

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 supervision
6 over public education in the Board;

7 (b) Subsection [53E-3-401](#)(4), which allows the Board to make rules to execute the
8 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 of data
12 in an LEA's Student Information System.

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

16 (3) The purpose of this rule is to support the operation of required educational
17 accountability and financial systems by ensuring timely submission of data by LEAs.

18 **R277-484-2. Definitions.**

19 (1) "Annual Financial Report" means an account of LEA revenue and expenditures by
20 source and fund sufficient to meet the reporting requirements specified in Subsections 53E-3-
21 301(3)(d) and (e).

22 (2) "Annual Program Report" means an account of LEA revenue and expenditures by
23 source and program sufficient to meet the reporting requirements specified in Subsections
24 [53E-3-301](#)(3)(d) and (e).

25 (3) "Comprehensive Administration of Credentials for Teachers in Utah Schools" or
26 "CACTUS" means the same as that term is defined in Subsection R277-[512](#)(1)(a).

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

56 Reporting Deadlines

57	Report	Deadline
58	Adult Education - Final Report -	
59	Prior Year	July 15
60	Adult Education - Final Audit Report -	
61	Prior Year	September 15
62	Annual Assurance Letter - R277-108	October 1
63	Annual Financial Report - Prior Year	October 1
64	Annual Program Report - Prior Year	October 1
65	Bus Driver Credentials Report -	
66	Current Year	December 15
67	Bus Inventory Report	July 15
68	CACTUS - Final Update - Current Year	June 29
69	CACTUS - Midyear Update - Current Year	November 15
70	Charter School Projections	September 15
71	Classified Personnel Report - Prior Year	July 15
72	Community Development and	
73	Renewal Agency Representative List	February 28
74	Driver Education Report - Prior Year	July 15
75	Emergency Preparedness Compliance Statement -	
76	Prior Year	July 1
77	Emergency Response Plan - Prior Year	July 1
78	Enrollment and Transfer Student	
79	Documentation Audit - Current Year	November 1
80	ESEA Choice and Supplemental Services Report -	
81	Prior Year	July 15
82	Financial Audit Report - Prior Year	November 30

83	Fire Drill Compliance Statement - Prior Year	July 1	
84	Free and Reduced Price Lunch October 31		
85	Enrollment Survey - Current Year	November 15	
86	Home Schooled Students Report - Prior Year	July 15	
87	Immunization Status Report		
88	(to Utah Department of Health) - Final	June 15	
89	Immunization Status Report - Current Year	November 1	
90	LEA Budget - Next Fiscal Year	July 15	
91	LEA Budget - Next Fiscal Year -		
92	Planned Truth in Taxation Process	August 15	
93	Membership Audit Report - Prior Year	September 15	
94	Negotiations Report - Current Year	November 1	
95	Other Emergency (Earthquake and		
96	School Violence) Drills		
97	Compliance Statement - Prior Year	July 1	
98	Pupil Transportation - Schedule A1		
99	(Miles, Minutes, Students Report) -		
100	Current Year Projected	November 1	
101	Pupil Transportation Schedule B		
102	(Miscellaneous Expenditure Report) -		
103	Prior Year	November 1	
104	Pupil Transportation Statistics		
105	Year End Report- Prior Year	July 15	
106	Redevelopment Agency Taxing Entity		
107	Committee Representative List	February 28	
108	UTREx - Complete December 1 Update - Current Year	December [40] 7	
109	UTREx - Complete October 1 Update -		
110	Current Year	October [40] 7	
111	UTREx - Revised December 1 Update -		

112	Current Year - Significant Errors	
113	Identified by the Superintendent or LEA	December 15
114	UTREx - Revised October 1 Update -	
115	Current Year	
116	Significant Errors Identified by	
117	the Superintendent or LEA	October 15
118	UTREx - Final Comprehensive Update -	
119	Prior Year	July 7

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

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

124 (2) An extension request shall include:

125 (a) The reasons for the extension request;

126 (b) The signatures of the LEA business administrator and superintendent or director;
127 and

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

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

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

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

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

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

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

- 140 (6) The Superintendent may not extend deadlines for the following reports:
141 (a) AFR;
142 (b) APR;
143 (c) Mid-year or Final CACTUS updates;
144 (d) a Financial Audit Report; or
145 (e) any UTREx updates.

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

- 147 (1) The Superintendent shall load operational data collections into the Data Warehouse
148 as of the submission deadlines specified.
- 149 (2) The Data Warehouse shall be the sole official source of data for annual:
150 (a) school performance reports required under Section [53E-5-204](#);
151 (b) determination of state and federal accountability reports; and
152 (c) submission of data files to the U.S. Department of Education via EDEN.
- 153 (3)(a) An LEA shall use an SIS approved by the Superintendent to ensure compatibility
154 with Board data collection systems.
- 155 (b) The Superintendent shall maintain a list of approved student information systems.
- 156 (4) Prior to the Superintendent granting approval for an LEA to initiate or replace a
157 student information system that was not previously approved, the LEA shall:
158 (a) send written request for approval to the Superintendent no later than November 15
159 of the year prior to the year the LEA proposes to use the SIS for 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 UTREx
163 specifications profile for Vertical Reporting Framework (VRF) and eTranscripts;
164 (d) ensure that a new student information system can generate valid data collection by
165 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 for
168 review.

169 (5)(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 system
172 for a period of at least three months and be able to generate duplicate reports to previously
173 generated information.

174 (6) An LEA shall submit daily updates to the Board Clearinghouse using all School
175 Interoperability Framework (SIF) objects defined in the UTREx Clearinghouse specification.

176 (7) An LEA shall electronically submit all public high school transcripts requested by a
177 public education post-secondary school if the post-secondary school is capable of receiving
178 transcripts through the electronic transcript service designated by the Superintendent.

179 (8) No later than June 30, 2017, an LEA shall ensure that data collected in the Utah
180 Student Record Store for a Student Achievement Backpack is integrated into the LEA's SIS
181 and is made available to a student's parent or guardian and an authorized LEA user in an
182 easily accessible viewing format.

183 (9) Failure to comply with any of the requirements of this Section R277-484-5 may
184 result in a recommendation for corrective action in accordance with Rule R277-[114](#).

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

186 (1) For the purpose of allocating MSP funds and projecting enrollment, the
187 Superintendent may modify LEA level aggregate membership and fall enrollment counts on
188 the basis of the values in the Membership and Enrollment audit reports, respectively, when an
189 audit report review team agrees that an adjustment is warranted by the evidence of an audit.

190 (2) An audit report review team shall make a determination under Subsection (1) within
191 60 working days of the authorized audit report deadline.

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

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

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

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

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

204 **Date of Enactment or Last Substantive Amendment: August 7, 2017**

205 **Notice of Continuation: June 6, 2017**

206 **Authorizing, and Implemented or Interpreted Law: [Art X Sec 3](#); [53E-3-301\(d\)](#) and (e);**
207 **[53E-3-401](#); 53E-3-401(8)(a); [53E-3-511\(8\)](#)**