Utah State Board of Education

UTREx Data Submission: Year-End Guidance

UTREx Daily Data Submission Requirement

Utah State Board of Education (USBE) Rule R277-484 requires daily data submissions:

> *R277-484-6. Official Data Source and Required LEA Compatibility.*
>
> *(7) An LEA shall submit daily updates to the Board Clearinghouse using School Interoperability Framework (SIF) objects defined in the UTREx Clearinghouse specification.*

See the [UTREx Specifications](#) for a full list of required objects. Daily submissions are not expected between an LEA finalizing their year-end submission and the start of the next school year, or during time periods when technical system requirements cause necessary downtime with UTREx or data collectors, including the annual rollover from one school year to the next.

Year-End Data Submission Deadline

Utah State Board of Education (USBE) Rule R277-484 requires a complete data submission at the end of each academic year. The data submission must be *finalized* in the UTREx system by 5:00 p.m. on July 7 (unless that date falls on a weekend or holiday, then the deadline is the next business day). The Rule also provides a specific window of time to correct technical errors and verify data quality before finalizing data for budgeting. If you find an error in your finalized submission, please contact UTREx Support immediately to see if you qualify to resubmit during the revised submission window. USBE may also contact you to resubmit. For questions about updates beyond these timelines please contact a member of the Data and Statistics team.

Once you finalize your Year-End submission and ensure that the status of the finalization is "completed," you must delete your scheduled collections (this is only necessary for the Year-End submission). The submission finalization process initiates a copy of the most recent submission to be stored in the *UTREx Finalize* database, which will not be overwritten by subsequent submissions unless you finalize again. If you need to finalize again, simply submit a new collection, and re-finalize your data, again being sure that the status is "completed." If you do not finalize a submission before the deadline there will be no data in the UTREx Finalize database for your LEA.

Reports

After you have finalized your data submission, download all Year-End UTREx reports from UTREx Reports in the Data Gateway. Be sure to download reports from the same submission that you finalized **check them once again for accuracy**. Save these reports as PDF documents and store them in more than one secure location. It is also advisable to download and save the CSV versions of reports as well, which give additional detailed information about the students included in the counts. Make sure that more than one person can access the reports. These reports must be available at the request of an auditor.

How do I know when I'm done?

Keep in mind that submitting a data collection that is free of validation errors is not the final step. Prior to the submission deadline, a member of the Data and Statistics team will reach out to you and provide a

courtesy data review of your submission. The courtesy data review will focus on the data items that have been deemed "significant" for the reporting period due to their use in funding formulas and roles.

in meeting reporting requirements. LEAs should review all data to ensure that it is complete and accurate. The data submission process is complete when you (representing the LEA) are satisfied that the data in UTREx satisfactorily reflects the data in your local records. Once you've made that determination, you may finalize your data.

Year-End significant data points to review

- Average daily membership (ADM)
- Self-contained membership
- Students with less than 160 days of membership
- Students with less than 180 days of membership (most LEAs should have the majority of their students reported with 180 days of membership)
- Enrollment and Demographic counts
- Enrollment validation type codes
- Excused Absences, Unexcused Absences, and Absences Due to Suspension
- Part-time codes reported for all students who are enrolled as part-time homeschool (H) or part-time private school (P) students, or who attend your school part-time for some other reason (S).
- Special education extended school year (ESY) counts
- Ninth, tenth, and eleventh-grade graduates who have had the '11' exit code reported
- Other early graduation codes, including the 'CB' exit code
- SSID warnings are addressed
- Reading on grade level (ROGL) statuses are submitted for untested students and students tested with an alternate assessment (grades 1-3)
- Reading intervention statuses are reported (grades 1-3)
- Early Numeracy statuses are submitted for untested students and students tested with an alternate assessment (grades 1-3)
- Early Numeracy intervention statuses are reported (grades 1-3)
- Incident and discipline data has been reported, including all required fields, and is not underreported. Incidents that must be reported include all disciplinary removals from the student's regular instructional setting, all incidents involving school resource officer or law enforcement officer activities, and all incidents in which the student was either the offender or victim of bullying, cyber-bullying, hazing, and retaliation
- The 'Services offered' flag has been reported correctly for special education students who have had more than 10 cumulative days of disciplines
- Credits attempted and credits earned data (grades 9-12)
- Kindergarten-type codes are accurate and complete
- High school completion statuses and exit codes, especially codes that show up as dropout if not updated (AE, GE, & GP)
- High school completion statuses and exit codes for special education students who are seniors or are in their cohort year and are expected to return to school the next year (in most cases the correct code will be: CT, RA, RT, or GA; if a permanent exit code is used then their next year enrollment record will be blocked: AO, DE, GC, GM, GR, GQ)

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Responsibility for Reviewing and Finalizing Data Submissions

LEAs are responsible for reviewing and finalizing their data and ensuring that they are in compliance with Board Rules. Submitting data to the USBE Finalizer serves as a statement of assertion by the LEA, who is ultimately responsible for the quality of their data, that their data is accurate and complete. LEA data, IT, programmatic, and financial personnel are expected to have reviewed the Year-End data submission for accuracy and validity before it is submitted to the USBE Finalizer.

Historical Data Corrections

Some UTREx validation errors are the result of conflicts between current and prior year data. If the current year data is correct and the prior year data has an error, you will have to submit a historical update request to change the prior year data in UTREx. If you have any of these types of errors, please have your Data Gateway LEA Admin fill out the "Historical Updates" request form (available on the Data Gateway). Historical data correction requests will be evaluated on a case-by-case basis, with priority given to those causing fatal exceptions or blocking rostering activities. Historical Update requests must be submitted by 5:00 p.m. on June 23 (unless the submission deadline falls on a weekend or holiday, then the historical update deadline is adjusted to be two weeks prior), otherwise, there is no guarantee that the update can be completed by the Year-End submission deadline.

Support

Technical issues should be directed to the UTREx Support team at
https:/https://apphelpdesk.schools.utah.gov/support/home or 801-538-7800.

Data submission and data policy questions should be directed to a member of the Data and Statistics Team at https://www.schools.utah.gov/datastatistics/contact.