO website. In the meantime, please contact direct questions about immigrant data to the USOE Alternative Language Services Specialist, Nancy Giraldo, at (801) 538-7709, with any questions.~~

LIMITED ENGLISH LANGUAGE PROFICIENCY: (Optional) This code identifies the level of proficiency in academic English of students with limited English proficiency who are not native speakers of the English language.

B Beginning

~~A P Non-English proficient in speaking, reading and writing Pre emergent~~

~~B E Limited English proficient in speaking, reading and writing Emergent~~

~~C I Fluent in one of the language modalities and limited in one or more Intermediate~~

~~D A Monitored student for 2 years for English proficiency and application Advanced~~

~~E F Former LEP student who is fully proficient in English speaking, reading and writing and has been exited for an alternative language services program and fully functioning in the mainstream. Fluent~~

~~Blank All others (non-LEP student)~~

If ~~'A', 'B', or 'C'~~ B, P, E, I, or A here:

- fields ~~LEP ELP NATIVE and LEP ELP PARENT~~ languages **must** be present ~~at least one of the LEP 'grade' fields must be present (LEP ORAL GRADE, LEP READ GRADE, LEP WRITE GRADE)~~

If 'E' here:

- field ~~LEP ELP~~ EXIT DATE **must** have a valid date.

Note 1: Students who are ~~'A', 'B', 'C', or 'D'~~ B, P, E, I, or A will be counted as "limited English proficient" (LEP) for the purposes of in accountability reporting and allocating funds.

Note 2: Students who are ~~'E'~~ F need to have that designation continued on his/her S1 record for 2 years beyond the school year in which he/she was initially submitted as a ~~former LEP~~ Fluent student.

LEP ELP NATIVE LANGUAGE: Native or first language of student Required at Year-End IF field ~~LIMITED ENGLISH LANUGAGE PROFICIENCY~~ is ~~A, B or C~~ B, P, E, I, or A. BLANK is OK for Oct 1 or Dec 1 (regardless of value of ~~LIMITED ENGLISH LANUGAGE PROFICIENCY~~) but if present it will be edited for valid values. Valid values are listed after field ~~LEP ELP PARENT~~ LANGUAGE.

NOTE: The primary source for these language codes is ISO 639.2 ; for more information, see http://www.loc.gov/standards/iso639-2 If an ELP student has an ETHNICITY of "H" ("Hispanic or Latino"), then ELP NATIVE LANGUAGE cannot be "MIS" ("Miscellaneous").

~~LEP ORAL GRADE: Student's letter grade on oral scale of an English Proficiency test (see 'NOTE' after LEP WRITE GRADE below)~~

~~If entered: Valid values are:~~

~~N (non English proficiency)~~

~~L (limited English proficiency)~~

~~F (fluent English proficiency)~~

~~LEP READ GRADE: Student's letter grade on reading scale of an English Proficiency test (see 'NOTE' after LEP WRITE GRADE below)~~

~~If entered: Valid values are:~~

~~N (non English proficiency)~~

~~L (limited English proficiency)~~

~~F (fluent English proficiency)~~

~~LEP WRITE GRADE: Student's letter grade on writing scale of an English Proficiency test (see 'NOTE' below)~~

~~If entered: Valid values are:~~

~~N (non English proficiency)~~

~~L (limited English proficiency)~~

~~F (fluent English proficiency)~~

~~NOTE: IF field LIMITED ENGLISH is A, B, or C the Oral Grade is required for ALL grades the Reading and Writing grades are required for and grades 2 and above.~~

~~LEP ELP EXIT DATE: The date the LEP ELP student was advanced to LIMITED ENGLISH LANGUAGE PROFICIENCY code 'E' F (Former ALS student exited Fluent). Format YYYYMMDD. Required IF field LIMITED ENGLISH LANGUAGE PROFICIENCY is 'E' F (must be a valid date).~~

MESA PROGRAM: Identifies the degree of student involvement in the MESA (Math, Engineering, Science Achievement) program during the year.

A Student joined MESA and met all district requirements to be recognized as having fully participated in the MESA program for the year

B Student joined MESA and participated in at least one MESA activity

C Student joined MESA but did not participate in any MESA activity

Blank All others

If entered only blank, 'A', 'B' or 'C' is allowed.

Note (1): ALL and ONLY the following LEAs must have a MESA PROGRAM count equal to or greater than the number specified in parentheses: Carbon (97), Davis (200), Granite (1040), Jordan (456), San Juan (69), Tooele (88), Weber (272), Salt Lake (222), Ogden (136), Provo (132), Logan (136), Murray (20), AMES (176), City Academy (20). This number is 80% of the total number of students the LEA plans to serve in 2005-06 through its MESA program.

Note (2): Please direct questions about MESA data to the USOE MESA Program Specialist, Freddie Cooper, at (801) 538-7733.

PART-TIME: (Optional) This is for indicating ~~enrolled child is home schooled part of the day or attends a private school part of the day~~ the status of a student who is enrolled for only part of the school day.

H Home Schooled
P Private School
S Stable
Blank All others

Notes:

1) Use ~~A part time~~ H ("home schooled") for a part time student ~~is a child:~~

- a) whose family received a certificate in accordance with Utah Code 53A-11-102 exempting him/her from public school attendance **AND**
- b) who is enrolled in a public school for part of the day.

2) Use ~~A part time~~ P ("private school") for a part time student ~~is a child:~~

- a) who is enrolled in a private school **AND**
- b) who is enrolled in a public school for part of the day

3) Use **S** ("stable") for a part time student:

- a) who is neither home schooled nor enrolled in a private school AND
- b) who has been enrolled in the school for the entire year.

NCLB SCHOOL CHOICE: Indicates whether the student is enrolled in this school, outside of their assigned attendance area, by choice under the provisions of NCLB Title I Part A.

Y Enrolled by choice under provisions of NCLB Title I Part A
 Blank All others

Note: ALL and ONLY the following LEAs have one or more schools in Year 1 of Program Improvement and so must have an NCLB SCHOOL CHOICE count greater than 0 (zero): Davis, Duchesne, Jordan, Nebo, Ogden, San Juan, Uintah, Washington, Wasatch.

NCLB SUPP SERV LANG: Indicates whether the student received supplemental services in Language Arts, funded out of the LEA's NCLB Title I Part A allocation, by identifying the approved provider of that service. See the list of providers and Note 1 below NCLB SUPP SERV MATH.

NCLB SUPP SERV MATH: Indicates whether the student received supplemental services in Mathematics, funded out of the LEA's NCLB Title I Part A allocation, by identifying the approved provider of that service.

- 1 Lindamond Bell
- 2 Connections After School
- 3 SMART
- 4 U of U Reading Clinic
- 5 HOSTS Learning
- 6 Prime Time Academy
- 7 Failure Free Reading
- 8 International Language Programs

9 Newton Learning
 10 Utah Alliance of Boys & Girls Clubs
 Blank Did not receive supplemental services

Note (1): ALL and ONLY the following LEAs have one or more schools in Year 2 or higher of Program Improvement and so must have an NCLB SUPP SERV count -- sum of MATH and LANG -- greater than 0 (zero): San Juan, Uintah.

Note (2): Please direct questions about NCLB Choice and Supplemental Services data to Nancy Shepherd at (801) 538-7825.

TEACHER 1 ID: (Required) This is the CACTUS ID ~~or SSN~~ of the TEACHER OF RECORD assigned to the class. All numeric, ALL ZEROES is invalid (~~for CACTUS ID~~, left justify, DON'T zero fill)7. SSNs are no longer allowed, so if it contains 9 characters it will be assumed to be an SSN and will be edited handled as such an error.

NOTE (1): This doesn't necessarily have to be a teacher. It can be a counselor or student advisor. For "courses" such as RELEASE TIME or others where the teacher is not in CACTUS, enter the CACTUS ID ~~or SSN~~ of the faculty member who authorizes or approves these "courses".

NOTE (2): If the teacher of record does not have a CACTUS ID (i.e., does not have a educator license and so is not in the CACTUS database) and is not affiliated with an institution of higher education as the instructor of a concurrent enrollment class, use the two-digit ID "10" meaning "Educator Unknown".

CREDITS EARNED: (Required at year end for grades 9-12) The amount of credit earned for the period of time the "AM=" record represents. A decimal is implied between the first and second character. Must be complete and all numeric, '0000' is OK, BLANK is an error at year end (except grades other than 9-12), if present in Oct 1 upload it will be fully edited. Cannot exceed CREDITS ATTEMPTED.

COLLEGE CREDITS EARNED: (Required if CONCURR ENROLLED is 'Y') The number of college credits attempted for the concurrent enrollment course. A decimal is implied between the second and third characters to allow for half credits. If the student is taking the course but NOT attempting to obtain college credit, this field should be '000'. Otherwise, it should contain the number of college credits being attempted. Cannot exceed COLLEGE CREDITS ATTEMPTED. BLANK is an error if field CONCURR ENROLLED is 'Y'; must be complete and all numeric.

RECORD TYPE "ES="

APPROPRIATE USE: "ES=" transactions are valid ONLY in the October Fall Enrollment upload. They will be ignored in all other uploads. An ES record may be used to update the exit status of students who were included in the previous Year End upload and whose EXIT CODE or HIGH SCHOOL COMPLETION STATUS has changed between July 15 and October 1.

CONSTRAINT: If a student has an ES record, the same student CANNOT also have an S1 record. Submission of both types of records for the same student in the October upload will result in an error.

CAUTION REGARDING SECONDARY "FALL NO SHOWS": If a student was included in the previous Year End upload **with** a GRADE LEVEL of 6 through 11 and **without** an EXIT CODE or HIGH SCHOOL COMPLETION STATUS **and therefore is** expected to "show up" in grades 7 through 12 in the fall **but** turned out to be a "fall no show", you have the option of submitting either an ES record in October or including an S1 record for the student in the next Year End upload with 10 or fewer days of membership and the appropriate EXIT CODE; however, if there is no record of either kind for such a student, the student will be considered a dropout.

Note: ~~"ES=" transactions are only used in the **October Fall Enrollment** update. Use of the "ES" record is optional and they will be ignored in all other updates. An LEA may use this record to update the **Exit Status** of two types of students:~~

1) those who:

a) were identified as dropouts, expelled, or suspended in the previous Year end upload (EXIT CODE = DO, EX, or SU)
AND

b) either completed high school in some way during the summer or were determined to have transferred, withdrawn, or died by October 1

2) those who were identified as 11th grade students (GRADE LEVEL = 11) in the previous Year end upload and who completed high school during the subsequent summer, that is, became an "early graduate" and thus did not reenroll in the fall.

Do not include an S1 record for an ES student. No action is necessary if, as of October 1:

~~— **The student is still unaccounted for.** The student becomes an actual dropout and is already so indicated in the Warehouse~~

~~— **The student reenrolled in your district.** Assuming that the student's key personal identifier fields are consistent across the Year end and October uploads, the USOE will match the October S1 record with the student's record in the Warehouse and change the exit status of the student in the Warehouse accordingly.~~

UPDATED EXIT CODE STATUS

STATEWIDE STUDENT ID: The number assigned to the student using the Statewide Student Identifier (SSID) assignment process. Must be complete and all numeric.

UPDATED EXIT CODE STATUS: (Required - ALL 'ES' records submitted) The 'changed to' exit code or high school completion status.

AC Alternative Completion Diploma

CT ~~High School Completer~~ Certificate of Completion

DE Death

DO Dropout

FE Foreign Exchange

GR High School Graduate -- Regular Diploma

TC Transferred out of the country

TH Transferred to home schooling

TO Transferred out of State

TP Transferred to a Private School

TR Transferred to a Charter school

TS Transferred to another District ~~or charter school~~ within the State

WD Withdrawal

11 Early Graduate -- 11th Grade

December 2006 SCRAM

SCRAM RESOURCE DISABILITY TYPE: Identifies the type of disability for which the student is receiving special education services.

AU = Autism

BD = Behavior Disorder (federal "Emotional Disturbance")

CD = Communication Disorder (federal "Speech or Language Impairment")

DB = Deaf and Blind (Dual Sensory Impairment)

DD = Developmental Delay

HI = Hearing Impairment (Deaf)

ID = Intellectual Disability (federal "Mental Retardation")

MD = Multiple Disabilities

OH = Other Health Impairment

OI = Orthopedic Impairment

SL = Specific Learning Disorder

TB = Traumatic Brain Injury

VI = Visual Impairment (Blind)

SCRAM TIME/SETTING

TIME: Summarizes the amount of time the student is served. This is used to allocate state special education funds.

A 1-59 minutes of special education/related service (Regular Resource)

B 60-179 minutes of special education/related service (Resource)

C 180 min. or more of special education/related service (Self-Contained)

F 180 min. Or more of special education/related service (Regular, counted as Self-Contained)

REG PCT: Summarizes the amount of time the student is served in a regular education setting. This is used for federal reporting.

1 = 80% or more in regular class

2 = 40 to 79% in regular class

3 = Less than 40% in regular class

Required for:

- ages 3-5 only when ENVIRONMENT is E; and
- ages 6-21 with any ENVIRONMENT.

ENVIRONMENT: Identifies the type of educational setting in which the student receives special education services.

If age is 3-5, you can use one of the following setting:

E = Early Childhood

I = Itinerant (federal "Service Provider Location")

M = Home

If age is 6-21, you can use one of the following setting:

H = Homebound/Hospitalized

Y = Correctional (Youth In Custody)

You can also use one of the following with any age (3-21):

C = Separate Class
R = Residential
S = Separate School