CLEARINGHOUSE

How ?

1) ***Enter*** / ***Correct*** data in your SIS 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*

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

Several charter schools and a few regular districts assumed they were done because they submitted a file with zero errors reported by the edit program……***not true !!!*** 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 (Summary reports in October and at Year End or the Child Count Worksheet in December).

- Invalid SSIDs were a major problem with the recent October 1 uploads:

  55 LEAs had at least 1 submittal with invalid SSIDs

  80 Total invalid SSID reports were produced

- Added to Page 3 (under "Edit Information"):

THE CLEARINGHOUSE EDIT PROGRAM CANNOT AND, THEREFORE, *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 changed ?

December 2008 (and beyond)

- **SCRAM Record (S2)**
  - Regular Percent

    The ***warnings*** you've received the past two updates (Year End 2007-2008 and October 2008) will now be **ERRORS** !!

    - If student is Pre-K and Environment is anything but 'E', Regular Percent must be BLANK

What's changed ?

Year End 2008 - 2009

- Student Record (S1)
  - Birth Date

    Records for students under 3 may not be submitted if they are flagged as ***migrant*** (migrant indicator set to **Y**). Added wording to that effect.

  - School Exit Code *(actually already changed -- October update)*

    Added codes:

    AE - Transferred to Adult Education
    HE - Transferred to Higher education, except UCAT
    TN - Transferred to another public school by choice under NCLB
    UC - Transferred to Utah College of Applied Technology (UCAT)
    UN - Unknown
    WP – Withdrawn from Preschool

    Added notes about use of these new codes

What's changed ?

(Year End 2008 – 2009 cont)

- Student Record (S1)
  - High School Completion Status

    Added code:

    AO – Aged out of Special Education

    Added a note: If HSCS is **AO**, Scram Exit Reason must be **D**

  - Tribal Affiliation

    Added wording indicating you can indicate a Tribal Affiliation even when Ethnicity is other than American Indian and the 5 specifically listed tribes are the five "federally recognized tribes" with agencies in Utah.

What's changed ?

(Year End 2008 – 2009 cont)

- Student Record (S1)
  - Limited English

    Added ADVANCED (A) to the values that are to be rolled up into submitted value of 'Y'. Now if UALPA is P, E, I or A submit 'Y for Limited English – 'A' is no longer a valid value.

    NOTE: For December 2008 (as was the case in the October upload) Limited English submitted values of 'A' will be converted to 'Y' in the update program. This means "ELL Instruction Type" will be required for students you submit with Limited English of 'A'.

  - Student Zip Code

    Added wording about using this to validate District of Residence (charter schools)

  - District of Residence

    Added wording indicating the DOR must be consistent with Student Zip Code.

What's changed ?

(Year End 2008 – 2009 cont)

- SCRAM Record (S2)
  - SCRAM Exit Reason

    Added NOTES:

    (1) If SCRAM EXIT REASON is 'D', HIGH SCHOOL COMPLETION STATUS must be 'AO'

    (2) If SCRAM EXIT REASON is 'X', EXIT CODE (S1) cannot be blank

- Course Master Record (AC)
  - Where Taught School

    Added explanation of what the school number should be for colleges and ATCs.

  - Teacher 1 ID

    Use of '10' (Educator Unknown) is no longer permitted.

What's new ?

- Student Record (S1)
  - YIC Full Time

    Used to indicate if a student is full time YIC

    0 – Not a full time YIC student
    1 – Full time YIC student (has a YIC service code other than RSM, ISI-1, or ISI-2).

  - Kindergarten Type

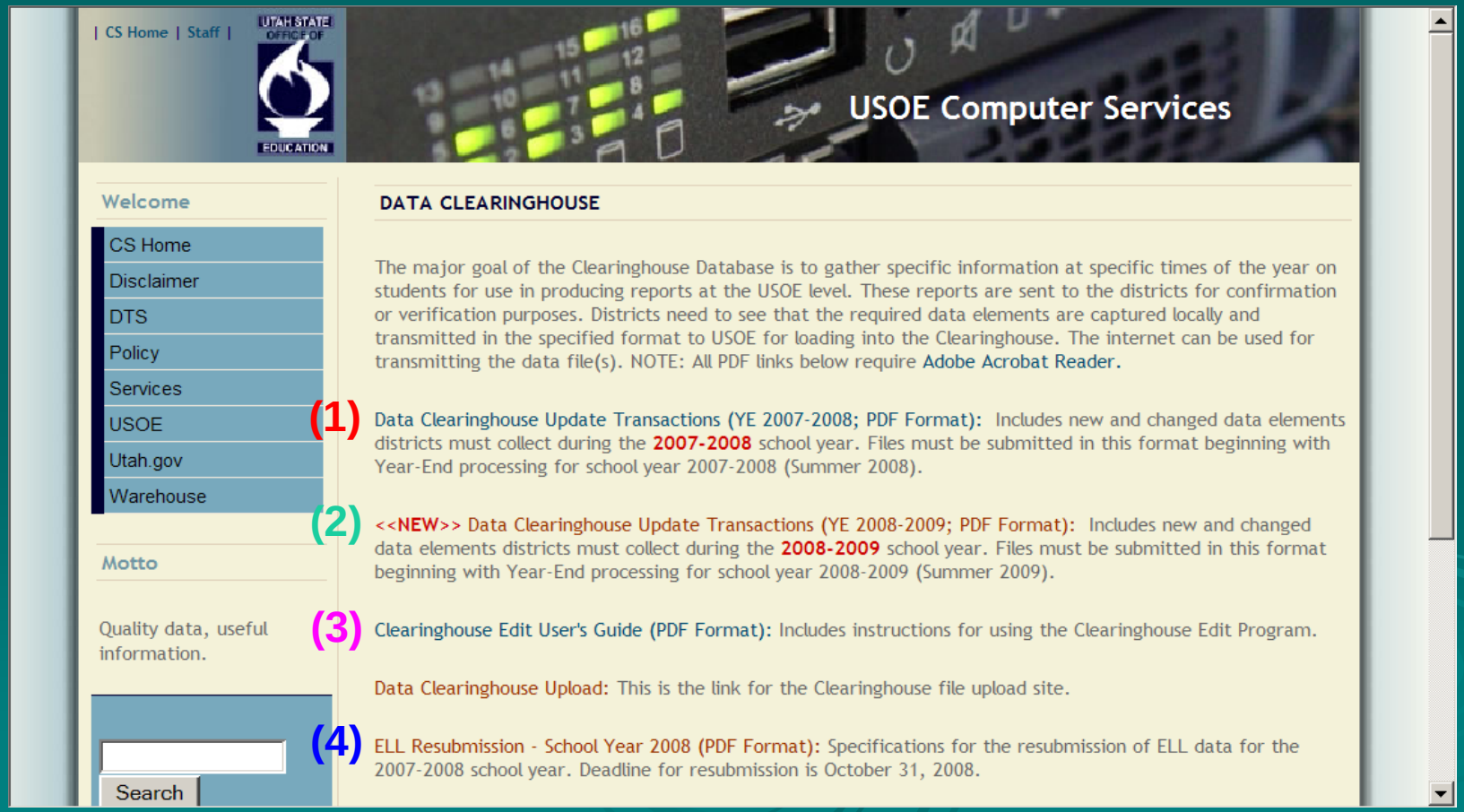
    Identifies if Kindergarten students participated in an extended Kindergarten program (regardless of funding source), and which type of program.

    FN – Full Day, No Extended Year
    ON – Full Day Other, No Extended Year
    EN – Extended Hours, No Extended Year
    YN – Extended Year, No Full Day or Extended Hours
    FY – Full Day and extended Year
    OY – Full Day Other and Extended Year
    EN – Extended Hours and Extended Year
    NN – No Significant Extended Kindergarten Program Participation
    BLANK – Not Kindergarten (GRADE LEVEL is NOT 00)

Documentation

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

- Current Clearinghouse document **(1)**
- New Clearinghouse document **(2)**
- Clearinghouse Edit instructions (User's Guide) **(3)**
- ELL Resubmission specifications (YE 2007-2008) **(4)**



Questions……Comments……