

1 **R277. Education, Administration.**

2 **R277-484. Data Standards.**

3 **R277-484-1. Authority and Purpose.**

4 (1) This rule is authorized by:

5 (a) Utah Constitution Article X, Section 3, which vests general control and
6 supervision over public education in the Board;

7 (b) Subsection [53E-3-401](#)(4), which allows the Board to make rules to execute
8 the Board's duties and responsibilities under the Utah Constitution and state law;

9 (c) Subsection [53E-3-401](#)(8)(a), which allows the Board to take corrective action
10 against an education entity that fails to comply with Board rules; and

11 (d) Subsection [53E-3-511](#)(8), which requires the Board to ensure LEA inclusion
12 of data in an LEA's Student Information System.

13 (2) The Superintendent is required to perform certain data collection related
14 duties essential to the operation of statewide educational accountability and financial
15 systems as mandated in state and federal law.

16 (3) The purpose of this rule is to:

17 (a) support the operation of required educational accountability and financial
18 systems by ensuring timely submission of data by LEAs;

19 (b) support the provision of equal opportunity for students;

20 (c) support accuracy, efficiency, and consistency of data; and

21 (d) ensure maintenance of basic contact and demographic information for each
22 LEA and school.

23 **R277-484-2. Definitions.**

24 As used in this rule and the Board Reporting Deadline Table incorporated by
25 reference in this rule:

26 (1) "Annual Financial Report" means an account of LEA revenue and
27 expenditures by source and fund sufficient to meet the reporting requirements specified

28 in Subsections [53E-3-301](#)(3)(d) and (e).

29 (2) "Annual Program Report" means an account of LEA revenue and
30 expenditures by source and program sufficient to meet the reporting requirements
31 specified in Subsections [53E-3-301](#)(3)(d) and (e).

32 (3) "Comprehensive Administration of Credentials for Teachers in Utah Schools"
33 or "CACTUS" means the online licensing database maintained by the Superintendent,
34 which will be phased out and replaced by EdUcate.

35 (4) "Contact information" means the name, title, email address, and phone
36 number for a designated individual.

37 (5) "Data Warehouse" means the database of demographic information, course
38 taking, and test results maintained by the USOE on all students enrolled in Utah
39 schools.

40 (6) "Designated individual" means:

- 41 (a) an LEA governing board chair;
- 42 (b) a local administrator;
- 43 (c) a business administrator; or
- 44 (d) a school principal.

45 (7) "EDEN" means the Education Data Exchange Network, the mechanism by
46 which state education agencies are mandated to submit data to the U.S. Department of
47 Education.

48 (8) "EdUcate" has the same meaning as described in Subsection R277-312-2(1).

49 (9) "Fee waiver status" means the designation, maintained in the Data
50 Warehouse, that a student has been approved or denied for a fee waiver in accordance
51 with Rule R277-407.

52 (10) "Governing board chair" means the chair or president of an LEA governing
53 board.

54 (11) "LEA" includes, for purposes of this rule, the Utah Schools for the Deaf and
55 the Blind.

56 (12) "LEA demographic information" means:

57 (a) the LEA name;

58 (b) the LEA number;

59 (c) the physical address;

60 (d) the website;

61 (e) a phone number; and

62 (f) the LEA's grade range.

63 (13) "Local administrator" means a district superintendent or charter school
64 director.

65 (14) "MSP" means Minimum School Program, the set of state supported K-12
66 public school funding programs.

67 (15) "School demographic information" means:

68 (a) the school name;

69 (b) the school number;

70 (c) the physical and mailing address;

71 (d) the website;

72 (e) a phone number;

73 (f) the school type; and

74 (g) the school grade range.

75 (16) "Schools interoperability framework" or "SIF" means an open global
76 standard for seamless, real time data transfer and usage for Utah public schools.

77 (17) "Student achievement backpack" has the same meaning as that term is
78 defined in Subsection [53E-3-511\(1\)\(d\)](#).

79 (18) "Student information system" or "SIS" means a student data collection
80 system used for Utah public schools.

81 (18) "UDOH" means Utah Department of Health.

82 (19) "Utah eTranscript and Record Exchange" or "UTREx" means a system that
83 allows individual detailed student records to be exchanged electronically between public

84 education LEAs and the Board, and allows electronic transcripts to be sent to any post-
85 secondary institution, private or public, in-state or out-of-state, that participates in the e-
86 transcript service.

87 (20) "Utah Student Record Store" has the same meaning as that term is defined
88 in Subsection 53E-3-511(e).

89 (21) "Year" means both the school year and the fiscal year for a Utah LEA,
90 which runs from July 1 through June 30.

91 **R277-484-3. Incorporation by Reference of Board Reporting Deadline Table.**

92 (1) This rule incorporates by reference the Board Reporting Deadline Table
93 dated [~~October 1~~December 2, 2021.

94 (2) A copy of the Board Reporting Deadline Table is located at:

95 (a) <http://schools.utah.gov/administrativerules/documentsincorporated>; and

96 (b) the Utah State Board of Education - 250 East 500 South, Salt Lake City,
97 Utah - 84111.

98 **R277-484-3. Deadlines for Data Submission.**

99 (1) An LEA shall submit student level data to the Board through UTREx.

100 (2) An LEA shall, by 5:00 p.m. Mountain Standard Time on the date specified in
101 the Board Reporting Deadline Table, submit reports in the format specified by the
102 Superintendent.

103 (3) If a deadline in the Board Reporting Deadline Table falls on a weekend or
104 state holiday in a given year, an LEA shall submit the report on the next business day
105 following the date specified in the Board Reporting Deadline Table.

106 (4) An LEA shall assign an individual to oversee compliance with this rule.

107 **R277-484-4. Adjustments to Deadlines.**

108 (1) An LEA may seek an extension of a deadline to ensure continuation of
109 funding and provide more accurate information to allocation formulas by submitting a
110 written request to the Superintendent no later than 24 hours before the specified
111 deadline in Table 1.

112 (2) An extension request shall include:

113 (a) The reasons for the extension request;

114 (b) The signatures of the LEA business administrator and superintendent or
115 director; and

116 (c) The date by which the LEA proposes to submit the report.

117 (3) If an LEA requests an extension under Subsection (1), the Superintendent
118 may do any of the following after taking into consideration the pattern of LEA
119 compliance with reporting deadlines and the urgency of the need for the data to be
120 submitted:

121 (a) Approve the request and allow the MSP fund transfer process to continue; or

122 (b) Deny the request and stop the MSP fund transfer process; or

123 (c) Recommend corrective action to the Board in accordance with Rule [R277-](#)
124 [114](#).

125 (4) If, after receiving an extension, an LEA fails to submit the report by the
126 designated date, the MSP fund transfer process shall be stopped and the procedures
127 described in Section R277-484-7 shall apply.

128 (5) An extension shall apply only to the specific reports and dates for which an
129 extension was requested.

130 (6) The Superintendent may not extend deadlines for the following reports:

131 (a) AFR;

132 (b) APR;

133 (c) Mid-year or Final CACTUS updates;

134 (d) a Financial Audit Report; or

135 (e) any UTREx updates.

136 (7) Notwithstanding Subsection (6)(e), if an LEA identifies significant errors in a
137 UTREx update, the Superintendent may grant the LEA an extension of no more than
138 eight calendar days to file a new update.

139 **R277-484-5. Official Data Source and Required LEA Compatibility.**

140 (1) The Superintendent shall load operational data collections into the Data
141 Warehouse as of the submission deadlines specified.

142 (2) The Data Warehouse shall be the sole official source of data for annual:

143 (a) school performance reports required under Section [53E-5-204](#);

144 (b) determination of state and federal accountability reports; and

145 (c) submission of data files to the U.S. Department of Education via EDEN.

146 (3) The Superintendent shall maintain a database of LEA and school:

147 (a) demographic information;

148 (b) openings;

149 (c) closures; and

150 (d) contact information for designated individuals.

151 (4)(a) An LEA shall use an SIS approved by the Superintendent to ensure
152 compatibility with Board data collection systems.

153 (b) The Superintendent shall maintain a list of approved student information
154 systems.

155 (5) Prior to the Superintendent granting approval for an LEA to initiate or replace
156 a student information system that was not previously approved, the LEA shall:

157 (a) send written request for approval to the Superintendent no later than
158 November 15 of the year prior to the year the LEA proposes to use the SIS for
159 production software;

160 (b) submit documentation to the Superintendent that the new or modified student
161 information system is SIF certified;

162 (c) submit documentation to the Superintendent that an SIF agent can meet the

- 163 UTREx specifications profile for Vertical Reporting Framework (VRF) and eTranscripts;
164 (d) ensure that a new student information system can generate valid data
165 collection by submitting an actual file to the Superintendent for review;
166 (e) ensure that the new student information system can generate the Statewide
167 Student Identifier (SSID) request file by submitting an actual file to the Superintendent
168 for review.
169 (6)(a) The Superintendent shall review documentation and grant or deny an LEA
170 submission under Subsection (4) within 30 calendar days.
171 (b) An approved replacement system shall run in parallel to a state-approved
172 system for a period of at least three months and be able to generate duplicate reports to
173 previously generated information.
174 (7) An LEA shall submit daily updates to the Board Clearinghouse using all
175 School Interoperability Framework (SIF) objects defined in the UTREx Clearinghouse
176 specification.
177 (8) An LEA shall electronically submit all public high school transcripts requested
178 by a public education post-secondary school if the post-secondary school is capable of
179 receiving transcripts through the electronic transcript service designated by the
180 Superintendent.
181 (9) No later than June 30, 2017, an LEA shall ensure that data collected in the
182 Utah Student Record Store for a Student Achievement Backpack is integrated into the
183 LEA's SIS and is made available to a student's parent or guardian and an authorized
184 LEA user in an easily accessible viewing format.
185 (10) Failure to comply with any of the requirements of this Section R277-484-5
186 may result in a recommendation for corrective action in accordance with Rule [R277-](#)
187 [114](#).

188 **R277-484-6. Adjustments to Summary Statistics Based on Compliance Audits.**

- 189 (1) For the purpose of allocating MSP funds and projecting enrollment, the

190 Superintendent may modify LEA level aggregate membership and fall enrollment counts
191 on the basis of the values in the Membership and Enrollment audit reports, respectively,
192 when an audit report review team agrees that an adjustment is warranted by the
193 evidence of an audit.

194 (2) An audit report review team shall make a determination under Subsection (1)
195 within 60 working days of the authorized audit report deadline.

196 (3) The Superintendent may only adjust values downward if an audit report is
197 received after an authorized deadline.

198 **R277-484-7. Financial Consequences of Failure to Submit Reports on Time.**

199 (1) If an LEA fails to submit a report by its deadline as specified in Table 1,
200 consistent with procedures outlined in [R277-114](#), the Superintendent may recommend
201 corrective action, including stopping the LEA's MSP funds transfer process, unless the
202 LEA has obtained an extension of the deadline in accordance with the procedure
203 described in Section R277-484-4.

204 (2) The Superintendent may recommend loss of up to 1.0 WPU from
205 Kindergarten or Grades 1-12 programs, depending on the grade level and aggregate
206 membership of the student, in the current year Mid Year Update for each student whose
207 prior year immunization status was not accounted for in accordance with Utah Code
208 53G-9-302 as of June 15.

209 **KEY: data standards, reports, deadlines**

210 **Date of Enactment or Last Substantive Amendment:**

211 **Notice of Continuation:**

212 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3; [53E-3-301\(d\)](#) and**
213 **(e); [53E-3-401](#); [53E-3-401\(8\)\(a\)](#); [53E-3-511\(8\)2](#)**