Year End Upload Training May 2020

ADA Compliant Date: May 15, 2020

Agenda

1. Welcome and Introductions
2. Updates from Board Meetings
3. Updated Incident Data Displays in Data Gateway
4. DOR and Valid Address – Use Cases
5. ADM Calculation for School Year 2020
6. Grade Earned for School Year 2020 – (N/NG Codes Versus I/F)
7. Credit Recovery Procedures
8. Credit Recovery Cost Reimbursement (CARES Act)
9. SSIDs for the Upcoming School Year
10. UTREx Warnings and Errors
11. USBE Applications User Removal Form and UTREx Email List
12. SOEP Course Data
13. UTech Course Record Requirement in UTREx
14. CACTUS Rollover Date and Information
15. Educator License Expiration and Renewal Information
16. End of Year ROGL
17. HB 14 – New Absence Data Requirements
18. Updates to School Summary Cumulative
19. Year End Upload and Courtesy Review
20. Finalizing Your Data
21. Grad Rate Refresher
22. Qualtrics Updates

April Board meeting

In light of the national and state declarations of state of emergency due to the COVID-19 pandemic, and in addition to the waivers approved by the Board on March 19 and April 2, 2020, the Board:

1. For the 2019-20 school year, granted to local education agencies (LEAs) a statewide waiver of the educator evaluation reporting requirements of Sections R277-531-3 and R277-533-9.
2. Notwithstanding the provisions of R277-527 and R277-500, granted the Superintendent the authority to extend for up to one year, international guest teacher licenses that expire on June 30, 2020.
3. For the 2020 calendar year, extended the May 15 deadline in Subsection R277-477-3(10) for school district School LAND Trust plans to be approved by the district's local school board from May 15 to September 15, 2020.
4. Extended the deadline and requirements for an educator expecting to upgrade the educator's license to a license type described in R277-506 or R277-306 from June 30, 2020 to October 31, 2020 to allow educators more time to obtain the new license.

May Board meeting

In light of the national and state declarations of states of emergency due to the COVID-19 pandemic, and in addition to the waivers approved by the Board on March 19, April 2, and April 16, 2020, the Board:

1. for the 2019-20 school year, waived the reporting requirements in Rule R277-406, which require an LEA to report the LEA's progress toward early literacy goals to the Superintendent by June 30, 2020;

2. for a school in the school's first year of operation during the 2019-20 school year, waived the requirement in Section R277-410-3 for a new school to obtain accreditation from a regional accrediting body in the school's first year for an additional year to allow the new school an additional year to obtain accreditation;

3. for a student enrolled in a school in the school's first year of operation during the 2019-20 school year, waived the requirements of Subsection R277-410-3(2) and deems credit granted from a non-accredited school during the 2019-20 school year as credit earned from an accredited source;

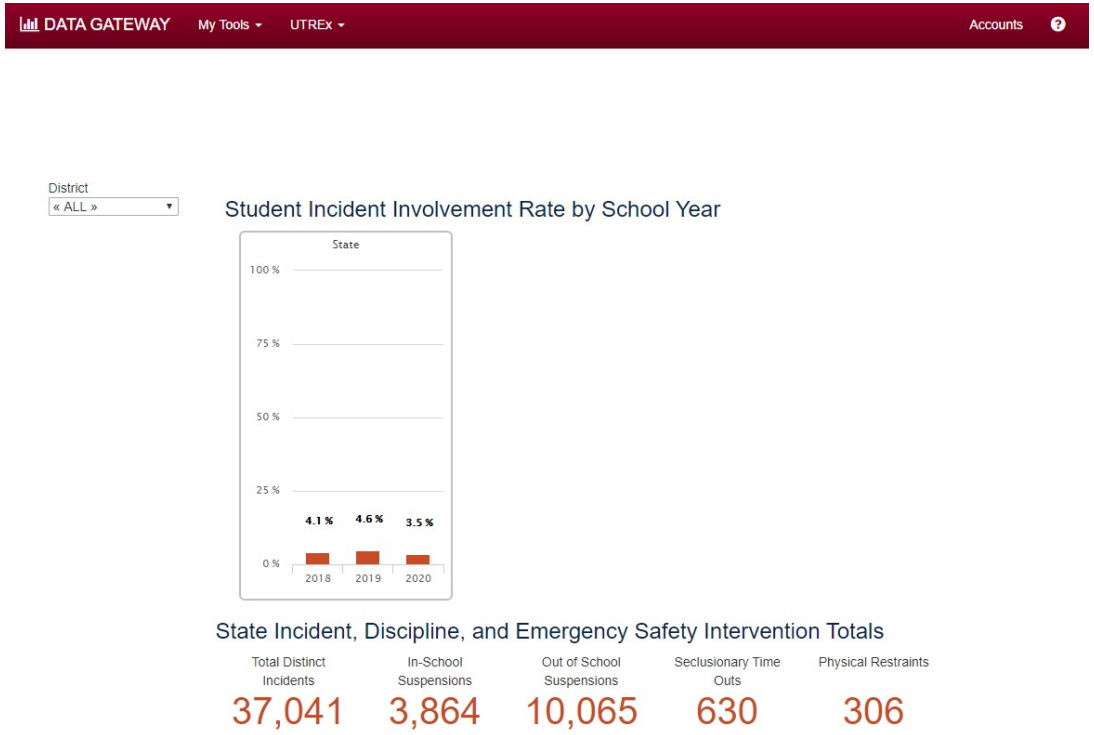
4. extended the May 1 deadline in Section R277-602-3 for a parent of a student participating in the Carson Smith Scholarship Program (Program) to indicate the student's continued enrollment in the Program from May 1 to June 15, 2020.

May Board meeting - continued

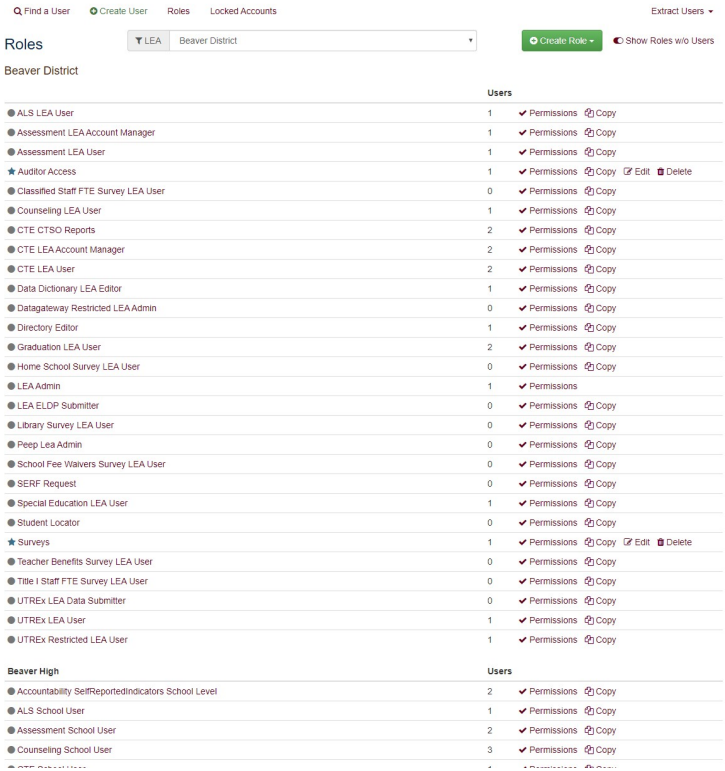
- The Board directed that modifications to and/or programming of legacy systems cease unless required by law or USBE rule to ensure maximum focus on and resources to the USIMS project.
- The Board approved implementation and use of CEDS standard data elements to ensure compliance for federal and state reporting.

Data Gateway – Incident Report

Report



Roles



District of Residence and Valid Address Data

- There was an emergency request this year because of the pandemic to find out where low income students live and put it into a “heat map” data display so LEAs would be able to make decisions about providing information and support for their low-income students. In fulfilling this we found a lot of “bad addresses.”
- Accurate data needed for mapping for anticipated new school needs, etc.

ADM Calculation For SY 2020

Board Rule R277-419 – Draft 3

R277-419-8. Student Membership Calculation During the 2020 Covid-19 Pandemic.

Notwithstanding the requirements of Sections R277-419-6 and R277-419-7, the Superintendent shall calculate an LEA's membership for days of instruction from March 16, 2020 to June 30, 2020, based on the LEA's average rate of attendance between July 1, 2019 and March 13, 2020 if:

(1) the LEA has submitted a continuity of education plan; and

(2) the LEA provides educational services through the end of the LEA's regular school year calendar.

‘Grade earned’ reporting

Options for Courses Pending Completion at Year End

Survey on adding an ‘I’ code in UTREx

- The survey overwhelmingly showed that LEAs preferred to not have the ‘I’ code added to the *Grade Earned* field in UTREx.
  - ‘I’ represents an Incomplete grade, meaning the student did not complete enough work to earn a grade.
  - An incomplete grade is assigned temporarily as a student is given additional time to correctly complete necessary coursework.
  - The course record in UTREx submitted in the year end upload is the grade that will remain in the course record permanently.
    - The student’s grade can and should be changed on the transcript record.

‘N’/’NG’ Grade

- Using the ‘N’ or ‘NG’ code for the student’s grade in the course record means the student is being assigned a ‘No Grade’.
- These are exempted from accountability in that it is treated as if the student never took the course in the first place.

‘F’ Grade

- Assigning an ‘F’ as the student’s grade in the course record means the student is viewed as failing the course.
- An ‘F’ grade will be included in accountability, as it is assumed that the student took the course but did not adequately complete the work required to earn credit for the course.

Which grade to use?

- The inability to submit an I in UTREx should not change how your LEA assigns incompletes or failing grades
- If the LEA is providing the student additional time to complete the coursework beyond the end of the 2020 school year, the student should be given the ‘N’ or ‘NG’ code for that course on their course record, and the grade should be updated on the transcript record once the course has been completed.
- If the LEA is not allowing the student additional time to complete the coursework beyond the 2020 school year, the student should be assigned their final grade on their course record for year-end upload.

Credit recovery

What is credit recovery?

- Credit recovery is when a student in 9th-12th grade fails a course and needs to make up the course to receive credit necessary for graduation.
  - LEAs might also allow students below 9th grade to make up credit for a K-8 course based on their policy or to ensure the student is prepared for the next grade level.
- Credit recovery is not unique to this school year.
- UTREx has not been the appropriate place to document credit recovery in the past and it still isn't.

How to report credit recovery

- Follow your LEA’s policies or procedures on documenting credit recovery.
- Once the student has made up the grade, update the student’s grade in their transcript record.

CARES ACT FUNDING

- Credit Recovery is an item covered under CARES Act funding. That means that your LEA could choose to use some of the funding for helping students with credit recovery.
- While UTREx doesn’t have a way to document credit recovery, that doesn’t mean that you shouldn’t document it somewhere, especially if you are using CARES Act funding to support it.
- The document listing what can be funding by the CARES Act will be sent out with the notes and recording of this training.

UTAH eTRANSCRIPTS AND RECORD EXCHANGE

UTREX

UTREX

- Understanding UTREx and SSID
- Understanding UTREx Fatal Errors
- Understanding UTREx Warnings

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SSID DATA IS ONLY CURRENT YEAR

SSID

- Students enrolling in your LEA next year should not be retrieved until after you have rolled your school year over to the next school year.
  New Charter Schools wait until after July 15th.

UTREx / SSID

- UTREx and SSID databases sync student data daily. Do data corrections early -

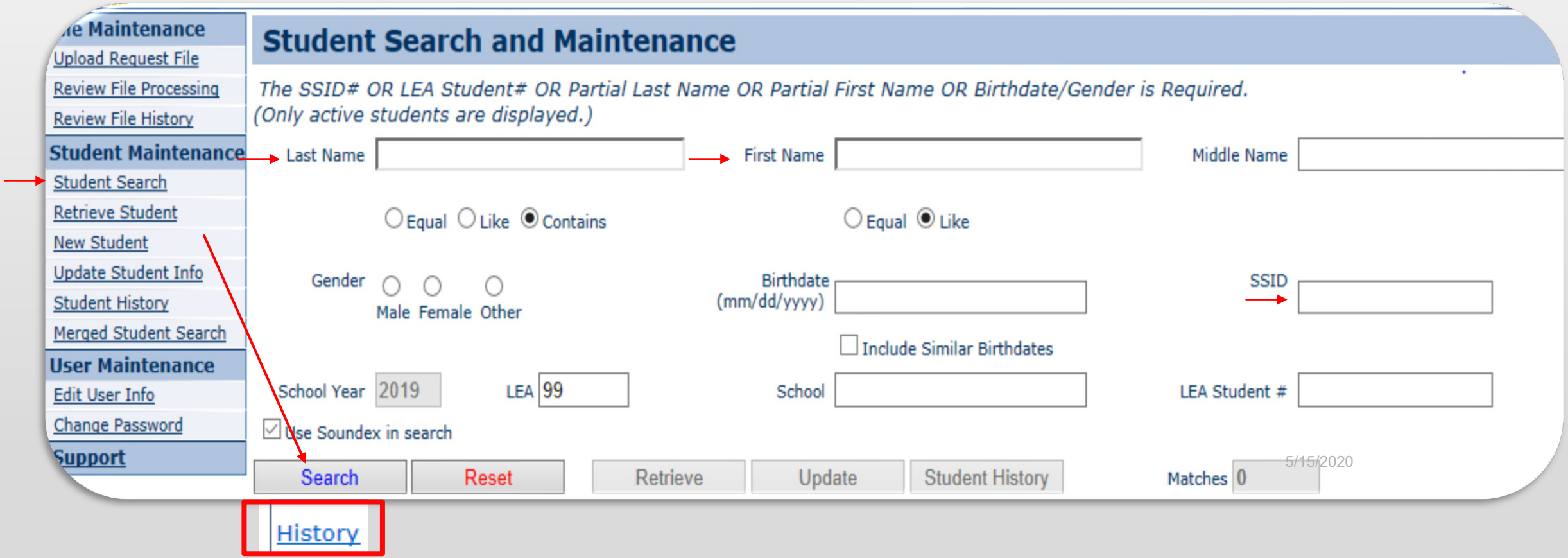
- If you make a change on any student demographic data, it needs to be updated in your SIS as well as updated on the SSID site and then you need to upload the data with the changes to UTREx which will sync with SSID daily. There is a delay in this process.
  If data doesn't match in both systems, data may be prevented from completing submissions and may lose funding.
- Birth Dates for SCRAM students is validated from the SSID database for funding.
  SSID matches on UTREx are also validated against the SSID database.
- Enrollments on UTREx are validated against the SSID database.

UTREx / SSID (SLIDE 1)

- The SSID Site is helpful to know details about a student's demographic and enrollment history.
- **Here is where to check for any discrepancies with your SIS data and UTREX.**

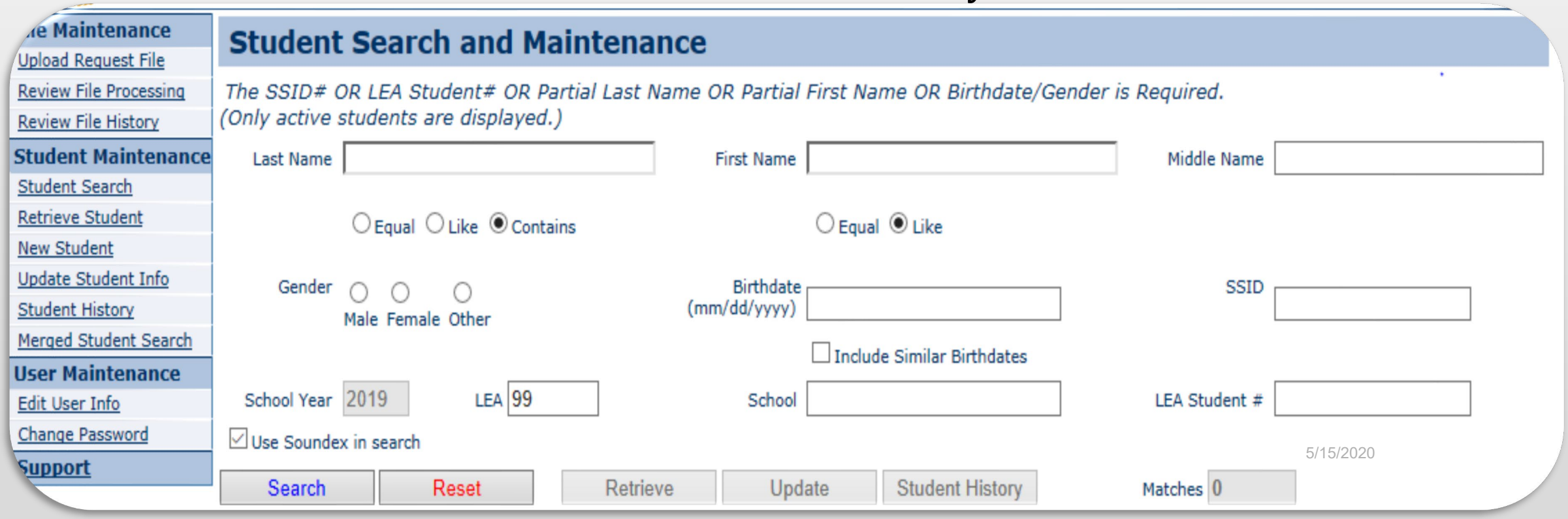
UTREx / SSID (SLIDE 2)

- Select **Student Search** – enter student legal name or the student SSID #– After locating the student - Select '**History**'



UTREx / SSID

- SSID information can help you fix errors in UTREx.
- SSID data is where UTREx validates the accuracy of the student data.



UTREx / LEA DATA VALIDATIONS

- LEA student data validations

- **LEA SIS Data**

SSID
Database

UTREx
Database

UTREx ERRORS –

FIX ALL ERRORS – ALL YEAR LONG - WHEN POSSIBLE

- **Level 1 Fatals and Level 1 Warnings** are related to the LEA that is submitting the data.
- **Level 2 Fatals and Level 2 Warnings** involve other LEAs in the state. Level 2- LEAs share the students and have conflicting data. These need to be resolved when possible.

Collection — Data Collector | Report Collector

Manifest	UTREx
Manifest Version	10.08
Collection Started	5/6/2020 5:49:40 PM
Collection Completed	5/6/2020 6:28:24 PM
Validate Started	5/6/2020 6:28:52 PM
Validate Completed	5/6/2020 6:34:38 PM
Level 1 Fatals	252
Level 1 Warnings	822
Examine Data	
Certified	

Received by State — Status: Processed

Report ID	254417
Submission	
Processing Started	5/6/2020 6:39:35 PM
Processing Completed	5/6/2020 6:45:10 PM
Level 2 Fatals	3
Level 2 Warnings	122

View Data »

5/15/2020

Finalized Data

UTREx ERRORS

- Download the Level 1 Fatals

Collection | Data Collector | Report Collector

Manifest	UTREx
Manifest Version	10.08
Collection Started	5/6/2020 5:49:40 PM
Collection Completed	5/6/2020 6:28:24 PM
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View Data »

5/15/2020

Finalized Data

UTREx DATA FIELDS

Pay attention to the data field titles – scroll over and through all data to get a complete picture of what is submitted to UTREx

Error Message will describe the error

	A	B	C	D
1	SeverityCode	Severity	ErrorCode	ErrorMessage
2	Fatal	79	S1.365	Days Attended > Membership - Student Record
3	Fatal	79	S1.365	Days Attended > Membership - Student Record
4	Fatal	79	S1.365	Days Attended > Membership - Student Record
5	Fatal	79	S1.365	Days Attended > Membership - Student Record
6	Fatal	79	S1.365	Days Attended > Membership - Student Record
7	Fatal	79	S1.365	Days Attended > Membership - Student Record
8	Fatal	79	S1.365	Days Attended > Membership - Student Record

ExtendedDescription
The record is invalid because the value '10' for DaysAttended is greater than the student's total membership in the school: '0' plus any S2 and S3 self-contained m
The record is invalid because the value '19' for DaysAttended is greater than the student's total membership in the school: '15' plus any S2 and S3 self-contained r
The record is invalid because the value '2' for DaysAttended is greater than the student's total membership in the school: '0' plus any S2 and S3 self-contained me
The record is invalid because the value '6' for DaysAttended is greater than the student's total membership in the school: '5' plus any S2 and S3 self-contained me
The record is invalid because the value '6' for DaysAttended is greater than the student's total membership in the school: '1' plus any S2 and S3 self-contained me
The record is invalid because the value '1' for DaysAttended is greater than the student's total membership in the school: '0' plus any S2 and S3 self-contained me
The record is invalid because the value '41' for DaysAttended is greater than the student's total membership in the school: '19' plus any S2 and S3 self-contained r

RecordID	SchoolNumber	StudentNumber	SSN	LastName	FirstName	MiddleName	BirthDate	Gender	Ethnicity

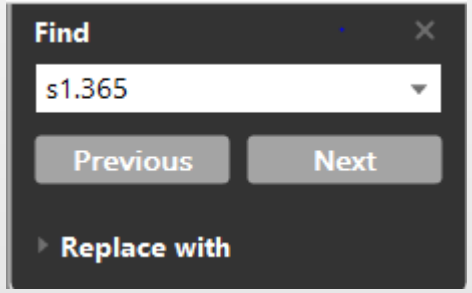
DATA CLEARINGHOUSE DOCUMENT

Use the UTREx File Specification Document for referencing errors.

UTREx

Data Clearinghouse File Specification
2019-20

Ctrl F



S1	Days Attended, School Membership (2)	Cannot be greater than total membership in the school (S1 + S2 + S3 membership)	S1.365	Err	Days Attended > Membership - Student Record	The record is invalid because the value [ColumnData] for Days Attended is greater than the student's total membership in the school: [ColumnData2] plus any S2 and S3 self-contained membership.	For PK students, assume all S2 membership is self-contained (if no time code).

S1 - STUDENT DEMOGRAPHIC ERRORS

Submission is also referred to as Student Personal Data

- Fatal Error: S1.001 - Must be present – Statewide Student ID on student record
- Fatal Error: S1.102 - Must be less than or equal '899' – Mid year 'ROGL' composite score on student record – score is not in the correct score range.
- Fatal Error: S1.365 - Days Attended > Membership- Student Record
- Fatal Error: S1.366 - First enroll in U.S. > Entry Date of enrollment
- Fatal Error: S1.376 - School Membership > 0 Age < 5 Student Record – student is less than 5 years old on September 1st
- Fatal Error: S1.377 - Total Membership > 10, no 'AM' records - Student Record – student has no schedule
- Fatal Error: S1.386 - Exit Code =- 'EX' with no Incident Record

S2 - SCRAM MEMBERSHIP ERRORS

- Fatal Error: S2.603 - Age too high for disability type – SCRAM Record
- Fatal Error: S2.611 - Must be present if Exit Date not blank – SCRAM exit reason
- Fatal Error: S2.612 - Invalid combination - SCRAM exit reason – High School Completion Status
- Fatal Error: S2.617 - SCRAM membership too high – SCRAM record – total days of S1+S2
- Fatal Error: S2.621 - Invalid age 3-5 value – environment on SCRAM record
- Fatal Error: S2.622 - Invalid Age 6-21 value – Environment on SCRAM record
- Fatal Error: S2.627 - Invalid SCRAM exit date – date after school exit date

S3 – YIC - (YOUTH IN CUSTODY) ERRORS

- Fatal Error: S3.715 - Invalid YIC Exit Date – date after school exit date
- Fatal Error: S3.702 - Student has overlapping membership records

S4 – SECTION 504 SERVICES ERRORS

- Fatal Error: S4.504 - Invalid Alleged Basis – date after school exit date
- Fatal Error: S4.505 - Invalid participation code

Section 504 Record (S4): Detailed Field Descriptions

- Record ID: (Required) The first three characters of the Section 504 record must always contain the record identifier ‘S4=’. Medical Impairments

AC – COURSE MASTER RECORD ERRORS

- Fatal Error: AC.803 - Must be valid LEA number in CACTUS
- Fatal Error: AC.804 - Required if Where Taught District present – Where taught school on Course
- Fatal Error: AC.810 - Must be valid code in CACTUS – core code on course master record
- Fatal Error: AC.820 - Must be present unless PK course – Teacher ID is missing

AM - COURSE MEMBERSHIP ERRORS

- Fatal Error: AM.904 - Invalid value– Course Entry Date on Course Membership –dates don't match
- Fatal Error: AM.913 - Invalid Course Exit Date on Course Membership –dates don't match
- Fatal Error: AM.916 - Student has overlapping AM records
- Fatal Error: AM.917 - Multiple AM records for elementary student – Course Membership record
- Grade levels 00 - 05 has more than one AM record during a given time period
- Grades 03- 006 has missing home room class and some required core classes are missing.

If the LEA uses one of the homeroom codes, students must be assigned to 1 corecode in each of the 4 areas: Language Arts, Math, Social Studies and Science or marked Part time.

SL - STUDENT LIST ERRORS - SIS VALIDATIONS AGAINST THE SSID DATA

- Fatal Error: SL.001 - Must be present – statewide student ID on Student list record
- Fatal Error: SL.501 - Must be in SSID system – statewide student ID must be unique
- Fatal Error: SL.504 - Must be in SSID system – statewide student ID on student record
- Fatal Error: SL.506 - Must be in SSID system –student birthdate match student record

I1 AND I2 - INCIDENT ERRORS

- Fatal Error: I2.001 - Must be present – PI Infraction Type on Incident Association Record
- Fatal Error: I2.1103 - required if Discipline Method is present – number of days on incident record – students suspended

- I2 Records are Alleged Basis fields
- Behavior Incident was caused by Alleged basis:
  Gender, Race, Disability, Sexual Orientation, Religion

I1 AND I2 - INCIDENT TYPE ERRORS

- **SI1 Infraction Type: (Optional)** Indicate a secondary infraction type (or incident type) of the student in this incident. Blank is a valid option. See PI Infraction Type above for valid values.
- **SI Weapon: (Optional)** Indicate a secondary weapon used in the incident. Blank is a valid option unless SI1 Infraction Type is present. See PI Weapon above for valid values.
- **SI1 Role: (Optional)** Indicate a secondary role of the student in this incident. Cannot be present is SI1 Infraction or SI1 Weapon are blank. Must be present if SI1 Infraction and SI1 Weapon are not blank. See PI Role above for valid values.
- **SI2 Infraction Type: (Optional)** Indicate another secondary infraction type (or incident type) of the student in this incident. Blank is a valid option. Cannot be present if SI1 Infraction Type is blank. See PI Infraction Type above for valid values.
- **SI2 Weapon: (Optional) Indicate** another secondary weapon used in the incident. Blank is a valid option unless SI2 Infraction Type is present. See PI Weapon above for valid values.
- **SI2 Role: (Optional)** Indicate another secondary role of the student in this incident. Cannot be present if SI2 Infraction Type or SI2 Weapon is blank. Must be present if SI2 Infraction Type and SI2 Weapon are not blank. See PI Role above for valid values.
- **SI3 Infraction Type: (Optional)** Indicate another secondary infraction type (or incident type) of the student in this incident. Blank is a valid option. Cannot be present in SI2 Infraction Type is blank. See PI Infraction Type above for valid values.

ST – STUDENT TRANSCRIPT ERRORS

- Fatal Error: ST.030 - Can't be future date – Graduation dates
- Fatal Error: ST.1603 - Completion Status required if student graduated
- Students enrolled at your LEA by end of Term at your LEA should have grades and credits –
- Transfer grades and credits should be added in your LEA SIS System as soon as possible to make sure all earned grades and credits are included in your UTREX Transcript submissions.
- Students enrolled at your LEA by year end should have grades and credits submitted. Schools are required to add all earned transfer credits to student transcript information before year end submissions.

- **ST.001w Should be present – Grade 9 Credits Earned on Student Transcript Record**

TA – TRANSCRIPT ASSESSMENT ERRORS

- Fatal Error: TA.1501- If test name exists, must include test (ACT, SAT, AP)
- Fatal Error: TA.001 - Missing scores

TC – TRANSCRIPT COURSE ERRORS

- Fatal Error: TC.1301 - Invalid Value in Course code
- Fatal Error: TC.1303 - Must be valid CACTUS core code – compares data in CACTUS Database
- Fatal Error: TC.1305 - Credits Earned doesn’t match Credits attempted

TG – TRANSCRIPT GRADE ERRORS

- Fatal Error: TG.1401 - Must match Course record ID
- Fatal Error: TG.1402 - Must be less or equal to credits attempted

UTRE x WARNINGS TURN FATAL

- Dual SCRAM will turn from warnings to fatal after 20 calendar school days of enrollment.
- The reason some fields won't turn fatal until yearend is so data can continue to be submitted for students. Fatal errors will block students from being submitted to the different assessments during the school year for testing.

  Users complain about turning warnings to fatal at year end, but users should always be correcting the warnings when possible, for all data. If you correct your warnings, they won't turn fatal at year end.

- Warnings such as 'ROGL' - Reading Intervention change to fatal at year end.

UTREx WARNINGS - YEAR END FATALS

- S1.392 SSID in submission is possibly in use by a different student or does not match SSID system.

  The SSID being submitted for this student may be in use by a different student or the submitted data does not match the data in the SSID system and may need to be updated.

- Correcting an SSID number is critical.
- LEAs are responsible to process the SSID correctly.
- What happens to a student's SSID can reflect poorly on a student's academic history.
- LEAs are accountable for making sure student SSIDs are accurate.
- Mistakes with a student's SSID can affect a student's graduation, transcript, assessments, funding, etc.

UTREx - WARNINGS AND FATALS

- All Level 1 Fatal and All Level 1 Warnings –at year end submission should be at zero
- All Level 2 Fatal and All Level 2 Warnings – at year end submission should be at zero – when possible

Status: Processed 5/7/2020 6:04:10 PM

Collection — Data Collector | Report Collector

Manifest	UTREx
Manifest Version	10.08
Collection Started	5/7/2020 6:01:14 PM
Collection Completed	5/7/2020 6:02:02 PM
Validate Started	5/7/2020 6:02:03 PM
Validate Completed	5/7/2020 6:02:40 PM
Level 1 Fatals	0
Level 1 Warnings	0
Examine Data	
Certified	

Received by State — Status: Processed

Report ID	254558
Submission	
Processing Started	5/7/2020 6:03:33 PM
Processing Completed	5/7/2020 6:04:10 PM
Level 2 Fatals	0
Level 2 Warnings	0

View Data »

5/15/2020

Finalized Data

UTREx WARNING EXAMPLES

- **Level 1 Warnings**
- Warning: I2.001w - Seclusion on Incident Association Record is blank
- Warning: S1.318w - Grade Level too low – Student Record – Lower than grade range in CACTUS
- Warning: ST.001w - Grade 9 credits earned on student transcript

- **Level 2 Warnings**
- New SSID - Student registered with existing SSID that differs from that in current submission
- Student School Membership - Total Membership exceeds maximum days allowed
- Student Grade Level Inconsistency - Student grade level differs by 2-3 grade levels from previous year
- Dual SCRAM warning - multiple SCRAM records in multiple schools

SC - WARNINGS TURN FATAL AT YEAR END

Validations that begin to trigger at or near year end

School Record (SC): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description/ Identifying Fields	Notes
SC	Multi-record	Error at Year End if total school attendance is 0 with membership > 0	SC.207w	Warn	Attendance for school is ZERO	The school attendance is zero and the school is not strictly Pre-K, YIC, or out-of-state. Highly unlikely, indicates a data error at end of school year.	Exception: school is pre-K only or has only out-of-state students (Resident Status 'C') or is dedicated YIC facility YIC facility if SCHOOL_TYPE = 5 in REF_SCHOOL_LEA where SCHOOL_NUMBER = School Number.
SC	Multi-record	Warning at Year End if total school attendance is less than 50% of total school membership	SC.206w	Warn	School attendance low	The school attendance is less than one-half of the school membership. Seems unlikely, please check data.	Exception: school is pre-K only or has only out-of-state students (Resident Status 'C') or is dedicated YIC facility. YIC facility if SCHOOL_TYPE = 5 in REF_SCHOOL_LEA where SCHOOL_NUMBER = School Number.

S1 - WARNINGS TURN FATAL AT YEAR END (SLIDE 1)

Student Record (S1): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	School Membership Code, High School Completion Status (2), Exit Date (3), Exit Code (4)	If a senior and SIS As Of Date >= Last Day Of School in 'SC' record (year-end), must have Exit Date and Exit Code, and High School Completion Status must be blank	S1.355	Err	Private/Home School Senior, Invalid Exit - Student Record	Invalid because the value [ColumnData] for School Membership indicates student is part-time Home School or Private. High School Completion Status is not allowed for Home or Private schooled students so School Exit Date and Exit Code are required. For this student, Exit Date = [ColumnData3], Exit Code = [ColumnData4] and High School Completion Status = [ColumnData2].	Senior: Grade Level = 12. Year End: SIS As Of Date >= Last Day Of School in 'SC' record. Check for non-blank High School Completion Status independent of year end condition.
S1	High School Completion Status	Must be present if school is student's school of record and student is not part time and Resident Status is not 'C', 'F' or 'J' and School Membership Code is blank and: a. Student is an Early or Other graduate, or	S1.356	Err	[ColumnName] is required here - Student Record	Invalid because the value for [ColumnName] is blank but is required because the school is the school of record, the student is not part time, Resident status is not 'C', 'F' or 'J', and the student is an Early/Other graduate or the school year has ended and the student is a senior.	Use Exit Code to check if Student has graduated.

S1 - WARNINGS TURN FATAL AT YEAR END (SLIDE 2)

Student Record (S1): Errors

S1	Days Attended	Must be present when SIS As Of Date is >= Last Day Of School in 'SC' record ('000' is OK, but cannot be blank)	S1.364	Err	Must be present at year end - [ColumnName] on [TableName]	Invalid because [ColumnName] is required at year end but is blank	If student is in a private school force to '000' in manifest
S1	Cumulative GPA	Must be present at Year End (As Of Date >= SC Last Day of School) for grades 9, 10, 11 and 12	S1.344	Err	Must be present at year end for high school student - [ColumnName] on Student Record	Invalid because [ColumnName] is blank, but is required for grades 09 - 12 at year end.	
S1	Kindergarten Type	Must be present at YEAR END (As Of Date >= SC Last Day of School) if GRADE LEVEL = '00'	S1.347	Err	Must be present at year end for Kindergarten students - [ColumnName] on Student Record	Invalid because [ColumnName] is blank, but is required for Kindergarten students at year end.	
S1	Reading Intervention	For grades 1-3 must be present at Year End (As Of Date >= SC Last Day of School) or if Read Grade Level = 'N'	S1.351	Err	Must be present at year end for grades 01-03 - [ColumnName] on Student Record	Invalid because [ColumnName] is blank, but is required for students in grades 01 - 03 at year end.	

S2 - WARNINGS TURN FATAL AT YEAR END

SCRAM Record (S2): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields
S2	(Multi-record)	At Year End (SIS As Of Date >= Last Day of School in 'SC' record), if SCRAM Exit Reason = 'D' then High School Completion Status in 'S1' must be 'AO'	S2.612	Err	Invalid combination: [ColumnName] on [TableName] - High School Completion Status on Student Record	Invalid because the value [ColumnData] for [ColumnName] requires High School Completion Status 'AO' on the student's corresponding 'S1' record.
S2	SCRAM Membership	Must be present at Year End (SIS As Of Date >= Last Day of School in 'SC' record)	S2.613	Err	Required at year end - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the school year has ended.
S2	(Multi-record)	Must be > 0 at Year End (SIS As Of Date >= Last Day of School in 'SC' record) if 'S1' Membership not 'PVT' or 'HSC'	S2.614	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be greater than zero at year end if student's 'S1' membership is not 'PVT' or 'HSC'.

S3 - WARNINGS TURN FATAL AT YEAR END

YIC Record (S3): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields
S3	(Multi-record)	At Year End (SIS As Of Date >= Last Day of School in 'SC' record), if YIC Exit Reason = 'D' then High School Completion Status in 'S1' must be 'AO'	S3.708	Err	Invalid combination: [ColumnName] on [TableName] - High School Completion Status on Student Record	Invalid because the value [ColumnData] for [ColumnName] requires High School Completion Status 'AO' on the student's corresponding 'S1' record.
S3	YIC Membership	Must be present at Year End (SIS As Of Date >= Last Day of School in 'SC' record)	S3.709	Err	Required at year end - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the school year has ended.

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields
S3	YIC Membership	Must be > 0 at Year End (SIS As Of Date >= Last Day of School in 'SC' record)	S3.710	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be greater than zero at year end.

AC - WARNINGS TURN FATAL AT YEAR END

Course Master Record (AC): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields
AC	College Granting CR	Must be present at Year End (As Of Date >= Last Day of School in 'SC' record) if positions 7-8 of Core Code are '13'	AC.817	Err	Must be present for Concurrent Enrollment course - [ColumnName] on [TableName]	Positions 7-8 = '13' in Core Code indicates concurrent enrollment course.
AC	Where Taught Campus	Must be present at Year End (As Of Date >= Last Day of School in 'SC' record) if positions 7-8 of Core Code are '13'	AC.818	Err	Must be present for Concurrent Enrollment course - [ColumnName] on [TableName]	Positions 7-8 = '13' in Core Code indicates concurrent enrollment course.

AM - WARNINGS TURN FATAL AT YEAR END

Course Membership Record (AM): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields
AM	Course Exit Date	Must be present at Year End (SIS As Of Date >= Last Day of School in 'SC' record)	AM.905	Err	Required at year end - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the school year has ended.
AM	Credits Attempted	Must be present if Year End (SIS As Of Date >= Last Day of School in 'SC' record) and 'S1' Grade Level is 09, 10, 11, or 12	AM.908	Err	Must be present at year end for high school student - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required for grades' 09' - '12' at year end.
AM	Credits Earned	Must be present if Year End (SIS As Of Date >= Last Day of School in 'SC' record) and 'S1' Grade Level is 09, 10, 11, or 12	AM.911	Err	Must be present at year end for high school student - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required for grades' 09' - '12' at year end.

UTREx LEVEL 2 EXCEPTION WARNINGS

Level 2 Exceptions

Exception Type	Error Status	Description	Tips/Guidelines for Resolving
Student School Membership	Warning	Triggered when the total regular membership (s1) is greater than 180. Students transferring LEAs will be given an additional 10 days for every new LEA to which they transfer. Students transferring to or from a year round school may have up to 205 days. Students transferring to or from a school with a schedule approved under board rule R277-419-4(1)(b) may have up to 220 days. If the membership for a student is not fixed to be within the eligible number of days, at the end of the school year USBE will prorate the membership proportionate to the amount that each LEA has claimed.	Students are no longer allowed to receive more membership days than their eligible membership (per board rule R277-419-6). If a student is attending multiple LEAs, then the LEAs must work together to ensure that membership is claimed correctly by each LEA, and the total membership is not more than allowed for the student.

UTRE$_X$ WARNINGS - DOR

- **District of Residence**
- This validation only triggers for Charter Schools. This validation triggers when a student's address cannot be validated and therefore used to check the district of residence field.
- Validation is made against the student's address and address is not within boundaries of the district that is being submitted.

Correcting this data is critical for funding. Contact the guardian of the student and make sure the address is correct.

QUESTIONS AND HELP

HTTPS://APPHELPDESK.SCHOOLS.UTAH.GOV/

Welcome and Login...

Welcome to the USBE Application Help Desk User Console where we are excited to better serve your needs. An account is required for each user to receive assistance. Please understand that all support inquiries will require a ticket.

1. The help desk system is to provide technical support for USBE systems only. Please direct all policy related questions to your administration.
2. Request your account to be created - submit an email to apphelpdesk@schools.utah.gov
   a. Subject line: Create account for Application Help Desk
   b. Include: Name, email, phone number, district/charter
3. Please contact the Application Support Team at (801) 538-7800 if you encounter any issues with access or account creation. (Note: Please understand that all support inquiries not related to account or access issues will require a ticket.)

Login (user name):

Password:

(Note: Credentials will be saved on this computer between sessions unless you explicitly "Log Out")

Login

UTREX

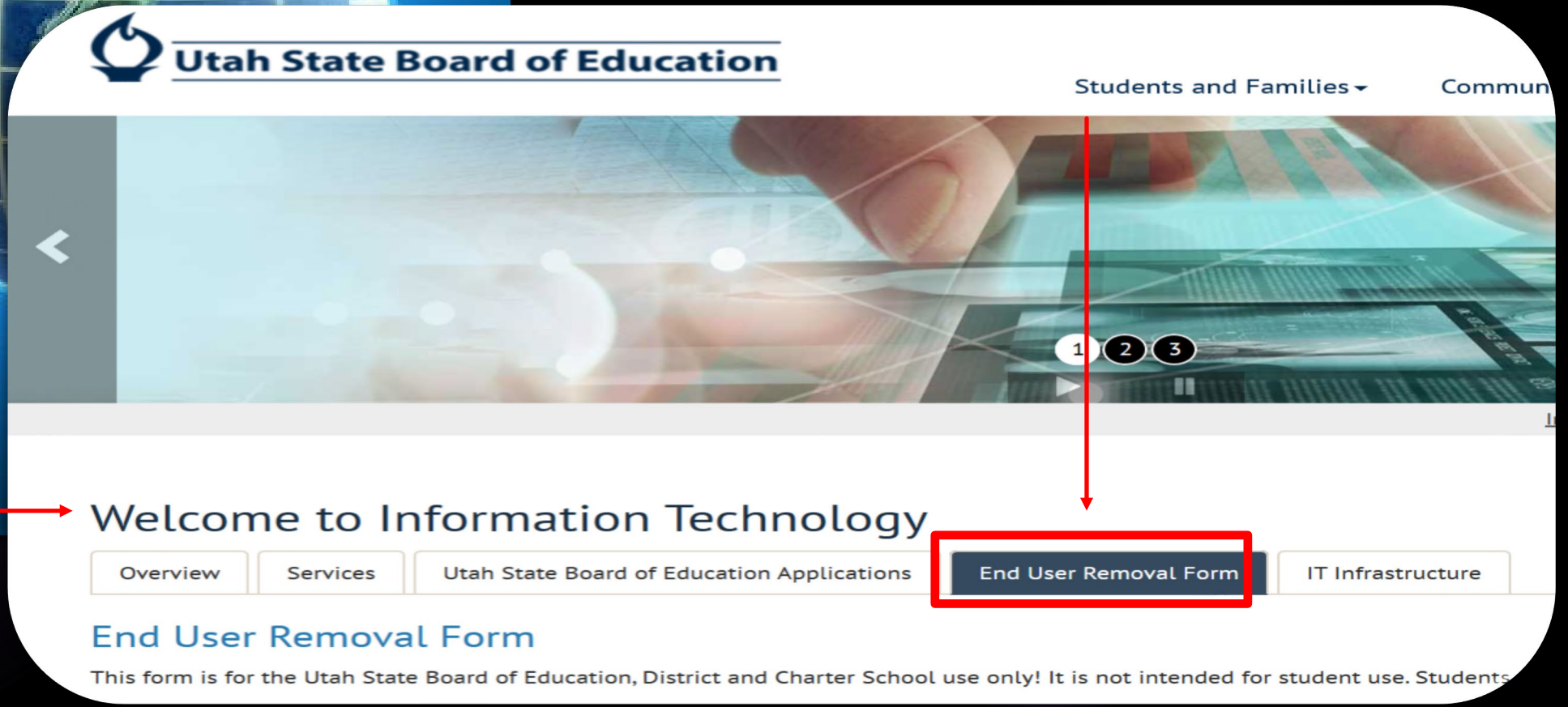
THANK YOU FOR ALL YOUR HARD WORK IN MAKING DATA SUBMISSIONS SUCCESSFUL !

LEA User Removal Form

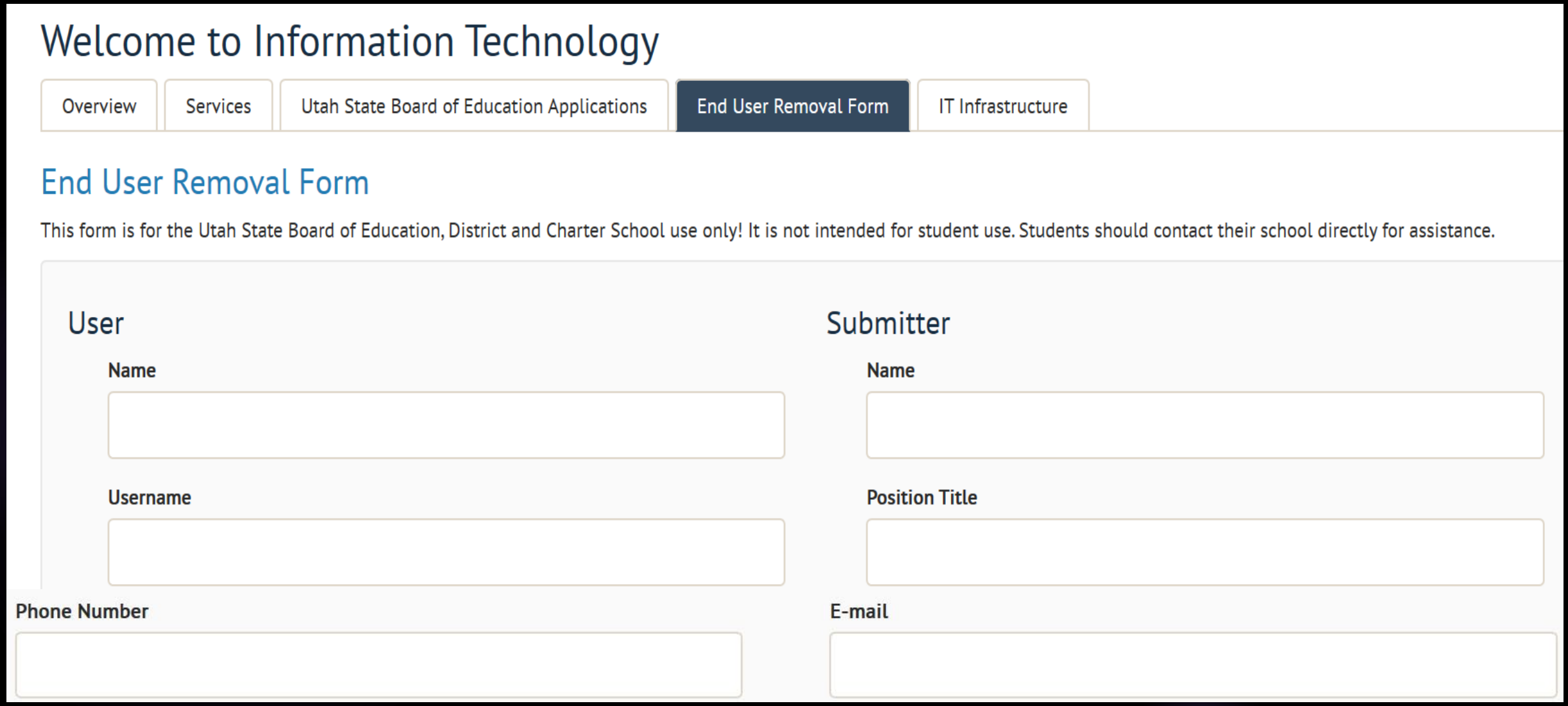
HTTPS://WWW.SCHOOLS.UTAH.GOV/INFORMATIONTECHNOLOGY?MID=3561&TID=3

For security - It is important to keep USBE aware of your LEA personnel changes all year long

LEA User Removal Form is found on the USBE Website - under - Information Technology



Add all information and submit



If you are not sure of what system application - Select All.

Effective Removal Date

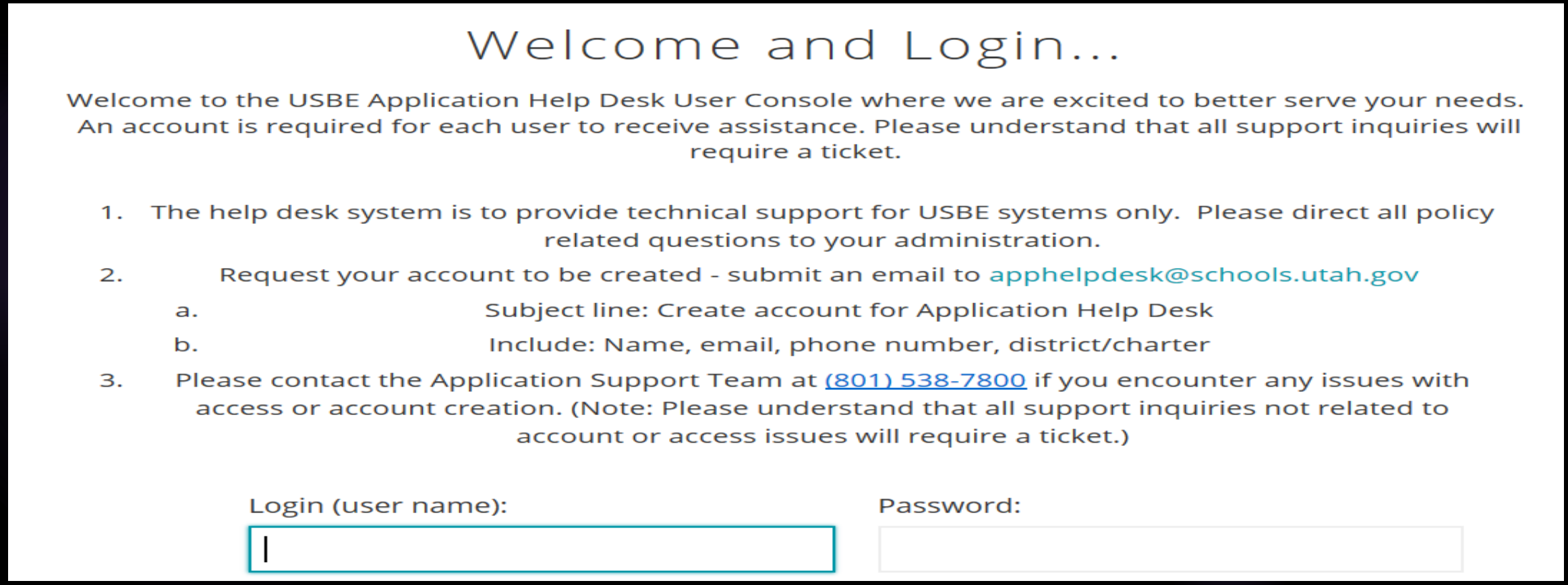
Comments

System(s) (select all that apply)

- [ ] CACTUS
- [ ] CSCAPES
- [ ] Data Gateway
- [ ] DMI
- [ ] Move-It
- [ ] MSP

UTREX E-mail list is created from the UTREx Admin list

- If you wish to be added – please submit a ticket and make that request
- E-Mail – apphelpdesk@schools.Utah.gov – first to request a login if you don't have one.



Thank you

HTTPS://WWW.SCHOOLS.UTAH.GOV/INFORMATIONTECHNOLOGY?MID=3561&TID=3

Statewide Online Education Program

PUBLIC EDUCATION ONLINE

STATEWIDE ONLINE EDUCATION PROGRAM

"Enabling Students to earn high school graduation credit through the completion of publicly funded online courses."

A secondary student grades 6-12 may enroll in a course offered through the Statewide Online Education Program if:

- The course is aligned with the student's student education/occupation plan (SEOP or CCRP).
- IEPs are amended to accommodate needs in an online environment; online education is now part of general educational environment.
- Therefore, you will see both regular and special education membership associated with both SOEP courses and other course offered directly by your LEA.

Students may enroll up 6 credits online, each academic year.

SUMMER

Summer courses will be identified with the upcoming school year and school for purposes of reporting and determining allowable credits.

FULL-TIME ENROLLMENT and ORIGINAL CREDIT primarily

A student may enroll in as many credits as a fully-enrolled student would normally take at a primary school of enrollment unless their LEA allows students to exceed this at the expense of the district.

EXCESS CREDIT ▫ INCREASED FUNDING

Students may exceed Full time enrollment with a plan for early graduation.

Registrars need to mark the student (yearly) as an early graduate and increase membership. Explanatory resources are available: www.schools.Utah.gov/edonline on the Local Educational Agency tab

Student's Record at a Primary School of Enrollment

- Should include all courses which this student is taking this school year, to fulfill high school graduation requirements at this school.

- Course schedules at a Primary school of Enrollment will include:
  - Courses taught at Primary School of Enrollment
  - Courses taught by a SOEP Provider

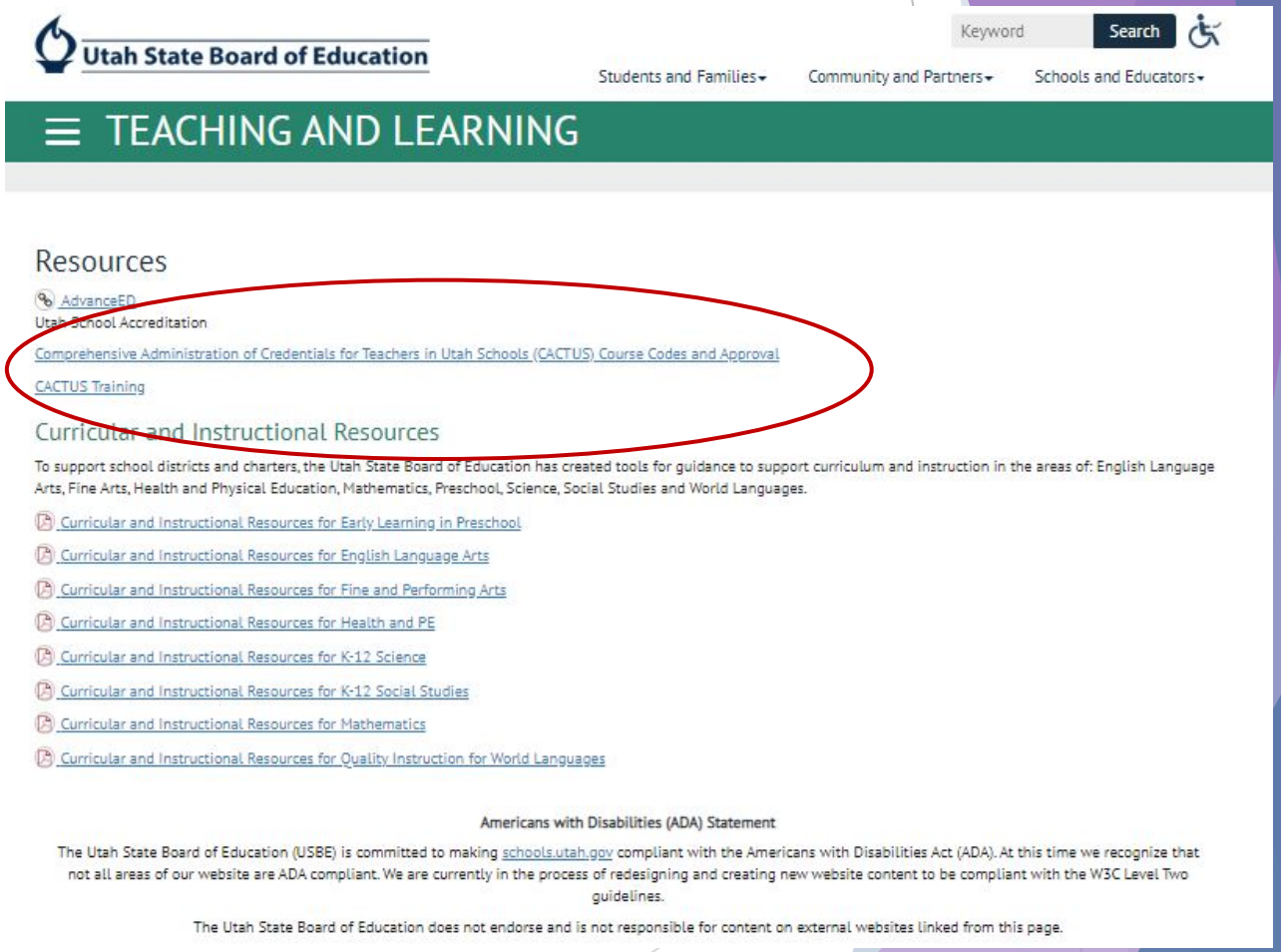
All membership hours are submitted by a Primary LEA of Enrollment

- You should submit membership because funds are subsequently withheld for these instructional costs.

- You also retain a portion of funding per each credit hour to pay for your own costs.

Use the True Core Code and associated Course Title

- Using a **True Core Code** and associated **Course Title** means that you should not use a generic course title such as "Study Skills).
- Please use that Course Title that you would normally attach to this Core Code or use a title which is attributed to this Core Code on USOE's official list of Course Codes (linked here). See below.



Question

- If we are required to enter SOEP courses in Aspire or another SIS, can we assign such courses to a generic faculty account?

- You may choose this option if this will still allow you, within your SIS system and UTREx, to attribute instruction for this course to:

    1. Actual Provider LEA Teacher Name
    2. Actual Provider LEA Teacher Cactus ID.

Primary School of Enrollment

Course Record should include (specifically):

- School of Record: = BLANK
- COURSE TITLE: = True Course Title
- Core Code: = 13 Digit Core Code
- Teacher Cactus ID, Name = Provider LEA Teacher
- Where Taught = Provider LEA
- Instructional Environment = OP (Statewide Online Education Program)

*All information available in SEATS

(which we will speak about shortly)

Provider 3-Digit Cactus Input Codes for "Where Taught" Field

- Mountain Heights Academy – School 600 / Institution 186113
- ASU Prep Powered by Juab (Juab High) – School 704/Institution 770
- Utah Virtual Academy - School 700 / Institution186006
- Canyons Virtual High School (Diamond Ridge High) – School 750/Institution 186438
- Utah Online School - School 500/Institution 186268
- Leadership Academy of Utah – School 700/ Institution 186460

Provider

Course Record should specify:

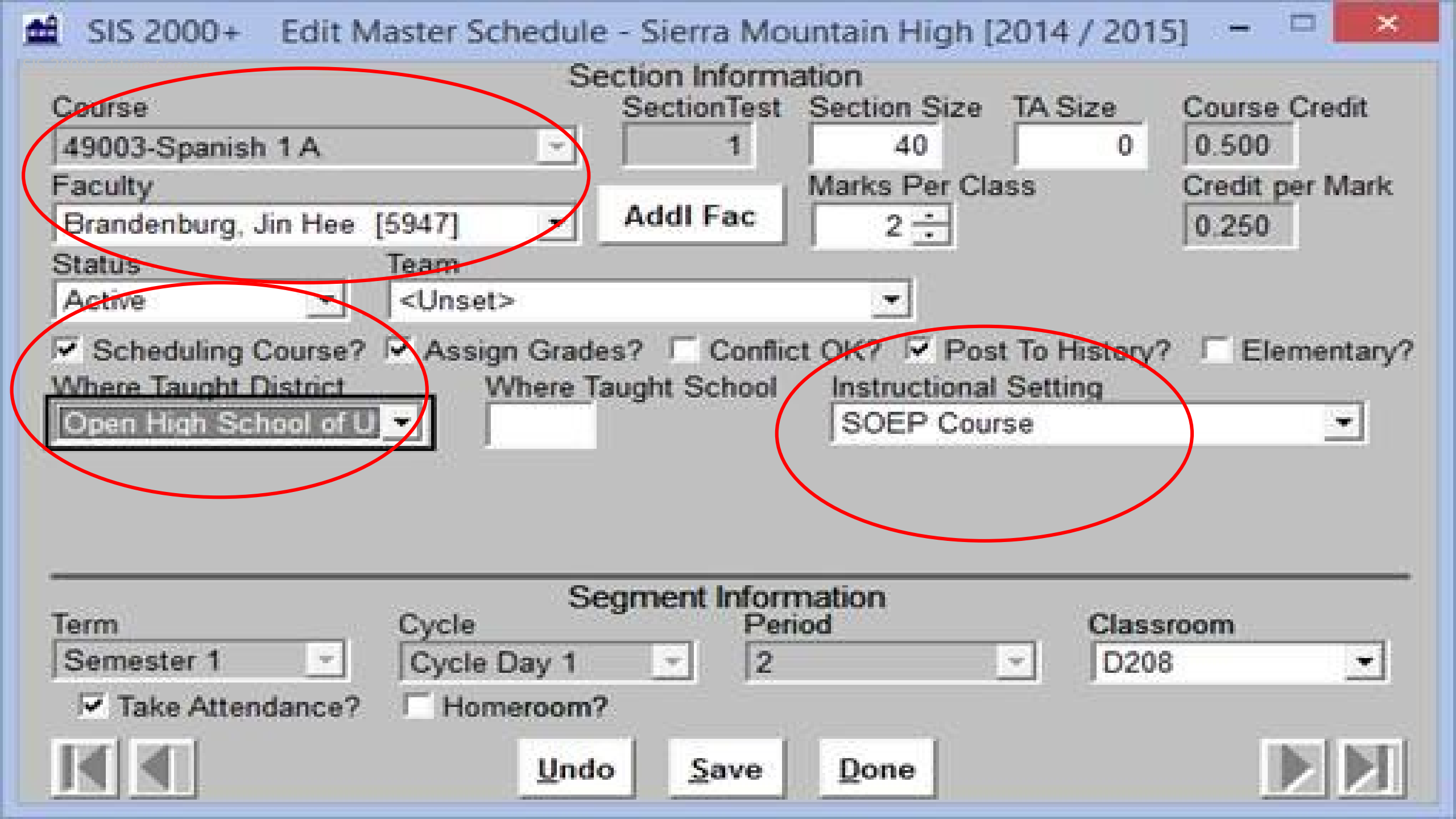
- School of Record: = N
- COURSE TITLE: = True Course Title
- Core Code: = 13 Digit Core Code
- Teacher Cactus ID, Name = Provider LEA Teacher
- Where Taught = Provider LEA
- Instructional Environment = OP

Indicates that the Provider claims no membership hours for funding purposes, for this student

*All information available in SEATS

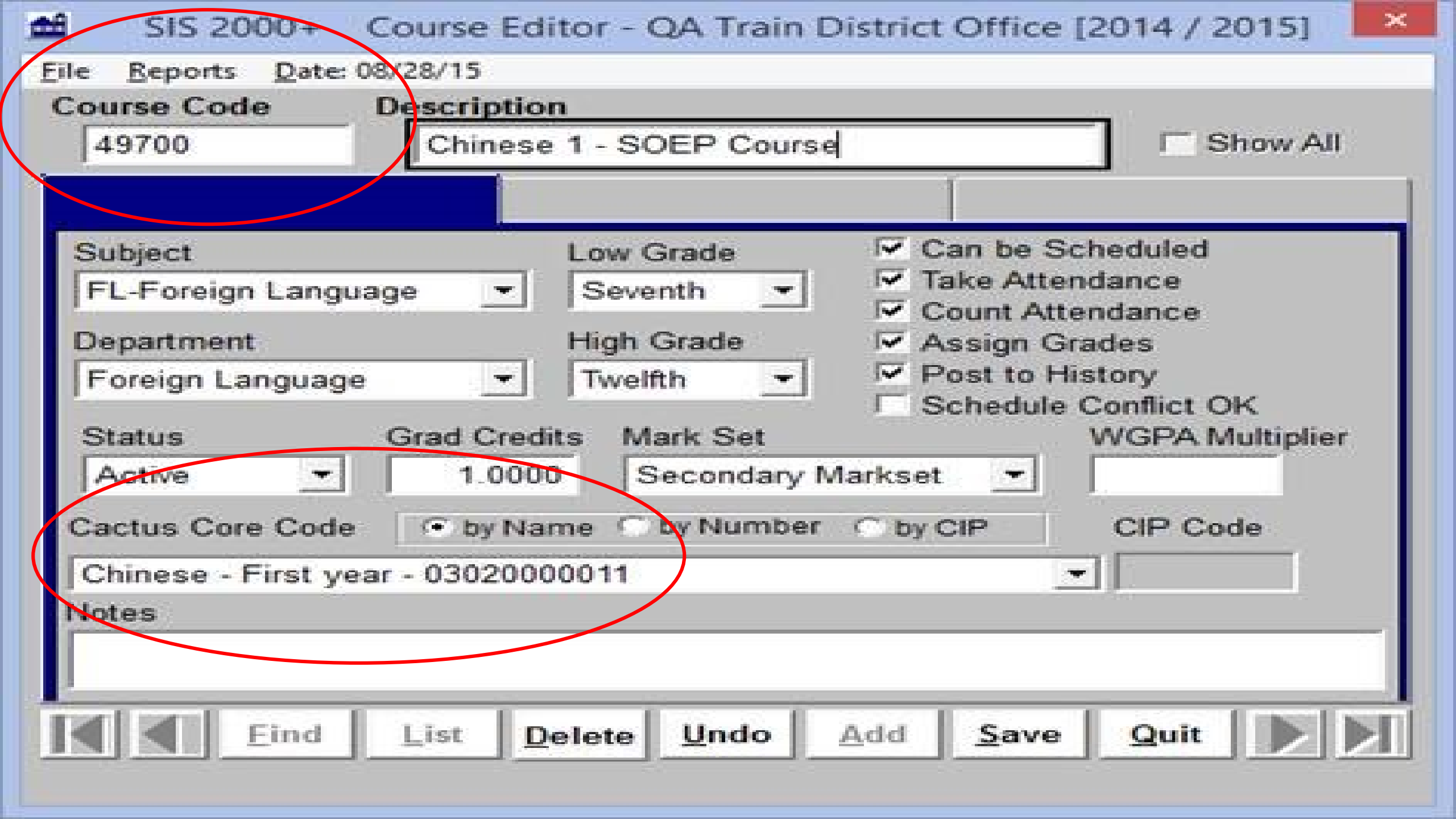
SEATS - Utah Educat
https://seats.schools.utah.gov
Apps
STAGE
Zoho
Romer
McGraw-Hill Co...
Advanced Macr...
Advanced Macr...
SNHU
Manage My Trips
Secure Utah
Other book
SEATS
SEATS Application
Home
About
Contact
Register
Log in
THE STATEWIDE ONLINE EDUCATION PROGRAM (SOEP)
UTAH PUBLIC EDUCATION ONLINE
(ENROLLMENT À LA CARTE, BY COURSE)
Linked to USOE's SOEP website at
www.schools.utah.gov
on the "Students and Parents" Page

The next slide illustrates Aspire or SIS 2000 fields within Course Master Record


SIS 2000+ Edit Master Schedule - Sierra Mountain High [2014 / 2015]
Section Information
Course
49003-Spanish 1 A
SectionTest
1
Section Size
40
TA Size
0
Course Credit
0.500
Faculty
Brandenburg, Jin Hee [5947]
Addl Fac
Marks Per Class
2
Credit per Mark
0.250
Status
Active
Team
<Unset>
Scheduling Course?
Assign Grades?
Conflict OK?
Post To History?
Elementary?
Where Taught District
Open High School of U
Where Taught School
Instructional Setting
SOEP Course
Segment Information
Term
Semester 1
Cycle
Cycle Day 1
Period
2
Classroom
D208
Take Attendance?
Homeroom?
Undo
Save
Done

The Course Code will link with a Course Description in a Course Master Record

The Course Description will include the True Core Code, *as per the following slide*


SIS 2000+ Course Editor - QA Train District Office [2014 / 2015]
File Reports Date: 08/28/15
Course Code
49700
Description
Chinese 1 - SOEP Course
Show All
Subject
FL-Foreign Language
Low Grade
Seventh
Can be Scheduled
Take Attendance
Count Attendance
Assign Grades
Post to History
Schedule Conflict OK
Department
Foreign Language
High Grade
Twelfth
Status
Active
Grad Credits
1.0000
Mark Set
Secondary Markset
WGPA Multiplier
Cactus Core Code
by Name
by Number
by CIP
CIP Code
Chinese - First year - 03020000011
Notes
Find
List
Delete
Undo
Add
Save
Quit

Accountability: Report Cards, OCR

- CRDC (OCR) Data collection includes course-level data designed to investigate course-taking by sub-groups (Disadvantaged, Race and Ethnicity, Special Education status).
- SOEP is a "**Course Access Program**" – it gives your students access to courses that might be among the "**Key Courses**" which OCR is interested in:
  - High-level math and science courses (Algebra I and II, geometry, biology, and chemistry)
  - Advanced Placement
  - Concurrent Enrollment

Accurate course-level reporting demonstrates student access to coursework per 53E-5-2

Feel free to contact us with additional Questions!

Contact Information:

Dr. Cory Kanth, Ph.D.
Statewide Online Education Program Specialist
Utah State Office of Education,
School Finance
Tel. 801.538.7660
Email: cory.kanth@schools.utah.gov
Website: https://www.schools.utah.gov/edonline

UTech ‘11’ Core Code Addition

CTE's UTech "11" Core Codes

- CTE is requiring courses taught at Utah technical colleges be tracked differently for funding--based on the core code. Similar to the Concurrent Enrollment core codes, which have a "13" in positions 7 & 8 of the core code string, these courses will have an "11" in positions 7 & 8.
- Example: Medical Terminology would have the core code: 36-01-00-**11**-175.
- These courses will need to be validated with the where taught LEA and school--being one of the Tech colleges--and the CACTUS ID, the tech college ID.

What does it look like?

Core Code	UTech Core Code	Course Nane
36-01-00-00-190	36-01-00-11-090	Nurse Assistant (CNA)
40-04-00-00-040	40-04-00-11-040	Petroleum Technology
36-01-00-00-210	36-01-00-11-210	Pharmacy Technician
	36-01-00-11-305	Phlebotomy Technician
	30-10-00-11-201	Pipe Welding Processes
38-01-00-00-241	38-01-00-11-241	Plastic Injection Molding
40-08-00-00-100	40-08-00-11-100	Plumbing 1
40-08-00-00-105	40-08-00-11-105	Plumbing 2

Why?

- Clarifies where courses are taught
- Correct alignment to USBE core code/CTE course strands and standards
- Creates UTech only codes
- Accuracy of CTE Add-on Funding

Attached only to the UTech LEA Number, School Number, and CACTUS ID

New 11 Courses must have a where taught of	LEA Nbr	School Nbr	CACTUSID
Bridgerland Technical College	45	045	218966
Davis Technical College	48	048	218968
Dixie Technical College	65	065	229659
Mountainland Technical College	61	061	218972
Ogden-Weber Technical College	44	044	218965
Southwest Technical College	62	062	218976
Tooele Technical College	64	064	218978
Uintah Basin Technical College	47	047	218967

Data Entry Errors With ’11’ Course Codes, LEA Numbers, School Numbers, and CACTUS IDs for UTech

The two main reasons for data not meeting the new requirements are:

- ’11’ core codes were submitted, but the records don’t have the correct UTech “where taught” info.
- The record have UTech institutions as the “where taught” info, but the core codes don’t have the ‘11’ in positions 7 and 8.

Questions?

- Jeffrey.McDonald@schools.utah.gov
- Jonathan.Frey@schools.utah.gov
- Wendi.Morton@schools.utah.gov

CACTUS Rollover and Educator License Renewal

CACTUS Rollover

- CACTUS rollover starts at noon on 6/30/2020. It may be extended until close of business if there is an urgent enough need.

Educator License Renewals

- Educators' licenses who expire will be held harmless (they can use the current renewal system rather than the new one that is being implemented).
- Remind teachers who are expiring to try and renew. Fingerprint sites are opening up but require appointments. 1/2 of the educators whose license needs to be renewed have passed background checks.
- There has been a wavier so that LEAs are not required to turn in educator evaluations.

End of Year ROGL for SY 2020

End of Year Reading on Grade Level Status

- If your SIS allows, leave the EOY ROGL status blank
- If blanks are not allowed, we recommend using the ‘S’ code
  - O – may be used if student was parentally excluded from reading assessment
  - E – may be used for first year English Learners
  - AN/AY – may be used if the student was tested with an alternate assessment
  - N/Y – may be used to report the Acadience benchmark level
  - U – is for students who were untested without a valid reason
  - S – is for students who were untested with a valid reason (not in LEA during testing window, changed to grade level other than 1-3, home school, medically excused)

Reading Intervention

- S1.351 Validation will trigger as a fatal error starting after the last day of school if
  - Grade level is 1, 2, or 3
  - Student has at least 20 days of membership
  - Reading intervention is blank
- UTREx only collects a single reading intervention status; report the reading intervention status as:
  - Did the student EVER receive a reading intervention during the school year (Y or N)

Forthcoming Changes to Absence Data Collection

In response to House Bill 14, 2020 GENERAL SESSION

Definition of “School-age child”

6) "School-age child" means a minor who:
(a) is at least six years old but younger than 18 years old; and
(b) is not emancipated.

Definition of “Absence”

(1) (a) "Absence" or "absent" means[~~, consistent with Subsection (1)(b),~~] the failure of a school-age [~~minor~~] child assigned to a class or class period to attend [~~the entire~~] a class or class period.

(b) "Absence" or "absent" does not mean multiple tardies used to calculate an absence for the sake of a truancy.

Definition of “Truant”

(7) (a) "Truant" means [~~absent without a valid excuse.~~] a condition in which a school-age child, without a valid excuse, and subject to Subsection (7)(b), is absent for at least:

(i) half of the school day; or

(ii) if the school-age child is enrolled in a learner verified program, as that term is defined by the state board, the relevant amount of time under the LEA's policy regarding the LEA's continuing enrollment measure as it relates to truancy.

What is a Learner Verified Program

- The definition of truant refers to a learner verified program
  - R277-419 is being updated to replace the term "non-traditional program" with "learner verified program"

Definition of “Valid Excuse”

(9) (a) "Valid excuse" means:
[~~(a)~~] (i) an illness, which may be either mental or physical;
[~~(b)~~] (ii) a family death;
[~~(c)~~] (iii) an approved school activity;
[~~(d)~~] (iv) an absence permitted by a school-age [~~minor's~~] child's:
[~~(i)~~] (A) individualized education program[~~, developed pursuant to the Individuals with Disabilities Education Improvement Act of 2004, as amended~~]; or
[~~(ii)~~] (B) Section 504 accommodation plan [~~, developed pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; or~~];
(v) an absence permitted in accordance with Subsection 53G-6-803(5); or
[~~(e)~~] (vi) any other excuse established as valid by a local school board, charter school governing board, or school district.
(b) "Valid excuse" does not mean a parent acknowledgment of an absence for a reason other than a reason described in Subsections (9)(a)(i) through (vi), unless specifically permitted by the local school board, charter school governing board, or school district under Subsection (9)(a)(vi).

Reporting Requirements

(6) Each LEA shall annually report the following data separately to the state board:
(a) absences with a valid excuse; and
(b) absences without a valid excuse.

- *Per recommendations from the CCSSO and Attendance Works, USBE will collect absences due to suspension as a separate item, so there will be three new absence data fields*

New Data Collection for School Year 2021

- Three new fields collecting aggregate number of absences that are:
  1. Excused
  2. Unexcused (not due to suspension)
  3. Due to suspension
- Absences included in the above aggregates must meet one of the following thresholds:
  - For a student primarily enrolled in a face-to-face learning program: half, or more than half of the school day
  - For students primarily enrolled in a learner verified program: above the threshold of "the relevant amount of time under the LEA's policy regarding the LEA's continuing enrollment measure as it relates to truancy"
- Expected in Fall 2020. Technical Details to follow.

Any Changes to the Days Attended Field?

- Currently no changes required for how the aggregate "Days Attended" should be reported:
  - HB 14 doesn't define "attendance",
  - We can have different bars for absence and attendance such that a student is both absent (due to missing half of the day) and in attendance (due to attending part of the day) in the same day. From the UTREx Specs:

Days Attended: (Required) *This represents the sum of days attended by the student in both regular settings (S1) and self-contained settings. A student should be counted as in attendance on a school day if the student was counted on the roll by a teacher as being "present":*

Grades 1 - 6: at any time during the day
Grades 7 - 12: in at least one period of the day

Updates to UTREx School Summary Cumulative Report for SY 2020

Preliminary High School Completion Status

Preliminary High School Completion Status for 2020							
	Dropout AE, DO EX, GE SU, UN WD	Basic High School Diploma GA, GC, GM GR, GQ	Graduation Pending GP	Certificate of Completion CT, G3 GG	Retained Senior RT, RA	Aged Out of Special Ed AO	Transferred Out of LEA CH, DE, FE, TC, TH TN, TO, TP, TR, TS, WM
Grade 7	0						10
Grade 8	2						12
Grade 9	0	0	0	0	0	0	7
Grade 10	0	0	0	0	0	0	8
Grade 11	0	0	2	0	0	0	5
Grade 12	1	11	0	0	0	0	16
TOTAL	**3**	**11**	2	0	0	0	**58**

For graduation rate data please see the Federal Four Year Graduation Cohorts Report.

Included in Counts (slide 1)

- **Updated so all counts exclude records with resident status X**
- Dropout: distinct count of students whose
  - High school completion status is null or DO, and
  - Exit code is one of the listed dropout codes
- High School Diploma: distinct count of students whose
  - High school completion status is a graduate code
- Graduation Pending: distinct count of students whose
  - High school completion status is GP

Included in Counts (slide 2)

- Certificate of Completion: distinct count of students whose
  - High school completion status is CT, G3, or GG
- Retained Senior: distinct count of students whose
  - High school completion status is RT or RA
- Aged Out: distinct count of students whose
  - High school completion status is AO
- Transfer out of LEA: distinct count of students whose
  - High school completion status is null, and
  - Exit code is one of the listed transfer codes

Early Graduates

- **Updated so all counts exclude records with resident status X**
- **All counts are of distinct students**

EARLY GRADUATES	
11	0
Q1	0
Q2	5
Q3	6
T1	0
T2	0
TOTAL	**11**

Year End Upload and Courtesy Data Review

Example of review letter

Dear Business Official,

The Data and Statistics section of USBE has completed a courtesy data review of your Dec 1 submission. This review reflects the submission on November 30, and is based on a comparison of SY 2019 data with SY 2018 data. In general we check for missing data and any counts that have greatly changed from the previous school year, as these may alert us to potential data quality issues. There is no guarantee that we can catch any or all issues; data may change if additional submissions are made; data accuracy is the responsibility of LEAs.

NEW: LEAs must submit a finalized version of their Dec 1 data prior to the deadline on December 10 at 5pm. By hitting the *Finalize* button in UTREx LEAs are verifying that they have audited and confirmed the accuracy of their data. The Data Collector will be closed at 5pm sharp on the 10th.

Please **review and respond** to confirm that the below items are correct, or will be updated in a submission prior to December 10:

- No response required.

Please review the following items to verify that the submission was correct (no response necessary):

- Relatively large decrease in your K-12 Dec 1 Special Ed count (from 58 to 51, or 14%)
- Zero students reported as homeless.
- Zero students reported as eligible for alternate assessments.

Review your UTREx December Reports and Graduation and Dropout data to ensure that the data in UTREx accurately reflects the data in your local student information system. You can make corrections to and resubmit (and re-finalize) the UTREx file as often as necessary through **December 10th**. Once you are satisfied with your submission, **please finalize your data and download and save your December UTREx reports using finalized data**, including the Child Count by District Worksheet, School Summary SCRAM, and SCRAM CCW Detail report. Once you *finalize* your data submission you do not need to turn off data submissions.

If you have any questions please contact any member of the USBE Data and Statistics team, including:

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Thanks,
Malia McIlvenna
Research Consultant
Utah State Board of Education

What we will be looking for at Year End:

- Fatal Errors
- Warnings that could go fatal
- Warnings in general
- Enrollment and Membership
- Demographic Counts
- ROGL Statuses (EOY not required for SY 2020)
- Reading Interventions
- Kindergarten Type
- Incident Data
- SCRAM ESY
- High counts of students with less than 180 days of membership
- Early Grads
- Reported credits attempted, credits earned, and course grades

Fatal Errors

- Fatal errors block records or parts of records from coming through to UTREx.
- This affects funding.
- Level 1 fatal errors are from the LEA's own data.
- Level 2 fatal errors are from the data once it is in UTREx- could be errors across years or LEAs.
- Fatal errors result when a required field is blank, or has an incorrect value.
- You can still finalize your data with a fatal error, but you may lose funding.
- Fatal errors may also negatively affect the quality of data, and the accuracy of student records.
- You can review your fatal errors in the UTREx Overview.

Warnings that could go fatal...

- Some validations start triggering on the last day of school (a list is included at the end of this Powerpoint).
- Level 2 validations in UTREx specs:
  - Dual SCRAM warning and dual SCRAM fatal- it's only a warning until there's been 19 days overlap, at 20 days it becomes a fatal error.
- You can review your warnings and fatal errors in the UTREx Overview.

Warnings in general...

- **Review all warnings!**
- Warnings are triggered by things that *might* be wrong and you should check.
- After verifying the accuracy of the data, if the data is correct and you keep getting the warning, you'll just have to ignore it.
  - Examples: 9th grade student with no GPA during the Oct 1 upload, so their first term hasn't come to an end yet.
  - Grade level inconsistency for a student who has skipped a grade level.
- Possible warnings and errors are listed in the UTREx specs, which you can download from the USBE website: https://www.schools.utah.gov/informationtechnology/utrex
- You can review your warnings in the UTREx Overview.

Enrollment and Membership

- Double check ADM, cumulative enrollment, and enrollment and membership by grade level.
- Also check enrollment and membership by SCRAM, YIC, part-time, and resident status.
- We look for big, unexpected changes as compared with the previous year.
- You can review this data in the '*School Summary Cumulative'* report in UTREx Reports under *Year End Reports* (download the PDF to review aggregates, or see the student data behind the aggregates by downloading the CSV or Excel file).

  UTREx Overview→ Reports→ School Summary Cumulative.

Example of School Summary Cumulative Report

UTREx Report - School Summary Numbers in BOLD differ by 10% or more from prior year 7/6/2018 4:42:15 PM

[redacted]

Regular Membership for Year 2018			Prior Year	
Grade	Cumulative Count	Aggregate Days of Membership	Cumulative Count	Aggregate Days of Membership
Kindergarten	**71**	**10577**	83	12845
Grade 1	**80**	**12669**	72	11414
Grade 2	74	**11249**	81	13329
Grade 3	87	**13328**	80	12873
Grade 4	73	**11340**	76	12017
Grade 5	84	**13338**	78	12446
Grade 6	**75**	**11668**	96	16036
Regular TOTAL	544	84169	566	90960

Average Daily Membership (ADM) 2018	Current Year	Prior Year
Regular ADM (UNWEIGHTED)	468	505
Regular ADM (WEIGHTED)	441	473
Self-Contained ADM	24	27

Membership for Year 2018	Cum Count	ADOM	Prior Year Cum Count	Prior Year ADOM
Youth In Custody				
Time 'A'	3	**448**	6	697
Time 'B'	0	0	0	0
Time 'C'	0	0	0	0
Special Education				
Time 'A' (Resource)	62	6742	59	7138
Time 'B' (Resource)	**43**	**5196**	34	4533
Time 'C' (Self-Contained)	31	**4262**	33	4825
Part Time				
Home School	0	0	0	0
Private School	0	0	0	0
Stable	0	0	0	0
Resident Status				
Non Utah resident (A)	0	0	0	0
Utah Resident but NOT LEA resident (B)	**7**	**918**	12	1626
LEA resident enrolled in another State (C)	0	0	0	0
F1 Foreign Exchange - no WPU (F)	0	0	0	0
J1 Foreign Exchange - WPU (J)	0	0	0	0
Other				
Unduplicated Cumulative Count	569		595	
Students enrolled less than 160 days	**141**		103	

Demographics as of Oct 1, 2017 (* All counts are as of Oct 1 except Limited English and Homeless)

Categories		Count	Prior Year Count	Categories		Count	Prior Year Count
Overall		**480**	541	**Limited English Proficient**	Yes	166	152
Ethnicity / Race	Hispanic/Latino	**191**	220	(* Cumulative)	Refused Service	0	0
	American Indian	**8**	6		Fluent	**28**	35
	Asian	8	8		Total	194	187
	African American/Black	**24**	19	**Selected Flags**	Homeless	**10**	5
	Pacific Islander	**33**	39		Homeless (* Cumulative)	**12**	8
	White	**413**	470		Migrant	0	0
Gender	Female	235	254	**Tribal Affiliation**	Goshute	0	0
	Male	**245**	287		Navajo	**1**	0
Free Lunch	Eligible for Free	**307**	355		Paiute	0	0
	Eligible for Reduced Price	**71**	61		Northwest Band Shoshone	0	0
	Economic Disadvantaged	0	0		Ute	0	0
	"Disadvantaged" Total	378	416		Other Tribe	**7**	6
Special Education	Time 'A'	39	43	**Youth In Custody**	Time 'A'	**2**	6
	Time 'B'	**28**	24		Time 'B'	0	0
	Time 'C'	**23**	27		Time 'C'	0	0
Immigrants		8	8				

Demographic counts

- Double check demographic counts.
- We look for big, unexpected changes as compared with the previous year.
- You can review this data in the *School Summary Cumulative* report.

Reading on Grade Level (ROGL) statuses

- For students who don't have a vendor test record, we need a code to explain why they were untested.
- Expectation is that most LEAs will have some students with AY, AN, O, S, or U.
  - This year for the **Year End** ROGL status: LEAs should submit blanks, or if the SIS does not allow a blank, use 'S'.
  - We look for LEAs with 0 or very few of these codes (this year for beginning and mid year only).
  - Y and N codes are optional to enter into SIS (we don't have a way to load these for you), but most LEAs find it helpful to enter these since it makes it part of the SIS record, and helps in identifying the students who need one of the other ROGL statuses entered.
- This is important because if there is no test and no code, we have to assume the student was untested. Untested students will hurt your participation rate.
- You can review this in aggregate in the *School Summary Cumulative* report, or view student data by downloading the *Reading on Grade Level with UGG* report in UTREx Reports under *Assessment Reports.*

Reading Interventions

- Reading interventions are required for grades 1-3 or fatal error is triggered.
- You can review this in aggregate in the *School Summary Cumulative* report, or view student data by downloading the *Reading on Grade Level with UGG* report.

Kindergarten type

- We will review this data by checking against a list of schools receiving OEK and KSEP funds, though we know that other schools also provide extended kindergarten through local funds.
- The goal is to make sure that ‘NN’ (half day) isn’t reported when it should be something else.
- Your SIS might use ‘NN’ (half day kindergarten) as the default kindergarten type. This *needs to be updated* if the student has extended or full day kindergarten.
- You can review this data in the *School Summary Cumulative* report.

Incident data

- **We don’t expect <u>any</u> LEAs to have zero incidents!**
- We are looking for LEAs who have 0 or very few incidents reported relative to their total enrollment.
- The threshold we will use to review the data is 1 incident per every 50 students- you want to be lower than that.
- The purpose is to improve data quality and avoid potential consequences.
    - If no incident data is reported for special Ed (no disciplines) for 3 consecutive years, then LEA will receive a risk score 5 in results driven accountability.
    - We are working on the definition for Persistently Dangerous Schools- in the future, LEAs reporting no incident data will be added to this group.
- You can review this data in the *Discipline Incident Summary* report in UTREx Reports under Year Round Reports.

SCRAM Extended School Year (ESY)

- Funding for ESY is generated off the year end data.
- We look for big, unexpected changes as compared with the previous year.
- You can review this data in the *SCRAM Extended School Year* report in UTREx Reports under Year End Reports.

High counts of students with less than 180 days of membership

- The norm is that students should have 180 days of membership.
- For most LEAs, we don’t expect to see a large percentage of students with less than 160 days of membership, or between 161 an 179 days of membership.
- If we do see this, it could be a sign that there’s an issue with how the membership is being reported.
- You can review this data in the *School Summary Cumulative* report.

Early Graduate Exit Codes

- For early grads, both a high school completion status code and an early exit code must be submitted to generate the incentive funding.
    - In particular, we check whether there are enough '11' exit codes reported to match the number of grade 9,10,and 11 graduates.
- Early grads can be submitted under grades 9,10, or 11, but 11 is the most common to check. Look at high school completion status and the early graduate counts.
- Entering this data correctly affects an LEA's ability to earn funding and could even affect the student's ability to earn the Centennial Scholarship funding.
- You can review this data in the *School Summary Cumulative* report.

Reported credits attempted, credits earned, and course grades

- This is used in high school accountability, grades 9-12.
- We expect to see high percentages.
- Reason for low % might be that LEA has not entered credits earned yet.
- LEAs will lose accountability points if data is not entered.
- You can review this data in the *School Summary Cumulative* report.

Final comments

- If you are ready for a review, please contact us at any time. You don't have to wait till year end or when school is out. Earlier is better for review, and you are welcome to contact us multiple times!
- *If we don't hear from you*….then we will start the review process of all LEAs during the week of **June 15th – 19th**.
- Deadline for Historical Update requests is **June 23rd at 5:00pm**.
- Final submission deadline is **July 7th at 5pm**.

Data and Statistics Contact Information:
https://schools.utah.gov/data/contact
DataStatisticsHelp@Schools.Utah.Gov

Validations that start triggering at Year End

Level 1 Validations:

AC.817	S1.344	S1.364	S3.709
AC.818	S1.347	S2.612	S3.710
AM.905	S1.351	S2.613	SC.206w
AM.908	S1.355	S2.614	SC.207w
AM.911	S1.356	S2.708	

Level 2 Validations: Student School Membership Warning

See the UTREx Specifications for more information about these validations:
https://schools.utah.gov/informationtechnology/utrex

Where to Find Important Year-End Data Points

- UTREx Overview on Data Gateway (to see fatal errors, warnings and status of data collections and submissions)
- UTREx Year End Guidelines: https://www.schools.utah.gov/informationtechnology/utrex
- UTREx specifications: https://www.schools.utah.gov/informationtechnology/utrex
- UTREx reports on Data Gateway:
  - Year End reports: School Summary Cumulative, Consolidated Membership, SCRAM ESY
  - Year Round reports: Discipline Incident Summary, Discipline Incident Summary for SPED

How to use Data Gateway reports to filter on student level data

- We encourage LEAs to review year-end data themselves, along with the Data and Statistics courtesy data review.
- We are providing some useful tips for LEAs to use the *Consolidated Membership Cumulative* report found on the Data Gateway to **review regular membership data**.

Steps to filter for regular membership

- Download report from Data Gateway (on the UTREx dropdown menu, go to Reports, select LEA, find Year End Reports, select 'Consolidated Membership Cumulative')
  - Select 'All' schools or which school you want to view in the report, and select 'Generate CSV'
  - The 'Generate PDF' option is the aggregate report we send out with the courtesy data reviews, but the Excel and CSV options display reports with student level data.

- Filter the CSV report by clicking on the data tab and select 'Filter'.
  - Click the dropdown carrot for the columns to filter on students with the following:
    - No fatal errors
    - Grades K-12
    - School of record is not 'N'
    - Utah resident (resident status code 'B', 'C', or 'U')
    - Has regular membership
  - This will give you a list of students with regular membership.

Data Finalization Process

May 2020 LEA Data Training

Submission Deadline

- During the last submission period, a couple LEAs waited until late in the afternoon of the July 7th.
  - If you need extra time to get your data cleaned and finalized be aware that everything will take longer due to the higher traffic on the system.
  - If you finalize in the afternoon of the submission date, you may need to log in throughout the afternoon and into the evening to verify that your submission completed successfully.
  - Anything still running after midnight will get cut off.

Year End Reports

After data finalized

Reports to Archive

- Under UTREx reports, be sure to download the four reports found under Year End Reports, and archive them so you will have them for reference later on.

October Reports

Consolidated Membership
Dropout Event Summary for SPED
School Summary
Student District of Residence For Charters
Students Not Attending District of Residence For Districts

December Reports

Child Count by District Worksheet
School Summary SCRAM
SCRAM CCW Detail

Year End Reports

Consolidated Membership Cumulative
School Summary Cumulative
SCRAM Extended School Year
Transfer Student List

Assessment Reports

New Student ELP Scores
Reading on Grade Level
Reading On Grade Level with PACE
Reading On Grade Level with UGG
RISE Class List
Students Eligible for WIDA ACCESS
Utah Compose Class List
UTIPS Class List

Year Round Rep

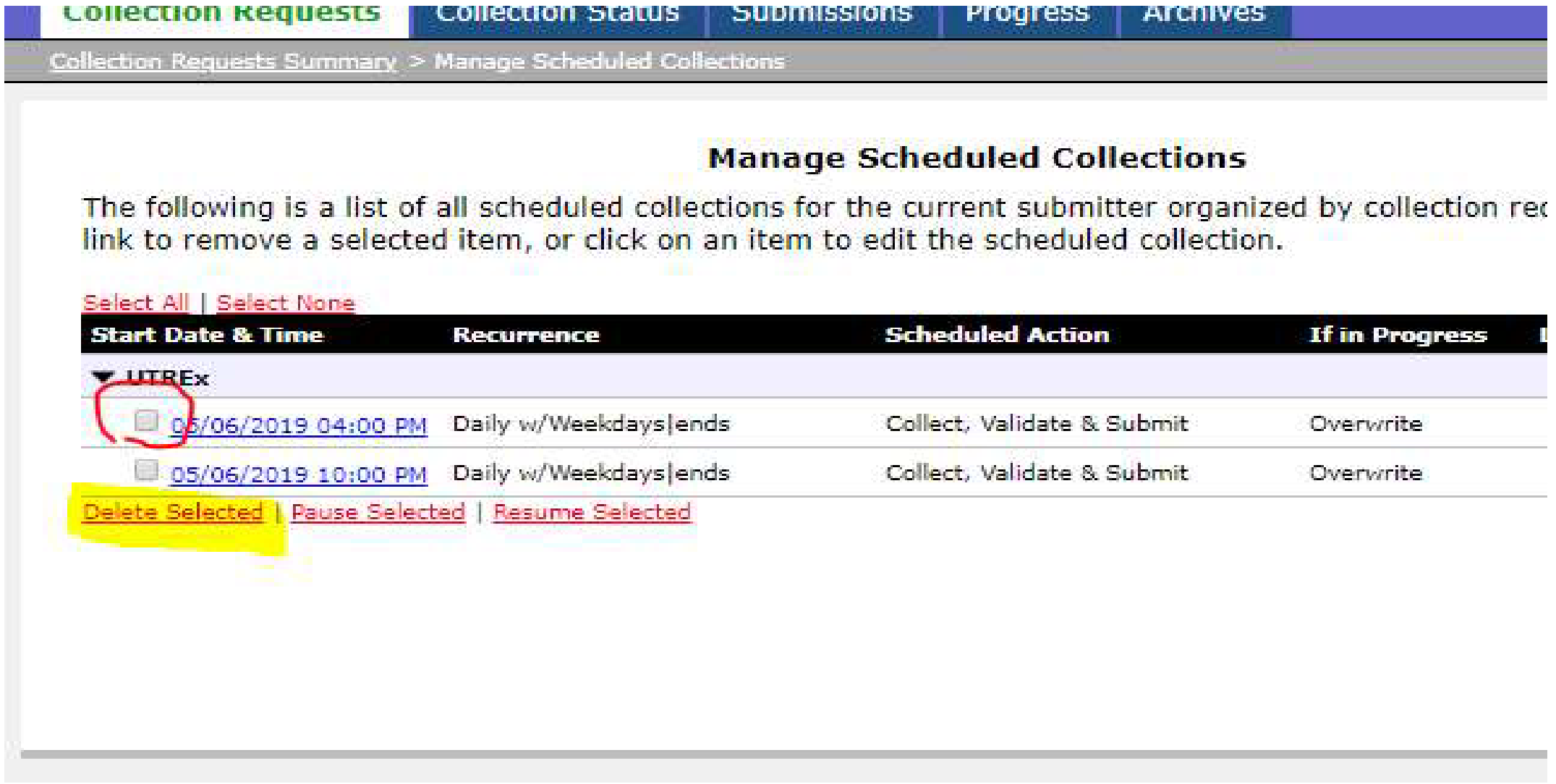
Active Registration
Discipline Incident Su
Discipline Incident Su
Exited Students Curre
Exited Students Previ
Grade Range Errors
Graduation Rate For
Graduation Rate For
Racial Survey and De
Student Summary

Archived Reports

Download Archived R

Scheduled Collections

End of Year


Collection Requests
Collection Status
Submissions
Progress
Archives
Collection Requests Summary > Manage Scheduled Collections
Manage Scheduled Collections
The following is a list of all scheduled collections for the current submitter organized by collection rec
link to remove a selected item, or click on an item to edit the scheduled collection.
Select All | Select None
Start Date & Time
Recurrence
Scheduled Action
If in Progress
UTREx
05/06/2019 04:00 PM
Daily w/Weekdays|ends
Collect, Validate & Submit
Overwrite
05/06/2019 10:00 PM
Daily w/Weekdays|ends
Collect, Validate & Submit
Overwrite
Delete Selected | Pause Selected | Resume Selected

End of Year Recommendations

- We recommend you delete your Scheduled Collections at year-end after you have submitted your Final Collection.
- You will avoid issues with your Scheduled Data Collections for the new School Year.
- If you pause your Data Collection, it will no longer collect at the designated time. We do not recommend pausing your Data Collections at year-end and resuming the following School year.
- An email will be sent out when it’s time to start collections in the new School Year.

Grad Rate Refresher: Outcomes and New Codes

LEA Data Training May 2020

Five Ultimate Outcomes

- Eventually, every student who enrolls in a public high school in Utah is classified in one of five ways at the time their cohort is expected to graduate with respect to their high school completion status:
  - **Graduate**
  - **Dropout**
  - **Other Completer**
  - **Continuing Student**
  - **Excluded** (**transferred out of public system**)
- The new RA code introduces an exception to this (more later)

Graduates: High School Completion Status Codes

- GA = Alternate Diploma (only for Special Ed 1% students)
- GC = Carnegie Units (via Adult Education)
- GM = Military (waiver when otherwise impossible to complete on time because of timing of moving and difference in requirements)
- GR = Regular graduate
- GQ = Completed Advanced Math Requirement

Early Graduates: Exit Codes

To generate funding, an **Early Graduate exit code must be associated with one of the five Graduate codes** in the High School Completion Status field

- 11 = Grade 11 (or earlier)

All the rest refer to Grade 12

- Q1 = 1st quarter
- Q2 = 2nd quarter
- Q3 = 3rd quarter
- T1 = 1st trimester
- T2 = 2nd trimester

OG = Other Graduate: Exit Code

- To handle miscellaneous situations where early graduation does not apply
- Must be associated with one of the five Graduate codes or one of three Other Completer codes (G3, CT, AO)

Other Completers: Neither graduate or dropout

- AO = Aged Out (only for Special Ed students)
- CT = Certificate of Completion (according to LEA requirements)
  - This is probably the best option if student exits with an associate's degree but not a diploma
- G3 = Graduate based on IEP requirements (contrast with GA)
- GG = Graduate based on passing GED
  - Treated as Other Completer in graduation rate denominator
  - Excluded from dropout rate denominator

Continuing Students: Not counted as dropouts

- HE = Transferred to Higher Education
- UC = Transferred to Utah System of Technical Colleges
- RT = Retained Senior

Excluded: Must be supported by written documentation

- "Excluded" from denominator (measure of size of cohort)
- CH = Transferred from charter to home school (redundant with TH)
- DE = Died
- FE = Participated in foreign exchange (foreigner coming or American going)
- TC = Transferred out of country
- TH = Transferred (from district) to home school
- TO = Transferred out of Utah to another state
- TP = Transferred to private school
- WM = Withdrew for medical reasons
- WP = Withdrew from preschool

Which Exit and Completion codes will become dropouts?

Continuing Students: Who may become dropouts

- TD = Transferred to another school within LEA
- TS = Transferred to another LEA within the state
- TT = Transferred to another track within the school
- TN and TR are also included here but the first should be retired and the second is redundant with TS.
- PR = Promoted to the next grade or otherwise expected to return the next year under the same LEA's responsibility.

Dropped Out: Even if they return to the same school the next year

- AE = Transferred to Adult Education
- DO = Dropped Out
- EX = Expelled
- GE = Exited to take GED
  - GG should not be used unless evidence is provided that the student actually passed.
- GP = Graduation Pending
  - Use only when student (almost always a 12th grader) is expected to complete graduation requirements during the summer prior to September 30.
  - Must submit an S1-X update or historical change request to change status to graduate.
- UN = Unknown
- WD = Withdrew

Dropped Out: Cohort reassigned student who doesn't return to school

- RA = Retained Senior on path to an Alternate Diploma
  - If a student is reported as RA but does not return to school, the student will be identified as a Dropout in their reassigned cohort year graduation rate (the following year after the RA code is submitted).

How new codes will be treated in Grad Rates: PR, RA, GA

- GA: Graduate
- RA: Dropout
- PR: Dropout

PR (Promoted) Exit Code

- Promoted to the next grade or otherwise expected to return the next year under the same LEA's responsibility
- Alternative to blank or null for student information systems which require an explicit exit code at year end
- Use only for students through Grade 11; with seniors, another exit code or, more commonly, a high school completion status code will be needed
- Not required by USBE; use when necessary or helpful, although explicit coding of "missing" data is generally a good idea
- Implemented at the end of last school year (2019)

Students with a reassigned cohort

- For students with a reassigned cohort, only the GA code is a graduate
- GR, G3, GQ, GM, and GC codes will become other completers
- See Federal Graduation and Dropout codes Reference
  - The first page lists high school completion status and exit codes for students in their original cohort
  - The second page lists high school completion status and exit codes for students with a reassigned cohort year
  - Source: USBE→ Data and Statistics→ Reports→ Graduation/Dropout Rates

  (find link at bottom of page under Resources)

Qualtrics Updates

- Educator engagement survey – in progress, needs to be completed by June 30.
- Exit survey – in progress, needs to be completed by June 30.
- Coming in Fall 2020: School Climate Survey. Will be administered to students, teachers, staff, parents, administrators, and SROs.
- End of year educator stipend (EYSE) survey link has been sent to administrators. Needs to be filled out in order to pay special education educators who work outside of their normal contract period.