

# Utah Assessment Student Rostering Manual

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UTAH STATE BOARD OF EDUCATION



UTAH STATE BOARD OF EDUCATION | JULY 2023 | VERSION 2

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For any recommended updates to this manual, please contact Maureen Rushing, Assessment Data Specialist: [maureen.rushing@schools.utah.gov](mailto:maureen.rushing@schools.utah.gov)

## Introduction

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The Utah State Board of Education (USBE) rosters students for all state-wide assessments as outlined in Board Rule [R277-404: Requirements for Assessments of Student Achievement](#). Rostering refers to the assignment of students to assessment-administration software programs for the completion of assessments based upon the student's grade level or course enrollment. USBE collects student data via each Local Education Agency's (LEA) Student Information System (SIS). As stated in [R277-404-9: Data Exchanges](#), LEAs are responsible for ensuring their SIS is compatible with USBE data reporting requirements. The basic flow of student data between LEAs, USBE, and assessment vendors is pictured in Figure 1. This manual will address the roosting processes that occurs between USBE and vendors in the pictured process.

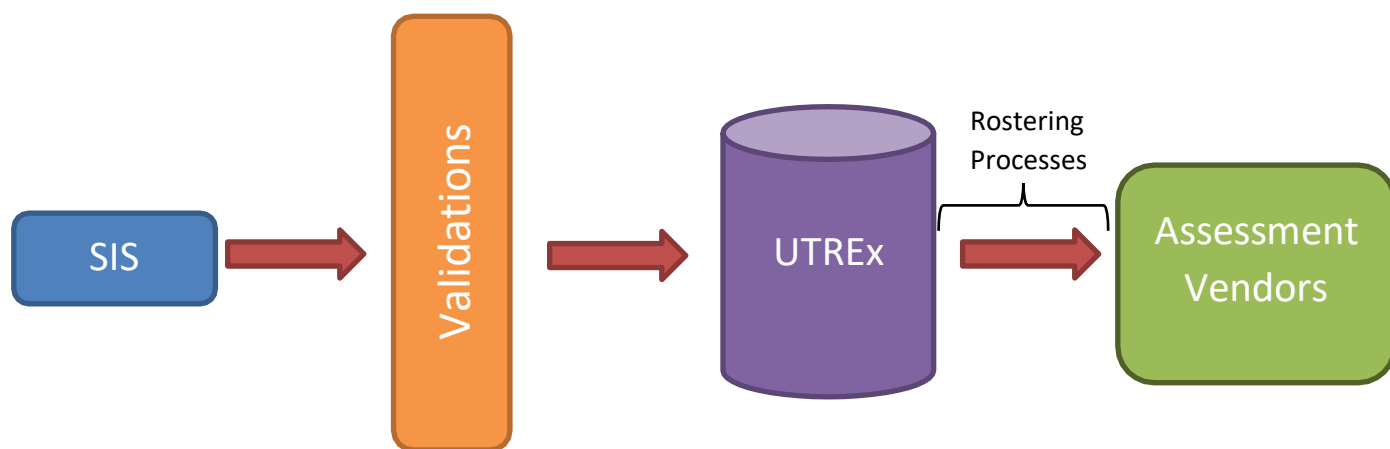


Figure 1: Basic Flow of Student Data

## What's New?

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This section will be updated with each new version of this manual to highlight changes in the newest version compared to the previous one. This document is version 2 of this manual.

- [WIDA Access 2<sup>nd</sup> Pre-ID File](#)
  - In addition to the November pre-id file, an additional pre-id file will be submitted in January.
- [Utah Core Standards Benchmarks](#)
  - Utah Core Standard Benchmarks are now administered in the UTIPS platform.

## Purpose

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The purpose of this manual is to establish transparency in the assessment rostering process for LEAs. This manual includes details of these processes for each state-wide assessment as each currently operates at the time of this writing. These processes are subject to change and this manual will be updated on an annual basis. Each assessment has unique rostering requirements. USBE evaluates each rostering component and creates business rules based on current vendor and USBE system requirements. Business rules are a set of constraints on the data required for assessment rostering. They filter student data to match what is needed for a given assessment. The USBE Assessment Data Specialist provides business rules to the USBE IT department and to assessment vendors for each assessment. The USBE IT and Assessment departments work with vendors to determine the appropriate order for business rule application to achieve desired rostering and data return results.

## Manual Structure

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USBE is in the process of updating our assessment rostering systems to an Application Programming Interface (API) using the [IMS Global OneRoster Specification](#) (OneRoster). These updates do not affect the way LEAs submit their student data but will change the rostering processes internal to USBE outlined in this manual.

This manual will first summarize and review the rostering process for assessments currently utilizing the OneRoster API. Discussion of rostering for assessments using a process other than the OneRoster API will follow. There are four general categories of rostering processes currently utilized: API Submissions, Non-API Nightly Submissions, One-Time Pre-ID File Submissions, and Manual Rostering Submissions.

## Chapter 1: Common Rostering Components

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The rostering of students for state-wide assessments requires multiple data points associated with each student. USBE has put into place several course and test assignment components to communicate these data to vendors. These rostering components are listed below.

**Core Code.** This is the 11-digit code that identifies school courses. It is used in CACTUS and entered in UTREx. These core codes are also used in the course-based rostering of assessments. Updated [core code lists](#) are available annually on the USBE website. Each core code has a priority value that is used to determine which core code to apply in situations when a student has two or more core codes eligible to test for an assessment, but only one can be used for the assessment. Core codes are listed in order of their priority in the publicly available core code lists.

**Test Subject ID.** This is a 3-digit code that identifies the grade and subject-specific test a student will be assigned based on their core code(s). Core code and Test Subject ID crosswalks are provided to vendors annually so that they can correctly assign tests to the appropriate courses.

**Participation code.** This is a 3-digit code used to provide an explanation as to why a student did not participate in an assigned test, or why a student participated in a test in a non-standard way. More information about participation codes can be found in the [Utah Accountability Technical Manual](#).

**Org ID.** This is an LEA's district number and school number combined to create one ID. It is communicated to vendors during rostering to identify a student's school enrollment(s).

## Chapter 2: API Submissions and Structure Summary

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The Application Programming Interface (API) using the [IMS Global OneRoster Specification](#) (OneRoster) currently in development at USBE is the new standard for rostering data transfer. The API provides USBE with the ability to securely exchange student enrollment data with Utah LEAs and USBE-contracted vendors. The API allows parties to exchange data as often as necessary to achieve assessment rostering and data return needs. Standardizing the way that USBE communicates student data to all assessment vendors facilitates efficient and secure data transfers.

Vendors pull from API endpoints built by USBE IT. Endpoints are different databases of student rostering information. These endpoints are structured to fulfill the anticipated rostering needs of different assessments. They are defined by assessments being grade-based or course-based and allow for multiple school enrollments or a single school enrollment. Table 1 is a visual representation of these endpoints. The two endpoints currently being utilized have the assessments associated with them listed within their respective cells.

Table 1: Visual of the three USBE rostering endpoints and the assessments currently utilizing them.

	Grade Based Assessment	Course Based Assessment
Multi-enrollment		-AAPPL -Acadience Reading (ADM) -Acadience Math (ADM) -Utah Core Benchmarks -RISE
Single Enrollment	-Utah Aspire Plus	

Business rules are applied to sort student data into the appropriate endpoint prior to supplying these data to vendors. This makes it easier for vendors to pull the data they need to roster students for a particular assessment. Vendors may still need to apply some filtering, such as a range of student grades (i.e., Utah Aspire Plus only includes grades 9 and 10), but the majority of the required business rules are applied via the endpoints themselves. The application of these business rules sometimes requires a single school or course enrollment to be selected in cases where a student may be enrolled in multiple eligible schools and/or courses. The logic used to determine these selections is referred to as tie break rules or “tiebreakers”. The following subsections of this chapter will discuss these tiebreaker rules for the two currently utilized rostering endpoints.



## Part I. Single Enrollment and Grade Based Endpoint

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The single enrollment and grade based endpoint includes the data elements detailed in Appendix A. These elements are available for vendors to pull when rostering students for assessments. All the student information within the endpoint is sourced from the nightly UTREx submissions LEAs submit via the [Data Gateway](#) data collector.

In cases where a student is currently enrolled in more than one school, the endpoint prioritizes schools by giving preference to:

- a. School of Record (Where School of Record is Y in Data Gateway)
- b. Primary Enrollment over Non-Primary (Expressed in membership days)
- c. Priority school entry date (Descending order)
- d. Brick and mortar school setting (WHERE Brick and Mortar is 1 or True)
- e. Higher grade over lower grade
- f. Lowest OrgSourceId (Concatenated district number and school number)

Note: when selecting the SecondaryOrgId for a student these rules are applied twice, the first school selection will be the primary Org id and the second is the secondary Org id.

### A. Utah Aspire Plus Rostering.

The current vendor USBE is contracted with to administer the Utah Aspire Plus assessment applies additional rules when pulling from the single enrollment and grade based endpoint to narrow this pool of students to only those that are eligible to take the Utah Aspire Plus assessment.

- Filter for actively enrolled students in grades 9 and 10
- Remove students where 1% flag is 1/True

## Part II. Multiple Enrollment and Course Based Endpoint

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The multiple enrollment and course based endpoint include the data elements detailed in Appendix B. These elements are available for vendors to pull when rostering students for assessments. All the student information within the endpoint is sourced from the nightly UTREx submissions LEAs submit via the [Data Gateway](#) data collector.

In cases where a student is currently enrolled in more than one course eligible for the same subject test, the endpoint prioritizes courses by giving preference to:

- a. Active course with core code included in the assessment's core code list
- b. SOEP courses
- c. Core code with lowest numerical priority, based on the priority of the core codes as they are ordered in the [core code lists](#)
- d. Latest course entry date
- e. Lowest course period
- f. Lowest course section ID

### A. Assessment of Performance toward Proficiency in Languages (AAPPL) Rostering

The current vendor USBE is contracted with to administer the AAPPL assessment applies these additional rules when pulling from the multiple enrollment and course based endpoint to narrow this pool of students to only those that are eligible to take the AAPPL assessment.

- Pull all active records where DLI School flag is 1/True
- Pull all records where grades are 3-9
- Filter for AAPPL core codes using core code list

### B. Acadience Reading Rostering (Acadience Data Management)

The Acadience Data Management vendor applies these additional rules when pulling from the multiple enrollment and course based endpoint to narrow this pool of students to only those that are eligible to take the Acadience Reading assessment.

- Filter for Acadience Reading core codes using the core code list
- Filter for students actively enrolled in an organization (Status = 1)
- Filter for grades 0-6
- Remove students where 1% flag is 1/True (IsOnePercent = 1)
- IF core code IN (23010000075, 23010000155) THEN use the student's grade level to assign appropriate reading assessment.

### C. Acadience Math Rostering (Acadience Data Management)

The Acadience Data Management vendor applies these additional rules when pulling from the multiple enrollment and course based endpoint to narrow this pool of students to only those that are eligible to take the Acadience Math assessment.

- Filter for Acadience Math core codes using the core code list
- Filter for students actively enrolled in an organization (Status = 1)
- Filter for grades 0-3

- Remove students where 1% flag is 1/True (IsOnePercent = 1)
- IF core code IN (23010000075, 23010000155) THEN use the student's grade level to assign appropriate math assessment.

#### D. Readiness Improvement Success Empowerment (RISE) Rostering

The current vendor USBE is contracted with to administer the RISE assessment applies these additional rules when pulling from the multiple enrollment and course based endpoint to narrow this pool of students to only those that are eligible to take the RISE assessment.

- Filter for RISE core codes using core code list
- Remove students where 1% flag is 1/True
- Assign correct subject test based on student Test Subject Id

#### E. Utah Core Standard Benchmarks Rostering

The current vendor USBE is contracted with to administer the Core Benchmarks applies additional rules when pulling from the multiple enrollment and course based endpoint to narrow this pool of students to only those that are eligible to take the Core Benchmarks.

- Filter for Core Benchmark core codes using core code list
- Remove students where 1% flag is 1/True
- Assign correct subject test based on student Test Subject Id

## Chapter 3: Non-API Nightly Submissions Summary

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The following rostering processes represent assessments that currently utilize legacy systems that have yet to be updated to the OneRoster API. Rostering information is sourced from LEA UTREx submissions on a nightly basis. Vendors pull data nightly from unique assessment-specific tables created by USBE. The current business rules associated with each unique rostering solution are explained below.

### Part I. Assessments Utilizing this Process

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#### A. Acadience Reading Rostering (Amplify)

The following business rules are used to determine Acadience Reading student rostering:

1. Determine eligible students:
  - a. Enrolled in Kindergarten through Third Grade
  - b. Has an active enrollment in a course for which the core code appears in the Acadience core code list
    - i. Active course enrollments are those for which the course exit date is null or the course exit date is later than the date of rostering
2. Roster the student for a single course enrollment:
  - a. If the student has more than one eligible course enrollment, apply tiebreakers in the following order to determine a single school and course in which to roster the student:
    - i. Select the core code with the lowest priority value
    - ii. Select the course with the latest course entry date
    - iii. Select the course with the lowest value in the period column in the course enrollment record
    - iv. Select the course with the lowest value in the Section ID column in the course enrollment record

#### B. Dynamic Learning Maps (DLM) Student Entry

Dynamic Learning Maps (DLM) assessments are designed for students with significant cognitive disabilities (i.e., 1% students) and rostering for these assessments is done through the KITE educator portal. Utah currently utilizes ELA, Math, and Science DLM assessments.

Students enter KITE nightly according to the following business rules:

- Filter for students actively enrolled in an organization (Status = 1)
- Filter for grades 3-11
- Filter for students with Special Education status 1/Yes/True
- Filter for students OnePercent 1/Yes/True
- Filter for SpecialEdExitDate to ensure active records are pulled:
  - (SCRAM exit date is blank OR SCRAM exit date > current date)

Students exit KITE nightly according to the following business rules:

- Filter for SpecialEdExitDate to ensure inactive records are removed:

- (SCRAM exit date is the current date or < current date)
- Filter for SCRAM exit code, exclude SCRAM exit dates where the SCRAM record has exit code 'S' - Service Change

**Please note that currently USBE only enters/exits students into KITE, but as of 2022 DOES NOT roster them. LEAs are responsible for creating rosters within KITE so that students can be assigned to teachers.**

As of the 2021-2022 school year students will not exit DLM based on the status of their 1% flag in their SCRAM record. The only data that can automatically exit a student from DLM will be a SCRAM record exit date.

Please email [Tracy.Gooley@schools.utah.gov](mailto:Tracy.Gooley@schools.utah.gov) for more information on how students can be manually exited from KITE when necessary or if you have questions about how to create teacher rosters.

### C. Kindergarten Entry and Exit Profile (KEEP) Rostering

When LEAs enter [Data Gateway](#) to manage their KEEP administration, the student data currently available within UTREx is pulled. The following business rules are used to determine KEEP student rostering:

1. Determine eligible students:
  - a. Student is currently enrolled in Kindergarten
  - b. As of the current date the student has not exited from school

### D. Utah Test Item Pool Service (UTIPS) and Utah Compose Rostering

The Utah Test Item Pool Service (UTIPS) and Utah Compose are formative assessment tools available to Utah teachers year-round. Rostering from UTREx occurs nightly. Student rostering is not restricted by any core code or testsubject id lists. UTIPS includes grades K-12 for all content areas and Utah Compose includes grades 3-12 for writing in all content areas. If you have questions about registering for a teacher account for UTIPS contact Aliese Fry at [aliese.fry@schools.utah.gov](mailto:aliese.fry@schools.utah.gov). If you have questions about registering for a teacheraccount for Utah Compose contact Kim Rathke at [kim.rathke@schools.utah.gov](mailto:kim.rathke@schools.utah.gov).

## Chapter 4: Pre-ID File Submissions

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The following assessments currently utilize a pre-identification (Pre-ID) flat file to roster students using a one-time submission to vendors. Once a pre-id file has been submitted to a vendor any student movement in or out of a rostering pool must be manually done by LEAs.

### Part I. Assessments Utilizing this Process

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A twice yearly statewide extract of English Learner (EL) students is taken from UTREx to roster students for WIDA testing. Below are the filter requirements for this data extract.

- Pull all active student records where EL flag is O or Y  
OR where grade is first grade and EL flag is F, N, O, Y, A, B, C, D, or E
- Pull students who have an overall composite score less than 4.2  
AND a speaking score of less than 3.5
- Pull all records where grades are K-12

If a student is actively enrolled in more than one school as an EL, then a school will be prioritized by giving preference to:

- a. School of Record (Where School of Record is Y in Data Gateway)
- b. School with greatest number of calendar days enrolled. Beginning from the date of enrollment to the day the pre-id file is pulled.

### B. ACT Rostering

A one-time statewide extract of 11<sup>th</sup> grade students is taken from UTREx to roster students for ACT testing. Below are the filter requirements for this data extract.

- Pull all active student records where grade is 11
- Remove students where 1% flag is 1/True

If a student is actively enrolled in more than one school, then a school will be prioritized by giving preference to:

- a. Latest grade exit date
- b. Earliest grade entry date
- c. School of Record (Where School of Record is Y in Data Gateway)
- d. Primary Enrollment over Non-Primary (Expressed in membership days)
- e. Highest number of attendance days
- f. Highest Cumulative GPA

## Chapter 5: Manual Rostering Submissions.

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### Part I. Assessments Utilizing This Process

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#### A. Pre-Kindergarten Entry and Exit Profile (PEEP) Rostering

The PEEP assessment is manually rostered by LEAs within Data Gateway. This manual rostering must be completed at the beginning of the school year. When an LEA staff member adds a student to a PEEP roster, this student's SSID is verified within USBE's SSID system. The student must be actively enrolled at the school corresponding to the LEA staff member. LEA district administrators can add students to rosters associated with any school within their LEA. If you have questions about rostering students for PEEP please contact Teresa McEntire at [teresa.mcentire@schools.utah.gov](mailto:teresa.mcentire@schools.utah.gov)

#### B. Acadience Math and Acadience Reading Rostering with Acadience Learning Online (ALO)

LEAs have been provided the option to manually roster for Acadience Math and Acadience Reading using the Acadience Learning Online (ALO) platform. More information on how to do this can be obtained by directly contacting the vendor.

## Appendix A. Single Enrollment and Grade Based Endpoint Structure

Data Element	Possible Values	Description
Sourceld	Numeric String	A student's Statewide student ID (SSID). The number assigned to the student using the Statewide Identifier (SSID) assignment process.
StudentNumber	Numeric String	The LEA assigned student number.
OrgSourceId	Numeric String	The LEA's org id. This is an LEA's district number and school number combined to create one ID.
SecondaryOrgId	Numeric String	An optional secondary LEA's org id. This org may have access to a student's assessment results due to the student being simultaneously enrolled with them.
GivenName	Alphabetic String	Student's first name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 100 characters in length. Only alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed.
MiddleName	Alphabetic String	Student's middle name or initial as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 100 characters in length. Only alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed.



FamilyName	Alphabetic String	Student's last name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 100 characters in length. Only alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed.
Gender	F, M, O, U	A student's gender code indicating the gender with which the student wishes to identify. F= female, M= male, O= other, U= unknown
BirthDate	YYMMDD	Student's birth date.
Grades	00-12, PK	Student's current grade.
EconomicallyDisadvantaged	0, 1	This code identifies the status of student with respect to economic disadvantage. 0= No, 1= Yes
SpecialEducation	0, 1	This code identifies the status of student with respect to special education. 0= No, 1= Yes
EnglishLearner	0, 1	Identifies if a student is an English learner. An EL Flag of O or Y in UTREx will result in a 1. 0= No, 1= Yes
EnglishLearnerFirstEnteredUS	YYYYMMDD	Date student first entered US.
AmericanIndianOrAlaskaNative	0, 1	Identifies a student's ethnicity. 0=No, 1= Yes
Asian	0, 1	Identifies a student's ethnicity. 0=No, 1= Yes
BlackOrAfricanAmerican	0, 1	Identifies a student's ethnicity. 0=No, 1= Yes
HispanicOrLationEthnicity	0, 1	Identifies a student's ethnicity. 0=No, 1= Yes
NativeHawiiianOrOtherPacificIslander	0, 1	Identifies a student's ethnicity. 0=No, 1= Yes
White	0, 1	Identifies a student's ethnicity. 0=No, 1= Yes
DemographicRaceTwoOrMoreRaces	0, 1	Identifies a student's ethnicity. 0=No, 1= Yes
Migrant	0, 1	A migrant student is a student who enrolled during

		the year AND has a Certificate of Eligibility (COE) form on file in the LEA. 0= No, 1= Yes
ForeignExchange	0, 1	Identifies if a student is a foreign exchange student. 0= No, 1= Yes
OnePercent	0, 1	Identifies if a student is a 1% student. 0= No, 1= Yes
SchoolEntryDate	YYYYMMDD	Date the student enrolled in a school.
SchoolExitDate	YYYYMMDD	Date the student exited a school.
DateLastModified	YYYYMMDD	The date the student's record within this endpoint was last changed.
Status	0, 1	Indicates if this student's endpoint entry is eligible to be rostered to an assessment. (e.g., if a student has exited their previously enrolled school, they will no longer be eligible to be rostered to test using that enrollment.)

## Appendix B. Multiple Enrollment and Course Based Endpoint Structure

Data Element	Possible Values	Description
Sourceld	Numeric String	A student's Statewide student ID (SSID). The number assigned to the student using the Statewide Identifier (SSID) assignment process.
StudentNumber	Numeric String	The LEA assigned student number.
OrgSourceld	Numeric String	The LEA's org id. This is an LEA's district number and school number combined to create one ID.
GivenName	Alphabetic String	Student's first name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 100 characters in length. Only alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed.
MiddleName	Alphabetic String	Student's middle name or initial as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 100 characters in length. Only alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed
FamilyName	Alphabetic String	Student's last name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 100 characters in length. Only alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed.
Gender	F, M, O, U	A student's gender code indicating the gender with which the student wishes to identify. F= female, M= male, O= other, U= unknown
BirthDate	YYMMDD	Student's birth date.
EconomicallyDisadvantaged	0, 1	This code identifies the status of student with respect to

		economic disadvantage. 0= No, 1= Yes
SpecialEducation	0, 1	This code identifies the status of student with respect to special education. 0= No, 1= Yes
EnglishLearner	0, 1	Identifies if a student is an English learner. An EL Flag of O or Y in UTREx will result in a 1. 0= No, 1= Yes
EnglishLearnerFirstEnteredUS	YYYYMMDD	Date student first entered US.
AmericanIndianOrAlaskaNative	0, 1	Identifies a student's ethnicity. 0=No, 1= Yes
Asian	0, 1	Identifies a student's ethnicity. 0=No, 1= Yes
BlackOrAfricanAmerican	0, 1	Identifies a student's ethnicity. 0=No, 1= Yes
HispanicOrLationEthnicity	0, 1	Identifies a student's ethnicity. 0=No, 1= Yes
NativeHawiiianOrOtherPacifcIslander	0, 1	Identifies a student's ethnicity. 0=No, 1= Yes
White	0, 1	Identifies a student's ethnicity. 0=No, 1= Yes
DemographicRaceTwoOrMoreRaces	0, 1	Identifies a student's ethnicity. 0=No, 1= Yes
Migrant	0, 1	A migrant student is a student who enrolled during the year AND has a Certificate of Eligibility (COE) form on file in the LEA. 0= No, 1= Yes
ForeignExchange	0, 1	Identifies if a student is a foreign exchange student. 0= No, 1= Yes
OnePercent	0, 1	Identifies if a student is a 1% student. 0= No, 1= Yes
Grades	00-12, PK	Student's current grade.
CoreCode	Numeric String	This is the 11-digit code that identifies Utah public school courses.
TestSubjectId	Numeric String	This is a 3-digit code that identifies the grade and subject-specific test a student will be assigned based on their core code(s).
CourseTitle	Alphanumeric String	The LEA determined descriptive course title.

TeacherId1	Numeric String	CACTUS id number of an educator as it appears in the CACTUS system.
TeacherId2	Numeric String	Optional second CACTUS id number of an educator as it appears in the CACTUS system.
TeacherId3	Numeric String	Optional third CACTUS id number of an educator as it appears in the CACTUS system.
CourseSectionNumber	Alphanumeric String	Identifies the section number of the course the student is enrolled in.
Period	Numeric String	Identifies the course period of the course the student is enrolled in.
CourseEntryDate	YYYYMMDD	Date the student enrolled in a course.
CourseExitDate	YYYYMMDD	Date the student exited a course.
SchoolEntryDate	YYYYMMDD	Date the student enrolled in a school.
SchoolExitDate	YYYYMMDD	Date the student exited a school.
DateLastModified	YYYYMMDD	The date the student's record within this endpoint was last changed.
Status	0, 1	Indicates if this student's endpoint entry is eligible to be rostered to an assessment. (e.g., if a student has exited their previously enrolled school, they will no longer be eligible to be rostered to test using that enrollment.)
IsDli	0,1	Identifies if a course is a dual language immersion (DLI) course eligible for the AAPPL assessment.

## Appendix C. Other Resources

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- The USBE Assessment and Accountability Department page has multiple resources for Assessment Directors and other LEA staff working with State assessments, as well as contact information. <https://schools.utah.gov/assessment>
- The USBE Information Technology Department provides guidelines and information about UTREx records exchange. <https://www.schools.utah.gov/informationtechnology/utrex>
- The USBE Data and Statistics Department compiles and analyzes a wide variety of information about schools, student progress, graduation rates, school districts, and other useful statistics and reports on the condition of Utah's education. They also hold monthly LEA data conferences, the slides from these conferences are saved on their department website. <https://www.schools.utah.gov/data>