

UTREx Level 2 Exceptions

Descriptions and Error Status as of 12/12/2012

<u>Exception Type</u>	<u>Error Status</u>	<u>Description</u>	<u>Tips/Guidelines for Resolving</u>
Permanent Exit	Warning (Fatal by July 2013)	Triggered if a student was exited from a district with the reason code of DE. Or with a HS completion code of GR, G3, GM, GC, CT, or AO. Or is not Special Ed and has a HS Completion code of GG	An ES Record will need to be submitted for the student with the change in exit code.
Primary Enrollment	Warning	Triggered if a student is registered as a primary (School of Record) enrollment in multiple schools either within an LEA or in multiple LEAs. Student must have only one SOR on any given day.	Although this is warning, checking the report and resolving the problems can alleviate membership issues at the end of the year. Many of the warnings reflect 2 students using the same SSID.
Concurrent Registration	Warning	Triggered when a student is enrolled in multiple schools at the same time, allowing for 20-day overlap, such that the exception is triggered on the 21st day. This also takes into consideration multiple schools of records (SOR). It is valid for a student to be enrolled in a SOR and a non-SOR at a given time.	
New SSID	Warning (Fatal ~ January 2013)	Triggered when a district submits a student with a new SSID but the student had been submitted by any LEA with a different SSID in the past. UTREx matches based on First, Last, Middle names; DOB, and Gender.	Contact the other LEA to investigate. If this is the same student, contact Michael Thompson to merge the 2 SSIDs. The lower number will become the new SSID. If it is 2 students contact Clint Thomsen to get them submitted.
Student school membership	Warning (Fatal by July 2013)	<p>If student is only mainstream and/or resource: $\sum S1 \leq 170 \text{ days} + (10 \text{ days} * \# \text{ schools enrolled})$</p> <p>If the student has any self contained enrollment (special ed or YIC), $\sum S1 + \sum S2c \leq 170 \text{ days} + (10 \text{ days} * \# \text{ schools enrolled})$ AND $\sum S1 + \sum S3c \leq 170 \text{ days} + (10 \text{ days} * \# \text{ schools enrolled})$</p> <p>Note: Membership days associated with all schools are included in the Total.</p> <p>S1: Regular membership days s2: Special education membership days S3: YIC membership days C: Self-contained Instruction</p>	<p>Each student is <u>only funded for 1 WPU</u>. LEAs will need to work it out between them to keep with the membership days allotted.</p> <p>Example 1: Sally is enrolled full time at an on-line charter (180 days) and 1/3 time at a brick and mortar (60 days) and turns in 240 days of membership. The on-line should take .75 of the 190 days (143) and the brick and mortar should take 0.25 of the days (47).</p> <p>Example 2: 2 LEAs turn 180 days membership for Sally. Both schools have had her the full year. Investigation reveals this is two Sally's with the SSID. Once split, both LEAs get the full 180 days.</p> <p>Avoid membership issues by checking Primary Enrollment Warnings. If caught early the student can be informed that he/she can only be enrolled full time.</p>
Student Grade Level Inconsistency	Warning	Triggered when a student's reported grade level in the current year differs by 2 grade levels from the previous year.	
Student Grade Level Inconsistency	Fatal	Triggered when a student's reported grade level in the current year differs by 3 or more grade levels from the previous year.	Mostly occurs when due to typo or otherwise inaccurate historical data.
Incomplete Transfer	Warning	Triggered when a student has exit code of TD, TN, TR, or TS but does not have an entry date in a new school after a 30-day grace period from their exit date at exited school.	For 9-12 th graders, the incomplete transfer report is important. If the status of the students is not resolved, they will become dropouts.