# 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 !!!*** 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 were a major problem with the October 1 uploads just completed.

**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

- School Record (SC)
  - Schedule Cycles

    The number of different schedule cycles used by the school (relates to new data element "Cycle" in the AC record).

- Student Record (S1)
  - Suspended Days

    Total number of days the student was suspended or expelled. Includes safety and non-safety violations. More about this from Jennifer Lambert later today.

  - 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. Was a warning in October – will be an error beginning Year End 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 |
| **S1** | First Semester |
| **S2** | Second Semester |
| **Q1** | First Quarter |
| **Q2** | Second Quarter |
| **Q3** | Third Quarter |
| **Q4** | Fourth Quarter |
| **Q1Q2** | First and Second Quarters |
| **Q2Q3** | Second and Third Quarters |
| **Q3Q4** | Third and Fourth Quarters |
| **Q4SU** | Fourth Quarter and Summer |
| **SU** | Summer |
| **T1** | First Trimester |
| **T2** | Second Trimester |
| **T3** | Third Trimester |
| **T1T2** | First and Second Trimesters |
| **T2T3** | Second and Third Trimester |
| **T3T1** | First and Third 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 | |
|---|---|---|---|---|---|
| A | B | C | D | E | -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.

NOTE: The total number of different cycles encountered for the school ***CANNOT*** exceed the number designated in SCHEDULE CYCLES in the SC record.

# What's changed ?

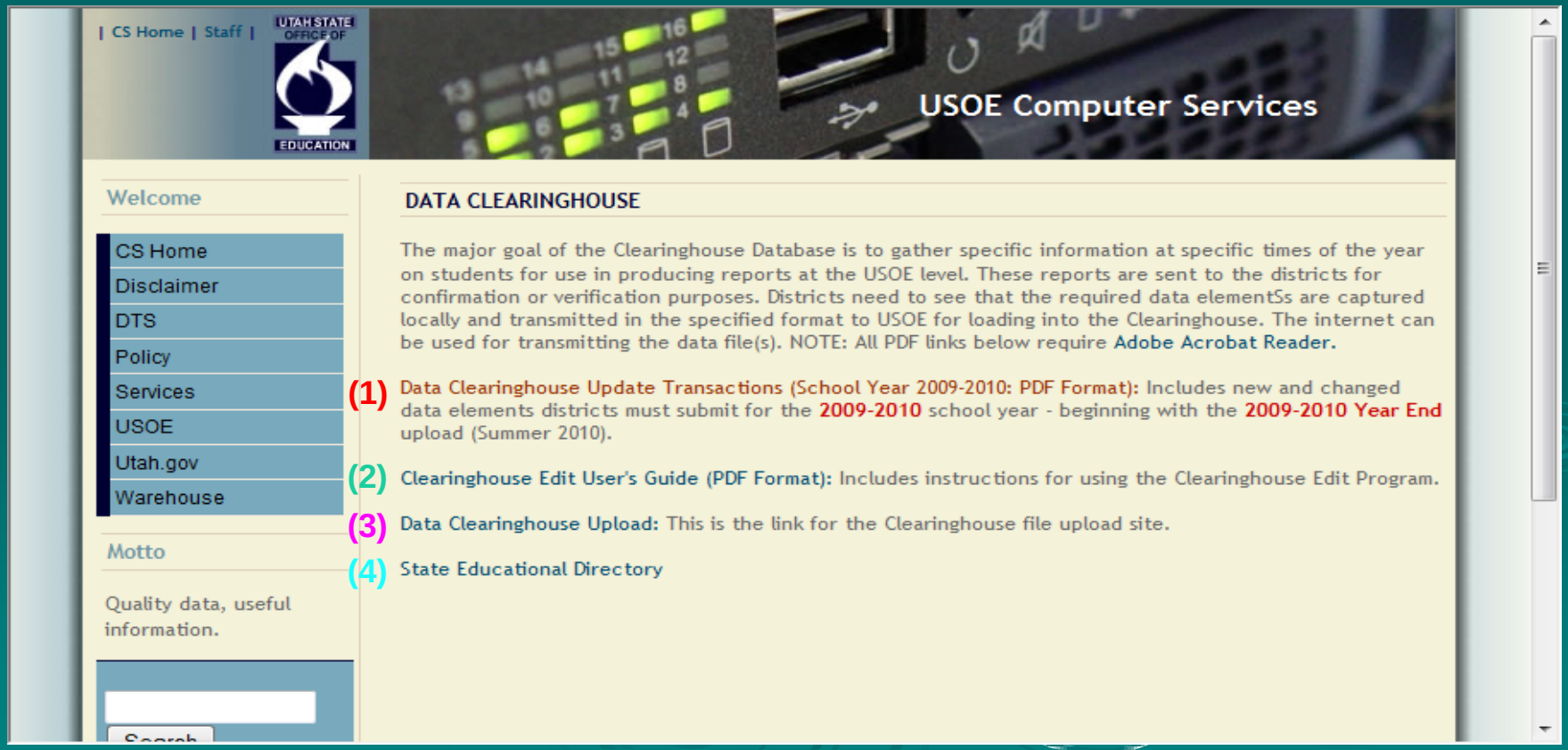
- Course Master Record  (AC)
  - Semester Length

    Added an option for Quarter length classes

# Documentation

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

- Current Clearinghouse document (effective Year End 2010) **(1)**
- Clearinghouse Edit instructions (User's Guide) **(2)**
- Link to secure FTP site (MOVEit) **(3)**
- Link to State Educational Directory **(4)**



# Questions……Comments……