

UTREx

Data Clearinghouse File Specification 2020-21

Table of Contents

Introduction	3
Recent Revisions:	3
District Record (DI)	4
School Record (SC)	7
Student Record (S1)	14
SCRAM Record (S2)	85
Youth in Care (YIC) Record (S3)	100
Section 504 Record (S4)	112
Course Master Record (AC)	122
Course Membership Record (AM)	139
Incident Record (I1)	149
Incident Association Record (I2)	152
Student Transcript Record (ST)	172
Transcript Assessments (TA)	188
Transcript Courses (TC)	192
Transcript Grades (TG)	199
Level 2 Exceptions	203
Language Codes:	206
Revisions History:	213

Introduction

Intended Audience:

This document is intended for users of the Data Collector at Local Educational Agencies (LEAs), as well as the developers of their Student Information Systems (SIS).

See the full [revisions history](#) at the end of the document.

Recent Revisions:

- **June 2020**
 - Added information on the forthcoming 'CB' [exit code](#) for early graduates from a Competency Based Education program, and forthcoming new validations ([1](#), [2](#)) related to the CB exit code.
- **March 2020**
 - Added preliminary information on five forthcoming new validations ([1](#), [2](#), [3](#), [4](#), [5](#)) related to CTE Utech courses (courses with '11' in positions 7 and 8 of the core code) and the [Where Taught District](#), [Where Taught School](#) and [Teacher 1 ID](#) fields in the Course Membership record.
 - Added information about SIF object submission requirements for [S2](#), [S3](#), and [S4](#) records
 - Clarified that the M and F [gender](#) codes are defined, and all other letters are undefined
- **July 2019**
 - Updated the [S1 Exit Code](#) notes to include more information about transfer to homeschool codes (TH and CH) and required documentation.

District Record (DI)

Record Type "DI=" (**Required**) Must be the first record in each UTREx update batch. This record identifies the **SCHOOL YEAR** and **LEA** of the batch. It is also used to indicate which reports may be run against the data contained in the batch and the date of the data extract from the SIS system. **ALL** data elements are required for **ALL UPDATES**

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Description
RECORD ID				DI=	District Record ID
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alpha	This can ONLY be a State-assigned and approved LEA number
YEAR IDENTIFIER				YR=	
SCHOOL YEAR				Numeric, 4.0; century and year (YYYY)	Numeric Century & Year
MONTH IDENTIFIER				OK=	Field no longer used
WHICH MONTH				JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC	Field no longer used
SISASOFDATE				Numeric 23.0 Date time: YYYY-MM-DD HH:MM:SS.SSS, e.g. '2010-10-21 00:00:00.000'	Date time data as extracted from SIS

District Record (DI): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
DI	District Record	Identifying Fields				LEA Number, School Year, SIS As Of Date time	
DI	LEA Number	Must be present	001	Err			
		Exact length = 2	006	Err			
		No blanks, all chars in (A-Z), (0-9)	021	Err			
		Must be a valid LEA in CACTUS	DI.101	Err	Must be valid LEA in CACTUS - LEA Number on District Record	The value (ColumnData) for LEA Number is invalid because it is not found in CACTUS. No data will be uploaded; cancel and check LEA Number before restarting collection.	No record in REF_SCHOOL_LEA where LEA_NUMBER = LEA Number and ACTIVE_FLAG = 'Y'
DI	SchoolYear	Must be present	001	Err			
		Exact length = 4	006	Err			
		Must be current school year	031	Err			Use manifest SchoolYear property
DI	SIS As Of Date time	Must be present	001	Err			
		Must be valid date	003	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Cannot be future date	030	Err			
		Should be in current school year	032w	Warn			Use manifest SchoolYearStart and End properties
DI	Multi-record	District submission must include student records	DI.102	Err	ZERO S1 records in data collection	The count of 'S1' records with this LEA number is 0. All data sets to be loaded into UTREx MUST contain student level data. No data will be uploaded; cancel and restart collection after ensuring that student data with this LEA number is available.	Count of S1 records with this LEA Number must be > 0
DI	Multi-record	Must be only one DI record in dataset	DI.103	Err	Multiple LEA numbers - District Record	The District Record is invalid because more than one LEA Number was submitted. No data will be uploaded; cancel and restart collection with only one LEA Number.	SIF manifest should group multiple DI records by LEA Number and School Year, use max SIS AS Of Date time

School Record (SC)

Record Type “SC=” (**Required**) This record identifies a new **SCHOOL** within an update batch. All student records that follow this “SC” record will be identified as belonging to this school. The first record following the “DI” record in an update batch must be an “SC” record, and an additional “SC” record must be present to indicate each new School within a batch.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Value	Description
RECORD ID				SC=	The first three characters of the school record must always contain the record identifier “SC=”.
SCHOOL NUMBER	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric, 3.0 - Output as string	Numeric School Number
DAYS IN SCHOOL YEAR	CalendarSummary/DaysInSession	0	CalendarSummary	Numeric, 3.0; Value > 0	Number of days school is in session
LAST DAY OF SCHOOL	CalendarSummary/LastInstructionDate	0	CalendarSummary	Numeric 4.0; MMDD, MM can only be 05, 06, or 07 - Output as string	Last day school is in session (MMDD)
SCHEDULE YEAR TYPE	SchoolInfo/SessionType	0	SchoolInfo	S, T, Y, O	YEAR schedule type for the school

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Value	Description
SCHEDULE DAY TYPE	SchoolInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/SchoolInfoExtensions/ScheduleDayType	1	SchoolInfo	E, S, X, F, B, M, O	DAY schedule type for the school
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alpha-Numeric	LEA Number

School Record (SC): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of the school record must always contain the record identifier "SC=".

School Number: **(Required)** The actual school number. This will be validated against the school numbers in the CACTUS database.
In the October 1 upload, if the SCHOOL NUMBER indicates a Charter School, the count of students CANNOT exceed the approved maximum enrollment of the school.

Note: This can ONLY be a State assigned and approved school number. For questions about school numbers, or assignment of school numbers, or changes to school data such as grade high or low, contact Kristin Campbell (801-538-7892); kristin.campbell@schools.utah.gov.

Days in School Year: **(Required)** The total number of days the school was in session with classroom instruction being conducted. This is NOT the number of elapsed calendar days from the start of school to the end of school.
Cannot be blank, must be complete, and must be greater than ZERO.

Last Day of School: **(Required)** The last day the school is in session (current school year). Format is MMDD (MM = month; DD = day). Must be complete (leading zero for day less than 10). Month must be 05, 06, or 07.

Schedule Year Type: **(Required)** The type of yearly schedule. Please make sure to accurately mark the schedule year type as starting in the 2016-17 school year it may affect membership. See Board Rule R277-419. For questions, contact Kristin Campbell (801-538-7892); kristin.campbell@schools.utah.gov.

Code	Meaning
S	Semester
T	Trimester
Y	Year Round
O	Other

Schedule Day Type: (Required) The type of daily schedule.

Code	Meaning
E	Elementary
S	7 Period day
X	6 Period day
F	5 Period day
B	4 Period day
M	Modified Block
O	Other

School Record (SC): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description/ Identifying Fields	Notes
SC	School Record	Identifying Fields				School Number, LEA Number	
SC	School Number	Must be present	001	Err			
		Must be numeric	002	Err			
		Exact length = 3	006	Err			
		No spaces	020	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description/ Identifying Fields	Notes
		Combine SC.201 with SC.202. Must be valid school in CACTUS and not designated as 'closed' with a closure date prior to June 30 of current school year.	SC.201	Err	Must be active valid school in CACTUS - School Number on School Record	The value (ColumnData) for School Number is invalid because it is not found in CACTUS or the school is designated 'closed' prior to June 30 of the current school year in CACTUS.	If closed June 30 or later of current school year, closure relates to next year and school is still active for current year. No record in REF_SCHOOL_LEA where SCHOOL_NUMBER = School Number and (CLOSED_FLAG = 0 or DATE_CLOSED >= SchoolYearEnd property).
		Must be unique	SC.208	Err	School Numbers must be unique	The value [ColumnData] for School Number is invalid because more than one school is being sent with this School Number.	
SC	Days in School Year	Must be present	001	Err	Must be present - Days in School Year on School Record	Invalid because Days in School Year is required but is blank	
		Exact length = 3	006	Err			
		No spaces	020	Err			
		Must be numeric and >= 1					

Record	Field	Rule	Error ID	Level	Error Message	Error Description/ Identifying Fields	Notes
SC	Last Day of School	Must be present	001	Err			
		Must be valid date when combined with School Year	SC.204	Err	Invalid date - Last Day of School on School Record	The value [ColumnData] for Last Day of School is invalid because it is not a valid date when combined with the School Year, [SchoolYear].	YYYYMMDD
		Exact length = 4	006	Err			MMDD
		Month part must be '05', '06' or '07'	SC.203	Err	Invalid month - Last Day of School on School Record	The value (ColumnData) for Last Day of School is invalid because the month part must be one of: '05', '06', '07'.	
SC	Schedule Year Type	Must be present	001	Err			
		Must be 'S', 'T', 'Y' or 'O'	009	Err			
SC	Schedule Day Type	Must be present	001	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description/ Identifying Fields	Notes
		Must be 'E', 'S', 'X', 'F', 'B', 'M' or 'O'	009	Err	Must be valid value - Schedule Day Type on School Record	The value [ColumnData] for Schedule Day Type is invalid because it is not found in the table of valid values. Valid values for Schedule Day Type include: 'B', 'E', 'F', 'M', 'O', 'S', 'X'.	
SC	LEA Number	Must be present	001	Err			
		Must match LEA Number in 'DI' record	040	Err			
		Dependency - matching 'DI' record (on LEA Number) must be valid	Dep	Err			
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.

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.

Student Record (S1)

Record Type “S1=” (**Required**) The UTREx requires one ‘S1=’ record for each enrollment a student has in any school during a school year. Each enrollment has an entry-date and exit-date. The student is in membership between those two dates, **including the entry-date and the day preceding the exit-date.**

A student may have multiple enrollments in the same school within a school year, however, the enrollments may not overlap. The entry-date in one school may precede the exit-date from another school.

Beginning for the December 1, 2011 UTREx submission:

Each enrollment in a school requires a unique S1 record.

The Entry Date is the first day of an enrollment.

The Exit Date is the day after the last day of enrollment.

If a student is exited from their S1 record, all associated S2 and S3 records must be exited as well.

If the total number of membership days reported *within* the LEA for a student exceeds 180 (with few exceptions, as outlined in [Board Rule r277-419](#)), then a Level I warning validation will be generated.

If the total number of membership days reported for a student by schools from different LEAs exceeds 180 + (10 * the number of times a student transfers between LEAs), then a Level II UTREx error will be generated (with few exceptions, as outlined in [Board Rule r277-419](#)).

- In order to update an exit code or high school completion status code for a student enrolled in the previous school year but not enrolled in the current school year, S1-Xsubmit an S1-X record. Instructions on how to enter an S1-X record can be found under the description for [Resident Status](#).

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
RECORD ID				S1=
SCHOOL NUMBER	SchoolInfo/StateProvinceId	0	SchoolInfo	School number
STUDENT NUMBER	StudentPersonal/LocalId	0	StudentPersonal	LEA assigned student number
LAST NAME	StudentPersonal/Name/LastName	0	StudentPersonal	Student last name
FIRST NAME	StudentPersonal/Name/FirstName	0	StudentPersonal	Student first name
MIDDLE NAME	StudentPersonal/Name/MiddleName	0	StudentPersonal	Student middle name or initial
BIRTH DATE	StudentPersonal/Demographics/Birthdate	0	StudentPersonal	Student birth date

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
GENDER	StudentPersonal/Demographics/Gender (Required) Student's gender can be any letter (A-Z) indicating the gender the student wishes to identify as.	0	StudentPersonal	Student Gender code
ETHNICITY				Student ethnicity (Hispanic/Latino)?
AMERICAN INDIAN/ALASKAN NATIVE	StudentPersonal/Demographics/RaceList	0	StudentPersonal	Race American Indian or Alaskan Native?
ASIAN	StudentPersonal/Demographics/RaceList	0	StudentPersonal	Race Asian?
BLACK OR AFRICAN AMERICAN	StudentPersonal/Demographics/RaceList	0	StudentPersonal	Race Black or African American?
HAWAIIAN/PACIFIC ISLANDER	StudentPersonal/Demographics/RaceList	0	StudentPersonal	Race Native Hawaiian or other Pacific Islander
WHITE	StudentPersonal/Demographics/RaceList	0	StudentPersonal	Race White?
GRADE LEVEL	StudentPersonal/MostRecent/GradeLevel	0	StudentPersonal	Student current grade level
ENTRY DATE	StudentSchoolEnrollment/EntryDate	0	StudentSchoolEnrollment	School entry date
EXIT DATE	StudentSchoolEnrollment/ExitDate	0	StudentSchoolEnrollment	School exit date
EXIT CODE	StudentSchoolEnrollment/ExitType/OtherCodeList/OtherCode[@Codeset='StateProvince']	0	StudentSchoolEnrollment	School exit code

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
SCHOOL MEMBERSHIP	StudentAttendanceSummary/DaysInMembership If StudentAttendanceSummary record is associated with a specific StudentSchoolEnrollment, then StudentAttendanceSummary/StudentSchoolEnrollmentRefId must be populated.	0	StudentAttendanceSummary	School aggregate membership
HIGH SCHL COMP STATUS	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/HighSchlCompStatus	1	StudentPersonal	High School Completion status
PART-TIME	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/PartTimeHomeSchool	1	StudentSchoolEnrollment	Part-time indicator
TRIBAL AFFILIATION	StudentPersonal/Demographics/RaceList/Race/OtherCodeList[@CodeSet='StateProvince']	0	StudentPersonal	Indian tribal affiliation
LIMITED ENGLISH	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/LimitedEnglish	1	StudentPersonal	Limited English Proficiency indicator
ECONOMIC DISADV	StudentPersonal/EconomicDisadvantage	0	StudentPersonal	Economic Disadvantaged
RESIDENT STATUS	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/ResidentStatus	1	StudentPersonal	Resident Status code
PHONE NUMBER	StudentPersonal/PhoneNumberList/PhoneNumber	0	StudentPersonal	Student home phone number
MIGRANT	StudentPersonal/Migrant	0	StudentPersonal	Migrant student indicator

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
DAYS ATTENDED	StudentAttendanceSummary/DaysAttended If StudentAttendanceSummary record is associated with a specific StudentSchoolEnrollment, then StudentAttendanceSummary/StudentSchoolEnrollmentRefId must be populated.	0	StudentAttendanceSummary	Aggregate DAYS in attendance
HOMELESS	StudentPersonal/Demographics/DwellingArrangement/OtherCodeList[@CodeSet='StateProvince']	0	StudentPersonal	Student's 'Homeless' status
FIRST ENROLL IN US	StudentPersonal/FirstUSEnrollment	0	StudentPersonal	Date first enrolled in U.S. school
ELL NATIVE LANGUAGE	StudentPersonal/Demographics/LanguageList/Language/LanguageType AND StudentPersonal/Demographics/LanguageList/Language/Code	0	StudentPersonal	Student's native or first language
ELL PARENT LANGUAGE	StudentPersonal/Demographics/LanguageList/Language/LanguageType AND StudentPersonal/Demographics/LanguageList/Language/Code	0	StudentPersonal	Parents language of preference
ELL MONITORED ENTRY DATE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTEExtensions']/StudentPersonalExtensions/ELLMonitoredDate	1	StudentPersonal	Date LIMITED ENGLISH change to 'F'
STUDENT ZIP CODE	StudentPersonal/AddressList/Address[@Type='0765']/PostalCode	0	StudentPersonal	Student's zip code – first 5
MESA PROGRAM	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTEExtensions']/StudentPersonalExtensions/MESAProgram	1	StudentPersonal	Student involvement in MESA program

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
DISTRICT OF RESIDENCE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/DistrictOfResidence	1	StudentPersonal	District of residence
SCHOOL OF RECORD	StudentSchoolEnrollment[@MembershipType]	0	StudentSchoolEnrollment	School is student's 'school of record'
GIFTED	StudentPersonal/GiftedTalented	0	StudentPersonal	"Gifted" student
504 SERVICES	StudentPersonal/Section504	0	StudentPersonal	Student received section 504 services
ELL INSTRUCTION TYPE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/ELLInstructionType	1	StudentPersonal	ELL instruction type student receives
NCLB SCHOOL CHOICE	Indicates whether the student is enrolled in this school, outside of their assigned attendance area, by choice under the provisions of NCLB Title I Part A	1	StudentSchoolEnrollment	School out of area by choice
NCLB SUPP SERV LANG	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/NCLBSuppServLang	1	StudentPersonal	Recv'd Supplemental services in Language
NCLB SUPP SEV MATH	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/NCLBSuppServMath	1	StudentPersonal	Recv'd Supplemental services in Math
STATEWIDE STUDENT ID	StudentPersonal/StateProvinceId	0	StudentPersonal	Statewide student identifier
CUMULATIVE GPA	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/CumulativeGPA	1	StudentPersonal	Student's cumulative GPA
SPECIAL ED EXIT DATE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/SpecialEdExitDate	1	StudentPersonal	Date student exited Special Ed services

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
KINDERGARTEN TYPE	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/KindergartenType	1	StudentSchoolEnrollment	Kindergarten type (if student grade '00')
MILITARY CHILD	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/MilitaryChild	1	StudentPersonal	Is student a child of military
REFUGEE STUDENT	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/RefugeeStudent	1	StudentPersonal	Does student have refugee status?
IMMIGRANT	StudentPersonal/Immigrant	0	StudentPersonal	Is student an immigrant?
READ GRADE LEVEL	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/ReadGradeLevel	1	StudentPersonal	Does student read on grade level (mid-year)?
READING GRADE LEVEL - FALL	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/ReadGradeLevelFall	1	StudentPersonal	Does student read on grade level (fall)?
READING GRADE LEVEL - SPRING	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/ReadGradeLevelSpring	1	StudentPersonal	Does student read on grade level (spring)?
BEGIN YEAR ROGL COMPOSITE SCORE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/BeginYearROGLCompositeScore	True	StudentPersonal	Early Literacy Program Beginning-of-year (BOY) reading composite score.
MID YEAR ROGL COMPOSITE SCORE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/MidYearROGLCompositeScore	True	StudentPersonal	Early Literacy Program Middle-of-year (MOY) reading composite score.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
END YEAR ROGL COMPOSITE SCORE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/EndYearROGLCompositeScore	True	StudentPersonal	Early Literacy Program End-of-year (EOY) reading composite score.
READING INTERVENTION	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/ReadingIntervention	1	StudentPersonal	Receiving reading intervention?
RACE OBSERVER ID	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/RaceObserved	1	StudentPersonal	Was RACE self-identified or observer id?
ACCOMPANIED STUDENT	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/AccompaniedStudent	1	StudentPersonal	Parent/Guardian accompanied student?
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	LEA number
EARLY GRADUATE				Does the student intend to graduate early in accordance with their SEOP?
EL PROFICIENCY ASSESSMENT	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/ELProficiencyAssessment	True	StudentPersonal	Pre-registered for the English Language Proficiency exam?
TITLE 1 MATH	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/Title1Math	True	StudentSchoolEnrollment	Title I Targeted Assistance Program - Additional Math services provided.
TITLE 1 ELA	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/Title1ELA	True	StudentSchoolEnrollment	Title I Targeted Assistance Program - Additional ELA services provided.
TITLE 1 SCIENCE	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/Title1Science	True	StudentSchoolEnrollment	Title I Targeted Assistance Program - Additional Science services provided.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
TITLE 1 HEALTH	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/Title1Health	True	StudentSchool Enrollment	Title I Targeted Assistance Program - Student received Health/Dental assistance supported by Title I funds.
TITLE 1 ACADEMIC GUIDANCE	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/Title1AcademicGuidance	True	StudentSchool Enrollment	Title I Targeted Assistance Program - Student received Academic guidance assistance supported by Title I funds.
TITLE 1 SOCIAL STUDIES	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/Title1SocialStudies	True	StudentSchool Enrollment	Title I Targeted Assistance Program - Additional Social Studies services provided.
TITLE 1 VOCATIONAL	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/Title1Vocational	True	StudentSchool Enrollment	Title I Targeted Assistance Program - Student received vocational/career services supported by Title I funds.
TITLE 1 PARAPROS	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/Title1ParaPros	True	StudentSchool Enrollment	Student received services from SB81 funding of Title I ParaPros.
INTERGENERATIONAL POVERTY GRANT	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/IntergenerationalPovertyGrant	True	StudentSchool Enrollment	Student was a direct beneficiary of services supported by Intergenerational Poverty Grant.
AFTER SCHOOL 21ST CENTURY	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/AfterSchool21CCLC	True	StudentSchool Enrollment	Student is a participant of Afterschool Program on or off site supported by 21st Century Community Learning Center Grant - 21 CCLC.
EL STATE SOFTWARE	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/ELStateSoftware	True	StudentSchool Enrollment	Student participated in State Provided EL Software.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
EARLY CHILDHOOD READING STATE SOFTWARE	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/EarlyChildhoodReadingStateSoftware	True	StudentSchool Enrollment	Student participated in State Provided Early Childhood Reading Software.
PASSED CIVICS EXAM	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/PassedCivicsExam	True	StudentPersonal	Indicates if a student has passed a basic civics exam or an alternative civics exam as defined by Utah Code 53E-4-205 or Board Rule R277-700. Allows 'Y' or blank.
Biliteracy 1 Level	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/Biliteracy1Level	True	StudentPersonal	Students should be marked either "None (blank)" or "Intermediate-Mid (IM)". For the Seal of Biliteracy if they pass a board approved test with an Intermediate-Mid score or a language portfolio. Intermediate-Mid level means a level of language proficiency in terms of speaking, writing, listening in real world situations. See Board Rule R277-499.
Biliteracy 1 Language	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/Biliteracy1Language	True	StudentPersonal	(Required if Biliteracy1Level = 'IM') Note 1: If present, it must be listed in the "Language Codes" section of this document.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
Biliteracy 2 Level	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/Biliteracy2Level	True	StudentPersonal	Students should be marked either “None (blank)” or “Intermediate-Mid (IM)”. For the Seal of Biliteracy if they pass a board approved test with an Intermediate-Mid score or a language portfolio. Intermediate-Mid level means a level of language proficiency in terms of speaking, writing, listening in real world situations. See Board Rule R277-499.
Biliteracy 2 Language	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/Biliteracy2Language	True	StudentPersonal	(Required if Biliteracy2Level = 'IM') Note 1: If present, it must be listed in the “Language Codes” section of this document.

Student Record (S1): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of a student record must always contain the record identifier “S1=”.

School Number: **(Required)** The actual school number. This will be validated against schools in the CACTUS database.

Student Number: **(Required)** The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don’t send in a student record with the student number equal to zero.
Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, gender, and SSID will be compared to see if it’s the same student, which makes it acceptable at the LEA level (not within a school).

Note: Student numbers will be routinely printed on reports, such as individual student test profiles, that the USBE returns to LEAs for use by teachers and parents. We, therefore, strongly

encourage you to consider using something other than the student’s SSN as the locally unique identifier.

Last Name: **(Required)** Student’s last name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 100 characters in length.
Only alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

First Name: **(Required)** Student’s first name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 100 characters in length.
Only alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

Middle Name: **(Optional)** Student’s middle name or initial as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 100 characters in length.
Only alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

Birth Date: **(Required)** Student’s birth date, it must include the century.
The format is YYYYMMDD.
Must be a valid date; can’t be current or future date; calculated age can’t be greater than 21 on July 1 of the school year for anyone. If the student is in grade pre-k and the calculated age is less than 3 the membership must be 0. If the student does NOT have an S2 record AND is enrolled in kindergarten or a higher grade, calculated age cannot be less than 5 as of September 1 of the school year. Calculated age of a student enrolled in kindergarten or a higher grade without an S2 record may be 4 if Military Child is ‘Y’ [Utah Code53E-3-905(4)]

- Note:** Students under age 3 must have ZERO membership.
- Note:** If the student is age 22 as of July 1 of the school year, the student will not be permitted to enroll for the school year. If the student is age 21 as of July 1 the student can enroll and attend for the entire school year (see 53E-7-202).

Gender: **(Required)** Student’s gender code. This can be any letter (A-Z) indicating the gender with which the student wishes to identify. **The code ‘M’ will be treated as male. The code ‘F’ will be treated as female. All other codes will be treated by USBE as undefined.**

Code	Meaning
F	Female
M	Male
all other letters	Undefined

Hispanic/Latino Ethnicity: (Required) Is the student a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin (regardless of race)?

Code	Meaning
Y	Yes
N	No

Note: Unlike the racial categories, this field cannot be left blank. If the student is NOT of Hispanic or Latino ethnicity 'N' must be explicitly stated. If the student is of Hispanic or Latino ethnicity enter 'Y'.

American Indian / Alaska Native: (See Notes after RACE WHITE field for requirements) Is this student a person having origins in any of the original peoples of North, Central, or South America?

Code	Meaning
Y	Yes
Blank	No

Asian: (See Notes after RACE WHITE field for requirements) Is this student a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam?

Code	Meaning
Y	Yes
Blank	No

Black or African American: (See Notes after RACE WHITE field for requirements) Is this student a person having origins in any of the original peoples of Africa, or black racial groups of other regions?

Code	Meaning
Y	Yes
Blank	No

Native Hawaiian or Other Pacific Islander: (See Notes after RACE WHITE field for requirements) Is this student a person having origins in any of the original peoples of Hawaii, Guam, Samoa, Tonga, or another Pacific Island?

Code	Meaning
Y	Yes
Blank	No

White: (See Notes listed next for requirements) Is this student a person having origins in any of the original peoples of Europe, the Middle East, or North Africa; or white racial groups of other regions?

Code	Meaning
Y	Yes
Blank	No

Ethnicity/Race Notes:

1. Hispanic/Latino must be Y or N and at least one of the American Indian, Asian, Black, Pacific Islander, or White must be Y. If a student, or parent on behalf of a student, refuses to self-identify, the school which enrolls the student must use a consistent “observer identification” methodology to determine both ethnic (Hispanic/Latino or not) and racial identity of the student.
2. If American Indian is Y, [Tribal Affiliation](#) cannot be blank.
3. For the purpose of summarizing race/ethnicity data to support the allocation of state funds, any student identified as Hispanic, American Indian, Asian, Black, or Pacific Islanders, singly or in combination with other categories (including White), will be considered a member of an “ethnic minority.”
4. For summarizing race/ethnicity data to report basic demographic information to the federal government, a student:
 - a. Identified as Hispanic/Latino will be counted in the Hispanic/Latino category.
 - b. Not identified as Hispanic/Latino and identified with only one race will be counted in that racial category.
 - c. Not identified as Hispanic/Latino but identified with two or more races will be counted in a “two or more races”, or “multi-race” category.
5. This new way of defining, collecting and reporting race/ethnicity data is based on a federal mandate as specified in the Federal Register, Vol. 72, No. 202, October 19, 2007, pp. 59266-59279, at: http://nces.ed.gov/forum/pub_2008802.asp
6. For guidance in implementing the mandate, including suggestions on how to conduct observer identification, LEAs are very strongly advised to consult Managing and Identity Crisis Forum to Implementing New Federal Race and Ethnicity Categories (Oct. 2008) at: http://nces.ed.gov/pubs2008/rediguide/ch4_3.asp

Grade Level: **(Required)** Student’s current grade level.

Code	Grade Levels
-1 or PK	Pre-Kindergarten
00 - 12	Kindergarten through Grade 12

Note 1: If a student remains in school after their senior year, either because they are a retained senior or it is allowed by their IEP, their grade level would continue to be indicated as 12.

Note 2: During the actual database update process, an error will be generated, and the update stopped, if a student’s grade level is outside of the grade high range for the school, as defined in CACTUS, under which the student is submitted. If the student is outside of the grade low range for the school, then a warning will be generated but the update will still be processed.

Age as of September 1 st	Typical Age Based Grade Level
3	PK
4	PK
5	K
6	1
7	2
8	3
9	4
10	5
11	6
12	7
13	8
14	9
15	10
16	11
17-21	12

Entry Date: **(Required)** Date the student entered school this school year. The format is YYYYMMDD. The entry date cannot be prior to July 1st of the current school year.

Exit Date: **(Required if there is an Exit Code)** Day *following* the last day of school membership. It must include the century. The format is YYYYMMDD. If present, the date *must* be within the current school year (July 1 - June 30). If the student is still attending the school being reported in the SCHOOL (SC) record prior to this S1 record, or if the student is still attending the school at year-end, leave this field blank.

Note 1: If a student record (S1) contains an EXIT DATE prior to or on October 1 or prior to or on December 1; that student will NOT be included in the October 1 and/or the December 1 counts. An EXIT DATE of October 1 or December 1 means the last day was actually September 30 or November 30 respectively and therefore the student will not be counted.

Note 2: If a student is exited and then reentered into the school on the same day (for reasons such as they changed from full-time to part-time status, etc.), please be sure to exit and create new Scram (S2) and YIC (S3) records at the same time.

Note 3: Some SIS systems will add an extra day onto the exit date when submitting the date to UTREx. In such cases the exit date entered in the SIS system should be the last day the student attended. Please contact your LEA’s SIS provider to learn how your SIS system handles exit dates.

Exit Code: (Required if an Exit Date) This code identifies the reason for the above exit date.

Exit Code	Reason
AE	Transferred to Adult Education
CB	Early Graduate – Competency Based Education
CH	Transferred from Charter to Home School
DE	Death
DO	Dropout
EX	Expelled
FE	Foreign Exchange Student
GE	GED
HE	Transferred to Higher Education, except UCAT/USTC
OG	Other Graduate
Q1	Early Graduate – 1 st Quarter Senior Year
Q2	Early Graduate – 2 nd Quarter Senior Year
Q3	Early Graduate – 3 rd Quarter Senior Year
TC	Transferred out of country
TD	Transferred within the LEA
TH	Transferred to home school
TN	Transferred to another public school by choice under NCLB
TO	Transferred out of state
TP	Transferred to a Private School
TR	Transferred to a Charter School
TS	Transferred to a school in another USBE public LEA
TT	Transferred to another track within the school
T1	Early Graduate – 1st Trimester Senior Year
T2	Early Graduate – 2nd Trimester Senior Year
UC	Transferred to Utah System of Technical Colleges (formerly UCAT)
UN	Unknown
WD	Withdrawn – see note 3
WM	Withdrawn Medical
WP	Withdrawn from Preschool
11	Early Graduate – 9th, 10th, or 11th Grade
Blank	If Exit Date is left blank
PR	Promoted to the next grade level; expected to return to LEA

Exit Code Notes:

1. If the student is a senior (Grade Level = 12) and none of the exit codes apply, use the High School Completion Status field unless the senior is Part Time ‘H’ or ‘P’. If a senior is Part Time ‘H’ or ‘P’, Exit code cannot be blank AND High School Completion Status can’t be used. If any of the Early Graduate exit codes are used, see Note 5 under High School Completion Status.
2. Use ‘DO’ for students in any update who were dropped from membership under the 10-day rule (see R277-419) and cannot be properly accounted for at the time of the update by any other exit code.



3. Use 'WD' only in a situation so serious that educational services can't be continued even under conditions of [Board Rule R277-419](#). 'WD' is a dropout.
4. Use 'FE' for students who withdrew to, and actually did, formally enroll in school in another country as a foreign exchange student, or for foreign exchange students enrolled in your LEA that exited to return home.
5. Use 'OG' for students who exit as completers, or who aged out before the end of the school year, or for retained seniors who graduate prior to the end of the school year. If the Exit Code is 'OG', High School Completion Status must be 'GA', 'GC', 'GM', 'GR', 'GQ', 'G3', 'CT', or 'AO'.
6. Use 'TC' for students who transferred out of the United States. Outlying areas (such as American Samoa, Guam, the Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands) are considered to be outside of the United States.
7. 'EX', unless updated before Oct 1 of the following school year (through S1-X record submission or historical update request) S1-X will count as a dropout.
8. Use 'GE' for students who exited the LEA to pursue a GED. 'GE' will count as a dropout. If the LEA receives notice that the student passed the GED before Oct 1, the LEA can change the student's high school completion status to 'GG'. 'GG' will count as an *Other Completer*, which is neither a dropout nor a graduate.
9. Use 'AE', 'HE', or 'UC', as appropriate, when the student leaves the K-12 system to enroll in another level of schooling without first having earned a high school diploma.
10. For students transferring to Job Corps: If the student transfers to either the Weber Campus Job Corps or the Clearfield Job Corps, use 'TP'. As of the 2019 school year both of these schools are considered to be private schools.
11. If Exit Code is 'WP', Grade Level must be PK.
12. Use 'UN' when the location or status of the student is unknown or uncertain. 'UN' will count as a dropout
13. Use 'TN' instead of 'TD' (to another school within district), 'TR' (to a charter school), or 'TS' (to another district) ALWAYS and ONLY when the transfer was explicitly by choice because of and in accordance with NCLB provisions. The Transfer under NCLB rule was not renewed in ESSA, thus the TN exit code is obsolete.
13. **Transfer to Homeschool: Districts should use the 'TH' exit code and Charters should use 'CH'. Documentation is required. Information on transfer student documentation can be found in the Agreed-Upon Procedures (AUP) Guide – LEAs & CBOs on pp. 10-12 (June 2019 guide), found here: <https://resources.auditor.utah.gov/s/article/Forms-Manuals-Guides>**

Home Schooling: Normally, a situation in which a student leaves a charter school for home schooling should be handled in this way: The charter school exits the student as a transfer to another LEA within the state (TS), notifies the other LEA in which the student resides of the student's change in enrollment status, provides the other LEA with the student's records and parental contact information, and urges the parent to submit to the other LEA the "signed affidavit" required by UCA 53G-6-202. In turn, the other LEA enrolls the student, follows up with the parent to obtain the affidavit, and, finally exits the student to home schooling (TH). In this case, the independent accountant engaged by the charter school should contact the other LEA to verify that a signed affidavit is on file.

In cases where an affidavit is not on file, the charter school may have exited the student directly to home schooling, and may choose to use the transfer code 'CH' for transferred from Charter to Home School. Charters must verify the student has registered as a home school student with their district of residence and should be able to produce written evidence of a good faith effort to do its part in properly accounting for the student.

14. Use 'WM' when the student's medical condition is so serious it impedes any continuation of educational services. Requires documentation.
15. The '11' exit code is for students in 9th, 10th, and 11th grade who have graduated early from high school with a regular diploma. In order for the LEA to receive Centennial Scholarship funds, the student should also have a high school completion status code of 'GA', 'GM', 'GR', or 'GQ' (for additional requirements see [Board Rule R277-703](#)).
16. The new 'PR' exit code is for students who have completed the school year without exiting the school and are *promoted* to the next grade or otherwise expected to return the next year under the same LEA's responsibility. If exit date is blank exit code is not required by UTREx, however, some SISs don't permit blank exit codes at end of year, thus the PR exit code is an alternative to blank or null for student information systems which require an explicit exit code at year end. In general, use exit codes when necessary or helpful, although explicit coding of data rather than leaving blanks is generally a good idea.

17: Use 'CB' for reporting that a student is graduating early after participating in Competency Based Education (CBE). If the Exit Code is 'CB', High School Completion Status must be 'GA', 'GM', 'GR', 'GQ', or 'G3', and the school must have the CBE flag marked in CACTUS. Contact Sydney Young with questions about the CBE program or to apply to participate Sydney.Young@schools.Utah.gov

For questions or further information about exit codes, high school completion statuses and graduation and dropout rates contact Malia McIlvenna (801-538-7731; malia.mcllvenna@schools.utah.gov) or Calista Glenn (801-538-7951; calista.glenn@schools.utah.gov)

School Membership: **(Required)** Regular student aggregated school membership. This field should be recalculated for each update and should reflect the total aggregate school membership for this school year, accurate up to the day you create the update file.

Membership days should be reported in 180-day equivalent days. Must be complete (right justify, zero fill). '000' is okay.

School Membership Notes:

1. Include only regular school membership days in this total. For self-contained Special Ed or YIC students, any self-contained membership days should NOT be included here. Report all self-contained membership days:

Special Ed: on an 'S2' record with [SCRAM Time](#) = C

YIC: on an 'S3' record with [YIC Time](#) = C

For resource Special Ed or YIC students (Time = A or B), their membership in school is included on the 'S1' record and their membership in the resource program of Special Ed or YIC 'Time' is included on the 'S2' or 'S3' record.

2. If you have students (especially ELL students) that are attending private schools or are home schooled but are NOT actually receiving services (they are eligible to receive services you provide, but have not elected to do so) enter the three characters 'PVT' for Private School or 'HSC' for Home school in this field. All other membership (S2, etc.) must be zero. Also, [Part Time](#) must be BLANK. Any student with 'PVT' or 'HSC' here must be submitted under school 995 (private school) or 990 (home school).

Do not use 'PVT' or 'HSC' here for private or home-schooled students that are actually receiving services. These students should be enrolled in a school other than 995 or 990 with membership greater than zero and [Part Time](#) should be 'H' or 'P'.

3. The sum of school membership (S1) and self-contained SCRAM membership (S2s with [SCRAM Time](#) = C) cannot exceed 180 days. The sum of school membership and self-contained YIC membership (S3s with [YIC Time](#) = C) cannot exceed 180 days.
4. All blanks reported for Membership are transformed to '000' prior to UTREx Level 1 validation.
5. Membership cannot not be negative.

High School Completion Status: (Optional except as indicated below) All students who are seniors (Grade Level = 12), and that are NOT exited must have one of the following codes indicating the final outcome of their schooling as of the last day of school. Also required if student is an early graduate or school exit code is '**CB**' or '**OG**'.

Code	Meaning
AO	Aged out of special education
CT	Certificate of Completion
DO	Dropout
G3	High School Diploma - IEP team has determined that the student qualifies under the alternative 1% criteria (student must qualify for DLM and UAA assessments)
GA	State Defined Alternate Diploma – Only for students with a Significant Cognitive Disability (SCD), as defined in Board Rule R277-705, who have earned an Alternate Diploma, which is (1) standards-based, and (2) aligned with State requirements for the regular high school diploma
GC	Adult Education Secondary Diploma – Carnegie Units
GG	Utah High School Completion Diploma (GED)
GM	Basic High School Diploma Military - student did not meet requirements of GA, GR, GQ, or G3 but satisfies other criteria provided specifically for military children. Utah Code 53A-11-1404.
GP	Graduation Pending
GQ	Basic High School Diploma – Student met additional mathematic competency requirements as outlined in Utah Code 53A-1-1302.
GR	Basic High School Diploma
RT	Retained Senior
RA	Retained Senior on path to an Alternate Diploma (see GA code)

High School Completion Status Notes:

1. Use of the 'GR', 'G3', and 'CT' codes is governed by [Board Rule R277-705](#) Subsection 4 on diplomas and certificates of completion and Subsection 5 on student with disabilities.
2. Use 'GP' for students who are enrolled in a summer program with the expectation of obtaining a high school diploma by October 1. 'GP', unless updated before Oct 1 of the following school year (through S1-X record submission or historical update request) will count as a dropout.



3. Use 'RT' for students in grade 11 or 12 who meet the criteria listed in [Board Rule R277-419](#) for continuing to enroll beyond the age of 17 after one's cohort has graduated and who are expected to re-enroll in the following year, but are not on a path to receive an Alternate Diploma.
4. Use 'RA' for students in grade 11 or 12 who meet the criteria listed in Board Rule R277-419 and R277-705 for continuing to enroll beyond the student's cohort year and who are on a path to receive an Alternate Diploma. If 'RA' is used, the student must have the 1% flag marked in the associated SCRAM record, and the current school year must be equal to the student's cohort year (or reassigned cohort year). If a student is submitted with an RA code their cohort year will be reassigned. Once a student's cohort year has been reassigned the only way the student can be included as a graduate in the four-year cohort graduation rate is with the GA code.
5. For the purpose of calculating graduation and dropout rates, 'CT' will count as an *Other Completer*, which is neither a dropout nor a graduate.
6. If an Early Graduation value is submitted in the Exit Code ('Q1', 'Q2', 'Q3', 'T1', 'T2', 11) you MUST supply one of the graduate codes (GA, GM, GR, GQ, or G3) in the High School Completion Status. Information on the Early Graduate funding is available in [Board Rule R277-703](#) and on the USBE website here: <https://www.schools.utah.gov/curr/earlycollege?mid=1354&tid=4>
7. If 'G3' is used, there must also be a SCRAM (special education) record associated with the student. 'G3' will count as an *Other Completer*, which is neither a dropout nor a graduate.
8. If 'GA' is used, the student must have the 1% flag marked in the associated SCRAM record. 'GA' will count as a graduate.
9. Use 'DO' for seniors who did not exit and do not fit any other category.
10. For a senior who has been marked part time 'P' or 'H', leave the hs completion status blank and enter an exit code of 'TP' or 'TH'.
11. If 'AO' is used, SCRAM Exit Reason must be 'D'.
12. If 'GM' is used, the Military Child status must be 'Y'.
13. The use of 'GC' and 'GG' are governed by [Board Rule R277-733](#). The USBE Adult Education program will report these graduates to LEAs twice a year – July and September. 'GC' and 'GG' can't be used for early graduates.
14. To be awarded an Alternate Diploma a student must meet requirements in Board Rule [R277-705](#). The Alternate Diploma is not a diploma based solely on meeting a student's IEP goals. Additional guidance on the state defined Alternate Diploma can be found in the [ESSA Graduation Rate Guidance, January 2017](#) and on the USBE website here: <https://schools.utah.gov/specialeducation/programs/schooltransition?mid=1880&tid=4>

For questions or further information about exit codes, high school completion statuses and graduation and dropout rates contact Malia McIlvenna (801-538-7731; malia.mcilvenna@schools.utah.gov) or Calista Glenn (801-538-7951; calista.glenn@schools.utah.gov)

Part Time: (Optional) This is for indicating the status of a student who is enrolled for only part of the school day. Must be blank if 'PVT' or 'HSC' in school membership.

Code	Meaning
H	Home Schooled
P	Private School
S	“Stable” See Note 3
Blank	Not Applicable

Note 1: Use ‘H’ (Home Schooled) for a part time student:

- a) whose family received a certificate in accordance with [Utah Code 53G-6-204](#), exempting him/her from public school attendance, AND
- b) who is enrolled in a public school for part of the day.

Note 2: Use ‘P’ (Private School) for a part time student:

- a) who is enrolled in a private school AND
- b) who is enrolled in a public school for part of the day.

Note 3: Use ‘S’ for a part time student:

- a) who is neither home schooled nor enrolled in a private school AND
- b) who is either enrolled in public school part time during their senior year OR who is attending your school part time and attending another public-school part time.

Tribal Affiliation: (Required if American Indian/Alaskan Native is ‘Y’) This code indicates the Indian tribal affiliation of students.

Code	Meaning
G	Goshute
N	Navajo
P	Piute
S	Northwest Band Shoshone
U	Ute
O	Other
Blank	Not Applicable

Note 1: If American Indian/Alaskan Native is ‘Y’, Tribal Affiliation cannot be blank. However, Tribal Affiliation may also be indicated even when American Indian/Alaskan Native is NOT ‘Y’.

Note 2: These are the five “federally recognized tribes” (or tribal groups) with agencies in Utah.

Limited English: (Required if student is ELL) This code identifies the student’s English Language Learner (ELL) status.

Code	Meaning
Y	Yes, student is receiving English Learner services.

Code	Meaning
O	Student refused English Learner services even though they qualified.
F	Fluent – student has achieved fluency in English.
N	Tested and determined not to be in need of English learner services.
Blank	Not Applicable.

Note 1: If Limited English ‘Y’, ‘O’, or ‘F’ then must complete Native Language and Parent Language.

Note 2: If Limited English ‘Y’ or ‘O’ then ELL Instruction Type must be entered.

Note 3: If Limited English ‘F’ then ELL Monitored Entry Date must have a valid date. Students who are reported as ‘F’ need to have that designation continued on their S1 record for four school years beyond the school year in which they were initially determined as being a fluent ELL student. Students who are no longer in the four-year monitoring period may be submitted as ‘F’, but they will not be included in any EL counts. The number of years a student should be marked as monitored changed from two to four in the 2017-18 school year (Title III of the ESEA, as amended by ESSA [Section 3121(a)(5)]).

Note 4: During the school year that a student first tests fluent you will continue to report the student as Limited English Proficient (‘Y’ or ‘O’) and you will not submit an ELL Monitored Entry Date to UTREx. See notes on ELL monitored Entry Date.

Note 5: Students who are ‘Y’ or ‘O’ will be counted as ELL for the purpose of allocating federal funds. Students who are ‘Y’, ‘O’, or ‘F’ with an ELL Monitored Entry Date within the prior four years will be counted as ELL for the purposes of state accountability reporting.

Economic Disadvantaged: (Required if student economically disadvantaged) This code identifies the status of student with respect to “economic disadvantage.”

Code	Meaning
F	Eligible for Free Lunch
R	Eligible for Reduced Price Lunch
Y	Economically Disadvantaged
Blank	NOT Economically Disadvantaged

Note 1: Use “Y” for students who are enrolled in a Community Eligibility Provision Resource Center (<https://www.fns.usda.gov/school-meals/community-eligibility-provision-resource-center>) and not accounted for as “F” or “R” themselves, or for students for whom a Declaration of Household Income is on file. See <https://www.fns.usda.gov/school-meals/income-eligibility-guidelines> for income eligibility guidelines. You may also use “Y” for students who are eligible for a fee waiver or siblings of “F” or “R” students enrolled in a school that does not offer a lunch program and are not otherwise accounted for.

Note 2: The Declaration of Household Income may be used voluntarily by charter schools that do not participate in the National School Lunch Program to determine if a student is “economically disadvantaged” for funding, programming, and accountability purposes.

Resident Status: **(Required)** This code identifies the resident status of all students.

Code	Meaning
A	Non-Utah Resident
B	Utah resident, but NOT district resident
C	District resident enrolled in another state
F	Non-U.S. resident enrolled as a F1 Foreign Exchange Student (non-funded)
J	Non-U.S. resident enrolled as a J1 Foreign Exchange Student (state funded)
U	Utah resident AND district resident
X	Change record (S1-X)

Note 1: Students with statuses A, F, or J will not be counted in membership or other student statistics that generate funding. J Foreign exchange students are not funded through the regular WPU.

Note 2: Foreign exchange students enrolling in the school under [Utah Code 53G-6-707](#) (one-on-one exchanges) should be given a resident status of ‘U’ as they are eligible for regular funding. At the end of the year they should be still exited with an ‘FE’ code.

Note 3: Charter school students who are not A, F, or J should be designated as U. The specific district is identified in the District of Residence field according to their permanent address.

Note 4: The ‘X’ Code replaces Exit Status (ES) Record, effective for the October 2012 submission. This residency denotes students not enrolled during the current SY in the LEA. Except for SSID, Student Name, LEA # and School #, Exit Code and Graduation Completion status, all of the other data is ignored. USBE will update the last enrollment record not affiliated with the ‘X’ record for reporting. Students with this status do not appear or count in any reports.

‘X’ Residency should be used to update students’ high school completion status or exit code. If a student has a residency status of ‘X’ at a particular school, they should not have course records, SCRAM records, YIC records, incident records, etc. at the same school.

For updating graduation rates, if the high school completion status is not blank it will be used, otherwise the exit code will be used (if both are blank the student will be coded as ‘UN’, unknown, which is a dropout). All valid exit codes and high school completion status values can be submitted through S1-X records.

Phone Number: **(Optional)** This is the three-digit area code plus the seven-digit student home phone number. This field is numeric or left blank if no number is available. Since this is used by Special Education to facilitate monitoring of educational services provided to children with disabilities as required by federal law, there should be a phone number for each student who has an ‘S2’ record. This field is optional for all other students.

Note: If not blank, must contain ten digits.

Migrant: **(Optional)** A migrant student is a student who enrolled during the year AND has a Certificate of Eligibility (COE) form on file in the LEA.

Code	Meaning
Y	Migrant Student
Blank	Not Applicable

Note 1: Please direct questions about the COE to the USBE Migrant Education Specialist, Jeff Ojeda (801) 538-7945; Jeffrey.Ojeda@schools.utah.gov.

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

BLANK is an error at year-end. If present, must be complete (right justify, zero fill); ‘000’ is ok; can’t be greater than the sum of school membership and self-contained SCRAM and YIC membership; BLANK is ok for October 1 and December 1, but if present, all above constraints apply.

Note 1: If the sum of Days Attended for all students associated with a school is less than 50% of total membership (the sum of regular and self-contained special education and self-contained YIC membership for all students) a warning will be generated.

Note 2: If the sum of Days Attended for all students associated with a school is 0, an error will be generated.

Homeless: **(Required)** Student’s homeless status.

Code	Meaning
0	Not homeless
1	With another family member because of loss of housing or economic hardship
2	In a motel or hotel
3	In a shelter (emergency, transitional, or domestic violence)
4	In a car, park, campground, or public place
5	Somewhere without adequate facilities (running water, heat, electricity)

Note: Blank is an error at year-end. If present for December 1, it will be edited for the above values.

First Enroll in US: **(Required if Immigrant is ‘Y’)** Date that the student first enrolled in school in the U.S. Please complete this field only if the student was born outside of the United States. or if the student was born in the United States. but then immediately returned to live in their parent’s native country outside of the United States. The first day of enrollment includes preschool if the

student was at least 3 years of age at time of attendance. If the student turned 3 while attending preschool, mark the day they turned 3 as the first day enrolled in the United States.

Note: If the student was born in the United States do not mark the Immigrant field. If the student was born in the United States and is returning from their parent’s native country to be enrolled in the United States for the first time so that their native language is not English, then this field can be entered for assessment purposes.

ELL Native Language: (Required if Limited English is ‘Y’, ‘O’, or ‘F’) Native or first language of student.

Note 1: If present, it must be listed in the “Language Codes” section of this document.

ELL Parent Language: (Required if Limited English is ‘Y’, ‘O’, or ‘F’) Parent (or guardian) language of preference spoken at home.

Note 1: If present, it must be listed in the “Language Codes” section of this document.

If you cannot find a language on the list, contact Lindsay Jaynes (801-538-7619; lindsay.jaynes@schools.utah.gov).

ELL Monitored Entry Date: (Required if Limited English is ‘F’) The last day of the last school year in which the student was identified as Limited English ‘Y’ or ‘O’. (Former ELL student exited an ELL program and entered monitoring). Format YYYYMMDD.

Cannot be blank if Limited English is ‘F’. The year (YYYY) must be in a school year prior to the current one for which data is being reported.

Must be blank if Limited English is not ‘F’.

Note: All entry dates must be of the format YYYY0630 (0630 as the MMDD portion).

Student Zip Code: (Required) First 5 digits of the zip code of the address at which the student resides while attending school.

Complete, all numeric must start with ‘84’ unless field Resident Status is ‘A’.

MESA Program: (Optional) Identifies the degree of student involvement in the MESA (Math, Engineering, Science Achievement) program during the year.

Code	Meaning
A	Student joined MESA and met all LEA requirements to be recognized as having fully participated in the MESA program for the year.
B	Student joined MESA and participated in at least one MESA program for the year.
C	Student joined MESA but did not participate in any MESA activity
Blank	All others.

Note: Please direct questions about MESA data to the USBE MESA Program specialist, Rita Brock (801-538-7761 or Rita.Brock@schools.utah.gov)

District of Residence: (Optional for regular districts [01-40, 42]; required for charter schools) Intended use is for LEAs with numbers other than 01-40, 42, such as charter schools. This is the Regular district number (01-40, 42) of the district in which the PERMANENT address of the student is located.

Code	Meaning
01 – 40, 42	Valid Utah district number

Required for charter schools unless resident status is A (Non-Utah Resident). Must be complete; include a leading zero for district numbers lower than 10.

Note: Correct reporting by charter schools of district of residence is crucial for two major reasons; (1) projection of enrollment, which in turn drives legislative appropriation for public education; and (2) reallocation of revenue from districts to charter schools – both from local property tax (‘local replacement’) and NCLB formula (e.g. Title I) grants – as required under state and federal statutes, respectively. Charter schools should use the following guidance in determining the district of residence:

Indicate the district in which the student would be residing if they were not attending the charter school. This does NOT necessarily mean the district within whose boundaries the charter school is located.

In some cases, this may legitimately be a district at some distance from the charter school, if the student has moved away from their parents to attend the charter school. If the student is a resident of another state, the charter school may leave this field blank.

District of Residence counts are displayed on the UTREx Summary Reports for each charter school. It is the responsibility of the district to follow up directly with the charter school where any concern arises as to the accuracy of the counts. However, it is the charter school’s responsibility to inform the district in question as soon as a student from that district enrolls in the charter school. In short, inaccuracies in recording of district of residence should be resolved cooperatively among districts and charter schools on an ongoing basis before they become problems in reporting and allocation.

School of Record: (Optional) If this field is left blank, the school on the ‘SC’ record that this ‘S1’ follows can submit membership for the student and will be included in tie-breakers for determining the school that will have the student in their federal four-year graduation cohort as well accountability, EDFacts, and other reports.

Code	Meaning
N	NOT a school of record for the student
Blank	This is a school of record for the student

Note 1: Schools that are marked ‘N’ receive no membership for the student. The membership is not included on any reports or in any totals reported to school finance. LEAs submitting multiple active S1 records with school of record blank will generate a Level 1 Warning.

Note 2: Schools providing classes to students in the SOEP program must mark school of record ‘N’.

Note 3: If school of record is marked ‘N’ the student will not be included in the school’s federal four-year graduation cohort.

Note 4: While the school of record field is included as one of several tie-breakers for determining which school will have a student in certain rates and reports, it does not, in and of itself, function as a way for a school to be designated as a student’s Primary School or Primary LEA.

Gifted: **(Optional)** Indicates if the student was identified by the LEA as being eligible for participation in a program for the gifted and talented.

Code	Meaning
Y	Gifted Student
Blank	Not applicable

Note: If the student was enrolled in an Advanced placement or Concurrent Enrollment course but was not formally identified as gifted by the LEA, leave this field blank.

504 Services: **(Optional)** The student received services under Section 504 of the Rehabilitation Act of 1973.

Code	Meaning
Y	Received 504 services
Blank	Not Applicable

ELL Instruction Type: **(Required if Limited English is ‘Y’ or ‘O’).** The type of ELL instruction the student receives.

Code	Meaning
BIH	Heritage Language Instructional Programs
BIN	Native Language Support
BIT	Transitional Bilingual
BIW	Two-way Bilingual
DUL	Dual Language
ESL	English as a Second Language
IMP	Partial English Immersion
IMS	Structured English Immersion
IMT	Total English Immersion
SEI	Sheltered English Instruction
Blank	All Others

NCLB School Choice: **(Optional)** Indicates whether the student is enrolled in this school, outside of their assigned attendance area, by choice under the provisions of NCLB Title I Part A.

Code	Meaning
Y	Enrolled by choice under provisions of NCLB Title I Part A
Blank	Not Applicable

NCLB Supp Serv Lang: (Optional) Indicates whether the student received supplemental services in Language Arts, funded out of the LEA’s NCLB Title I Part A allocation, by identifying the approved provider of that service. See the list of providers at the below.

NCLB Supp Serv Math: (Optional) Indicates whether the student received supplemental services in Mathematics, funded out of the LEA’s NCLB Title I Part A allocation, by identifying the approved provider of that service. See the list of providers at the below.

Code	Meaning
A	Lindamood Bell
B	Connections After School
C	SMART
D	U of U Reading Clinic
E	HOSTS Learning
F	Prime Time Academy
G	Failure Free Reading
H	International Language Programs
I	Newton Learning
J	Utah Alliance of Boys and Girls Clubs
K	ANC Phonetic Reading
L	American Preparatory Academy
M	Catapult Online
N	Higher Ground Learning
O	Education 2020
Blank	Did not receive supplemental services

Statewide Student ID: (Required) The number assigned to the student using the Statewide Identifier (SSID) assignment process. MUST be a NUMERIC value greater than 1,000,000.

Note: There *must* be a LOCATION row in the SSID database for the submitting LEA and the SSID must be active (hasn’t been merged away). If there is no location row or there is a location row but the SSID is not active, an error will be issued, and the update will be aborted.

Cumulative GPA: (Required at year end for grades 9-12) Cumulative GPA to three decimal places as you would provide it to a college when a student requests that a transcript be sent to an admissions office. This calculation is a standard GPA and not a weighted GPA.

Code	Meaning
‘0000’ to ‘4000’	Actual GPA (not weighted)
Blank	No GPA – severely disabled Special Ed Student or LEAs that do not give GPAs

For actual numeric GPA, DO NOT include the decimal as it is implied to be between positions 1 and 2. Acceptable values range from 0000 to 4000 (implied 0.000 to 4.000), where 4000 means

'A' and 0000 means 'F'. Blank is an error at year end (grades 9-12) and if present in October 1 and December 1 upload(s) (or grades other than 9-12), it will be fully edited.

Note 1: It is expected that a numeric Cumulative GPA will be sent in for all Special Ed students for which a GPA can be calculated (by all LEAs that calculate/maintain/give GPAs).

Note 2: GPA cannot be negative.

Special Ed Exit Date: **(Optional)** The date the student in special education has completely exited from all special education and related services. This exit date must be resubmitted each year for two years after exit date for student's score to count in special education subgroup. Exit date of more than two years will not be counted (if exits in school year 2007-2008, may be counted in special education subgroup in 2009 and 2010, but not in 2011 or beyond).

Format YYYYMMDD. Must be on or before school exit date; if this date is submitted, all S2s submitted must also have an exit date and the exit date on the S2s cannot be after this date. For question regarding use of this date, contact Tami Gear, (801-538-7724; tami.gear@schools.utah.gov)

Kindergarten Type: **(Required if Grade Level = 00)** Identifies if Kindergarten students participated in an extended Kindergarten program (regardless of funding source), and which type of program:

Code	Meaning
FN	Full Day, No Extended Year
ON	Full Day Other, No Extended Year
EN	Extended Hours, No Extended Year
YN	Extended Year, No Full Day or Extended Hours
FY	Full Day and Extended Year
OY	Full Day Other and Extended Year
EY	Extended Hours and Extended Year
NN	No Significant Extended Kindergarten Program Participation
Blank	Not Kindergarten (Grade Level is NOT 00)

Length of Day	Meaning
Full Day	The student stays with the same teacher, in a continuous all-day session
Full Day Other	The student is enrolled in a full day Kindergarten but does not stay with the same teacher in a continuous all-day session. For example, students may have different teachers or be in two half-day sessions.
Extended Hours	Kindergarten that extends beyond the regular ½ day Kindergarten program but is less than a full day. For example, a student may stay for an extra hour each day, or for 2 hours Monday, Wednesday, and Friday.

Length of Day	Meaning
Extended Year	Extends beyond the regular (180 day) school year. It could extend before or after the regular school year. For example, a student may participate in a summer school programs or in a 2-week jump-start program.

Constraint: Must be one of the non-Blank values if Grade Level is 00. Must be Blank if Grade Level is not 00.

Note 1: Each student may only be reported in one distinct program type per s1 record submitted. If a student participated in multiple program types, report the program type in which the student had the most participation.

For questions regarding Kindergarten Type, contact Malia McIlvenna (801-538-7731; malia.mcllvenna@schools.utah.gov).

Military Child: **(Optional)** Should be marked for all children of military parents as defined by the Interstate Compact on Educational Opportunity for Military Children (53E-3-902) (53E-3-910)

Code	Meaning
Y	Yes, military child
Blank	Not applicable

Military Child Notes:

1. A military child is defined in Utah Code 53E-3-903 as the child of an active duty member of the uniformed services OR member or veteran of the uniformed services who are severely injured and medically discharged/retired for a period of one year after medical discharge/retirement OR member of the uniformed services who died on active duty.
2. "Active duty" means *full-time duty status* in the active uniformed Service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C Sections 1209 and 1211.
3. Those in the regular military are by definition always on full-time duty status. Otherwise, the key criterion for determining whether someone is full-time duty status is whether they are currently service in Title 10, Section 1209 status of the US Code. (An individual with Title 10 status may be assigned or deployed to any duty station at any time.) So, only those persons in the regular military and those Guard or Reserve members in Title 10 status are considered to be on full-time duty status. Unless in Title 10 status, non-full-time and part-time Guard and Reserve members are civil service employees and their children do NOT qualify for exceptional treatment with respect to enrollment or graduation. Guard and Reserve personnel who are classified as AGR (Active Guard Reserve) are considered full-time duty status ("active duty").

Refugee Student: **(Optional)** Identifies the student as having refugee status.

Code	Meaning
Y	Yes, refugee

Code	Meaning
Blank	Not applicable

- Note:** Determining a child is a refugee is contingent upon the LEA being provided one of the following:
- a. 1-94 Arrival-Departure Record Form
 - b. 1-551 Permanent Resident Record
 - c. 1-155 Permanent Resident Record
 - d. An Immigration Court Letter identifying the refugee (adult or unaccompanied minor) as the result of being in the U.S. due to asylum.

For questions or further information, contact Christelle Estrada (801-538-7888; christelle.estrada@schools.utah.gov).

Immigrant: **(Required if student meets immigrant criteria)** Indicates the student is an immigrant if the student meets all three of the following conditions:

1. Age is 3-21.
2. Not born in any State.
3. Has not attended one or more schools in any State for more than 3 full academic years (the 3 full academic years do NOT need to be consecutive).

Code	Meaning
Y	Immigrant
Blank	Not applicable

Note 1: The definition for “State” for Title III purposes only is as follows: Each of the 50 States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, and the Northern Marianna Islands.

Note 2: If ‘Y’ here, First Enroll in U.S. must be present

Note 3: The definition for “full academic year” for Title III immigrant purposes only is as follows: 160 days of membership starting with the first grade.

Note 4: Preschoolers and kindergarteners should be indicated as immigrant.

For information concerning the use of Immigrant, contact Lindsay Jaynes (801-538-7619; lindsay.jaynes@schools.utah.gov).

Read Grade Level: **(Conditionally Required)** For grades 1, 2, and 3, if the student does not have a mid-year test result in a ACADIENCE READING vendor return file, one of the following codes must be reported to explain the lack of a vendor test result for the mid-year test session (use “Read Grade Level - Fall” for the beginning of school year status and use “Read Grade Level - Spring” for the end of school year status.)

Code	Meaning
Y	Yes – Student was enrolled in grade 1, 2, or 3, has a ACADIENCE READING test result for the testing session, and had an “At or Above Benchmark” composite score.
N	No – Student was enrolled in grade 1, 2, or 3, has a ACADIENCE READING test result for the testing session, and had an “Below or Well Below Benchmark” composite score.
U	Untested – Student was enrolled in grade 1, 2, or 3 but was untested during the testing session.
E	First year EL student—English Learner enrolled in US for first year (First Enroll in US date is on or later than April 15 of the previous SY and EL status is ‘Y’ or ‘O’)
AY	Alternative/Yes – (Special Ed) Student was designated as “making adequate progress toward goal” or “achieved goal” using an alternative reading assessment. *
AN	Alternative/No – (Special Ed) Student was designated as “NOT making adequate progress toward goal” using an alternative reading assessment. *
S	Somewhere Else - Student was not enrolled in LEA during the testing session, was not in grades 1-3 during the testing session, or student was medically excused during the entire testing window.
O	Parent Opt-Out – Student was opted out of K-3 reading testing as allowed by Utah Code 53G-6-803(9).
Blank	Not enrolled in grade 1, 2, or 3

**The need for an alternate assessment should be documented in the student’s IEP. If ‘AY’ or ‘AN’ is entered, then student must have a valid S2 record during the testing session.*

Note 1: If a student is in grade 1, 2, or 3, and meets the rules to be included in accountability, but does not have a ACADIENCE READING vendor test result or a valid Read Grade Level code, then for accountability purposes the student will be treated as ‘U’, untested.

Note 2: If an ‘E’ is entered, ‘First Enroll in US’ must be present and ‘Limited English’ must be ‘Y’ or ‘O’.

Note 3: Only in rare circumstances should a student be enrolled during the testing session and be untested ‘U.’

Note 4: Code ‘S’ may be used for any of the following reasons:

Student was not enrolled in the LEA during the testing window;

Student was enrolled in a grade other than 1,2,or 3 during the testing window, but was enrolled in grade 1,2, or 3 at some other point during the year;

Student was a home school student enrolled in the LEA part-time and was not tested; or
Student was medically excused during the entire testing window.

Note 5: Use ‘O’ if the student was opted out of K-3 reading (ACADIENCE READING) testing in accordance with [Utah Code 53G-6-803](#). If a test was administered prior to the Opt-Out form being submitted, then enter the test result. Enter ‘O’ for tests that follow the Opt-Out form submission date.

Note 6: Each student should have only one designation within an LEA for each test session. If the student is enrolled in two or more schools within the LEA during a test session and the designations conflict apply the following rules to determine which designation to use:

1. If the student was opted out of testing in one of the schools enter 'O'.
2. If the student is a first year EL student enter 'E'.
3. If the student was tested, enter the test result. If the student was tested in more than one school in the LEA, enter the earliest in time result for that test session. If the student was given both a ACADIENCE READING and an alternative test, enter the ACADIENCE READING test result ('Y' or 'N').
4. If the student was not tested by any school within the LEA for a given test session and none of the other codes apply, enter 'U' (Untested).

For questions regarding reading on grade level, reading intervention, and ACADIENCE READING data elements, please contact the USBE K-3 Elementary Language Arts Specialist, Erika Thomas (801-538-7661; Erika.Thomas@schools.utah.gov).

Read Grade Level - Fall: (Conditionally Required) For grades 1, 2, and 3, if the student does not have a beginning-of-year test result in a ACADIENCE READING vendor return file, one of the Read Grade Level codes must be reported to explain the lack of a vendor test result for the beginning-of--year test session (use "Read Grade Level" for the mid- year status and use "Read Grade Level - Spring" for the end-of-year status.)

For code table and notes see "Read Grade Level"

Read Grade Level - Spring: (Conditionally Required) For grades 1, 2, and 3, if the student does not have an end-of-year test result in a ACADIENCE READING vendor return file, one of the Read Grade Level codes must be reported to explain the lack of a vendor test result for the end-of--year test session (use "Read Grade Level" for the mid- year status and use "Read Grade Level - Fall" for the beginning-of- year status.)

For code table and notes see "Read Grade Level"

Begin Year ROGL Composite Score: (Optional) For grades 1, 2, and 3, provide the student's beginning-of-year reading on grade level (ROGL) composite score. Value must be the actual composite score, entered as a whole number from '0' to '899'.

Note: Each student should have only one beginning-of-year composite score within an LEA. If the student is enrolled and tested in two or more schools within the LEA during the beginning-of-year test session and the composite scores conflict enter the composite score from the test that was administered earliest in time during the beginning-of-year testing session.

Mid-Year ROGL Composite Score: (Optional) For grades 1, 2, and 3 provide the student’s middle-of-year reading on grade level (ROGL) composite score. Value must be the actual composite score, entered as a whole number from ‘0’ to ‘899’.

Note: Each student should have only one mid-year composite score within an LEA. If the student is enrolled and tested in two or more schools within the LEA during the mid-year test session and the composite scores conflict enter the composite score from the test that was administered earliest in time during the mid-year testing session.

End Year ROGL Composite Score: (Optional) For grades 1, 2, and 3 provide the student’s end-of-year reading on grade level (ROGL) composite score. Value must be the actual composite score, entered as a whole number from ‘0’ to ‘899’.

Note: Each student should have only one end-of-year ACADIENCE READING composite score within an LEA. If the student is enrolled and tested in two or more schools within the LEA during the end-of-year test session and the composite scores conflict enter the composite score from the test that was administered earliest in time during the end-of-year testing session.

For questions regarding reading on grade level, reading intervention, and ACADIENCE READING data elements, please contact the USBE K-3 Elementary Language Arts Specialist, Erika Thomas (801-538-7661; Erika.Thomas@schools.utah.gov).

Reading Intervention: (Required for grades 1-3) Indicates whether the student was given a reading intervention in the LEA at any time during the school year. All LEAs must report Read Grade Level (begin-year, mid-year, and end-year) and Reading Intervention by April 15 or the first school day thereafter.

Code	Meaning
Y	Yes, student was enrolled in grade 1, 2, or 3 and DID receive a reading intervention.
N	No, Student was enrolled in grade 1, 2, or 3 and DID NOT receive a reading intervention.
Blank	Not in grade 1, 2, or 3 (can be blank for grades 1 -3 only if update is NOT year-end)

Note: This must be ‘Y’ or ‘N’ for all students in grade 1, 2, or 3, regardless of whether the student was designated as “Below Grade Level” or “At or Above Grade Level” in reading because many students will receive interventions during the school year who may not be below grade level in reading.

For questions regarding reading on grade level, reading intervention, and ACADIENCE READING data elements, please contact the USBE K-3 Elementary Language Arts Specialist, Erika Thomas (801-538-7661; Erika.Thomas@schools.utah.gov).

Race Observer ID: (Required) Indicate if the student’s Race was determined by observer identification.

Code	Meaning
Y	Yes, race was determined by observer
N	No, race was self-identified

Accompanied Student: (Required if Homeless) This field is to supplement the Homeless field. It cannot be Blank if student is indicated as homeless.

Code	Meaning
Y	Yes, student is in the physical custody of a parent or guardian
N	No, student NOT in physical custody of a parent or guardian
Blank	Not homeless

Note: A homeless unaccompanied student is a student who is not in the physical custody of a parent or guardian and is homeless. There is no age range specified for an unaccompanied student in the law. The upper age range is determined by what a state defines as school aged, unless the child is in special education in which case, the upper age range is twenty-one (21) years of age. There is no lower age range. Therefore, as an example, a young child who not in the physical custody of a parent or guardian, but living with a caregiver, and is living in a situation that is not fixed, regular, and adequate, would be identified as a homeless unaccompanied student. For more information and/or clarification, please contact Jeff Ojeda (801) 538-7945; Jeffrey.Ojeda@schools.utah.gov

LEA Number: **(Required)** The actual LEA number. This will be validated using the CACTUS database.

Early Graduate: **(Optional)** Indicates that the student intends to graduate early in accordance with their SEOP. Only mark this field 'Y' if the student has an early graduation student education plan.

Code	Meaning
Y	Yes, student intends to graduate early
Blank	Student does not intend to graduate early

English Language Proficiency Assessment: (Optional) Indicates whether a student should automatically be pre-registered for the English language proficiency exam (WIDA ACCESS). This field must indicate pre-registration prior to the annual data extraction to be pre-registered. Students who are not pre-registered and need to take the English language proficiency exam will need manually enter their data at the time of testing.

Code	Meaning
Y	Yes, pre-register student for English language proficiency exam.
Blank	Student does not need to take exam.

Services Fields Note: *The following 12 fields are optional. Schools should use the following 12 program codes as students participate in one or more supplemental programs throughout the school year. Student participation will need to be indicated each year the student receives program benefits. Students may be indicated as participating in more than one program and should be marked if they participated at any time during the year.*

Title 1 Math: (Optional) Title 1 Targeted Assistance Program – Additional Math services provided (resets every new school year). Title I provides supplemental academic services to students most at risk of failure. The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental services in Math (i.e. pull out of regular class time to receive targeted academic assistance, tutor time, small group time, supplemental software/curriculum) at any time during the school year when such services are provided for through Title I funds (para-educator, classroom aid, software specific to supplement core curricula). LEA Federal Programs Director can address any questions.

Code	Meaning
Y	Yes, student participated in Tile I Math program
Blank	Student did not participate

Title 1 ELA: (Optional) Title 1 Targeted Assistance Program – Additional ELA services provided (resets every new school year). Title I provides supplemental academic services to students most at risk of failure. The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental services in English Language Arts (ELA) (i.e. pull out of regular class time to receive targeted academic assistance, tutor time, small group time, supplemental software/curriculum) at any time during the school year when such services are provided for through Title I funds (para-educator, classroom aid, software specific to supplement core curricula). LEA Federal Programs Director should be contacted with any questions.

Code	Meaning
Y	Yes, student participated in Tile I ELA program
Blank	Student did not participate

Title 1 Science: (Optional) Title 1 Targeted Assistance Program – Additional Science services provided (resets every new school year). Title I provides supplemental academic services to students most at risk of failure. The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental services in Science (i.e. pull out of regular class time to receive targeted academic assistance, tutor time, small group time, supplemental software/curriculum) at any time during the school year when such services are provided for through Title I funds (para-educator, classroom aid, software specific to supplement core curricula). The LEA Federal Programs Director should answer any questions.

Code	Meaning
Y	Yes, student participated in Tile I Science program
Blank	Student did not participate

Title 1 Health: (Optional) Title 1 Targeted Assistance Program – Student received Health/Dental assistance supported by Title I funds (resets every new school year). Title I provides supplemental academic services to students most at risk of failure. The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental services

outlined in USC SEC. 1115(e)(2)(A) (health, nutrition, and other social services are not otherwise available to eligible children in a targeted assistance school) at any time during the school year, when such services are provided for through Title I funds when used as a last resort to provide such services when funds are not reasonably available from other public or private sources to provide such services. LEA Federal Program Directors can answer questions.

Code	Meaning
Y	Yes, student participated in Tile I Health program
Blank	Student did not participate

Title 1 Academic Guidance: (Optional) Title 1 Targeted Assistance Program – Student received Academic Guidance assistance supported by Title I funds (resets every new school year). The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental Academic Guidance services outlined in USC SEC. 1115(e)(2)(A) at any time during the school year, when such services are provided for through Title I funds when used as a last resort to provide such services when funds are not reasonably available from other public or private sources to provide such services. LEA Federal Program Directors can answer questions.

Code	Meaning
Y	Yes, student participated in Tile I Academic Guidance program
Blank	Student did not participate

Title 1 Social Studies: (Optional) Title 1 Targeted Assistance Program – Student received Social Studies assistance supported by Title I funds (resets every new school year). Title I provides supplemental academic services to students most at risk of failure. The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental services in Social Studies (i.e. pull out of regular class time to receive targeted academic assistance, tutor time, small group time, supplemental software/curriculum) at any time during the school year, when such services are provided for through Title I funds (para-educator, classroom aide, software specific to supplement core curricula). The LEA Federal Programs Director should answer any questions.

Code	Meaning
Y	Yes, student participated in Tile I Social Studies program
Blank	Student did not participate

Title 1 Vocational: (Optional) Title 1 Targeted Assistance Program – Student received Vocational/Career Services supported by Title I funds (resets every new school year). Title I provides supplemental academic services to students most at risk of failure. The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental Vocational/Career Services outlined in USC SEC. 1115(e)(2)(A) (health, nutrition, and other social services are not otherwise available to eligible children in a targeted assistance school) at any time during the school year, when such services are provided for through Title I funds when used as a last resort

to provide such services when funds are not reasonably available from other public or private sources to provide such services. LEA Federal Program Directors can answer questions.

Code	Meaning
Y	Yes, student participated in Title I Vocational program
Blank	Student did not participate

Title 1 ParaPros: **(Optional)** The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental academic assistance through state funded Title I paraprofessional staff (see [Utah Code 53F-2-411](#) and [Board Rule R277-524](#)) at any time during the school year (resets every new school year). The LEA Federal Programs Director should answer any questions.

Code	Meaning
Y	Yes, student received services from SB81 funding of Title I ParaPros
Blank	Student did not receive funding

Intergenerational Poverty Grant (IGP): (Optional) Intergenerational Poverty Grant (IGP) (resets every new school year). The Intergenerational Poverty Grant (IGP) provides out-of-school education services that assist students affected by intergenerational poverty in achieving academic success. The school counselor or registrar should mark this flag in the school SIS system when any student participates in before and/or after school supplemental services at any time during the school year, when such services are provided for through IGP funds. The LEA Federal Programs Director should answer any questions.

Code	Meaning
Y	Student was a direct beneficiary of services supported by the Intergenerational Poverty Grant (IGP).
Blank	Student did not receive grant.

After School 21st Century (CCLC): (Optional) 21st Century Community Learning Center Grant - 21 CCLC (resets every new school year). 21st Century Community Learning Centers (CCLC) provide supplemental academic services during out-of-school time periods. The school counselor or registrar should mark this flag in the school SIS system when any student participates in 21st CCLC after school programs, when such services are provided for through 21st CCLC funds. There are over 100 program sites that should use this flag. The LEA Federal Programs Director should answer any questions.

Code	Meaning
Y	Yes, student participated in the After School Program supported by 21 st Century Community Learning Center Grant (21 CCLC)
Blank	Student did not participate

EL State Software: **(Optional)** State Provided EL Software (resets every new school year). The school counselor or

registrar should mark this flag in the school SIS system when any student receives supplemental services using Imagine Learning software when used for assisting English Learner (EL) students achieve Fluency in English, at any time during the school year. Since 2008, the USBE has provided this software at no cost to schools and LEAs to encourage EL learning. The LEA Federal Programs Director should answer any questions.

Code	Meaning
Y	Yes, student participated in State provided English Learner software.
Blank	Student did not participate

Early Childhood Reading State Software: (Optional) State Provided Early Childhood Reading Software (resets every new school year). The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental services using Imagine Learning software when used for assisting Early Childhood (grade K-3) students achieve fluency in English, at any time during the school year. Since 2012, the USBE has provided this software at no cost to schools and LEAs. The LEA Elementary Director should answer any questions.

Code	Meaning
Y	Yes, student participated in State provided Early Childhood Reading software
Blank	Student did not participate

Passed Civics Exam: **(Optional)** All students who graduate after January 1, 2016 must pass a basic civics exam in order to receive a high school diploma. This field is to be used to indicate when a student has passed the basic civics exam OR an alternative civics exam. For more details on the civics exam, see Utah Code 53G-10-204 or Board Rule R277-700.

Code	Meaning
Y	Yes, student has passed a basic or alternative civics exam.
Blank	Student has yet to pass a basic or alternative civics exam.

Student Record (S1): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Student Record	Identifying Fields				Student Number, Statewide Student ID, School Number, Entry Date	
S1	Student Number	Must be present	001	Err			
		Max length = 10	005	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be numeric	002w	Warn			
		Not all zeros	024	Err			
		Must match Student Number in 'Student List' ('SL') records	S1.301	Err	Student Number mismatch - Student Record	The value [ColumnData] for Student Number is invalid because a matching record was not found in the Student List ('SL').	
		Dependency – Matching 'SL' record (on Student Number) must be valid	Dep	Err			
		No duplicates within school with overlapping dates	S1.302	Err	Student has overlapping S1s - Student Record	Records for Student Number [ColumnData] are invalid because the student has at least two 'S1' records in the same school with overlapping dates	i.e., where next record begin date is on or before end date of earlier record
		No duplicates in same school where earlier record is still open (blank exit date)	S1.303	Err	Student has prior open S1 - Student Record	Records for Student Number [ColumnData] are invalid because the student has at least one prior 'S1' record in the same school that is still open (blank exit date).	
		No duplicates within school with contiguous dates (next record entry date is day after exit date of earlier record)	S1.304 w	Warn	Student has multiple contiguous S1s - Student Record	Records for Student Number [ColumnData] have a warning because the student has at least two 'S1' records in the same school where the later record follows the earlier one with no days between.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Last Name	Must be present	001	Err			
		Only valid personal name characters	S1.022	Err	Only personal name chars allowed – [ColumnName] on [TableName]	The value [ColumnData] for Last Name is invalid because it contains characters other than those valid for personal names: A-Z, space, single quote, or hyphen.	
		Max length = 100	005	Err			
S1	First Name	Must be present	001	Err			
		Only valid personal name characters	022	Err			
		Max length = 100	005	Err			
S1	Middle Name	Blank OK					
	If present:	Only valid personal name characters	S1.022	Err	Only personal name chars allowed – [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it contains characters other than those valid for personal names: A-Z, space, single quote, or hyphen.	
		Max length = 100	005	Err			
S1	Birth Date	Must be present	001	Err			
		Exact length = 8	006	Err			
		Must be valid date	003	Err			YYYYMMDD

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Computed age cannot be greater than 21 on July 1 of the school year.	S1.309	Err	Invalid Birth Date (age > 22) - Student Record	The value [ColumnData] for Birth Date is invalid because the calculated age of the student is greater than 22.	Computed age is based on July 1 of the school year.
		Computed age cannot be less than 3 years if membership > 0	S1.310	Err	Invalid Birth Date (age < 3) - Student Record	The value [ColumnData] for Birth Date is invalid because the student is not Migrant and the calculated age of the student is less than 3.	Computed age for these 3 checks is based on the date of the current submission.
		Computed age cannot be less than 18 months if MIGRANT flag is 'Y'	S1.353	Err	Invalid Birth Date (age, migrant) - Student Record	The value [ColumnData] for Birth Date is invalid because the student is Migrant and the calculated age of the student is less than 18 months.	Computed age for these 3 checks is based on Sep 1 cutoff until after Oct 1, after that it is based on the Last Day Of School on the 'SC' record
	(Multi-record)	Warning if non-special-ed student (no S2 records) is older than 18 as of Sept 1	S1.380 w	Warn	Warning - Birth Date (age > 19, not Special Ed) - Student Record	The value [ColumnData] for Birth Date has a warning because the student is not Special Ed (no 'S2' records) and the calculated age of the student is greater than 19 as of Sept 1.	Q: Constrain S2 by School Number or check across all schools? A: Constrain S2 by School Number

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Gender	Must be present	001	Err			
		Must be 'M' or 'F'	009	Err			
			S1.009	Err	Must be valid value – [ColumnName] on Student Record	The value [ColumnData] for [ColumnName] is invalid because it is not found in the table of valid values. Valid values for Gender include: 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'Q', 'R', 'S', 'T', 'U', 'V', 'Y', 'Z'.	
S1	Ethnicity	Must be present	001	Err			
		Must be 'Y' or 'N'	009	Err			
S1	Race Indicators	Blank OK					
	If present:	Must be 'Y'	009	Err			Implement for each of the 5 race indicators
	Multi-field	If Ethnicity = 'N', at least one of the 5 race indicators must be 'Y'	S1.311	Err	Ethnicity/Race is missing - Student Record	The ethnicity indicator (Hispanic) must be 'Y' or one of the race codes must be 'Y'. Invalid because Ethnicity is 'N' and all the race codes are blank.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	Multi-field	If Ethnicity = 'Y', at least one of the 5 race indicators should be 'Y'	S1.316w	Warn	Race is missing - Student Record	At least one of the race codes should be 'Y' even if the Ethnicity indicator (Hispanic) is 'Y'. Warning because Ethnicity is 'Y' and all the race codes are blank.	
S1	Grade Level	Must be present	001	Err			
		Must be 'PK', '00', '01', '02', '03', '04', '05', '06', '07', '08', '09', '10', '11', or '12'	009	Err			Manifest changes '-1' if found in input to 'PK' for validation and upload
		If computed age on Sept 1 is greater than 5 and record exit date is blank or after Sept 1, grade level cannot be 'PK'	S1.317	Err	Age > 5; Grade 'PK' - Student Record	Invalid because the student is 6 years old or older (as of Sept 1) with a grade level of 'PK' and the student is active on or after Sept 1. For the student to be 6 years old as of Sept 1 and be in grade 'PK', the Exit Date must be equal to or prior to Sept 1 (Exit Date of Sept 1 indicates last day was Aug 31, which is OK).	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Student's grade level cannot be higher than the grade range of the school as indicated in CACTUS, unless 'PK'	S1.318	Err	Grade Level Too High - Student Record	The value [ColumnData] for Grade Level is invalid because it is not 'PK' and is higher than the grade range of the school as indicated in CACTUS.	Grade Level <> 'PK' AND (Grade Level > GRADE_HIG H) in REF_SCHOO L_LEA where SCHOOL_YE AR = manifest SchoolYear and SCHOOL_NU MBER = School Number.
		If the student's grade level is lower than the grade range of the school as indicated in CACTUS, a warning will be generated	S1.318 w	Warn	Grade Level Too Low - Student Record	The value [ColumnData] for Grade Level may be invalid because it is not 'PK' and is lower than the grade range of the school as indicated in CACTUS.	
S1	Entry Date	Must be present	001	Err			
		Must be valid date	003	Err			YYYYMMDD
		Exact length = 8	006	Err			
		Must be in current school year	S1.032	Err	Must be in current school year – [ColumnName] on [TableName]	The value [ColumnData] for Entry Date is invalid because it is not in the current school year.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Exit Date	If Exit Code exists then must be present	S1.319	Err	Exit Code but no Exit Date - Student Record	Invalid because [ColumnName] is present (value= [ColumnData]) but Exit Date is blank. Exit Date is required when Exit Code is present.	
	If present:	Must be valid date	003	Err			YYYYMMDD'
		Exact length = 8	006	Err			
		Must be in the current school year	S1.032w	Warn	Should be in current school year – [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] has a warning because it is not in the current school year, between July 1 and the last day of school.	Replaced S1.382.
		Cannot be before ENTRY DATE	S1.320	Err	Exit Date before Entry Date - Student Record	Value of [ColumnData] for Exit Date is invalid because it is before the Entry Date.	
		Must be in the current school year	S1.322	Err	Exit Date not current year - Student Record	The value [ColumnData] for Exit Date is invalid because it is not in the current school year. It must be between July 1 and the day after the Last Day Of School indicated on the corresponding School ('SC') Record.	Use July 1 (SchoolYear Start property) through the day after Last Day Of School in 'SC' record

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Exit Code	Must be present if there is an Exit Date	S1.323	Err	Exit Date but no Exit Code - Student Record	Invalid because Exit Code is required when Exit Date is present; Student Record contains an Exit Date but Exit Code is blank.	
	If present:	Must be valid exit code	009	Err	Must be valid value - Exit Code on Student Record	The value [ColumnData] for Exit Code is invalid because it is not found in the table of valid values. Valid values for Exit Code include: ", '11', 'AE', 'CH', 'DE', 'DO', 'EX', 'FE', 'GE', 'HE', 'OG', 'Q1', 'Q2', 'Q3', 'T1', 'T2', 'TC', 'TD', 'TH', 'TN', 'TO', 'TP', 'TR', 'TS', 'TT'.	
	Exit Code, Grade Level (2)	If Exit Code = '11' then Grade Level must be 9, 10, or 11	S1.324	Err	Grade Level / Grad Code inconsistent - Student Record	Invalid because the student is designated an Early Graduate ([ColumnData]) but Grade Level is [ColumnData2]. Grade Level must be 9, 10, or 11 for Exit Code '11'.	Split old S1.324 about early graduate codes ('11', 'Q1', 'Q2', 'Q3', 'T1', or 'T2') into two checks - S1.324 and S1.327.
	Exit Code, Grade Level (2)	If Exit Code = 'WP' then Grade Level must be 'PK'	S1.325	Err	Exit Code 'WP', student not Pre-K - Student Record	The value [ColumnData] for Exit Code is invalid because the student's Grade Level must be 'PK' for Exit Code 'WP', but Grade Level is [ColumnData2] instead.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	Exit Code, Grade Level (2)	If Exit Code = 'Q1', 'Q2', 'Q3', 'T1', or 'T2' then Grade Level must be 12	S1.327	Err	Grade Level / Grad Code inconsistent - Student Record	Invalid because the student is designated an Early Graduate ([ColumnData]) but Grade Level is [ColumnData2]. Grade Level must be 12 for Exit Codes 'Q1', 'Q2', 'Q3', 'T1', 'T2'.	Formerly part of S1.324
	Exit Code	[ColumnName] = 'EX' with no Incident Record	S1.386	Err	Invalid because [ColumnName] is 'EX' and there is no corresponding Incident Record	[ColumnName] = 'EX' with no Incident Record	
S1	Exit Code, CBE flag (2)	If Exit Code = 'CB' then the school must be listed as a Competency Based Education provider in the CBE flag in CACTUS.	TBD	Err	Invalid combination: [ColumnName] , [ColumnName 2]	Invalid because the value for [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2]. But when [ColumnName] = 'CB' then [ColumnName2] must be checked.	
S1	School Membership	Must be present	001	Err			If non-numeric ('PVT' or 'HSC'), copy value to School Membership Code and force Membership to zero in manifest.

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be numeric and less than or equal to 180	012	Err			Make 180 a property
		Cannot be greater than the number of weekdays between the ENTRY DATE and the EXIT DATE	S1.329 w	Warn	School Membership is too high - Student Record	Warning because the value [ColumnData] for School Membership is greater than the number of equivalent weekdays between the Entry Date and Exit Date. For blank exit dates the 'Last Day of School' in the 'SC' record is used. The Exit Date is defined as the day AFTER the student's last day.	If no Exit Date, use the last day of school ('SC' record). Calculate inclusive total days between Entry and Exit -1, and subtract weekend days.
		School Membership must be 0 if: Computed age < 5 as of Sept 1 And not Pre-K And not Special Ed (no 'S2' records) And not (Military Child = 'Y' and Sept 1 computed age = 4)	S1.376	Err	School Membership > 0, Age < 5 - Student Record	The value [ColumnData] for School Membership is invalid because the student is under 5 years of age as Sept. 1 st , and not in special ed. Although these students should not be in school, records are accepted for those who are enrolled, but there can be NO membership. Exception: a MILITARY CHILD can be 4 as of Sept 1 and have membership.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	School Membership Code	Blank OK					Populated only if School Membership non-numeric
	If present:	Must be one of: 'PVT', 'HSC'	009	Err			Internally generated from non-numeric School Membership entries before setting School Membership to zero
	School Membership Code, School Number (2)	If 'PVT' School Number must be 995, if 'HSC' School Number must be 990	S1.354	Err	Private/Home School Membership value doesn't match School Number - Student Record	The value [ColumnData] for School Membership is invalid because it is incorrect for the School Number, [ColumnData2]. School Number must be 995 for 'PVT' and 990 for 'HSC'.	See S1.375.

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	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: <ul style="list-style-type: none"> a. Student is an Early or Other graduate, or b. Grade Level = 12 and SIS As Of Date >= Last Day Of School in 'SC' record and Exit Code is blank 	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.
	If present:	Must be valid completion code	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	High School Completion Status, Grade Level (2)	If 'RT' or 'RA' then GRADE LEVEL must be 11 or 12	S1.358	Err	[ColumnName] = 'RT' or 'RA', [ColumnName2] not '11' or '12' - Student Record	Invalid because the value [ColumnData] for [ColumnName] can only be used when [ColumnName2] = '11' or '12', but instead [ColumnName2] = [ColumnData2].	
S1	High School Completion Status	'RA' only valid if school year equals cohort year	S1.397	Err	'RA' is invalid [ColumnName] because student ineligible for cohort reassignment.	Student is ineligible for cohort reassignment because school year does not equal cohort year. [ColumnName] cannot be 'RA'.	If student is eligible for FAPE and is expected to return to school the next school year, use the RT (retained senior) high school completion status.
S1	High School Completion Status	If 'GM' then Military Child must be 'Y'	S1.359	Err	[ColumnName] = 'GM', not Military Child - Student Record	Invalid because the value [ColumnData] for [ColumnName] can only be used if Military Child = 'Y', but Military Child is blank.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	High School Completion Status, Exit Code (2)	If Exit Code = 'Q1', 'Q2', 'Q3', 'T1', or 'T2' then HS Completion Status must be ' GA ', 'GR', 'GQ', 'G3', or 'GM'.	S1.361	Err	Invalid combination: [ColumnName], [ColumnName2] - Student Record	Invalid because the value for [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2]. But when [ColumnName2] = 'Q1', 'Q2', 'Q3', 'T1' or 'T2' then [ColumnName] must be ' GA ', 'GQ', 'GR', 'G3' or 'GM'.	
S1	High School Completion Status, Exit Code (2), Grade Level (3)	If Exit Code = '11', Grade Level must be 9, 10, 11 and HS Completion Status must be ' GA ', 'GQ', 'GR' or 'G3'. If grade level is 9, 10, 11 and HS Completion Status is ' GA ', 'GR', 'GQ' or 'G3', then Exit Code must be '11'.	S1.362	Err	High School Completion Status not compatible with Exit Code - Student Record.	Invalid because the value for High School Completion Status = [ColumnData] with Exit Code = [ColumnData2] and Grade Level = [ColumnData3]. When Exit Code is '11' then Grade Level must be '9', '10', or '11' and High School Completion Status must be ' GA ', 'GQ', 'GR', or 'G3'.	
S1	High School Completion Status, Exit Code (2)	If EXIT CODE = 'OG' then value must be 'GA', 'GR', 'GQ', 'G3', 'CT', 'GC' or 'AO'	S1.363	Err	Invalid combination: [ColumnName], [ColumnName2] - Student Record	Invalid because the value for [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2]. But when [ColumnName2] = 'OG' then [ColumnName] must be 'GA', 'GR', 'G3', 'CT', 'GC', 'AO' or 'GQ'.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	High School Completion Status, Exit Code (2)	If EXIT CODE = 'CB' then High School Completion Status must be 'GA', 'GM', 'GR', 'GQ', or 'G3'.	S1.399	Err	Invalid combination: [ColumnName] , [ColumnName 2] - Student Record	Invalid because the value for [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2]. But when [ColumnName2] = 'CB' then [ColumnName] must be 'GA', 'GM', 'GR', 'GQ', or 'G3'.	
S1	(Multi-record)	If High School Completion Status = 'G3' then student must have at least one 'S2' record (must be special ed)	S1.378	Err	[ColumnName] = 'G3', not Special Ed - Student Record	Invalid because the value [ColumnData] for [ColumnName] can only be used for Special Ed students. But this student has no 'S2' records at this school.	
S1	(Multi-record)	If High School Completion Status = 'GA' or 'RA' then student must have at least one 'S2' record where the 1% flag is marked 'Y'.	S1.395	Err	[ColumnName] = 'GA' or 'RA', no SCRAM where 1% flag is marked 'Y'.	Invalid because the value [ColumnData] for [ColumnName] can only be used for students with a scram record where the 1% flag is marked 'Y'.	
	(Multi-record)	If last 'S2' has Exit Reason = 'D' then High School Completion Status must = 'AO', and if High School Completion Status = 'AO' then the last 'S2' for the student must have Exit Reason = 'D'	S1.379	Err	Invalid combination: [ColumnName] on Student Record - Exit Reason on SCRAM Record	Invalid because either the value [ColumnData] for [ColumnName] is not 'AO' and the last 'S2' Exit Reason = 'D', or [ColumnName] = 'AO' but the last 'S2' Exit Reason is not 'D'.	
S1	Part Time	Blank OK					

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be one of: 'H', 'P', 'S'	009	Err			
S1	Part Time, School Membership Code (2)	Must be blank if 'PVT' or 'HSC' in S1 Membership	S1.330	Err	Invalid combination: [ColumnName], School Membership - Student Record	Invalid because [ColumnName] = [ColumnData] and School Membership = [ColumnData2], but [ColumnName] must be blank if School Membership = 'PVT' or 'HSC'.	
	If present:	Must be 'D'	009	Err			
S1	Tribal Affiliation	Must be present if RACE 'Indian' indicator is 'Y'	S1.332	Err	[ColumnName] blank and RACE 'Indian' indicator = 'Y' - Student Record	Invalid because [ColumnName] is required when the RACE 'Amer. Indian/Alaskan' indicator is 'Y'.	
	If present:	Must be one of: 'G', 'N', 'P', 'S', 'U', 'O'	009	Err			
S1	Limited English	Blank OK					
	If present:	Must be one of: 'Y', 'O', 'F', 'N'	009	Err			
S1	Econ Disadv	Blank OK					
	If present:	Must be one of: 'F', 'R', 'Y'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Resident Status	Must be present	001	Err			
	If present:	Must be one of: 'A', 'B', 'C', 'F', 'J', 'U'	009	Err			
	Resident Status, Exit Code (2)	If 'F' or 'J' (foreign exchange) and EXIT CODE is present and not 'FE', issue a WARNING	S1.333 w	Warn	Foreign exchange student, [ColumnName2] not 'FE' - Student Record	The record has a warning because [ColumnName] = [ColumnData], indicating a foreign exchange student, but [ColumnName2] = [ColumnData2] instead of the expected value 'FE'.	
S1	Phone Number	Blank OK					
	If present:	Must be numeric	002	Err			
		Exact length = 10	006	Err			
		First 3 digits cannot be '000'	S1.335	Err	Invalid Phone Number prefix - Student Record	Invalid because the value [ColumnData] for [ColumnName] starts with '000' which is not a valid phone number.	
S1	Migrant	Blank OK					
	If present:	Must be 'Y'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Migrant, LEA Number (2)	Migrant students should only be marked by the following LEAs: '02', '03', '04', '07', '12', '13', '14', '17', '19', '20', '23', '26', '27', '33', '37', '38', '39', '42'. List can change annually.	S1.381	Err	Migrant 'Y', not allowed in LEA - Student Record	Invalid because [ColumnName] = [ColumnData], but the reporting LEA, [ColumnData2], is not one of those allowed to have migrant students.	Use Lookup Table with custom rule, Fieldname = 'Migrant_LEA'
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
			011	Err	Must match regular expression - Days Attended on Student Record	The value [ColumnData] for Days Attended is invalid because it does not conform to the regular expression definition.	
	If present:	Must be numeric and <= 180	012	Err			
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).

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Multi-record	Total Membership more than 20 days and attendance is 0.	S1.396	Warning	Total Membership greater than 20 and no attendance.	The attendance appears incorrect because the total membership is greater than 20 days and attendance is 0.	Please check that attendance is being reported for the student. Students with more than 10 unexcused absences should be exited.
S1	Homeless	Must be present	001	Err			
		Must be one of: '0', '1', '2', '3', '4', '5'	009	Err	Must be valid value – [ColumnName] on [TableName]	The value " for [ColumnName] is invalid because it is not found in the table of valid values. Valid values for [ColumnName] include: '0', '1', '2', '3', '4', '5'.	
S1	First Enroll in US	Must be present if IMMIGRANT is 'Y'	S1.336	Err	[ColumnName] blank and Immigrant = 'Y' - Student Record	Invalid because [ColumnName] is required when Immigrant = 'Y'.	
		If present: Must be valid date	003	Err			
		Exact length=8	006	Err			YYYYMMDD

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
			12	Warn	Student has [ColumnName] date before birthday or after first enrollment date.	An EL student with code `Y`, `O`, or `F` has a `First Enroll in US` date that is before their birthdate or after their first school enrollment date.	
S1	First Enroll in US, Entry Date (2)	Must be less than or equal to school Entry Date.	S1.366	Err	[ColumnName] > [ColumnName2] - Student Record	[ColumnData] for [ColumnName] is invalid because it must be on or before the school Entry Date.	
S1	ELL Native Language, Limited English (2)	Must be present if Limited English is 'Y', 'O' or 'F', or if Immigrant is 'Y'	S1.337	Err	Blank [ColumnName] for ELL or immigrant student - Student Record	Invalid because [ColumnName2] = [ColumnData2] and [ColumnName] is required when [ColumnName2] = 'Y', 'O' or 'F'.	
	If present:	Must be in list of valid language codes	009	Err			Valid language codes should include English
S1	ELL Parent Language, Limited English (2)	Must be present if Limited English is 'Y', 'O' or 'F', or if Immigrant is 'Y'	S1.338	Err	Blank [ColumnName] for ELL or immigrant student - Student Record	Invalid because [ColumnName2] = [ColumnData2] and [ColumnName] is required when [ColumnName2] = 'Y', 'O' or 'F'.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be in list of valid language codes	009	Err	Must be valid value - ELL Parent Language on Student Record	The value [ColumnData] for ELL Parent Language is invalid because it is not found in the table of valid values. Valid values for ELL Parent Language include: 'ACE', 'ACH', 'AFR', 'AII', 'AKA', 'ALB', 'AMH', 'ANU', 'APA', 'ARA', 'ARM', 'ARP', 'ASE', 'AUS', 'BAQ', 'BEN', 'BNT', 'BOS', 'BUL', 'BUR', 'CAT', 'CEB', 'CHA', 'CHI', 'CHK'.	Valid language codes should include English
S1	ELL Monitored Entry Date, Limited English (2)	Must be present if Limited English is 'F', must be blank if Limited English is NOT 'F'	S1.339	Err	Invalid combination: [ColumnName], [ColumnName2] - Student Record	Invalid because [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2]. [ColumnName] must be present if [ColumnName2] = 'F', or it must be blank if [ColumnName2] is NOT 'F'.	
		Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Date must be in a prior school year (June 30)	S1.340	Err	[ColumnName] not in prior school year - Student Record	[ColumnData] for [ColumnName] is invalid because it must be in a prior school year (June 30).	
		Month and day portion must be '0630'	S1.367	Err	Invalid month/day for [ColumnName] - Student Record	[ColumnData] for [ColumnName] is invalid because the month and day must be '0630'	
S1	Student ZIP Code	Must be present	001	Err			
		Must be numeric	002	Err	Must be numeric – [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it contains non-numeric characters or embedded spaces.	
		Exact length = 5	006	Err	Incorrect data length - Student Zip Code on Student Record	The value [ColumnData] for Student Zip Code is invalid because it is not exactly '5' characters in length.	
		If a Utah resident (based on RESIDENT STATUS) zip code must start with '84' or equal '86033', '86044', '86503', '86053', '86535', '86514' (San Juan)	S1.341	Err	Invalid ZIP code - Student Record	[ColumnData] for [ColumnName] is invalid because the student is a Utah resident but the value is not a valid Utah ZIP code.	
S1	MESA program	Blank OK					

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be one of: 'A', 'B', 'C'	009	Err			
S1	District of Residence	Must be present if submitting LEA is Charter School Exception: Student is attending from another state if Resident Status='A'	S1.368	Err	Blank [ColumnName] for Charter School - Student Record	[ColumnName] is required when the submitting LEA is a Charter School.	
	If present:	Must be one of the regular districts: 01-40, 42	S1.369	Err	[ColumnName] not regular district - Student Record	[ColumnData] for [ColumnName] is invalid because it is not one of the regular districts, e.g. 1-40, 42.	
S1	School of Record	Blank OK					Blank indicates school of record
	If present:	Must be 'N'	009	Err			
	School of Record, School Number (2), Entry Date (3), Exit Date (4)	If student has more than one active S1 record with blank, please verify is correct	S1.342 w	Warn	More than one school of record - Student Record	Warning because there may be more than one school of record for the student at the same time (i.e. where School of Record is blank). Ignore for traditional combined 'S1' records. Otherwise please verify the correct school of record for the student. [ColumnName2] [ColumnData2]: [ColumnName3] = [ColumnData3], [ColumnName4] = [ColumnData4].	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Gifted	Blank OK					
	If present:	Must be 'Y'	009	Err			
S1	504 Services	Blank OK					
	If present:	Must be 'Y'	009	Err			
S1	ELL Instruction Type, Limited English (2)	Must be present if Limited English is 'Y' or 'O'	S1.343	Err	[ColumnName] is blank for ELL student - Student Record	[ColumnName] is required when Limited English is 'Y' or 'O'. Limited English = [ColumnData2] for this student.	
	If present:	Must be one of: 'BIH', 'BIN', 'BIT', 'BIW', 'DUL', 'ESL', 'IMP', 'IMS', 'IMT', 'SEI'	009	Err			
S1	NCLB School Choice	Blank OK					
	If present:	Must be 'Y'	009	Err			
S1	NCLB Supp Serv Lang	Blank OK					
	If present:	Must be one of: 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M', 'N' or 'O'	009	Err			
		Can only be present for following LEAs: Jordan, Salt Lake, San Juan, Wasatch, Washington	S1.370	Err	[ColumnName] not allowed for this LEA - Student Record	[ColumnData] for [ColumnName] is invalid because it must be blank for this LEA. [ColumnName] can only be present for certain LEAs.	List of allowed LEAs subject to change each year

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	NCLB Supp Serv Math	Blank OK					
	If present:	Must be one of: 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M', 'N' or 'O'	009	Err			
		Can only be present for following LEAs: Canyons, Provo, Salt Lake, Wasatch	S1.371	Err	[ColumnName] not allowed for this LEA - Student Record	[ColumnData] for [ColumnName] is invalid because it must be blank for this LEA. [ColumnName] can only be present for certain LEAs.	List of allowed LEAs subject to change each year
S1	Statewide Student ID	Must be present	S1.001	Err	Must be present - Statewide Student ID on Student Record	Invalid because Statewide Student ID is required but is blank	
		Must be numeric and greater than or equal to 1,000,000	012	Err			
		An SSID can only be used by a single student and must match the data in the SSID system.	S1.392	Warn	SSID in submission possibly in use by 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.	Based on First Name, Last Name, DOB and gender.



Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must match SSID in Student List ('SL')	S1.372	Err	[ColumnName] not in Student List - Student Record	[ColumnData] for [ColumnName] was not found in the Student List generated by the manifest. This is a manifest error and should be reported as a bug.	
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.	
	If present:	Must be numeric between 0.000 and 4.000, or 'NGPA'	S1.345	Err	Invalid [ColumnName] - Student Record	[ColumnData] for [ColumnName] is invalid because it must be numeric between 0.000 and 4.000, or 'NGPA'.	
S1	Special Ed Exit Date	Blank OK					
	If present:	Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
		Cannot be after EXIT DATE (if there is a school Exit Date) and cannot be after Last Day of School in 'SC' record	S1.346	Err	Invalid [ColumnName] - Student Record	[ColumnData] for [ColumnName] is invalid because it is either after the school Exit Date or is after the Last Day of School in the 'SC' record.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
			S1.346 w	Warn	Unexpected Special Ed. Exit Date - Student Record	Warning on [ColumData] for [ColumnName] because it is either after the latest school Exit Date or is after the Last Day of School in the 'SC' record.	
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.	
		Can't be present if GRADE LEVEL is NOT '00'	S1.373	Err	[ColumnName] present, student not Kindergarten - Student Record	[ColumData] for [ColumnName] is invalid because the student is not in Kindergarten.	
	If present:	Must be one of: 'NN', 'FN', 'ON', 'EN', 'YN', 'FY', 'OY', 'EY'	009	Err			
S1	Military Child	Blank OK					
	If present:	Must be 'Y'	009	Err			
S1	Refugee Student	Blank OK					
	If present:	Must be 'Y'	009	Err			
S1	Immigrant	Blank OK					

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be 'Y'	009	Err			
		If 'Y', field FIRST ENROLL IN U.S. must be present	S1.348	Err	Immigrant, First Enroll in US blank - Student Record	Invalid because [ColumnName] = [ColumnData], so First Enroll in US is required, but it is blank for this student.	
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.	
	If present:	Must be one of: 'Y', 'N'	009	Err			
S1	Race Observer ID	Must be present	001	Err			
	If present:	Must be one of: 'Y', 'N'	009	Err			
S1	Accompanied Student, Home Status (2)	Must be present if Home Status > '0'	S1.374	Err	Must be present if [ColumnName2] not Zero - [ColumnName] on Student Record	Invalid because [ColumnName] is blank and [ColumnName2] = [ColumnData2]. [ColumnName] is required when [ColumnName2] is not '0'.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be one of: 'Y', 'N'	009	Err			
S1	LEA Number	Must be present	001	Err			
		Must match LEA Number in 'DI' records	040	Err			
		Matched 'DI' record (using LEA Number) must be valid	Dep	Err			
S1	Multi-record	The early graduate flag can only be marked for students in grades 6-12.	S1.394	Err	[Column Name] has been marked for a student in grades pk-5.	The record fails validation because the following expression evaluates to true: EarlyGrad = 'Y' and ((GradeLevel between '00' and '05') or (GradeLevel = 'PK' or GradeLevel = '-1'))	
S1	School Membership	Total membership cannot exceed 180 days except for students in grades 6-12 who have indicated they will be graduating early in accordance with their SEOP.	S1.383 w	Warn	Total Membership more than 180	[ColumnData] for [ColumnName] has a warning because the sum of School Membership, Scram Membership and Yic Membership is more than 180	
S1	School Number	Must be present	001	Err			
		Must match School Number in 'SC' records	041	Err			
		Matched 'SC' record (using School Number) must be valid	Dep	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	School Number (1), School Membership Code (2)	If School Number is 990 or 995, School Membership Code must be 'HSC' or 'PVT', respectively.	S1.375	Err	Invalid 990/995 School Number - Student Record	The value [ColumnData] for School Number is invalid because it is incorrect for the School Membership Code, [ColumnData2]. If School Number is `990` or `995`, School Membership Code must be `HSC` or `PVT` respectively and School Membership must be 0.	See S1.354.
			S1.376	Err	School Membership > 0, Age < 5 - Student Record	The value [ColumnData] for [ColumnName] is invalid because the student is in Kindergarten or above, NOT Special Ed, under 5 years of age as of the prior September 1st and had membership greater than zero (0). Although these students should not be in school, records are accepted for those who were enrolled - but there can be NO membership. Exception: a MILITARY CHILD can be 4 as of Sept 1 and have membership.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Multi-record	If student has more than 10 days total membership (S1+S2+S3) in the school, the student must have at least one 'AM' record with Membership > 0, unless grade level is pre-K or Resident Status = 'C' (out-of-state)	S1.377	Err	Total Membership > 10, no 'AM' records - Student Record	The record is invalid because the student has more than 10 days total membership ('S1'+ 'S2'+ 'S3') in the school but has no 'AM' records and is not Pre-K and not out of state (Resident Status = 'C'). At least one 'AM' record is required.	
S1	Residence Status	If a student has a residency status of X at a particular school, they should not have course records, SCRAM records, YIC records, incident records, etc., at the same school.	S1.385	Err	[ColumnName] is X and student records exist	Invalid because [ColumnName] is X and the student has Scram, YIC, Course, or Incident Records	
S1	Passed Civics Exam	If a value is present, it must be 'Y'.	009	Err	If value entered, must be 'Y'.	Invalid because [ColumnName] = [Column Data]. Only 'Y' value permitted. Blank OK.	

Student List Record (SL): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
SL	Student Number	Must be present	001	Err			
		Student number must be unique.	SL.501	Err	Must be unique identifier – Student Number on Student Record	Invalid because there is more than one student where Student Number = [ColumnData]. Student Number must always uniquely identify the same Last Name + First Name + Middle Name + Gender + Date of Birth + SSID.	
		Total membership (S1+S2+S3) exceeds the maximum allowed days.	SL.505	Err	Total membership too high - Student Record	Invalid because total membership (S1+S2 or S1+S3) across all schools exceeds 360 + 10 x number of schools student was enrolled in (e.g. 370 if enrolled in one school, 380 if enrolled in 2 schools, etc.).	
SL	Last Name, First Name	Must be present	001	Err			
SL	Birthdate	Must be present	001	Err			
		The student's birthdate must match the value entered in the SSID system.	SL.506	Err	[ColumnName] on [TableName] does not match Birthdate in SSID System	[ColumnData] for Birthdate is invalid because it does not match the value in the SSID System.	
SL	Gender	Must be present	001	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		The student's gender must match the value entered in the SSID system.	SL.506	Err	Gender on Student Record does not match Gender in SSID System	[ColumnData] for Gender is invalid because it does not match the value in the SSID System.	
SL	Statewide Student ID	Must be present	SL.001	Err	Must be present – [ColumnName] on [TableName]	Invalid because Statewide Student ID is required but is blank	
		SSID must be unique.	SL.503	Err	Must be unique identifier – Statewide Student ID on Student Record	Invalid because there is more than one student where Statewide Student ID = [ColumnData]. Statewide Student ID must always uniquely identify the same Last Name + First Name + Gender + Date of Birth + Student Number.	
		SSID must be present and active in the SSID database.	SL.504	Err	Must be in SSID system – Statewide Student ID on Student Record	[ColumnData] for Statewide Student ID is invalid because it is not found in the SSID database or is not an active record.	
		SSID must be present and active in the SSID database.	SL.504w	Warn	Must be in SSID system – Statewide Student ID on Student Record	[ColumnData] for [ColumnName] is invalid because it is not found in the SSID database or is not an active record.	
SL	LEA Number	Must be present	001	Err			

SCRAM Record (S2)

SCRAM records are sent through the SIF as Student Participation records. In order to identify a participation object as a S2 or SCRAM record the Program Type field on the student participation SIF object must be set to the value 0270.

Record type 'S2=' (Required for all special education students) For each batch update, UTREx will expect an 'S2' records for each "SCRAM" student that has been in membership/enrolled within a school at any time during the current school year. This record identifies the SCRAM membership a student has had within a TIME code. For those students that may have multiple TIME codes during the year, multiple 'S2' records should be included in the update.

For more information, please contact the Special Education Coordinator, Tami Gear: 801-538-7724; Tami.Gear@schools.utah.gov.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Description
RECORD ID				S2=	SCRAM Record ID
STUDENT NUMBER	StudentPersonal/LocalId	0	StudentPersonal	Alpha	Student number
DISABILITY TYPE	StudentParticipation/ExceptionalityCategories/ExceptionalityCategory/Code	0	StudentParticipation	AU, BD, CD, DB, DD, HI, ID, MD, OH, OI, SL, TB, VI	Disability type
TIME	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/TimeCode	1	StudentParticipation	A, B, C	Time code
SCRAM ENTRY DATE	StudentParticipation/ProgramPlacementDate	0	StudentParticipation	Numeric 8.0: YYYYMMDD	SCRAM Entry Date
SCRAM EXIT DATE	StudentParticipation/ProgramExitDate	0	StudentParticipation	Numeric 8.0: YYYYMMDD	SCRAM Exit Date
SCRAM EXIT REASON	StudentParticipation/ProgramExitReason/OtherCodeList[@CodeSet='StateProvince']	0	StudentParticipation	A, D, S, X	SCRAM Exit Reason Code

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Description
SCRAM MEMBERSHIP	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/DaysInMembership	1	StudentParticipation	Numeric 3.0	SCRAM aggregate membership
REGULAR PERCENT	StudentParticipation/StudentSpecialEducationFTE	0	StudentParticipation	1, 2, 3	Percent in regular setting
ENVIRONMENT	StudentParticipation/LeastRestrictiveEnvironment/OtherCodeList[@CodeSet='StateProvince']	0	StudentParticipation	For Ages 3-5: C, F, G, J, K, R, S, I, M, P. For Ages 6-21: H, R, S, T, U, V, Y, P.	Educational environment
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alpha	LEA number
SCHOOL NUMBER	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	School number
IS ONE PERCENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/IsOnePercent	1	StudentParticipation	Y, Blank	A Student with a Significant Cognitive Disability, (SCD), as defined in Board Rule R277-705
EXTENDED SCHOOL YEAR	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement\[@Name='UTExtensions'\]/StudentParticipationExtensions/ExtendedSchoolYear		StudentParticipation	Y, Blank	Student is eligible for Extended School Year (ESY)

SCRAM Record (S2): Detailed Field Descriptions

Record ID: (Required) The first three characters of a SCRAM record must always contain the record identifier 'S2='.

Student Number: **(Required)** Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blank. Don't send in a student record with the student number equal to zero.

Note: For UTREx to store SCRAM membership, a student 'S1' record for each student having SCRAM data must also be present in the update. You must include the same student identification number on this SCRAM update record as you did on the 'S1' record. This number will be used as a key to find the student data so this SCRAM membership can be attached.

Disability Type: **(Required)** Identifies the type of disability for which the student is receiving Special Education and related services.

Code	Meaning
AU	Autism
BD	Emotional Disturbance
CD	Speech/Language Impairment
DB	Deaf/Blindness
DD	Developmental Delay
HI	Hearing Impairment/Deafness
ID	Intellectual Disability
MD	Multiple Disabilities
OH	Other Health Impairment
OI	Orthopedic Impairment
SL	Specific Learning Disability
TB	Traumatic Brain Injury
VI	Visual Impairment (including Blindness)

Constraint: Type 'DD' cannot be used for students older than 7 years of age.

Time: **(Required)** Summarizes the amount of time the student is served. This is used to allocate state special education funds. If a student changes Time code during the year, an 'S2' must be sent in for each one.

Pre-K students are not required to submit a time. Kindergarten through 12th grade students are required to submit a time. Time must be one of the following:

Code	Meaning
A	1-59 minutes of special education and related services for students in grades 1-12, or full day kindergarten; or 1-29 minutes of special education and related services for students in regular half day kindergarten. (Resource)
B	60-179 minutes of special education and related services for students in grades 1-12, or full day kindergarten; or 30-89 minutes of special education and related services for students in regular half day kindergarten. (Resource)
C	180 minutes or more of special education and related services for students in grades 1-12, or full

Code	Meaning
	day kindergarten; or 90 minutes or more of special education and related services for students in regular half day kindergarten. (Self-Contained)

SCRAM Entry Date: **(Required)** This is the date the student first began receiving Special Education and related services within the current school year. This date must include the century. The format is YYYYMMDD.

SCRAM Exit Date: **(Required if there is a SCRAM Exit Code)** This is the day *following* the last day the student received special education related services for a particular disability type. This date must also include the century. The format is YYYYMMDD. If the student is still receiving special education and related services, please leave this field blank. Determining inclusion or exclusion of the student for the December 1 reports using this date is the same as the school exit date (see ‘S1’ record – field Exit Date). If present, it must be within the current school year (July 1 – June 30). A valid date must be present if SCRAM Exit Reason is entered.

SCRAM Exit Reason: (Required if there is a SCRAM Exit Date) This code identifies the reason this student exited special education and related services. A valid SCRAM Exit Reason must be entered if a SCRAM Exit Date is entered.

Code	Meaning
A	Returned to regular placement
D	Reached maximum age
P	Promoted to the next grade level; expected to return to LEA
S	Service change
X	Exited school
Blank	If SCRAM Exit Date is blank

Note 1: If SCRAM Exit Reason is D, High School Completion Status must be AO (Aged Out).

Note 2: The new SCRAM Exit Reason P is for students who have completed the school year without exiting the school and are *promoted* to the next grade or otherwise expected to return the next year under the same LEA’s responsibility. If SCRAM exit date is blank, SCRAM exit reason is not required by UTREx, however, some SISs don’t permit blank SCRAM exit reasons at end of year, thus the P exit code is an alternative to blank or null for student information systems which require an explicit exit code at year end. In general, use exit codes when necessary or helpful, although explicit coding of data rather than leaving blanks is generally a good idea.

SCRAM Membership: **(Required)** SCRAM aggregate membership. This field should reflect the total aggregate days of membership within this SCRAM Time code accurate up to the day you create the UTREx update file. If a student moves from one SCRAM Time code to another during the year, then multiple ‘S2’ records should be included in the update, each one reflecting membership in a separate

SCRAM Time code. Membership day should be reported in 180-day equivalent days (see page 4 for 180 equivalent calculation).

Must be complete (right justify, zero fill) blank is an error. It must be '000' if 'PVT' or 'HSC' is submitted in the 'S1' membership field, but it cannot be '000' if 'S1' membership is not 'PVT' or 'HSC'. Resource membership cannot be greater than School Membership (S1).

Note 1: Self-Contained membership days SHOULD NOT be included in the regular school membership total on the 'S1' record. Report Self-Contained membership days on this 'S2' record only.

School Membership (S1) [+] SCRAM Self-Contained membership (some S2s) cannot exceed 180 days.

For Special Education (Resource) students, their membership days in school are included on the 'S1' record and their membership in the resource program is included on the 'S2' record.

Note 2: Membership cannot be negative.

Regular Percent: **(Required)** Summarizes the amount of time the student is in a regular education class. This is used for federal reporting.

Pre-K students age 5 or younger are not required to submit a percent. Regardless of age, Kindergarten students are required to submit a percent. Regardless of grade, students age 6 or older are required to submit a percent. Percent must be one of the following:

Code	Meaning
1	At least 80% of the day
2	40 to 79% of the day
3	Less than 40% of the day
Blank	If the student is 5 or younger and enrolled in pre-k.

Environment: **(Required)** Identifies the type of educational setting in which the student receives special education and related services.

Starting with the 2020 school year students age 3 to 5 in Preschool and students age 4 or younger in K-12 must be reported with an Early Childhood Environment code. Early Childhood Environment Codes are as follows:

Early Childhood Environment Code	Early Childhood Environment Code Description
C	Non-Regular program, specifically separate Special Education Class
F	Regular program, 10+ hours per week, SPED service in EC Program
G	Regular program, 10+ hours per week, SPED service in other location
J	Regular program, < 10 hours per week, SPED service in EC Program
K	Regular program, < 10 hours per week, SPED service in other location
R	Public Residential
P	Parentally Placed in Private School

Early Childhood Environment Code	Early Childhood Environment Code Description
S	Public Separate School
I	Neither Regular nor Non-Regular program, Other Location
M	Neither Regular nor Non-Regular program, At Home

Starting with the 2020 school year students age 5 to 22 in K-12 and students age 6 or older in Preschool must be reported with a School Age Environment code. School Age Environment Codes are as follows:

School Age Environment Code	School Age Environment Code Meaning
H	Homebound/Hospitalized
R	Public Residential
S	Public Separate School
T	Private Residential Facility
U	Private Separate School
P	Parentally Placed in Private School
V	Regular School Setting
Y	Correctional Facility

All of the codes above, except “P”, assume placement by the LEA. If the student was enrolled in a private school at the initiative of the parent, the student must still be reported for the purpose of federal reporting. Students receiving the Carson Smith Scholarship or Equitable Services under the IDEA proportionate share requirement must be reported as ‘P — Parentally Placed in Private School’.

Note 1: Students reported as Parentally Placed in Private School are not included in December 1 Reports for state funding calculations. These students are submitted for federal reporting requirements only. As noted above, these students should be reported in the S1 membership field as “PVT” and should receive 000 membership days.

For more information, please contact the Special Education Coordinator, Tami Gear: 801-538-7724; Tami.Gear@schools.utah.gov.

Note 2: “Age” used above is calculated as of the date of each submission. There are two scenarios when a student’s Environment code must be changed on the student’s birthday.

Scenario 1: For a 4-year-old kindergarten student turning 5, the scam record with the Early Childhood environment code must be closed on the last day that the student is age 4, and a new scam record must be opened on the student’s 5th birthday. The scam record that is opened on the student’s 5th birthday must include a School Age environment code, as well as a time and regular percent code.

Scenario 2: For a 5-year-old preschool student turning 6, the scam record with the Early Childhood environment code must be closed on the last day that the student is age 5, and a new scam record must be opened on the student’s 6th birthday. The scam record that is opened on

the student’s 6th birthday must include a School Age environment code, as well as a time and regular percent code.

LEA Number: **(Required)** The actual LEA number. This will be validated using the CACTUS database.

School Number: **(Required)** The actual school number. This will be validated against the schools in the CACTUS database.

Is One Percent: **(Optional)** Indicates that the student has a significant cognitive disability (SCD), as defined in Board Rule R277-705. A student who has a SCD should be marked ‘Y’ to indicate that they should be administered Alternate Assessments (DLM/UAA) in all content areas and/or to indicate that the student is on path to an Alternate Diploma.

Code	Meaning
Y	Student will be registered for the 1% alternative assessment and is eligible to be reported with a ‘RA’ or ‘GA’ high school completion status code.
Blank	Student will be registered in the RISE (grade 3-8) or Utah Aspire Plus (grades 9 and 10) System and is not eligible to be reported with a ‘RA’ or ‘GA’ high school completion status code.

Note: A student who is marked ‘Y’ in the ‘Is One Percent’ field will not be included in a RISE or Utah Aspire Plus roster and will not have access to any of the formative, interim, or summative resources available through these test administration tools.

Extended School Year: **(Optional)** Due at year end submission. Valid for grades Pre-K through 12. If the LEA is/was required by the student IEP team to provide Extended School Year (ESY) services at any time during the current school year enter ‘Y’ (a school year runs from July 1 through June 30). These services are typically provided during summer break but may also be provided during other breaks or off-track periods. For more information, please contact the Special Education Coordinator, Tami Gear: 801-538-7724; Tami.Gear@schools.utah.gov.

Code	Meaning
Y	Student received ESY services
Blank	Student did not receive ESY services

SCRAM Record (S2): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
S2	SCRAM Record	Identifying Fields				Student Number, School Number, SCRAM Entry Date	
S2	Student Number	Must be present	001	Err			
		Must match Student Number in 'S1' records with corresponding School Number	042	Err	[ColumnName] Mismatch - Scram Record	The record is invalid because the [ColumnName] value [ColumnData] and the School Number value [ColumnData] do not match any Student Number/School Number value pair in the Student ('S1') Record.	
		Matching 'SL' record (on Student Number) must be valid	Dep	Err			
		Only one active S2 record for a student: no multiples with overlapping dates	S2.602	Err	Student has overlapping S2s - SCRAM Record	Records for Student Number [ColumnData] are invalid because the student has at least two 'S2' records in the same school with overlapping dates.	I.E. where next record begin date is on or before end date of earlier record, or earlier record is still open.
S2	Disability Type	Must be present	001	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
		Must be valid disability code: 'AU', 'BD', 'CD', 'DB', 'DD', 'HI', 'ID', 'MD', 'OH', 'OI', 'SL', 'TB', 'VI'	009	Err	Must be valid value – [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not found in the table of valid values. Valid values for [ColumnName] include: 'AU ', 'BD ', 'CD ', 'DB', 'DD ', 'HI ', 'ID ', 'MD ', 'OH ', 'OI ', 'SL ', 'TB ', 'VI '.	
		If 'DD' and SCRAM Exit Date is valid date, then student's eighth birthday must occur on or after the SCRAM Exit Date. If 'DD' and SCRAM Exit Date is blank/space, then student's eighth birthday must occur after the current date.	S2.603	Err	Age too high for [ColumnName] - SCRAM Record	Invalid because [ColumnName] = [ColumnData] and student's age is 8 or above with no Exit Date, or student turned 8 before Exit Date. This code can only be used on 'S2' records where student's age is 7 or less.	Invalid Exit Date checked separately.
S2	Scram Entry Date	The SCRAM entry date can't be before the earliest entry date in the student S1 record.	S2.626	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is prior to the earliest 'S1` Entry Date for the student in the corresponding school	

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
		The SCRAM Entry Date cannot be on or after the School Exit Date on the student's most recent corresponding 'S1' record.	S2.605	Err	Invalid [ColumnName] – SCRAM Record	[ColumnData] for [ColumnName] is invalid because it is on or after the School Exit Date on the student's most recent corresponding 'S1' record.	
S2	SCRAM Time	Must be present if student is age 6 or older or in grade level K or higher. If blank, then student's sixth birthday must occur after the current date or student must be in grade level PK.	S2.604	Err	Must be present if age > 5 or grade > PK - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required if student is age 6 and older or in grade level K and higher	
		Must be blank if student is Pre-K	S2.623 w	Err	[ColumnName] present, student 'PK' - [TableName]	[ColumnData] for [ColumnName] has a warning because the student is grade level 'PK', and [ColumnName] should be blank for 'PK' students.	
	If present:	Must be one of: 'A', 'B', 'C'	009	Err			
S2	SCRAM Exit Date	Must be present if SCRAM Exit Reason not blank	S2.607	Err	Must be present if Exit Reason not blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required when SCRAM Exit Reason is present.	
	If present:	Must be valid date	003	Err			
		Exact length = 8	006	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
		Must be in current School Year (July 1 – day after Last Day of School in ‘SC’ record)	S2.609	Err	[ColumnName] not in School Year - SCRAM Record	[ColumnData] for [ColumnName] is invalid because it is not in the current School Year (July 1 - day after Last Day of School in ‘SC’ record).	
S2	SCRAM Exit Date, SCRAM Entry Date (2)	Cannot be prior to SCRAM Entry Date	S2.608	Err	Invalid [ColumnName] - SCRAM Record	[ColumnData] for [ColumnName] is invalid because it is before [ColumnName2], [ColumnData2].	
	(Multi-record)	If blank, School Exit Date (on most recent matching S1) must also be blank. Otherwise must be on or before School Exit Date (on most recent matching S1)	S2.627	Err	Invalid [ColumnName] - SCRAM Record	[ColumnData] for [ColumnName] is invalid because it is after the School Exit Date on the student’s most recent corresponding ‘S1’ record, or it is blank (‘S2’ record active) and the School Exit Date is not blank (‘S1’ record closed).	Allow Scram Exit Date to be up to 3 days after S1 Exit Date on latest matching S1 record.
	(Multi-record)	Cannot be after Special Ed Exit Date on ‘S1’ record	S2.610	Err	Invalid [ColumnName] - SCRAM Record	[ColumnData] for [ColumnName] is invalid because it is after the Special Ed Exit Date on the student’s corresponding ‘S1’ record.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
	(Multi-record)	The SCRAM entry date can't be before the earliest entry date in the student record.	S2.626	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is prior to the earliest 'S1' Entry Date for the student in the corresponding school.	
S2	SCRAM Exit Reason	Must be present if SCRAM Exit Date not blank	S2.611	Err	Must be present if Exit Date not blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required when SCRAM Exit Date is present.	
	If present:	Must be one of: 'A', 'D', 'S', 'X'	009	Err			
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.	
	If present:	Must be numeric and less than or equal to 180	012	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
	(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'.	
	(Multi-record)	Must be 0 if 'S1' Membership = 'PVT' or 'HSC'	S2.615	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be zero if student's 'S1' membership is 'PVT' or 'HSC'.	
S2	(Multi-record)	If self-contained SCRAM record, Total Membership cannot exceed 180	S2.617	Err	[ColumnName] too high - [TableName]	Invalid because total membership ('S1'+ 'S2') for the school is greater than 180. This includes [ColumnData] for [ColumnName] on this self-contained 'S2' record plus other membership days in the same school.	Total membership = S1+S2 within same school (across all schools checked in SL.505)

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
S2	(Multi-record)	If resource SCRAM record, cannot exceed School Membership ('S1')	S2.618	Err	[ColumnName] too high - [TableName]	[ColumnData] for [ColumnName] is invalid because the total of SCRAM resource days for this student is greater than the student's total membership days in the school.	Use S1+ self-contained S3 for total membership
S2	Regular Percent	Must be present if student is age 6 or older or in grade level K or higher. If blank, then student's sixth birthday must occur after the current date or student must be in grade level PK.	S2.619	Err	Must be present if age > 5 or grade > PK - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required if student is age 6 and older or in grade level K and higher	
	If present:	Must be one of: '1', '2', '3'	009	Err			
S2	Environment	Must be present	001	Err	Must be present - Environment on Scram Record	Invalid because Environment is required but is blank	
S2	Environment	If age 3 to 5 and grade Pre-K, or if age 4 and grade K-12, must be one of: 'C', 'F', 'G', 'J', 'K', 'R', 'S', 'I', 'M', or 'P'	S2.621	Err	Invalid Early Childhood Environment value - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not found in the table of valid values for students age 3 to 5 in Pre-K or for students age 4 in K-12.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
S2	Environment	If age 5 to 21 in K-12 or if age 6 or older in Pre-K, must be one of 'H', 'R', 'S', 'T', 'U', 'V', 'Y', or 'P'	S2.622	Err	Invalid School Age Environment value- [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not found in the table of valid values for students age 5 to 21 in K-12 or for students age 6 or older in Pre-K.	
S2	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
		Matching 'DI' record (on LEA Number) must be valid	Dep	Err			
S2	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			
		Matching 'SC' record (on School Number) must be valid	Dep	Err			

Youth in Care (YIC) Record (S3)

YIC records are sent through the SIF as Student Participation records. In order to identify a participation object as a S3 or YIC record the Program Type field on the student participation SIF object must be set to the value 9999.

Record Type 'S3=' (Required for YIC students) The UTREx will expect an 'S3' record for each YIC student that has been in membership/enrolled within the YIC residential facility; self-contained YIC classroom, or has been provided YIC services while attending class in a mainstream setting (ISI-1 or ISI-2) in a regular high school at any time period covered by the upload. For those students that may have multiple Entry/Exit in the YIC setting, multiple 'S3' records should be included in the update. If a student changes Custody Type or Time code during the year, an 'S3' must be sent in for each one. Only 1 'S3' can be active for a student at any given time – for multiple, the Entry/Exit dates cannot overlap.

For information/clarification about usage of the data elements in the record please contact Nicholas Shellabarger (801-538-7506; nicholas.shellabarger@schools.utah.gov).

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID				S3=	Youth in Care Record ID
STUDENT NUMBER	StudentPersonal/LocalId	0	StudentPersonal	Alpha	LEA assigned student number
CUSTODY TYPE	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/CustodyType	1	StudentParticipation	DCFS, DJJS, BOIA	Custody Type
TIME	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/TimeCode	1	StudentParticipation	A, B, C	Time Code
ENVIRONMENT	StudentParticipation/LeastRestrictiveEnvironment/OtherCodeList[@CodeSet='StateProvince']	0	StudentParticipation	H, R, T, V	Educational environment
YIC ENTRY DATE	StudentParticipation/ProgramPlacementDate	0	StudentParticipation	Numeric 8.0: YYYYMMDD	YIC Entry Date

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
YIC EXIT DATE	StudentParticipation/ProgramExitDate	0	StudentParticipation	Numeric 8.0: YYYYMMDD	YIC Exit Date
YIC EXIT REASON	StudentParticipation/ProgramExitReason/OtherCodeList[@CodeSet='StateProvince']	0	StudentParticipation	A, D, S, X	YIC Exit Reason code
YIC MEMBERSHIP	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTEExtensions']/StudentParticipationExtensions/DaysInMembership	1	StudentParticipation	Numeric 3.0	YIC aggregate membership
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alpha	LEA number
SCHOOL NUMBER	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	School number
EXCLUDE YIC MEMBERSHIP	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTEExtensions']/StudentParticipationExtensions/ExcludeYICMembership	1	StudentParticipation	Y, Blank	
DJJS FACILITY	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTEExtensions']/StudentParticipationExtensions/DJJSFacility	True	StudentParticipation	CVYC, CYH, CCYC, CUYC, DLYC, DADC, FVYC, GYC, MCYC, OOA, SLCOA, SCVDC, SCYC, SUYC, SMYC, SOA, WYC, WVDC	Only YIC records with a "DJJS" Custody Type "C" are allowed to specify the DJJS Facility

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
IS NEGLECT ED OR DELINQU ENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/IsNeglectedAndDelinquent	True	StudentParticipation	N/D/Blank	Only YIC records with a "C" Time Code are allowed to specify that the student is Neglected and Delinquent

YIC Record (S3): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of the YIC record must always contain the record identifier 'S3'.

Student Number: **(Required)** Students numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Note: For the UTREx to store YIC membership, a student 'S1' record for each student having YIC data must also be present in the update. You must include the same student identification number on this YIC update record as you did on the 'S1' record. This number will be used as a key to find the student data so this YIC membership can be attached.

Custody Type: **(Required)** Identifies the type of custody under which the student is receiving services.

Code	Meaning
DCFS	Division of Child and Family Services
DJJS	Department of Juvenile Justice Services
BOIA	Bureau of Indian Affairs

Time: **(Required)** Summarizes the amount of time the student is served.

Code	Meaning
A	1-59 minutes of Youth in Care and related services (ISI-1)
B	60-179 minutes of Youth in Care and related services (ISI-2)
C	180 minutes or more of Youth in Care and related services (Self-Contained)

Note 1: Codes 'A' (ISI-1) and 'B' (ISI-2) will be treated the same as SCRAM "Resource" as they relate to membership in that a day of YIC membership under codes 'A' and 'B' is also a day of school membership.

Note 2: Code 'C' will be treated the same as SCRAM "Self-Contained" as it related to membership in that a day of YIC membership under code 'C' is NOT a day of school membership. See Membership below.

Environment: **(Required)** Identifies the type of education setting in which the student receives youth in custody and related services.

Code	Meaning
H	Homebound/Hospitalized
R	Public Residential Facility
T	Private Residential Facility
V	Regular School Setting

YIC Entry Date: **(Required)** This is the date the student first began receiving YIC related services for this Custody Type and Time. This date must include the century. The format is YYYYMMDD.

YIC Exit Date: **(Required if there is a YIC Exit Reason)** This is the day *following* the last day the student received YIC related services for a particular Custody Type and Time. This date must also include the century. The format is YYYYMMDD. If the student is still receiving YIC related services or at year-end was still receiving services, please leave this field blank.

A valid date must be present if YIC Exit Reason is entered.

YIC Exit Reason: (Required if there is a YIC Exit Date) This code identifies the reason this student exited YIC services. A valid YIC Exit Reason must be entered if a YIC Exit Date is entered.

Code	Meaning
A	Returned to regular placement
D	Reached maximum age
P	Promoted to the next grade level; expected to return to LEA
S	Service change
X	Exited school
Blank	If YIC Exit Date is blank

Note 1: If YIC Exit Reason is D, High School Completion Status must be AO (Aged Out).

Note 2: The new YIC Exit Reason P is for students who have completed the school year without exiting the school and are *promoted* to the next grade or otherwise expected to return the next year under the same LEA's responsibility. If YIC exit date is blank, YIC exit reason is not required by UTREx, however, some SISs don't permit blank YIC exit reasons at end of year, thus the P exit code is an alternative to blank or null for student information systems which require an explicit exit code at year end. In general, use exit codes when necessary or helpful, although explicit coding of data rather than leaving blanks is generally a good idea.

YIC Membership: **(Required)** YIC aggregate membership. This field should reflect the total aggregate days of membership within this Custody Type and Time code accurate up to the day you create the UTREx update file. If a student moves from one Custody Type and/or Time code to another during the year, then multiple 'S3' records should be included in the update, each one reflecting membership in a separate Custody Type and Time code. Membership days should be reported in 180 equivalent days.

Note 1: School membership (S1) [+] self-contained YIC membership cannot exceed 180 days.

LEA Number: **(Required)** The actual LEA number. This will be validated using the CACTUS database.

School Number: **(Required)** The actual school number. This will be validated against the school number in the CACTUS database.

Is Neglected or Delinquent: (Optional) Used for Time code 'C' for YIC Students. Identifies a student receiving education services as funded by Title 1/D.

N = Neglected Student: Use N for Oak Springs School, Utah State Hospital, and Provo.

D = Delinquent Student: Use D for Secure Care Sites and Observation and Assessment Sites (O&A), including but not limited to Decker Lake, Wasatch, Slate Canyon, Iron County, and Millcreek.

Blank is allowed.

DJJS Facilities: **(Optional)** For Time Code 'C' for YIC students.

Code	Meaning
CVYC	Cache Valley Youth Center [Logan School District]
CYH	Canyonlands Youth Home [San Juan School District]
CCYC	Castle Country Youth Center [Carbon School District]
CUYC	Central Utah Youth Center [Sevier School District]
DLYC	Decker Lake Youth Center [Granite School District]
DADC	Dixie Area Detention Center [Washington School District]
FBYC	Farmington Bay Youth Center [Davis School District]
MCYC	Mill Creek Youth Center [Ogden School District]
NHBC	New Hope Behavior Center [Washington School District]
OOA	Ogden O & A [Ogden School District]
SLCOA	Salt Lake City O & A [Granite School District]
SLVDC	Salt Lake Valley Detention Center [Granite School District]
SCYC	Slate Canyon Youth Center [Provo School District]
SUYC	Southwest Utah Youth Center [Iron School District]
SMYC	Split Mountain Youth Center [Uintah School District]
SOA	Springville O & A [Nebo School District]
WYC	Wasatch Youth Center [Granite School District]



Code	Meaning
WVDC	Weber Valley Detention Center [Ogden School District]

YIC Record (S3): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S3	YIC Record	Identifying Fields				Student Number, School Number, YIC Entry Date	
S3	Student Number	Must be present	001	Err			
		Must match Student Number in 'S1' records with corresponding School Number	042	Err			
		Matching 'SL' record (on Student Number) must be valid	Dep	Err			
		Only one active S3 record for a student: no multiples with overlapping dates	S3.702	Err	Student has overlapping S3's - YIC Record	Records for Student Number [ColumnData] are invalid because the student has at least two 'S3' records in the same school with overlapping dates	i.e. where next record begin date is on or before end date of earlier record, or earlier record is still open.
S3	Custody Type	Must be present	001	Err			
		Must be one of: 'DCFS', 'DJJS', 'BOIA'	009	Err			
S3	YIC Time	Must be present	001	Err			
		Must be one of: 'A', 'B', 'C'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S3	Environment	Must be present	001	Err		Invalid because Environment is required but is blank	
		Must be one of: 'H', 'R', 'T', 'V'	009	Err	Must be valid value - Environment on YIC Record	The value [ColumnData] for [ColumnName] is invalid because it is not found in the table of valid values. Valid values for Environment include: 'H', 'R', 'T', 'V'.	
S3	YIC Entry Date	Must be present	001	Err			
		Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
	(Multi-record)	Must be on or after earliest S1 Entry Date for student in corresponding school	S3.714	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is prior to the earliest 'S1' Entry Date for the student in the corresponding school.	
		Must be before School Exit Date on most recent matching S1 record	S3.703	Err	Invalid [ColumnName] - YIC Record	[ColumnData] for [ColumnName] is invalid because it is on or after the School Exit Date on the student's most recent corresponding 'S1' record.	Match S1 record on Student Number and School Number.

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S3	YIC Exit Date	Must be present if YIC Exit Reason not blank	S3.704	Err	Must be present if Exit Reason not blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required when YIC Exit Reason is present.	
	If present:	Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
	YIC Exit Date, YIC Entry Date (2)	Cannot be prior to YIC Entry Date	S3.705	Err	Invalid [ColumnName] - YIC Record	[ColumnData] for [ColumnName] is invalid because it is before [ColumnName2], [ColumnData2].	
		Must be in current School Year (July 1 – day after Last Day of School in ‘SC’ record)	S3.706	Err	[ColumnName] not in School Year - [TableName]	[ColumnData] for [ColumnName] is invalid because it is not in the current School Year (July 1 - day after Last Day of School in ‘SC’ record).	
	(Multi-record)	If blank, School Exit Date (on most recent matching S1) must also be blank. Otherwise must be on or before School Exit Date (on most recent matching S1)	S3.715	Err	Invalid [ColumnName] - YIC Record	[ColumnData] for [ColumnName] is invalid because it is after the School Exit Date on the student’s most recent corresponding ‘S1’ record, or it is blank (‘S3’ record active) and the School Exit Date is not blank (‘S1’ record closed).	Allow YIC Exit Date to be up to 3 days after S1 Exit Date on latest matching S1 record.

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S3	YIC Exit Reason	Must be present if YIC Exit Date not blank	S3.707	Err	Must be present if Exit Date not blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required when YIC Exit Date is present.	
	If present:	Must be one of: 'A', 'D', 'S', 'X'	009	Err	Must be valid value - YIC Exit Reason on YIC Record	The value [ColumnData] for YIC Exit Reason is invalid because it is not found in the table of valid values. Valid values for YIC Exit Reason include: ', 'A', 'D', 'S', 'X'.	
	(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.	
	If present:	Must be numeric and less than or equal to 180	012	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		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.	
	(Multi-record)	If self-contained YIC record, Total Membership cannot exceed 180	S3.712	Err	[ColumnName] too high - [TableName]	Invalid because total membership ('S1'+ 'S3') for the school is greater than 180. This includes [ColumnData] for [ColumnName] on this self-contained 'S3' record plus other membership days in the same school.	Total membership = S1+S2 within same school (across all schools checked in SL.505)
	(Multi-record)	If resource YIC record, cannot exceed School Membership ('S1')	S3.713	Err	[ColumnName] too high - [TableName]	[ColumnData] for [ColumnName] is invalid because the total of YIC resource days for this student is greater than the student's total membership days in the school.	
S3	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
		Matching 'DI' record (on LEA Number) must be valid	Dep	Err			
S3	School Number	Must be present	001	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		School Number must match School Number in 'SC' records	041	Err			
		Matching 'SC' record (on School Number) must be valid	Dep	Err			
S3	Exclude YIC Membership	Y for Exclude YIC Membership is invalid because it is only valid for Self-Contained (Time C) students.	S3.720	Err	Student has overlapping Time C Scram - YIC Record	(ColumnData) for Exclude YIC Membership is invalid because Time C Scram and Time C YIC records cannot overlap unless Exclude YIC Membership is set.	
		Y for Exclude YIC Membership is invalid because it is only valid for Self-Contained (Time C) students.	S3.719	Err			
S3	DJJS Facility	Only YIC records with a "C" Time Code are allowed to specify the DJJS Facility	S3.717	Err	(ColumnData) for DJJS Facility is invalid because a DJJS Facility is only valid for Self-Contained (Time C) students.		
S3	Is Neglected and Delinquent	Only YIC records with a "C" Time Code are allowed to specify that the student is Neglected and Delinquent	S3.718	Err	Invalid [ColumnName] - YIC Record	(ColumnData) for Neglected and Delinquent is invalid because 'Neglected and Delinquent' is only valid for Self-Contained (Time C) students.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S3	Exclude YIC Membership	Must have SCRAM Time C to use Exclude YIC Membership	S3.721	Err	Exclude YIC Membership can only be set if there is a SCRAM Time C record for the same time period as the YIC record.		

Section 504 Record (S4)

All LEAs must begin submitting S4 records no later than year end of the 2018-2019 school year. Complete 504 accommodations data is expected to be included in the school year 2019 end of year upload to UTREx. Thereafter, complete S4 record data will be due in daily UTREx submissions.

Section 504 records are sent through the SIF as Student Participation records. In order to identify a participation object as a S4 or Section 504 record the Program Type field on the student participation SIF object must be set to the value 3200.

Record Type 'S4=' (Required for students receiving accommodations under Section 504). For each batch update, UTREx will expect an 'S4' record for each student who is provided with Section 504 accommodations. At least one disability type must be indicated. For students who have multiple disabilities for which they are receiving accommodations, indicate all disability types in a single 'S4' record. Only one 'S4' can be active for any enrollment (S1) record, however, a student may have overlapping 'S4' records in different schools or LEAs.

For information/clarification about usage of the data elements in the record please contact Holly Bell, Student Advocacy Services, Equity & Advocacy Specialist: 801-538-7534; holly.bell@schools.utah.gov.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID				S4=	Section 504 Record ID
STUDENT NUMBER	StudentPersonal/LocalId	0	StudentPersonal	Alpha	LEA assigned student number
SECTION 504 ENTRY DATE	StudentParticipation/ProgramPlacementDate	0	StudentParticipation	Numeric 8.0: YYYYMMDD	Section 504 Entry Date
SECTION 504 EXIT DATE	StudentParticipation/ProgramExitDate	0	StudentParticipation	Numeric 8.0: YYYYMMDD	Section 504 Exit Date
SECTION 504 EXIT REASON	StudentParticipation/ProgramExitReason/OtherCodeList[@CodeSet='StateProvince']	0	StudentParticipation	A, S, X	Section 504 Exit Reason code
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alpha	LEA number

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
SCHOOL NUMBER	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	School number
AUTISM	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/Autism	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for Autism
BRAIN INJURY OR CONCUSSION IMPAIRMENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/BrainInjury	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for a brain injury or concussion impairment
HEARING IMPAIRMENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/HearingImpairment	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for a hearing impairment
LEARNING IMPAIRMENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/LearningImpairment	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for a learning impairment
MAJOR BODILY FUNCTION IMPAIRMENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/BodilyFunctionImpairment	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for a major bodily function impairment
MEDICAL IMPAIRMENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/MedicalImpairment	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for a medical impairment

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
MENTAL HEALTH IMPAIRMENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/MentalHealthImpairment	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for a mental health impairment
ORTHOPEDIC IMPAIRMENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/OrthopedicImpairment	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for an orthopedic impairment
OTHER IMPAIRMENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/OtherImpairment	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for a disability or impairment not included in one of the eight categories

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='.

Student Number: **(Required)** Students numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Note: For UTREx to store Section 504 membership, a student 'S1' record for each student having Section 504 data must also be present in the update. You must include the same student identification number on this Section 504 update record as you did on the 'S1' record. This number will be used as a key to find the student data so this Section 504 membership can be attached.

Section 504 Entry Date: (Required) This is the date the student first began receiving Section 504 related services for this disability type (or combination of disability types). This date must include the century. The format is YYYYMMDD.

Section 504 Exit Date: (Required if there is a Section 504 Exit Reason) This is the day *following* the last day the student received Section 504 related services for a particular disability type (or combination of disability types). This date must also include the century. The format is YYYYMMDD. If the student is still receiving Section 504 related services or at year-end was still receiving services, please leave this field blank.

A valid date must be present if Section 504 Exit Reason is entered.

Section 504 Exit Reason: (Required if there is a Section 504 Exit Date) This code identifies the reason this student exited Section 504 related services. A valid Section 504 Exit Reason must be entered if a Section 504 Exit Date is entered.

Code	Meaning
A	Returned to regular placement
P	Promoted to the next grade level; expected to return to LEA
S	Service change
X	Exited school
Blank	If YIC Exit Date is blank

Note 1: The new Section 504 Exit Reason P is for students who have completed the school year without exiting the school and are *promoted* to the next grade or otherwise expected to return the next year under the same LEA’s responsibility. If Section 504 exit date is blank, Section 504 exit reason is not required by UTREx, however, some SISs don’t permit blank Section 504 exit reasons at end of year, thus the P exit code is an alternative to blank or null for student information systems which require an explicit exit code at year end. In general, use exit codes when necessary or helpful, although explicit coding of data rather than leaving blanks is generally a good idea.

Autism: **(Optional)** Due at year end submission. Valid for grades Pre-K through 12. If the student has an Autism disability for which the school provided Section 504 accommodations enter ‘Y’.

Code	Meaning
Y	Student received Section 504 accommodations for an Autism disability
Blank	Student did not receive Section 504 accommodations for this disability

Note: “Autism” means a disability of verbal, non-verbal or social interaction that substantially limits one or more major life activities and does not require specialized instruction under special education services.

Brain Injury or Concussion Impairment: (Optional) Due at year end submission. Valid for grades Pre-K through 12. If the student has a brain injury or concussion impairment for which the school provided Section 504 accommodations enter ‘Y’.

Code	Meaning
Y	Student received Section 504 accommodations for a brain injury or concussion impairment
Blank	Student did not receive Section 504 accommodations for this disability

Note: “Brain injury impairment” or “Concussion impairment” means a short-term disability of the brain caused by an external physical force that substantially limits one or more major life activities, and which adversely affects a student’s access to the student’s education.

Hearing Impairment: (Optional) Due at year end submission. Valid for grades Pre-K through 12. If the student has a hearing impairment for which the school provided Section 504 accommodations enter ‘Y’.

Code	Meaning
Y	Student received Section 504 accommodations for a hearing impairment
Blank	Student did not receive Section 504 accommodations for this disability

Note: “Hearing impairment” means a hearing disability that substantially limits one or more major life activity, which may require assistive technology but does not require specialized instruction under special education services.

Learning Impairment: (Optional) Due at year end submission. Valid for grades Pre-K through 12. If the student has a learning impairment for which the school provided Section 504 accommodations enter ‘Y’.

Code	Meaning
Y	Student received Section 504 accommodations for a learning impairment
Blank	Student did not receive Section 504 accommodations for this disability

Note: “Learning impairment” means a learning disability, which includes, but is not limited to, dyslexia, dysgraphia, and dyscalculia, which substantially limits one or more major life activities, but does not require specialized instruction under special education services.

Major Bodily Function Impairment: (Optional) Due at year end submission. Valid for grades Pre-K through 12. If the student has a major bodily function impairment for which the school provided Section 504 accommodations enter ‘Y’.

Code	Meaning
Y	Student received Section 504 accommodations for a major bodily function impairment
Blank	Student did not receive Section 504 accommodations for this disability

Note: “Major bodily function impairment” means an impairment to any of the following functions that adversely limit a student’s access to the student’s education: (a) immune system function; (b)

normal cell growth; (c) genitourinary function; (d) bladder function; (e) brain function; (f) circulatory function; (g) endocrine function; (h) lymphatic function; (i) special sensory organ and skin function; (j) digestive function; (k) bowel function; (l) neurological function; (m) respiratory function; (n) cardiovascular function; (o) hemic function; (p) musculoskeletal function; and (q) reproductive function.

Medical Impairment: (Optional) Due at year end submission. Valid for grades Pre-K through 12. If the student has a medical impairment for which the school provided Section 504 accommodations enter ‘Y’.

Code	Meaning
Y	Student received Section 504 accommodations for a medical impairment
Blank	Student did not receive Section 504 accommodations for this disability

Note: “Medical impairment” means a disability that is chronic or acute in nature, which may be active or in remission, and which substantially limits one or more major life activities, including but not limited to: (a) allergies; (b) asthma; (c) attention deficit disorder or attention deficit hyperactivity disorder; (d) chemical sensitivities; (e) diabetes; (f) epilepsy; (g) a heart condition; (h) hemophilia; (i) lead poisoning; (j) leukemia; (k) cancer; (l) arthritis; (m) nephritis; (n) rheumatic fever; (o) sickle cell anemia; (p) Tourette syndrome; (q) HIV/AIDS; or (r) an acquire brain injury adversely affecting a student’s access to the student’s education, which may result from health problems such as: (i) an hypoxic event; (ii) encephalitis; (iii) meningitis; (iv) brain tumor; or (v) stroke.

Mental Health Impairment: (Optional) Due at year end submission. Valid for grades Pre-K through 12. If the student has a mental health impairment for which the school provided Section 504 accommodations enter ‘Y’.

Code	Meaning
Y	Student received Section 504 accommodations for a mental health impairment
Blank	Student did not receive Section 504 accommodations for this disability

Note: “Mental health impairment” means a mental disability that is chronic or acute in nature, and which substantially limits one or more major life activities, including, but not limited to: (a) anxiety; (b) attention deficit disorder or attention deficit hyperactivity disorder; (c) depression; (d) post-traumatic stress disorder; or (e) emotional or mental illnesses.

Orthopedic Impairment: (Optional) Due at year end submission. Valid for grades Pre-K through 12. If the student has an orthopedic impairment for which the school provided Section 504 accommodations enter ‘Y’.

Code	Meaning
Y	Student received Section 504 accommodations for an orthopedic impairment

Code	Meaning
Blank	Student did not receive Section 504 accommodations for this disability

Note: “Orthopedic impairment” means a physical disability, which may be on-going or short term in nature, that substantially limits one or more major life activities, and which adversely affects a student’s access to the student’s education.

Other Impairment: **(Required if all of the specific disability indicators are blank)** Due at year end submission. Valid for grades Pre-K through 12. If the student has an ‘other’ impairment for which the school provided Section 504 accommodations enter ‘Y’.

Code	Meaning
Y	Student received Section 504 accommodations for an ‘other’ impairment
Blank	Student did not receive Section 504 accommodations for this disability

Note 1: “Other impairment” means any other disability not specifically defined in this rule, which substantially limits one or more major life activities.

Note 2: At least one of the Section 504 disability type fields must have a ‘Y’ in it. If all specific disability type fields are left blank a fatal error will be triggered on the ‘Other Impairment’ field. The fatal error may be fixed by entering ‘Y’ in any of the specific disability type fields or by entering ‘Y’ in the ‘Other Impairment’ field.

Section 504 Record (S4): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S4	Section 504 Record	Identifying Fields				Student Number, School Number, Section 504 Entry Date	
S4	Student Number	Must be present	001	Err			
		Must match Student Number in ‘S1’ records with corresponding School Number	042	Err			
		Matching ‘SL’ record (on Student Number) must be valid	Dep	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Only one active S4 record for a student: no multiples with overlapping dates	S4.702	Err	Student has overlapping S4 records - Section 504 Record	Records for Student Number [ColumnData] are invalid because the student has at least two 'S4' records in the same school with overlapping dates	i.e. where next record begin date is on or before end date of earlier record, or earlier record is still open.
S4	Section 504 Entry Date	Must be present	001	Err			
		Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
	(Multi-record)	Must be on or after earliest S1 Entry Date for student in corresponding school	S4.714	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is prior to the earliest 'S1' Entry Date for the student in the corresponding school.	
		Must be before School Exit Date on most recent matching S1 record	S4.703	Err	Invalid [ColumnName] - Section 504 Record	[ColumnData] for [ColumnName] is invalid because it is on or after the School Exit Date on the student's most recent corresponding 'S1' record.	Match S1 record on Student Number and School Number.
S4	Section 504 Exit Date	Must be present if Section 504 Exit Reason is not blank	S4.704	Err	Must be present if Exit Reason not blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required when Section 504 Exit Reason is present.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
	Section 504 Exit Date, Section 504 Entry Date (2)	Cannot be prior to Section 504 Entry Date	S4.705	Err	Invalid [ColumnName] - Section 504 Record	[ColumnData] for [ColumnName] is invalid because it is before [ColumnName2], [ColumnData2].	
		Must be in current School Year (July 1 – day after Last Day of School in ‘SC’ record)	S4.706	Err	[ColumnName] not in School Year - [TableName]	[ColumnData] for [ColumnName] is invalid because it is not in the current School Year (July 1 - day after Last Day of School in ‘SC’ record).	Use SchoolYearStart property for July 1.
	(Multi-record)	If blank, School Exit Date (on most recent matching S1) must also be blank. Otherwise must be on or before School Exit Date (on most recent matching S1)	S4.715	Err	Invalid [ColumnName] - Section 504 Record	[ColumnData] for [ColumnName] is invalid because it is after the School Exit Date on the student’s most recent corresponding ‘S1’ record, or it is blank (‘S4’ record active) and the School Exit Date is not blank (‘S1’ record closed).	Allow Section 504 Exit Date to be up to 3 days after S1 Exit Date on latest matching S1 record.
S4	Section 504 Exit Reason	Must be present if Section 504 Exit Date not blank	S4.707	Err	Must be present if Exit Date not blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required when Section 504 Exit Date is present.	
	If present:	Must be one of: ‘A’, ‘S’, ‘X’	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S4	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
		Matching 'DI' record (on LEA Number) must be valid	Dep	Err			
S4	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			
		Matching 'SC' record (on School Number) must be valid	Dep	Err			
S4	Other Impairment	All Section 504 disability type fields are blank and 'Other Impairment' field is blank.	S4.504	Err	Must be present if all disability types are blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required when all disability types are blank.	

Course Master Record (AC)

'AC=' transactions are used to define a school's Course Master File. During the update, the Course and Section field is combined with the Period field to form a unique key for each class period within a school. Any duplicates will be flagged as errors.

Each class must have a unique value in the Course and Section fields. Course Master Records within a school having duplicate Course and Section field values will be assumed to be block classes and will be processed according to the following rules:

Rule	Definition
Single Course Master Record for Block Classes	An LEA may choose to report a non-CTE block class with only one Course Master Record along with its related Course Membership records. Except for CTE classes, the USBE Data Warehouse does not maintain block class data as separate periods.

Field	SIF Xpath Mapping	Valid Values	Short Description
RECORD ID		AC=	Course Master File ID
COURSE & SECTION	SchoolCourseInfo/CourseCode AND SectionInfo/CourseSectionCode	alphanumeric	Period taught
PERIOD	SectionInfo/ScheduleInfoList/ScheduleInfo/MeetingTimeList/MeetingTime/TimetablePeriod	alphanumeric 2.0 - Output as string	Period taught
WHERE TAUGHT DIST	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTEExtensions']/ SectionInfoExtensions/WhereTaughtDist ** ALTERNATIVE MAPPING ** SchoolCourseInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTEExtensions']/ SchoolCourseInfoExtensions/WhereTaughtDist	alphanumeric	LEA where course is taught

Field	SIF Xpath Mapping	Valid Values	Short Description
WHERE TAUGHT SCHL	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SectionInfoExtensions/WhereTaughtSchl ** ALTERNATIVE MAPPING ** SchoolCourseInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SchoolCourseInfoExtensions/WhereTaughtSchl	numeric 3.0 - Output as string	School where course is taught
TEACHER 1 ID	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SectionInfoExtensions/Teacher1ID	numeric 9.0 - Output as string	CACTUS ID of 'teacher of record'
SEMESTER LENGTH	SchoolCourseInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SchoolCourseInfoExtensions/SemesterLength	1, 2, 3, 4, 5	Voc. Semester length
COURSE TITLE	SchoolCourseInfo/CourseTitle	alphanumeric	Course Title
CORE CODE	SchoolCourseInfo/StateCourseCode	numeric 11.0 - Output as string	Graduation core code
TEACHER 2 ID	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SectionInfoExtensions/Teacher2ID	numeric 9.0 - Output as string	CACTUS ID of 2 nd teacher
TEACHER 3 ID	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SectionInfoExtensions/Teacher3ID	numeric 9.0 - Output as string\	CACTUS ID of 3 rd teacher
COLLEGE GRANTING CR	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SectionInfoExtensions/CollegeGranting	numeric 2.0 - Output as string	College granting concurrent enrollment credit
WHERE TAUGHT CAMPUS	SectionInfo/LocationOfInstruction/Code	C, H	Where concurrent enrollment course is taught
INSTRUCT SETTING	SectionInfo/MediumOfInstruction/OtherCodeList[@CodeSet='StateProvince']	AV, BC, CC, EC, FF, IS, ON, OP	Instructional setting

Field	SIF Xpath Mapping	Valid Values	Short Description
TERM	SchoolCourseInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTEExtensions']/SchoolCourseInfoExtensions/TermCode	YR, S1, S2, Q1, Q2, Q3, Q4, Q1Q2, Q2Q3, Q3Q4, Q4SU, SU, T1, T2, T3, T4, T5, T6, T1T2, T2T3, T3T1, T3T4, T4T5, T5T6, T6T1	Term the class is taught
CYCLE	SectionInfo/ScheduleInfoList/ScheduleInfo/MeetingTimeList/MeetingTime/TimetableDay	alphanumeric	Cycle the class is taught
LEA NUMBER	LEAInfo/StateProvinceId	alphanumeric	LEA number
SCHOOL NUMBER	SchoolInfo/StateProvinceId	numeric 3.0 - Output as string	School number

Course Master Record (AC): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of a course master record must always contain the record identifier 'AC='.

Course & Section: **(Required)** This is the unique alphanumeric course + section number that is used to identify a unique class within a school (block classes are the exception). The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks.

Must be at least 2 characters in length.

Period: **(Required)** This is a two-digit field containing the class period. It should contain alphanumeric data and any leading zero should be included.

Note: The course/section and period fields are combined to form a 10-digit key that must be unique within each school. In other words, each individual class (period) that meets during the year must have a unique number (course/section + period). If more than one 'AC' record is found for a school with the same 10-digit key (course/section + period), a level 1 validation will trigger.

Where Taught District: **(Required for CTE; Core Code contains '11' in positions 7 and 8)** This field is to designate the LEA where the class is taught. This field is used in conjunction with Where Taught School. If Where Taught School is blank, this field must also be blank. If Where Taught School is not blank,

this field cannot be blank even if the Where Taught School is within the same LEA. For district numbers for [colleges and universities](#), see the list at the end of the AC record field descriptions.

If this field is NOT blank, Where Taught School cannot be blank.

If present, it will be validated against the CACTUS table of LEAs.

If the core code contains '11' in positions 7 and 8 the where taught district must be one of the Technical Colleges ('44', '45', '47', '48', '61', '62', '64', '65').

Where Taught School: (Required for CTE; Core Code contains '11' in positions 7 and 8) This field is to be used only if the class is taught at some other school. This other school includes schools in the same LEA or other LEAs as well as any type of online school. If the class is taught within the school for which you are generating transactions, please leave this field blank and UTREx will assume that it is taught within that school. For colleges and universities, this 3-digit school number is their 2-digit district number preceded with a '0'. For example, the district number for Salt Lake Community College is '49' and the school number is '049'. For school numbers for [colleges and universities](#), see the list at the end of the AC record field descriptions.

If this field is NOT blank, Where Taught District cannot be blank.

If present, it will be validated against the CACTUS table of schools.

If the core code contains '11' in positions 7 and 8 the where taught school must be one of the Technical Colleges ('044', '045', '047', '048', '061', '062', '064', '065').

Teacher 1 ID: (Required) This is the CACTUS ID of the Teacher of Record assigned to the class.

This field is numeric and should be left justified. Entering all zeroes is not allowed. SSNs are not allowed. If this field contains 9 numbers, it will be assumed to be an SSN, triggering an error.

If core code contains '11' in positions 7 and 8 the CACTUS ID must be one of the Technical College CACTUS IDs ('218965', '218966', '218967', '218968', '218972', '218976', '218978', '229659').

Note 1: The teacher id does not necessarily have to be a teacher. It can be a counselor or student advisor. For "courses" such as Release Time or others where the teacher is not in CACTUS, enter the CACTUS ID of the faculty member who authorizes or approves these "courses".

Note 2: For a list of CACTUS IDs to use for [colleges and universities](#), see the list at the end of the AC record field descriptions.

Note 3: Can be blank if the core code is the regular education, Pre-K code of '22-04-00-00-001'.

Note 4: Use of the generic CACTUS ID (10) will result in a fatal error unless the student is marked SOEP. This generic CACTUS ID is limited for use for SOEP courses and courses coming in under 990 (home school) and 995 (private school) only. Provider SOEP schools must have a valid CACTUS ID for their courses.

Semester Length: (CTE Classes Only – required) This is a one-digit numeric code that indicates the time frame or length of a CTE class or in the case of a trimester school that the class duration is for a single trimester.

Code	Meaning
1	Class held first semester (90-day class)
2	Class held second semester (90-day class)
3	Single trimester class (60-day class)
4	Class held all year (180 days class)
5	Class held 1 quarter (45-day class)

Course Title: **(Required)** Normally this is the course title that your school uses to describe the course.

Core Code: **(Required)** This is the 11-digit core code used in CACTUS (will be validated against the CACTUS database). Must be an ACTIVE core code; core code is an error if inactive.

Elementary schools using multiple core codes for grades 3-6 must have a minimum of 5 Core Codes from each of the following:

1. 22-01-88-XX-XXX (home room course)
2. 06-03-88-XX-XXX (language arts grades 3-5) or 06-02-XX-XX-XXX (language arts grade 6),
3. 07-01-XX-XX-XXX (math grades 3-6)
4. 08-10-88-XX-XXX (science grades 3-5) or 08-05-XX-XX-XXX (science grade 6)
5. 09-10-88-XX-XXX (social studies grades 3-5) or 09-09-00-00-010 (social studies grade 6)

Unless the student is marked part time, a fatal error will be generated.

For questions regarding use of these core codes, please contact Kristin Campbell at (801) 538-7892 or Kristin.campbell@schools.utah.gov.

Teacher 2 ID: **(Optional)** The CACTUS ID of a second teacher assigned to the course master record.

If present, must be all numeric and left justified. ALL ZEROES is invalid. Cannot be the same as field Teacher 1 ID. SSNs are not allowed. If field contains 9 numbers, it will be assumed to be an SSN and will be handled as an error.

Note: For CACTUS IDs of college and Technical College teachers, see the list at the end of the Course Master Record descriptions.

Teacher 3 ID: **(Optional)** The CACTUS ID of a third teacher assigned to the course master record.

If present, must be all numeric and left justified. ALL ZEROES is invalid. Cannot be the same as field Teacher 1 ID or Teacher 2 ID. SSNs are not allowed. If field contains 9 numbers, it will be assumed to be an SSN and will be handled as an error.

Note: For CACTUS IDs of college and Technical College teachers, see the list at the end of the Course Master Record descriptions.

College Granting Credit: (Required for concurrent enrollment; Core Code contains '13' in positions 7 and 8) The two character "district" number of the college granting the college credit portion of the concurrent enrollment course. Will be validated against the following "district" numbers of the State's colleges:

Code	College
49	Salt Lake Community College
50	Utah Valley State College
52	University of Utah
53	Utah State University
54	Weber State University
56	Southern Utah University
57	College of Eastern Utah
58	Dixie State University
59	Snow College

Where Taught Campus: (Required for concurrent enrollment; Core Code contains '13' in positions 7 and 8) Where the concurrent enrollment course is taught. If a concurrent enrollment student must physically go onto a college campus to attend class, this field should be 'C', and otherwise it should be 'H'.

Note: When uncertain for courses such as IS or ON, base the determination on who is paying the instructor: the LEA (H) or the College (C).

Code	Meaning
C	College Campus
H	High School Campus
Blank	Not Applicable

Instructional Setting: (Required if Core Code is designated for grades higher than 6) The primary setting of delivery for the course.

Code	Meaning
BC	Broadcast – Course is taught via live or taped broadcast over open air, closed circuit, or cable television systems (e.g. KUED, KULC).
CC	Correspondence – Course is taught via hard or electronic copy or other media (CD, DVD, video cassette) and student works at own pace usually without an instructor present, but generally under supervision of the LEA. Includes “packet” programs.
EC	Early College – Course is taught by institution of higher education but does NOT qualify as concurrent enrollment. The specific delivery method will be available in USHE data.
AV	Interactive Audio/Video – Course is taught via remote interactive receiver sites or via streaming media technologies.
ON	Online (other than through the Electronic High School and students enrolled in SOEP-classes) – Course is taught through a website.
IS	Independent Study – Structured learning experience is recognized for credit, but is not under supervision of the LEA
FF	Face to Face – Course is taught primarily in person and usually in a conventional classroom or lecture hall.
OP	Online course for students under the Statewide Online Education Program 53F-4-P5 .

Term: (Required) This is the term the class is taught.

Code	Meaning
YR	Full Year
S1	First Semester
S2	Second Semester
Q1	First Quarter
Q2	Second Quarter
Q3	Third Quarter
Q4	Fourth Quarter
Q1Q2	First and Second Quarters
Q2Q3	Second and Third Quarters
Q3Q4	Third and Fourth Quarters
Q4SU	Fourth Quarter and Summer
SU	Summer
T1	First Trimester
T2	Second Trimester
T3	Third Trimester
T4	Fourth Trimester
T5	Fifth Trimester
T6	Sixth Trimester
T1T2	First and Second Trimesters
T2T3	Second and Third Trimesters
T3T1	First and Third Trimesters
T3T4	Third and Fourth Trimesters
T4T5	Fourth and Fifth Trimesters
T5T6	Fifth and Sixth Trimesters

Note: At least one LEA has school(s) with six terms – use the TX codes interchangeably to mean ‘Trimester’ or ‘Term’. Use of T4-T6 should only be used for schools that have greater than 4 ‘terms’ in a school year. For example, if 4 total terms, using quarter would be the appropriate designation.

Cycle: (Required) A cycle is defined as a day or days that repeat the same school schedule. Must be ALPHA (A-Z) or NUMERIC (0-9).

Examples of cycles with samples of possible 1-byte designations for UTREx submission below:

Code	MTWThF	MWF TTh	MWF	MWTh	MWFaFb
Alpha	L	M	N	O	P
Numeric	1	2	3	4	5
Combination	Q	R	7	8	Z

LEA Number: (Required) The actual LEA number. This will be validated using the CACTUS database.

School Number: (Required) The actual school number. This will be validated against the schools in the CACTUS database.

AC Record Reference:

District Nbr (Where Taught District ID)	School Nbr (Where Taught School ID)	College or University	Teacher CACTUS ID
44	044	Ogden Weber Technical College	218965
45	045	Bridgerland Technical College	218966
47	047	Uintah Basic Technical College	218967
48	048	Davis Technical College	218968
49	049	Salt Lake Community College	155727
50	050	Utah Valley University	155728
52	052	University of Utah	523141
53	053	Utah State University	155729
54	054	Weber State University	155730
55	055	Westminster	452384
56	056	Southern Utah University	155731
57	057	College of Eastern Utah	155732
58	058	Dixie State University	155733
59	059	Snow College	155734
61	061	Mountainland Technical College	218972
62	062	Southwest Technical College	218976
64	064	Salt Lake/Tooele Technical College	218978
65	065	Dixie Technical College	229659

Course Master Record (AC): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	Course Master	Identifying Fields				School Number, Course Section, Period, Teacher 1 ID	
AC	Course Section	Must be present	001	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Max length = 12	005	Err	Data length too long – [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is longer than '12' characters.	
		Must be at least 2 characters	AC.801	Err	Data length too short - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is shorter than two characters.	
AC	Period	Must be present	001	Err	Must be present – [ColumnName] on [TableName]	Invalid because Period is required but is blank	
		Must be numeric	001	Err			
		Exact length = 2	006	Err			
AC	Where Taught District, Where Taught School (2)	Must be present if Where Taught School is present	AC.802	Err	Required if [ColumnName2] present - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and [ColumnName2] = [ColumnData2]. [ColumnName] is required when Where Taught School is present.	
	If present:	Exact length = 2	006	Err			
		Must be valid LEA in CACTUS	AC.803	Err	Must be valid LEA in CACTUS - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not found in CACTUS.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	Where Taught District, Core Code (2)	Must be present if positions 7-8 of Core Code are '11'	TBD	Err	Must be present for CTE UTech course - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and [ColumnName2] indicates a CTE UTech course. [ColumnName] is required for CTE UTech courses.	Positions 7-8 = '11' in Core Code indicates CTE UTech course.
AC	Where Taught District, Core Code (2)	Must be one of: '44', '45', '47', '48', '61', '62', '64', '65' if positions 7-8 of Core Code are '11'	TBD	Err	If [ColumnName2] indicates a CTE UTech course the [ColumnName] must be one of the Technical Colleges ('44', '45', '47', '48', '61', '62', '64', '65')	Invalid because [ColumnName2] indicates that this is a CTE UTech course and [ColumnData] is not a valid UTech [ColumnName] number.	Positions 7-8 = '11' in Core Code indicates CTE UTech course.
AC	Where Taught School, Where Taught District (2)	Must be present if Where Taught District is present	AC.804	Err	Required if Where Taught District present - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required when [ColumnName] is present.	
	If present:	Exact length = 3	006	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be valid active record in CACTUS; must not be designated as 'closed' with a closure date prior to June 30 of current school year (SchoolYearEnd property)	AC.805	Err	Must be active valid school in CACTUS - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not found in CACTUS or the school is designated 'closed' prior to June 30 of the current school year in CACTUS	If closed June 30 or later of current school year, closure relates to next year; school is still active for current year.
AC	Where Taught School, Core Code (2)	Must be present if positions 7-8 of Core Code are '11'	TBD	Err	Must be present for CTE UTech course - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and [ColumnName2] indicates a CTE UTech course. [ColumnName] is required for CTE UTech courses.	Positions 7-8 = '11' in Core Code indicates CTE UTech course.
AC	Where Taught School, Core Code (2)	Must be one of: '044', '045', '047', '048', '061', '062', '064', '065' if positions 7-8 of Core Code are '11'	TBD	Err	If [ColumnName2] indicates a CTE UTech course the [ColumnName] must be one of the Technical Colleges ('044', '045', '047', '048', '061', '062', '064', '065')	Invalid because [ColumnName2] indicates that this is a CTE UTech course and [ColumnData] is not a valid UTech [ColumnName] number.	Positions 7-8 = '11' in Core Code indicates CTE UTech course.

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	Teacher 1 ID	Must be present unless Core Code = '22040000001'	AC.820	Err	Must be present unless regular PK course - Teacher 1 ID on [TableName]	Invalid because [ColumnName] is blank but is required. The only exception is if the Core Code is the regular Pre-K code of '22-04-00-00-001'.	
		Max length = 6	005	Err	Data length too long – Teacher 1 ID on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is longer than '6' characters.	
		Must be valid Id in CACTUS	AC.806	Err	Must be valid ID in CACTUS - Teacher 1 ID on [TableName]	[ColumnData] for [ColumnName] is invalid because it is not found in CACTUS.	
		The generic CACTUS teacher ID (10) is only allowed at schools 990 and 995 or by students in OP courses.	AC.824	Err	Invalid value - Teacher 1 ID on Course Master Record	10 for [Teacher1] is invalid for use except for courses marked SOEP	
			AC.825	Err	Invalid value- Teacher 1 ID on Course Master Record	Generic CACTUS ID [ColumnData] is invalid for core code [ColumnData2]	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	Teacher 1 ID, Core Code (2)	Must be one of: '218965', '218966', '218967', '218968', '218972', '218976', '218978', '229659' if positions 7-8 of Core Code are '11'	TBD	Err	If [ColumnName2] indicates a CTE UTech course the [ColumnName] must be one of the Technical College CACTUS IDs ('218965', '218966', '218967', '218968', '218972', '218976', '218978', '229659')	Invalid because [ColumnName2] indicates that this is a CTE UTech course and [ColumnData] is not a valid UTech [ColumnName].	Positions 7-8 = '11' in Core Code indicates CTE UTech course.
AC	Course Title	Must be present	001	Err			
AC	Core Code	Must be present	001	Err		Invalid because Core Code is required but is blank	
		Exact length = 11	006	Err	Incorrect data length - Core Code on Course Master Record	The value [ColumnData] for Core Code is invalid because it is not exactly '11' characters in length.	
		Positions 1 & 2 cannot be '80'	AC.808	Err	Invalid value - [ColumnName] on [TableName]		
		Positions 9-11 cannot be '000'	AC.809	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because positions 9 & 11 cannot be '000'.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be valid active record in CACTUS, with current school year included between effective date and retire date in CACTUS	AC.810	Err	Must be valid code in CACTUS - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is not found in CACTUS or because it is not an active record.	No record in REF_COURSE_CODE where CORE_CODE = Core Code and ACTIVE_FLAG = 'Y'. ACTIVE_FLAG set from USBE active_inactive flag.
		Must have 'S' or 'B' in the 'valid for' column in CACTUS	AC.811	Err	Invalid for students - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because the course is not intended for students. The valid_for flag must be 'S' or 'B', but it is not.	No record in REF_COURSE_CODE where CORE_CODE = Core Code and VALID_FOR in ('S', 'B') May include only 'S' and 'B' records in REF table; if so test is redundant.
AC	Teacher 2 ID	Blank OK					
	If present:	Max length = 6	005	Err			
		Must be different than Teacher 1 ID	AC.812	Err	Duplicate ID - [ColumnName] on [TableName]		
		Must be valid ID in CACTUS	AC.813	Err	Must be valid code in CACTUS - [ColumnName] on [TableName]	No record in REF_STAFF_ID where PERSON_ID = Teacher 2 ID.	Is invalid if not found in CACTUS or because it is not an active record.

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
			AC.813	Err	Must be valid code in CACTUS - Teacher 2 ID on Course Master Record	[ColumnData] for [ColumnName] is invalid because it is not found in CACTUS or because it is not an active record.	
AC	Teacher 3 ID	Blank OK					
	If present:	Max length = 6	005	Err			
		Teacher 2 ID must not be blank	052	Err	Teacher 3 ID present and [ColumnName2] blank - Course Master Record	[ColumnData] for Teacher 3 ID is invalid because [ColumnName2] is blank. Teacher 3 ID must be blank if [ColumnName2] is blank.	
		Must be different than Teacher 1 ID and/or Teacher 2 ID	AC.815	Err	Duplicate ID - [ColumnName] on [TableName]		
		Must be valid Id in CACTUS	AC.816	Err	Must be valid code in CACTUS - [ColumnName] on [TableName]	No record in REF_STAFF_ID where PERSON_ID = Teacher 3 ID.	
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.	
	If present:	Must be one of: '49', '50', '52', '53', '54', '56', '57', '58', '59'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
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.	
	If present:	Must be one of: 'C', 'H'	009	Err			
AC	Instruct Setting	Must be present if Core Code is not an elementary core code (columns Grade Low and Grade High are not 00-06 or core code starts with '22')	AC.819	Err	Must be present for non-elementary courses - [ColumnName] on [TableName]	In manifest, if blank and Core Code is elementary, force to 'FF'. Elementary if cast(GRADE_LOW as int) <= 6 or cast(GRADE_HIGH as int) <= 6 in REF_COURSE_CODE where CORE_CODE = Core Code AND ACTIVE_FLAG = 'Y' Alternative (in use): Elementary if substring(Core Code, 1,2) = '22'	
	If present:	Must be one of: 'BC', 'CC', 'EC', 'AV', 'ON', 'OP', 'IS', 'FF'	009	Err			
AC	Instruct Hrs Sched	Blank OK				Obsolete record, no validations	
AC	Term	Must be present	001	Err			
AC	Cycle	Must be present	001	Err	Must be present - [ColumnName] on [TableName]		
AC	LEA Number	Must be present	001	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		LEA Number must match LEA Number in 'DI' records	040	Err			
		Matching 'DI' record (on LEA Number) must be valid	Dep	Err			
AC	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			
		Matching 'SC' record (on School Number) must be valid	Dep	Err			
AC	Multi-field: Course, Section, Period (2), Lea Number (3) ...	Course & Section + Period + Lea Number + School Number + Where Taught District + Where Taught School must be unique	AC.822	Err	Must be unique - [ColumnName], [ColumnName2] [ColumnName3] [ColumnName4] [ColumnName5] [ColumnName6] - [TableName]	Also: School Number (4), Where Taught District (5), Where Taught School (6)	
AC	Course, Section, Period (2), Lea Number (3)	AC record must have at least one corresponding AM record.	AC.823	Err	Must have at least one enrollment - [TableName]		
AC	Teacher1ID, Core Code	Generic CACTUS IDs can only be associated with certain Core Codes.	AC.825	Err	Invalid value - [ColumnName] on [TableName]	Generic CACTUS ID [ColumnData] is invalid for core code [ColumnData2]	

Course Membership Record (AM)

Record type 'AM=' (Required). 'AM' transactions are used to define a student's schedule. For every 'AM' transaction, there must be matching 'AC' (Course Master) record included in your upload file. For students whose Grade Level is 00, 01, or 02, there can be only one 'AM' record for any given period of time (determined using Entry and Exit dates).

Note 1: If the K-2 student is actually assigned to more than one teacher for a part of the school day or the week, identify the 'home room' teacher or 'teacher of record' in the Teacher 1 ID field and, optionally, identify up to two more teachers in the Teacher 2 ID and Teacher 3 ID fields in the 'AC' record.

Note 2: Each student with more than 10 days of total membership (school membership [+] self-contained membership) must have at least 1 'AM' record. The only exceptions are Pre-K students and students enrolled in the LEA but actually attend school out of state.

Note 3: Block Classes – you may submit an 'AM' record for each student in each reported period of a block class. See Course Master record notes.

CTE Classes: All of the individual 'AM' records will be retained.

Non-CTE Classes: Only the first 'AM' record that matches the retained 'AC' record (the one with the lowest Period number) will be retained. All others will be ignored. Therefore, it is imperative that all pertinent data (aggregate membership, entry and exit dates, days attended, credits attempted, grade earned, instruct hours) found in the retained 'AM' record apply to the entire class.

For example, an 'AM' record for a student that is associated with a Non-CTE 'AC' record is read with Course & Section of '12345678' and Period '01'. The same student's next 'AM' record is also Course & Section '12345678', but with Period '02'. This, by definition (see notes for the Course Master record), is a block class, so the second and all subsequent 'AM' records with the same Course & Section are ignored. Only the first 'AM' record will be retained for further processing because it matches the retained 'AC' record.

Field	SIF Xpath Mapping	Valid Values	Short Description
RECORD ID		AM=	Record ID
STUDENT NUMBER	StudentPersonal/LocalId	Alpha	Student number
COURSE NUMBER	SchoolCourseInfo/CourseCode AND SectionInfo/CourseSectionCode ** ALTERNATE MAPPING ** Agent provides combined value in either: SectionInfo/SectionCode OR SchoolCourseInfo/CourseCode (SectionInfo/CourseSectionCode must be blank).	Alpha	Course and section number

Field	SIF Xpath Mapping	Valid Values	Short Description
PERIOD		Alphanumeric 2.0 - Output as string	Period taught
COURSE ENTRY DATE	StudentSectionEnrollment/EntryDate	Numeric 8.0: YYYYMMDD	Course Entry Date
COURSE EXIT DATE	StudentSectionEnrollment/ExitDate	Numeric 8.0: YYYYMMDD	Course Exit Date
CREDITS ATTEMPTED	StudentSectionEnrollment/CreditsAttempted	Numeric 1.3	Number of HS credits attempted
GRADE EARNED	StudentGrade/Grade/Letter ** ALTERNATIVE MAPPING ** StudentSectionEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSectionEnrollmentExtensions/GradeEarned	PASS, P, FAIL, F, NOGRD, N, NG, or Numeric 1.4: 0.0000 - 4.0000	The grade earned for the course
ACTUAL MEMBERSHIP	StudentSectionEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSectionEnrollmentExtensions/CourseMembership	Numeric 3.0	Actual membership (CTE)
CONCURR ENROLLED	StudentSectionEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSectionEnrollmentExtensions/ConcurrEnrolled	Y, N	Student attempting college credit indicator
CREDITS EARNED	StudentGrade/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentGradeExtensions/CreditsEarned ** ALTERNATIVE MAPPING ** StudentSectionEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSectionEnrollmentExtensions/CreditsEarned	Numeric 1.3	Number of HS credits earned
LEA NUMBER	LEAInfo/StateProvinceId	Alpha	LEA number

Field	SIF Xpath Mapping	Valid Values	Short Description
SCHOOL NUMBER	SchoolInfo/StateProvinceId	Numeric 3.0 - Output as string	School number

Course Membership Record (AM): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of a student membership record must always contain the record identifier 'AM='.

Student Number: **(Required)** Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Note: For the UTREx to store a student's course data, the student must also have an 'S1' record present in the update. You must include the same student identification number on this course update record as you did on the 'S1' record. This number will be used as a key to find the student data so this course data can be attached.

Course Number: **(Required)** This is an eight-digit numeric course + section number. The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks.

Period: **(Required)** This is a two-digit field indicating which period the class is being taught. It must be complete. Any leading zeroes should be included.

Note: The membership record's Course Number and Period fields will be combined to locate a matching AC record (using the Course & Section and Period field of the AC record).

Course Entry Date: **(Required)** This is the date the student first began instruction in the course. The format is YYYYMMDD.

Course Exit Date: **(Required)** This is the date *following* the last day of instruction in the course. The format is YYYYMMDD.
Cannot be blank at year-end.

Credit Attempted: **(Required for grades 9-12)** The amount of credit attempted for the period of time the 'AM=' record represents. A decimal is implied between the first and second character.
Must be complete for grades 9-12 and all numeric; '0000' is okay.

Grade Earned: **(Required for grades levels 9-12)** The grade the student earned for the period of time the 'AM=' record represents. If submitted, must be complete for numeric grade values. 'Pass/fail' grades and 'no grade' must be as shown below.

Code	Meaning
'0.000' to '4.000'	Actual grade
'Pass' or 'P'	Pass (for Pass/Fail type grade only)
'Fail' or 'F'	Fail (for Pass/Fail type grade only)
'NOGRD' or 'N' or 'NG'	No grade

Actual Membership: **(Required for CTE Courses)** Actual course membership is for CTE Courses only. This field should reflect the actual days of membership, not 180-day equivalent. If present, it must be complete (all numeric). CTE funding uses this field.

Concurrent Enrollment:**(Required for Concurrent Enrollment Courses)** Indicates whether or not the student is taking this class (deemed to be a concurrent enrollment class in the AC record) as a concurrent enrollment class for college credit or taking the class for just high school credit.

Code	Meaning
Y	Taking for college credit and high school credit
N	Taking for just high school credit
Blank	Class is not a concurrent enrollment class

Note: If the AC record this AM references has '13' in positions 7 and 8 of the Core Code, this cannot be left blank.

Credits Earned: **(Required for grades 9-12)** The amount of credit earned for the period of time the 'AM' record represents. Must be complete and all numeric; '0000' is okay. Cannot exceed Credit Attempted.

LEA Number: **(Required)** The actual LEA number. This will be validated using the CACTUS database.

School Number: **(Required)** The actual school number. This will be validated against the school in the CACTUS database.

Course Membership Record (AM): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AM	Course Membership	Identifying Fields				Student Number, School Number, Course Number, Period	
AM	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
		Matching 'SL' record (on Student Number) must be valid	Dep	Err			
AM	Course Number	Must be present	001	Err			
		Max length = 12	005	Err			
		Must be at least 2 characters	AM.902	Err	Data length too short - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is shorter than two characters.	
		Only students with an active S2 record that is marked with Is One Percent = 'Y' can be enrolled in courses 23010000150, 23010000151, or 23010000152.	AM.919	Err	Invalid Core Codes	Course enrollment with Core Codes 23010000150, 23010000151, or 23010000152 is invalid because student doesn't have an active one percent SCRAM record.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AM	Period	Must be present	001	Err	Must be present – [ColumnName] on [TableName]	Invalid because Period is required but is blank	
		Must be alphanumeric	002	Err			Unused, removed to allow Kindergarten 'AM' & 'PM'
		Exact length = 2	006	Err			
AM	Course Entry Date	Must be present	001	Err			
		Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
		Must be on or after earliest S1 Entry Date for student in corresponding school	AM.903	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is prior to the earliest 'S1' Entry Date for the student in the corresponding school.	
		Must be before latest S1 Exit Date (if not open record) for student in corresponding school	AM.904	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is on or after the latest 'S1' Exit Date for the student in the corresponding school.	
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.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
	Course Exit Date, Course Entry Date (2)	Cannot be before Course Entry Date	AM.906	Err	Prior to Entry Date - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is prior to [ColumnName2], [ColumnData2]	
		Must be in current school year (July 1 through the day after the Last Day of School in the 'SC' record)	AM.907	Err	[ColumnName] not in School Year - [TableName]	[ColumnData] for [ColumnName] is invalid because it is not in the current School Year (July 1 - day after Last Day of School in 'SC' record).	
		If blank, School Exit Date (on most recent matching S1) must also be blank. Otherwise must be on or before School Exit Date (on most recent matching S1)	AM.913	Err	Invalid [ColumnName] - [TableName]	[ColumnData] for [ColumnName] is invalid because it is after the School Exit Date on the student's most recent corresponding 'S1' record, or it is blank ('AM' record active) and the School Exit Date is not blank ('S1' record closed).	Allow Course Exit Date to be up to 3 days after S1 Exit Date on latest matching S1 record.
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.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be numeric	002	Err			
AM	Grade Earned	For grades 9-12, if credits earned is greater than 0 then grade earned is required.		Err	For grades 9-12, if credits earned>0 then Grade Earned is required.	Invalid because credits earned>0 but Grade Earned is blank. Grade earned is required for grades 9-12.	
	If present:	If present, must be numeric between '0.0000' and '4.0000' or must be one of: 'P', 'F', 'N', 'NG'	AM.909	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be numeric between '0.0000' and '4.0000', or must be one of: 'P', 'F', 'N', 'NG'.	Manifest trims 'PASS', 'FAIL', 'NOGRD' to 'P', 'F', 'N' respectively
AM	Concurr Enrolled	Required Grades 9-12					
	If present:	Must be one of: 'Y', 'N'	009	Err			
		If a student is taking a concurrent enrollment course (the value '13' is in the 7th and 8th positions of the core code), then Concurr Enrolled cannot be blank	AM.920	Err	Student enrolled in Concurrent Course and [ColumnName] is blank	Invalid because student is enrolled in a course whose Core Code is marked concurrent but [ColumnName] is blank	
AM	Instruct Hrs Memshp	Blank OK					Obsolete record, no validations
AM	Instruct Hrs Attend	Blank OK					Obsolete record, no validations

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
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.	
	If present:	Must be numeric	002	Err			
	Credits Earned, Credits Attempted (2)	Cannot be greater than Credits Attempted	AM.912	Err	Credits Earned > Credits Attempted - [TableName]	[ColumnData] for [ColumnName] is invalid because it is greater than [ColumnName2], [ColumnData2] - which is not allowed.	
AM	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
AM	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			
AM	Multi-field (Course Number)	Course Number + Period + Lea Number + School Number must match with Course & Section + Period + LEA NUMBER + School Number in 'AC' record	AM.915	Err	No matching 'AC' Record - [TableName]	Invalid because there is no 'AC' record that matches this 'AM' record on Course Number [ColumnData], Period, LEA Number, and School Number.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Matching 'AC' record (in AM.915) must be valid - use Course Record ID	Dep	Err		Course Record Id is internally generated identifier similar to multi-field set used in AM.915	
AM	Multi-field (Course Number)	Multiple records for same student and same course cannot have overlapping course entry and exit dates	AM.916	Err	Student has overlapping 'AM' Records	'AM' Records with [ColumnName] = [ColumnData] for this student are invalid because there are multiple records with overlapping dates.	
AM	Multi-field (Course Number)	Elementary schools using multiple core codes for grades 3-6 must have a minimum of 5 core codes. Exception if student part-time code not blank.	AM.917	Err	Multiple 'AM' records for elementary student - [TableName]	Invalid because the student is in grade level '00' - '02' and has more than one 'AM' record during a given time period, or student is in grades '03' - '06' and has a home room class but some of the required core classes are missing.	
AM	Multi-field (Course Number)	When student's grade level is 9-12, they cannot be enrolled in a course whose 11-digit Core Code starts with 22 (elementary course)	AM.918	Err	High School Student in Elementary course - [TableName]	[ColumnData] for [ColumnName] is invalid because it is an elementary course (Core Code starts with '22') and the student is in grade '09' or greater.	

Incident Record (I1)

Record Type 'I1=' All disciplinary data for the school during the year must be submitted to UTREx via Incident (I1) and Incident Association (I2) records. Described here is the Incident (I1) record. LEAs must enter incident data daily. An 'I1' record must be submitted for each independent incident. An 'I2' record must be submitted for each student involved in the incident. Every incident that generates a removal from the student's regular education setting (including in-school suspension, out-of-school suspension, expulsion, removal to an alternate setting, and if the parent comes to take the student home) must be entered. All incidents that do not result in a removal should also be reported.

All disciplinary record ('I1', 'I2') will be attached to the school record ('SC') they follow.

For questions regarding incident and discipline data, please contact Corby Eason, Student Support and Prevention Specialist, corby.eason@schools.utah.gov, 801-538-7863.

For questions regarding incidents or disciplines involving students receiving services under IDEA, please contact Casey Dupart, Educational Specialist, Behavioral Supports/Mental Health Needs, casey.dupart@schools.utah.gov, 801-538-7539.

For questions regarding incidents where a protected class (gender, race/color/national origin, disability, sexual orientation, or religion) was the alleged basis for the incident, or for incidents or disciplines involving students receiving services under Section 504, please contact Holly Bell, Equity & Advocacy Specialist, holly.bell@schools.utah.gov, 801-538-7534

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID				I1=	Record ID
INCIDENT ID	DisciplineIncident/IncidentNumber	0	DisciplineIncident	Numeric 10.0 - Output as string	Incident number
GANG RELATED	DisciplineIncident/RelatedToList/RelatedTo	0	DisciplineIncident	Y, N, U	Incident gang related?
INCIDENT DATE	DisciplineIncident/IncidentDate	0	DisciplineIncident	Numeric 8.0: YYYYMMDD	Incident date
INCIDENT DESCRIPTION	DisciplineIncident/IncidentDescription	0	DisciplineIncident		Incident description
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alpha	LEA number
SCHOOL NUMBER	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0	School number

Incident Record (I1): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of an Incident record must always contain the record identifier 'I1'.

Incident ID: **(Required)** Numeric value from 1 to 999999999 inclusive (0 [zero] is invalid) and each incident record does not need to be a unique value within the LEA nor does it necessarily need to be consecutive. This value will be used to match up with the student incident Association records ('I2') submitted for the school.

Gang Related: **(Required)** Indicate if incident is gang related.

Code	Meaning
Y	Yes, gang related
N	No, not gang related

Incident Date: **(Required)** This is the date the incident occurred. The format is YYYYMMDD.

Incident Description: **(Required)** This is a description of the incident.

LEA Number: **(Required)** The LEA (school) number. This will be validated using the CACTUS database.

School Number: **(Required)** The School number. This will be validated using the CACTUS database.

Incident Record (I1): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
I1	Incident	Identifying Fields				School Number, Incident Id	
I1	Incident Id	Must be present	001	Err			
		Must be numeric	002	Err			
		Must be unique within LEA	004	Err			Changed from within school to within LEA - UTREx May 4
		Max Length = 10	005	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must have at least one matching 'I2' record	I1.1001		No matching 'I2' records - [TableName]	Record is invalid because there are no matching 'I2' records for [ColumnName] = [ColumnData].	Check only if not null.
I1	Gang Related	Must be present	001	Err			
		Must be one of: 'Y', 'N'	009	Err			
I1	Incident Date	Must be present	001	Err			
		Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
I1	Incident Description	Must be present	001	Err			
		Max Length = 250	005	Err			
I1	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
		Matching 'DI' record (on LEA Number) must be valid	Dep	Err			
I1	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			
		Matching 'SC' record (on School Number) must be valid	Dep	Err			

Incident Association Record (I2)

All LEAs must begin submitting new incident fields, including five ‘Alleged Basis’ fields and two ‘Emergency Safety Intervention’ fields no later than year end of the 2019 school year. Complete data for these fields is expected to be included in the school year 2019 end of year upload to UTREx. Thereafter, complete data for these fields will be due in daily UTREx submissions.

Record Type ‘I2=’ All disciplinary data for the school throughout the year must be submitted to UTREx via Incident (‘I1’) and Incident (‘I2’) records. LEAs must enter incident data daily. Described here is the Incident Association (‘I2’) record. At least one ‘I2’ record must be submitted for each ‘I1’. Each ‘I2’ record represents a different student involved in the incident. Every incident that generates a removal from the student’s regular education setting (including in-school suspension, out-of-school suspension, expulsion, removal to an alternate setting, and if the parent comes to take the student home) must be entered. All incidents that do not result in a removal should also be reported. Review discipline data for accuracy after the discipline period has ended since the number of days suspended/expelled that the student actually spent out of the classroom often changes.

For questions regarding incident and discipline data, please contact Corby Eason, Student Support and Prevention Specialist, corby.eason@schools.utah.gov, 801-538-7863.

For questions regarding incidents or disciplines involving students receiving services under IDEA, please contact Casey Dupart, Educational Specialist, Behavioral Supports/Mental Health Needs, casey.dupart@schools.utah.gov, 801-538-7539.

For questions regarding incidents where a protected class (gender, race/color/national origin, disability, sexual orientation, or religion) was the alleged basis for the incident, or for incidents or disciplines involving students receiving services under Section 504, please contact Holly Bell, Equity & Advocacy Specialist, holly.bell@schools.utah.gov, 801-538-7534

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID	03				I2=	Record ID
INCIDENT ID	10	DisciplineIncident/IncidentNumber	0	DisciplineIncident	Numeric 10.0 - Output as string	Incident number
STUDENT NUMBER	10	StudentPersonal/LocalId where StudentPersonalRefId = DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/StudentPersonalRefId	1	StudentPersonal	Alpha	Student number

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
CAUSED INCIDENT	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/CausedIncident	1	DisciplineIncident	Y, N	Did student cause the incident?
ALLEGED BASIS GENDER	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/AllegedBasisGender		DisciplineIncident	Y, N	Alleged basis for the infraction was gender
ALLEGED BASIS RACE	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/AllegedBasisRace		DisciplineIncident	Y, N	Alleged basis for the infraction was race, color, or national origin
ALLEGED BASIS DISABILITY	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/AllegedBasisDisability		DisciplineIncident	Y, N	Alleged basis for the infraction was disability
ALLEGED BASIS SEXUAL ORIENTATION	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/AllegedBasisSexualOrientation		DisciplineIncident	Y, N	Alleged basis for the infraction was sexual orientation
ALLEGED BASIS RELIGION	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/AllegedBasisReligion		DisciplineIncident	Y, N	Alleged basis for the infraction was religion
INJURED	01	DisciplineIncident/OffenderList/Offender/Injury or DisciplineIncident/VictimList/Victim/Injury	0	DisciplineIncident	Y, N	Was student injured
GANG PREV PROG	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/GangPrevProg	1	DisciplineIncident	Y, N, U	In a gang prevention program?

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
PHYSICAL RESTRAINT	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/PhysicalRestraint		DisciplineIncident	Y, N	Was student physically restrained
SECLUSION	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/Seclusion		DisciplineIncident	Y, N	Was student put in seclusion
DISCIPLINE METHOD	01	DisciplineIncident/OffenderList/Offender/ActionList/Action/Code	0	DisciplineIncident	S, E	Suspended or Expelled
NUMBER OF DAYS	04	DisciplineIncident/OffenderList/Offender/ActionList/Action/Duration	0	DisciplineIncident	Decimal 000.0 – 180.0	How many days?
IN SCHOOL	01	DisciplineIncident/OffenderList/Offender/ActionList/Action/Code	0	DisciplineIncident	Y, N	In school or out of school?
SERVICES OFFERED	01	DisciplineIncident/OffenderList/Offender/ActionList/Action/Code	0	DisciplineIncident	Y, N	Services offered to student?
REFERRED TO POLICE	01	DisciplineIncident/OffenderList/Offender/ActionList/Action/PoliceNotification	0	DisciplineIncident	Y, N	Incident referred to police?
REFERRED TO COURT	01	DisciplineIncident/OffenderList/Offender/ActionList/Action/Code	0	DisciplineIncident	Y, N	Incident referred to court?
REFERRED TO PROGRAM	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/ReferredToProgram	1	DisciplineIncident	Y, N	Incident referred to a program?
ALTERNATIVE PLACEMENT	01	DisciplineIncident/OffenderList/Offender/ActionList/Action/Code or DisciplineIncident/OffenderList/Offender/ActionList/Action/AlternativeEducation	0	DisciplineIncident	Y, N	Alternative placement?

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
HEARING OFFICER REMOVAL	01	DisciplineIncident/OffenderList/Offender/ActionList/Action/Code	0	DisciplineIncident	Y, N	Removal by hearing officer?
PI INFRACTION TYPE	02	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/InfractionType and IncidentInvolvementList/IncidentInvolvement/InvolvementType	1	DisciplineIncident	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 24, 25, 26, 27, 28, 29 (see lookup values sheet)	Primary infraction type
PI WEAPON	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/WeaponType	1	DisciplineIncident	1, 2, 3, 4, 5, 6, 7, 8, 9 (see lookup values sheet)	Primary weapon
PI ROLE	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	O, V, B (see lookup values sheet)	Primary role
SI1 INFRACTION TYPE	02	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/InfractionType	1	DisciplineIncident	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 24, 25, 26, 27, 28, 29 (see lookup values sheet)	Secondary 1 infraction type

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
SI1 WEAPON	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/WeaponType	1	DisciplineIncident	1, 2, 3, 4, 5, 6, 7, 8, 9 (see lookup values sheet)	Secondary 1 weapon
SI1 ROLE	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	O, V, B (see lookup values sheet)	Secondary 1 role
SI2 INFRACTION TYPE	02	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/InfractionType	1	DisciplineIncident	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 24, 25, 26, 27, 28, 29 (see lookup values sheet)	Secondary 2 infraction type
SI2 WEAPON	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/WeaponType	1	DisciplineIncident	1, 2, 3, 4, 5, 6, 7, 8, 9 (see lookup values sheet)	Secondary 2 weapon
SI2 ROLE	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	O, V, B (see lookup values sheet)	Secondary 2 role

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
SI3 INFRACTION TYPE	02	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/InfractionType	1	DisciplineIncident	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 24, 25, 26, 27, 28, 29 (see lookup values sheet)	Secondary 3 infraction type
SI3 WEAPON	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/WeaponType	1	DisciplineIncident	1, 2, 3, 4, 5, 6, 7, 8, 9 (see lookup values sheet)	Secondary 3 weapon
SI3 ROLE	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	O, V, B (see lookup values sheet)	Secondary 3 role
SI4 INFRACTION TYPE	02	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 24, 25, 26, 27, 28, 29 (see lookup values sheet)	Secondary 4 infraction type

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
SI4 WEAPON	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/WeaponType	1	DisciplineIncident	1, 2, 3, 4, 5, 6, 7, 8, 9 (see lookup values sheet)	Secondary 4 Weapon
SI4 ROLE	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	O, V, B (see lookup values sheet)	Secondary 4 role
LEA NUMBER	02	LEAInfo/StateProvinceId	0	LEAInfo	Alpha	LEA number
SCHOOL NUMBER	03	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	School number
CAUSED SERIOUS BODILY INJURY	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/CausedSeriousBodilyInjury	1	DisciplineIncident	Y, N	Caused serious bodily injury?

Incident Association Record (I2): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of an Incident Association record must always contain the record identifier 'I2='.

Incident ID: **(Required)** Numeric value from 1 to 9999999999 inclusive (0 [zero] is invalid) and each incident association record must have a matching 'I1' record preceding it (matching data element Incident ID in both records).

Student Number: **(Required)** Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Note: The student number here must match a student number submitted via an 'S1' record for the school.

Caused Incident: **(Required)** Indicate if this student was determined to have caused the incident.

Code	Meaning
Y	Yes, student caused the incident
N	No

Alleged Basis Gender: **(Required)** Indicate if there is an allegation that the incident is on the basis of gender.

Code	Meaning
Y	Yes
N	No

Alleged Basis Race: **(Required)** Indicate if there is an allegation that the incident is on the basis of race, color, or national origin.

Code	Meaning
Y	Yes
N	No

Alleged Basis Disability:**(Required)** Indicate if there is an allegation that the incident is on the basis of disability.

Code	Meaning
Y	Yes
N	No

Alleged Basis Sexual Orientation: **(Required)** Indicate if there is an allegation that the incident is on the basis of sexual orientation.

Code	Meaning
Y	Yes
N	No

Alleged Basis Religion: **(Required)** Indicate if there is an allegation that the incident is on the basis of religion.

Code	Meaning
Y	Yes
N	No

Injured: **(Required)** Indicate if this student was injured in the incident.

Code	Meaning
Y	Yes, student was injured
N	No

Gang Prevention Program: (Required) Indicate if this student was part of a gang prevention program at the time of the incident.

Code	Meaning
Y	Yes, student part of gang prevention program
N	No
U	Unknown

Physical Restraint: (Required) Indicate if physical restraint was used as a behavior emergency safety intervention (see Board Rule R277-609).

Code	Meaning
Y	Yes
N	No

Seclusion: (Required) Indicate if a seclusionary time out was used as a behavior emergency safety intervention (see Board Rule R277-609).

Code	Meaning
Y	Yes
N	No

Discipline Method: (Optional) Indicate if this student was suspended or expelled.

Code	Meaning
S	Suspended
E	Expelled
Blank	Other or no discipline

Number of Days: (Required if Discipline Method is marked) The number of days the Discipline Method was in effect. Decimal value from 000.0 to 180.0 inclusive (000.0 is valid only if Discipline Method is blank. Conversely, if this field is not zero, the Discipline Method must be marked. This field may be reported in one-tenth increments (.1).

In School: (Required) Indicate if the Discipline Method was in school or out of school. Use 'N' if there was no discipline.

Code	Meaning
Y	In school
N	Out of school

Services Offered: (Required) Indicate if services were offered to the student.

Code	Meaning
Y	Yes, services were offered

Code	Meaning
N	No

Note: LEAs must provide services for students with disabilities receiving services under IDEA or Section 504 who are disciplined for more than 10 cumulative days during the school year.

Referred to Police: **(Required)** Indicate if incident was referred to police.

Code	Meaning
Y	Yes, incident referred to police
N	No.

Referred to Court: **(Required)** Indicate if the incident was referred to court.

Code	Meaning
Y	Yes, referred to court.
N	No.

Referred to Program: **(Required)** Indicate if the student was referred to a program.

Code	Meaning
Y	Yes, student referred to a program.
N	No

Alternative Placement: **(Required)** Indicate if alternative placement was provided/administered to the student for this incident.

Code	Meaning
Y	Yes, alternative placement provided
N	No

Hearing Officer Removal: **(Required)** Indicate if removal of the student was done by a hearing officer. Using 'Y' only applies to students with a SCRAM (S2) or Section 504 (S4) record and an error will be flagged if 'Y' here and there was no SCRAM (S2) or Section 504 (S4) record for the student.

Code	Meaning
Y	Yes, removal done by a hearing officer and student has SCRAM record.
N	No

PI Infraction Type: **(Required)** The primary infraction type (or incident type) of the student in this incident. Required for every student (blank is not an option). Must be complete (leading zero if necessary). If "Weapon" is used as the incident type, then something other than "None" must be used in the PI Weapon field.



Code	Meaning
01	Physical Assault
02	Sexual Assault
03	Homicide
04	Fighting (mutual altercation)
05	Harassment, non-sexual (physical, verbal, psychological)
06	Harassment, sexual (unwelcomed sexual assault)
07	Terroristic Threat
08	Threat/Intimidation (causing fear or harm)
09	Robbery
10	Alcohol
11	Tobacco
12	Marijuana
13	Controlled substance
14	Uncontrolled substance
15	Distribution
24	Bullying (as per LEA policy)
25	Disruption
26	Truancy
27	Other
28	Arson
29	Weapon

PI Weapon:

(Required) Primary weapon used in the incident.

Code	Meaning
1	Handgun
2	Rifle
3	Shotgun
4	Other explosive device
5	Knife or other sharp object
6	Other object used as a weapon
7	Substance used as a weapon
8	Look alike
9	None

PI Role:

(Required) The primary role of the student in this incident. Required for every student (blank is not an option).

Code	Meaning
O	Offender
V	Victim
B	Both

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 if 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 if SI2 Infraction Type is blank. See PI Infraction Type above for valid values.

SI3 Weapon: **(Optional)** Indicate another secondary weapon used in the incident. Blank is a valid option unless SI3 Infraction Type is present. See PI Weapon above for valid values.

SI3 Role: **(Optional)** Indicate another secondary role of the student in this incident. Cannot be present if SI3 Infraction Type or SI3 Weapon is blank. Must be present if SI3 Infraction Type and SI3 Weapon are not blank. See PI Role above for valid values.

SI4 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 SI3 Infraction Type is blank. See PI Infraction Type above for valid values.

SI4 Weapon: **(Optional)** Indicate another secondary weapon used in the incident. Blank is a valid option unless SI4 Infraction Type is present. See PI Weapon above for valid values.

SI4 Role: **(Optional)** Indicate another secondary role of the student in this incident. Cannot be present if SI4 Infraction and SI4 Weapon are blank. Must be present if SI4 Infraction Type and SI4 Weapon are not blank. See PI Role above for valid values.

LEA Number: **(Required)** The actual LEA (school) number. This will be validated using the CACTUS database.

School Number: **(Required)** The actual school number. This will be validated against the schools in the CACTUS database.

Caused Serious Bodily Injury: (Required) Indicate whether student caused serious bodily injury. Serious Bodily Injury is defined in (18 USC Section 1365(h)(3)) thus: “A serious bodily injury involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty.”

Code	Meaning
Y	Yes, student caused serious bodily injury
N	No

Incident Association Record (I2): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
I2	Incident Association	Identifying Fields				Student Number, School Number, Incident ID	
		Must be present	001	Err	Must be present - School Number on Incident Association Record	Invalid because School Number is required but is blank	
I2	Incident ID	Must be present	001	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must match Incident ID in 'I1' records	I2.1101	Err	[ColumnName] mismatch - [TableName]	The value [ColumnData] for [ColumnName] is invalid because it does not match any Incident ID in the Incident ('I1') Record with the same School Number.	Must also match on School Number
		Matching 'I1' record must be valid	Dep	Err			
I2	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
		Matching 'SL' record (on Student Number) must be valid	Dep	Err			
I2	Caused Incident	Must be present	001	Err			
		Must be one of: 'Y', 'N'	009	Err			
I2	Alleged Basis Gender	Must be present	001	Err			
	If Present	Must be one of: 'Y', 'N'	009	Err			
I2	Alleged Basis Race	Must be present	001	Err			
	If Present	Must be one of: 'Y', 'N'	009	Err			
I2	Alleged Basis Disability	Must be present	001	Err			
	If Present	Must be one of: 'Y', 'N'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
12	Alleged Basis Sexual Orientation	Must be present	001	Err			
	If Present	Must be one of: 'Y', 'N'	009	Err			
12	Alleged Basis Religion	Must be present	001	Err			
	If Present	Must be one of: 'Y', 'N'	009	Err			
12	Injured	Must be present	001	Err			
		Must be one of: 'Y', 'N'	009	Err			
12	Gang Prevention Program	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
12	Physical Restraint	Must be present	001	Err			
	If Present	Must be one of: 'Y', 'N'	009	Err			
12	Seclusion	Must be present	001	Err			
	If Present	Must be one of: 'Y', 'N'	009	Err			
12	Discipline Method	Blank OK					
	If present:	Must be one of: 'S', 'E'	009	Err			
12	Number of Days, Discipline Method (2)	Cannot be blank or zero if Discipline Method is present	12.1103	Err	Required if [ColumnName2] is present - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank or zero and [ColumnName2] = [ColumnData2]. [ColumnName] must be present and greater than zero if [ColumnName2] is not blank.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be numeric and <= 180	012	Err			
		Must be in increments of .1	I2.1105	Err	Must be in increments of .1 - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because only single decimal increments are allowed.	
I2	Number of Days, Discipline Method (2)	Must be present	I2.1104	Err	[ColumnName] must be present	Invalid because [ColumnName] is blank and Number Of Days '1' is greater than zero.	
I2	In School	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Services Offered	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Referred to Police	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Referred to Court	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Referred to Program	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
I2	Alternate Placement	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Hearing Officer Removal	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Primary Infraction Type	Must be present	001	Err	Must be present - PI Infraction Type on Incident Association Record	Invalid because PI Infraction Type is required but is blank	
		Must be one of: '01' – '27'	009	Err			
I2	Primary Weapon	Must be present	001	Err			
		Must be one of: '01' – '09'	009	Err			
I2	Primary Role	Must be present	001	Err			
		Must be one of: 'O', 'V', 'B'	009	Err			
I2	Secondary 1 Infraction Type	Blank OK					
	If present:	Must be one of: '01' – '15', '24' - '29'	009	Err			
I2	Secondary 1 Weapon	Must be present if Secondary 1 Infraction Type is present	051	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be blank if Secondary 1 Infraction Type is blank	052	Err			
	If present:	Must be one of: '01' – '09'	009	Err			
I2	Secondary 1 Role	Must be present if Secondary 1 Infraction Type is present	051	Err			
		Must be blank if Secondary 1 Infraction Type is blank	052	Err			
	If present:	Must be one of: 'O', 'V', 'B'	009	Err			
I2	Secondary 2 Infraction Type	Must be blank if Secondary 1 Infraction Type is blank	052	Err			
	If present:	Must be one of: '01' – '15', '24' - '29'	009	Err			
I2	Secondary 2 Weapon	Must be present if Secondary 2 Infraction Type is present	051	Err			
		Must be blank if Secondary 2 Infraction Type is blank	052	Err			
	If present:	Must be one of: '01' – '09'	009	Err			
I2	Secondary 2 Role	Must be present if Secondary 2 Infraction Type is present	051	Err			
		Must be blank if Secondary 2 Infraction Type is blank	052	Err			
	If present:	Must be one of: 'O', 'V', 'B'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
I2	Secondary 3 Infraction Type	Must be blank if Secondary 2 Infraction Type is blank	052	Err			
	If present:	Must be one of: '01' – '15', '24' - '29'	009	Err			
I2	Secondary 3 Weapon	Must be present if Secondary 3 Infraction Type is present	051	Err			
		Must be blank if Secondary 3 Infraction Type is blank	052	Err			
	If present:	Must be one of: '01' – '09'	009	Err			
I2	Secondary 3 Role	Must be present if Secondary 3 Infraction Type is present	051	Err			
		Must be blank if Secondary 3 Infraction Type is blank	052	Err			
	If present:	Must be one of: 'O', 'V', 'B'	009	Err			
I2	Secondary 4 Infraction Type	Must be blank if Secondary 3 Infraction Type is blank	052	Err			
	If present:	Must be one of: '01' – '15', '24' - '29'	009	Err			
I2	Secondary 4 Weapon	Must be present if Secondary 4 Infraction Type is present	051	Err			
		Must be blank if Secondary 4 Infraction Type is blank	052	Err			
	If present:	Must be one of: '01' – '09'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
I2	Secondary 4 Role	Must be present if Secondary 4 Infraction Type is present	051	Err			
		Must be blank if Secondary 4 Infraction Type is blank	052	Err			
	If present:	Must be one of: 'O', 'V', 'B'	009	Err			
I1	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
I1	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			

Student Transcript Record (ST)

Record Type "ST=" (Required for all 9 – 12 grade students) Collected using UTREx and eTranscript manifest.

eTranscript submissions may be completed at any time based on student demand but it may be advisable to complete a weekly eTranscript submission. Since UTREx with Transcript manifest collects all UTREx data, a collection with this manifest suffices for the daily submission requirement.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID				ST=	Record ID
STUDENT NUMBER	StudentPersonal/LocalId	0	StudentPersonal	Alphanumeric	LEA-assigned student number
PARENT/GUARDIAN FIRST NAME	StudentDemographicRecord/StudentContactSummary/ParentGuardian1/Name[@Type='04']/FirstName	0	StudentDemographicRecord	No validation	First Name
PARENT/GUARDIAN LAST NAME	StudentDemographicRecord/StudentContactSummary/ParentGuardian1/Name[@Type='04']/LastName	0	StudentDemographicRecord	No validation	Last Name
STUDENT ENTRY DATE	StudentAcademicRecord/EnrollmentHistory/StudentSchoolEnrollmentData/EntryDate	0	StudentAcademicRecord	Numeric 8.0: YYYYMMDD	Date Student Entered High School
STUDENT EXIT DATE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/HighSchoolExitDate	1	StudentPersonal	Numeric 8.0: YYYYMMDD	Date student exited School
GRADUATION DATE	StudentAcademicRecord/AcademicPerformanceSummary/GraduationDate	0	StudentAcademicRecord	Numeric 8.0: YYYYMMDD - output as string	Graduation date if graduated
EXPECTED GRADUATION DATE	StudentAcademicRecord/AcademicPerformanceSummary/ProjectedGraduationDate	0	StudentAcademicRecord	Numeric 8.0: YYYYMMDD - output as string	Projected graduation date

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
DIPLOMA TYPE	StudentAcademicRecod/AcademicPerformanceSummary/GraduationDiplomaType	0	StudentAcademicRecod	Alpha	Basic, GED, Adult, or Certificate of Completion
CUMULATIVE CREDITS	StudentAcademicRecord/AcademicPerformanceSummary/TotalCreditsEarned	0	StudentAcademicRecord	Numeric 3.3	Total Credits Earned
CUMULATIVE UN-WEIGHTED GPA	StudentAcademicRecord/AcademicPerformanceSummary/CumulativeGPA	0	StudentAcademicRecord	Numeric 1.3 NULL Allowed	The average of all class grades based on a 4.0 scale, regardless of class level.
CUMULATIVE WEIGHTED GPA	StudentAcademicRecord/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentAcademicRecordExtensions/WeightedGPA	1	StudentAcademicRecord	Numeric 1.3	The average of all class grades based on a 4.0 scale. Accelerated classes may increase GPA up to a max of 5.0
CUMULATIVE GPA CREDITS	StudentAcademicRecord/AcademicPerformanceSummary/CumulativeGPACreditsEarned	0	StudentAcademicRecord	Numeric 3.3	The number of credits or credit hours used to calculate the GPA that the student has earned to the present time.
TOTAL CREDITS ATTEMPTED	StudentAcademicRecord/AcademicPerformanceSummary/TotalCreditsAttempted	0	StudentAcademicRecord	Numeric 3.3	Total credits attempted by the student

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
CLASS RANK	StudentAcademicRecord/AcademicPerformanceSummary/ClassRank	0	StudentAcademicRecord	Numeric 4.0	The rank order number of the student compared to other students in the grade level based on GPA.
COHORT SIZE	StudentAcademicRecord/AcademicPerformanceSummary/ClassTotalNumber	0	StudentAcademicRecord	Numeric 4.0	The total number of students in the grade level to compare students against.
PERCENTILE RANK	StudentAcademicRecord/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentAcademicRecordExtensions/PercentileRank	1	StudentAcademicRecord	Numeric 2.2	The student's percentile based upon student class rank and the number of students.
GRADE 9 CREDITS EARNED	StudentAcademicRecord/AcademicPerformanceHistory/TermPerformance/CreditsEarned	0	StudentAcademicRecord	Numeric 2.3	Total Credits Earned in 9 th Grade
GRADE 9 GPA	StudentAcademicRecord/AcademicPerformanceHistory/TermPerformance/GPA	0	StudentAcademicRecord	Numeric 1.3	9 th Grade GPA
GRADE 10 CREDITS EARNED	StudentAcademicRecord/AcademicPerformanceHistory/TermPerformance/CreditsEarned	0	StudentAcademicRecord	Numeric 2.3	Total Credits Earned in 10 th Grade
GRADE 10 GPA	StudentAcademicRecord/AcademicPerformanceHistory/TermPerformance/GPA	0	StudentAcademicRecord	Numeric 1.3	10 th Grade GPA

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
GRADE 11 CREDITS EARNED	StudentAcademicRecord/AcademicPerformanceHistory/TermPerformance/CreditsEarned	0	StudentAcademicRecord	Numeric 2.3	Total Credits Earned in 11 th Grade
GRADE 11 GPA	StudentAcademicRecord/AcademicPerformanceHistory/TermPerformance/GPA	0	StudentAcademicRecord	Numeric 1.3	11 th Grade GPA
GRADE 12 CREDITS EARNED	StudentAcademicRecord/AcademicPerformanceHistory/TermPerformance/CreditsEarned	0	StudentAcademicRecord	Numeric 2.3	Total Credits Earned in 12 th Grade
GRADE 12 GPA	StudentAcademicRecord/AcademicPerformanceHistory/TermPerformance/GPA	0	StudentAcademicRecord	Numeric 1.3	12 th Grade GPA
STUDENT ADDRESS LINE 1	StudentPersonal/AddressList/Address[@Type='0765']/Street/Line1	0	StudentPersonal	Alpha-Numeric	Student Address
STUDENT ADDRESS LINE 2	StudentPersonal/AddressList/Address[@Type='0765']/Street/Line2	0	StudentPersonal	Alpha-Numeric	Student Address (Line 2)
STUDENT ADDRESS CITY	StudentPersonal/AddressList/Address[@Type='0765']/City	0	StudentPersonal	Alpha	Student City
STUDENT ADDRESS STATE CODE	StudentPersonal/AddressList/Address[@Type='0765']/StateProvince	0	StudentPersonal	Alpha	Student State
STUDENT ADDRESS COUNTRY	StudentPersonal/AddressList/Address[@Type='0765']/Country	0	StudentPersonal	Alpha	Student Country
LEA NAME	LEAInfo/LEAName	0	LEAInfo	Alpha	LEA Name
SCHOOL NAME	SchoolInfo/SchoolName	0	SchoolInfo	Alpha	School Name
SCHOOL ADDRESS	SchoolInfo/AddressList/Address[@Type='0765']/Street/Line1	0	SchoolInfo	Alpha	School Address

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
SCHOOL CITY	SchoolInfo/AddressList/Address[@Type='0765']/City	0	SchoolInfo	Alpha	School City
SCHOOL STATE	SchoolInfo/AddressList/Address[@Type='0765']/StateProvince	0	SchoolInfo	Alpha	School State
SCHOOL ZIP	SchoolInfo/AddressList/Address[@Type='0765']/PostalCode	0	SchoolInfo	Numeric, 9.0	School Zip
SCHOOL PHONE	SchoolInfo/PhoneNumberList/PhoneNumber[@Type='0096']/Number	0	SchoolInfo	Numeric, 10.0	School Phone
SCHOOL ACCREDITATION				Alpha	Accreditation Rating
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alphanumeric	State-assigned LEA number for submitting school. Must match DI record.
SCHOOL NUMBER				Numeric 3.0 - Output as string	State-assigned number for school submitting record. Must match School Number on S1 record where school is student's school of record.

Student Transcript Record (ST): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of a student transcript. Must always contain the record identifier "ST=".

Student Number: **(Required)** The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, gender, and SSID will be compared to see if it's the same student, which makes it acceptable at the LEA level (not within a school).

Note: Student numbers will be routinely printed on reports, such as individual student test profiles, that the USBE returns to LEAs for use by teachers and parents. We therefore strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.

Parent/Guardian First Name: (Optional) The first name of the student's parent or guardian. Blank ok.

Parent/Guardian Last Name: (Optional) The last name of the student's parent or guardian. Blank ok.

Student Entry Date: **(Optional)** Date the student entered high school. It must include the century. The format is entry date. The format is YYYYMMDD. Blank ok.

Student Exit Date: **(Required if exited from high school)** The day **following** the last day of school membership. If the student exited the same school multiple times, please use the last exit date. It must include the century. The format is YYYYMMDD. If present, the date **must** be within the current school year (July 1 - June 30).

Graduation Date: **(Required if graduated)** The graduation date for the term in which graduation requirements have been met.

Expected Graduation Date: (Required if NOT graduated) The Year and Month the student is expected to graduate.

Diploma Type: **(Required if graduated)** The type of diploma that the student has earned: Basic, GED, Adult, or Certificate of Completion.

Cumulative Credits: **(Required)** The total number of credits or credit hours that the student has earned during their entire academic experience.

Cumulative Un-Weighted GPA: (Required) The un-weighted GPA is the average of all class grades based on a 4.0 scale, peaking at 4.0.

Code	Meaning
'0000' to '4000'	Yes, removal done by a hearing officer and student has SCRAM record.

Code	Meaning
'NGPA'	No GPA – severely disabled Special Ed student OR LEAs that don't give GPA

For actual numeric GPA, DO NOT include the decimal. It is implied to be between positions 1 and 2. Acceptable values range from 0000 to 4000 (implied 0.000 to 4.000), where 4000 means 'A' and 0000 means 'F'.

Blank is an error at year end (grades 9-12). If present in October 1 and December 1 upload(s), or grades other than 9-12, it will be fully edited.

Note 1: It is expected that a numeric Cumulative GPA will be sent in for all Special Ed students for which a GPA can be calculated (by all LEAs that calculate/maintain/give GPAs).

Cumulative Weighted GPA: (Optional) The average of all class grades based on a 4.0 scale. Accelerated classes may increase GPA up to a max of 5.0. For example, one student enrolled in regular courses with three "B"s may have a 3.0 GPA while a student enrolled in advanced courses may have three "B"s and a GPA of 3.5. Blank ok.

Cumulative GPA Credits: (Required) The number of credits or credit hours used to calculate the GPA that the student has earned to the point in time the transcript was generated.

Total Credits Attempted: (Required) The amount of credit attempted for the period of time the record represents. A decimal is implied between the first and second character. Must be complete and all numeric. '0000' is okay.

Class Rank: **(Required)** The rank among others of the same year based on a numeric grade point average.

Cohort Size: **(Required)** The total number of students in the student's graduating class.

Percentile Rank: **(Optional)** The percentile that the student is based upon the class rank and the class size. Blank ok.

Grade 9 Credits Earned: (Required) The number of credits or credit hours the student earned during this session.

Grade 9 GPA: **(Optional)** The grade point average the student earned during this session. Blank ok.

Grade 10 Credits Earned: (Required if Grade Level > 9) The number of credits or credit hours the student earned during this session.

Grade 10 GPA: **(Optional)** The grade point average the student earned during this session. Blank ok.

Grade 11 Credits Earned: (Required if Grade Level > 10) The number of credits or credit hours the student earned during this session.

Grade 11 GPA: (Optional) The grade point average the student earned during this session. Blank ok.

Grade 12 Credits Earned: (Required if Grade Level > 11) The number of credits or credit hours the student earned during this session.

Grade 12 GPA: (Optional) The grade point average the student earned during this session. Blank ok.

Student Address Line 1: (Required) Student's address.

Student Address Line 2: (Optional) Student's address. Blank ok.

Student Address City: (Required) Student's city.

Student Address State Code: (Required) Student's state code.

Student Address Country: (Required if not US) Student's country. Blank ok.

LEA Name: (Required) LEA's (school) name.

School Name: (Required) School's name.

School Address: (Required) School's address.

School City: (Required) School's city.

School State: (Required) School's state code.

School Zip: (Required) The complete nine-digit zip code of the address at which the school resides. Must start with '84'.

School Phone: (Required) The school's complete ten-digit phone number.

School Accreditation: **(Required)** The status/rating of schools accredited by Northwest Accreditation Commission.

LEA Number: **(Required)** The actual LEA number. This will be validated using the CACTUS database.

School Number: **(Required)** The actual school number. This will be validated against schools in the CACTUS.

Student Transcript Record (ST): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
ST	Student Transcript	Identifying Fields				Student Number, School Number	
ST	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
		Matching 'SL' record (on Student Number) must be valid	Dep	Err			
		Transcript records should not be submitted along with an S1X record	ST.1613	Err	Record cannot be a historical update	Invalid because the student record has an 'X' in the residence status field. 'TC' records cannot be part of a historical update.	
ST	Parent/Guardian First Name	Blank OK					
		Max length = 16	005	Err			
ST	Parent/Guardian Last Name	Blank OK					
	If present:	Only valid personal name characters	022	Err			
		Max length = 20	005	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
ST	Student Entry Date	Blank OK					
	If present:	Must be valid date	003	Err			
		Can't be future date	030	Err			
ST	Student Exit Date	Required if student exited (i.e. if 'S1' High School Completion Status is not blank and no open 'S1' record exists)	ST.1601	Err	Required if student exited - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the student has exited high school. Required if 'S1' High School Completion Status is not blank and there are no open 'S1' records.	
		Must be blank if student not exited (i.e. if 'S1' High School Completion Status is blank and open 'S1' record exists)	ST.1602	Err	Must be blank if student not exited - [ColumnName] on [TableName]	Invalid because [ColumnName] = [ColumnData] and the student has not exited high school. Must be blank if 'S1' High School Completion Status is blank and an open 'S1' record exists.	
	If present:	Must be valid date	003	Err			
		Can't be future date	ST.030	Err	Can't be future date – [ColumnName] on [TableName]	The [ColumnData] for [ColumnName] is invalid because it is in the future.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
ST	Graduation Date	Must be present if High School Completion Status = 'GR', 'G3', 'GM', 'GC', 'GG'	ST.1603	Err	Required if student graduated - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the student has graduated (High School Completion Status on 'S1' record one of: 'GR', 'G3', 'GM', 'GC', 'GG', 'GQ').	
	If present:	Must be valid date	003	Err			Partial date (YYYYMM or YYYY-MM), use custom validation
		Can't be future date	030	Err			Partial date (YYYYMM or YYYY-MM), use custom validation
ST	Expected Graduation Date	Must be present if Graduation Date not present	ST.1604	Err	Required if Graduation Date blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and Graduation Date is also blank.	
	If present:	Must be valid date	ST.003	Err	Must be valid date – [ColumnName] on [TableName]	The value [ColumnName] for [ColumnName] is invalid because it is not a valid date	Partial date (YYYYMM or YYYY-MM), use custom validation

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be future date if Graduation Date not present	ST.1605	Err	Must be future if Graduation Date blank - [ColumnName] on [TableName]	Invalid because [ColumnName] = [ColumnData] and Graduation Date is blank, so [ColumnName] must be a future date.	
	Graduation Date, Expected Graduation Date (2)	Must be same as Graduation Date if Graduation Date is present	ST.1606	Err	Date mismatch - [ColumnName] on [TableName]	Invalid because [ColumnName] must equal [ColumnName2] if both are present, but [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2].	
ST	Diploma Type	Must be present if High School Completion Status = 'GR', 'G3', 'GM', 'GC', 'GG'	ST.1607	Err	Required if student graduated - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the student has graduated (High School Completion Status on 'S1' record one of: 'GR', 'G3', 'GM', 'GC', 'GG', 'GQ').	
ST	Cumulative Credits	Must be present	001	Err			
		Must be numeric >= 0	012	Err			
ST	Cumulative Un-Weighted GPA	Must be present	001	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be numeric between 0.000 and 4.000, or 'NGPA'	ST.1608	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be numeric between 0.000 and 4.000, or 'NGPA'.	
ST	Cumulative Weighted GPA	Blank OK					
	If present:	Must be numeric >= 0	012	Err			
		Must be less than or equal to '5'	ST.012	Err	Must be less than or equal to '5' – [ColumnName] on Student Transcript Record	The value [ColumnData] for [ColumnName] is invalid because it is greater than '5' or is not numeric.	
ST	Cumulative GPA Credits	Must be present	001	Err			
		Must be numeric >= 0	012	Err			
ST	Total Credits Attempted	Must be present	001	Err			
		Must be numeric >= 0	012	Err			
ST	Class Rank	Must be present	001	Err			
		Must be numeric	002	Err			
	Class Rank, Cohort Size (2)	Must be between 1 and Cohort Size	ST.1609	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be between 1 and [ColumnData2] ([ColumnName2]).	
ST	Cohort Size	Must be present	001	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be numeric and greater than zero	012	Err			
ST	Percentile Rank	Blank OK					
	If present:	Must be numeric >= 0	012	Err			
		Must be numeric <= 100	012	Err			
ST	Grade 9 Credits Earned	Must be present if grade level greater than 09	ST.001w	Warn	Should be present – [ColumnName] on [TableName]	Warning because [ColumnName] is expected but is blank.	
		Must be numeric >= 0	012	Err			
ST	Grade 9 GPA	Blank OK					
	If present:	Must be numeric >= 0	012	Err			
		Must be numeric <= 4.0	012	Err			
ST	Grade 10 Credits Earned	Must be present if grade level greater than 10	ST.1610	Warn	Expected if grade > '09' - [ColumnName] on [TableName]	Warning because [ColumnName] is blank but is expected if grade level is greater than '09'.	
	If present:	Must be numeric >= 0	012	Err			
ST	Grade 10 GPA	Blank OK					
	If present:	Must be numeric >= 0	012	Err			
		Must be numeric <= 4.0	012	Err			
ST	Grade 11 Credits Earned	Must be present if grade level greater than 11	ST.1611	Warn	Expected if grade > '10' - [ColumnName] on [TableName]	Warning because [ColumnName] is blank but is expected if grade level is greater than '10'.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be numeric >= 0	012	Err			
ST	Grade 11 GPA	Blank OK					
	If present:	Must be numeric >= 0	012	Err			
		Must be numeric <= 4.0	012	Err			
ST	Grade 12 Credits Earned	Must be present if grade level is 12 and current date is after expected or actual graduation date	ST.1612	Warn	Expected if grade > '11' - [ColumnName] on [TableName]	Warning because [ColumnName] is blank but is expected if grade level is greater than '11'.	
	If present:	Must be numeric >= 0	012	Err			
ST	Grade 12 GPA	Blank OK					
	If present:	Must be numeric >= 0	012	Err			
		Must be numeric <= 4.0	012	Err			
ST	Student Address Line 1	Must be present	ST.001	Err	Must be present - [ColumnName] on [TableName]	Invalid because [ColumnName] is required but is blank	
		Max length = 40	005	Err			
ST	Student Address Line 2	Blank OK					
	If present:	Max length = 40	005	Err			
ST	Student Address City	Must be present	001	Err			
		Max length = 24	005	Err			
ST	Student Address State Code	Must be present	001	Err			
		Max length = 4	005	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
ST	Student Address Country	Blank OK					
	If present:	Max length = 2	005	Err			
ST	LEA Name	Must be present	001	Err			
		Max length = 32	005	Err			
ST	School Name	Must be present	001	Err			
		Max length = 32	005	Err			
ST	School Address	Must be present	001	Err			
		Max length = 32	005	Err			
ST	School City	Must be present	001	Err			
		Max length = 24	005	Err			
ST	School State	Must be present	001	Err			
		Max length = 2	005	Err			
ST	School ZIP	Must be present	001	Err			
		Max length = 9	005	Err			
ST	School Phone	Must be present	001	Err			
		Exact length = 10	006	Err			
ST	School Accreditation	Max length = 80	005	Err			
ST	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
ST	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			

Transcript Assessments (TA)

Record Type "TA=" (Required for all 9 - 12 grade students) Collected using UTREx and eTranscript manifest.

Used for reporting LEA-based assessment scores for transcript records (ACT, SAT, AP). Reported for students in grades 9-12 by student's school of record. Populated from SRE data using UTREx with Transcript manifest. SAT and ACT data should be available. AP data will be provided if it is stored in the Assessments structure in the SIS.

eTranscript submissions may be completed at any time based on student demand but it may be advisable to complete a weekly eTranscript submission.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID				TA=	Record ID
STUDENT NUMBER	StudentPersonal/LocalId	0	StudentPersonal	Alphanumeric	LEA-assigned student number
TEST NAME	StudentAcademicRecord/AssessmentPerformanceHistory/Assessment/Name	0	StudentAcademicRecord	Alphanumeric	Assessment Name
TEST DATE	StudentAcademicRecord/AssessmentPerformanceHistory/Assessment/AdministrationDate	0	StudentAcademicRecord	YYYY-MM-DD	Date
SUBTEST	StudentAcademicRecord/AssessmentPerformanceHistory/Assessment/SubTestCategory	0	StudentAcademicRecord	Alphanumeric	Subject Category
TEST SCORE	StudentAcademicRecord/AssessmentPerformanceHistory/Assessment/TestScore	0	StudentAcademicRecord	Alphanumeric	Test Score Reported
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alphanumeric	State-assigned LEA number for submitting school. Must match DI record.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
SCHOOL NUMBER	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	State-assigned number for school submitting record. Must match School Number on S1 record where school is student's school of record.

Transcript Assessments (TA): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of a Transcript Assessment record must always contain the record identifier "TA=".

Student Number: **(Required)** The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, gender, and SSID will be compared to see if it's the same student, which makes it acceptable at the LEA level (not within a school).

Note: Student numbers will be routinely printed on reports, such as individual student test profiles, that the USBE returns to LEAs for use by teachers and parents. We therefore strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.

Test Name: **(Required)** Assessment name, e.g. 'American College Test', as recorded in the SIS. ACT, SAT, and AP test data only.

Test Date: **(Required)** Date the assessment was administered, year is required.

Subtest: **(Optional)** The subtest or subject category of the assessment, e.g. 'English' or 'Composite'. Required for ACT and SAT. Blank ok.

Transcript Assessment (TA): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Field	Notes
TA	Transcript Assessments	Identifying Fields				Student Number, Course Title, Course Record Id, Grading Term	
TA	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
		Matching 'ST' record (on Student Number) must be valid	Dep	Err			
TA	Test Name	Must be present	001	Err			
		Max length = 80	005	Err			
		Warning if Test Name doesn't include one of: 'ACT', 'SAT', 'AP'	TA.1501	Err	Invalid value - [ColumnName] on [TableName]	Invalid because [ColumnData] for [ColumnName] must include one of: 'ACT', 'SAT', 'AP'.	Other identifying substrings may be added.
TA	Test Date	Must be present	001	Err			
		Must be valid date	003	Err			
TA	Subtest	Blank OK					
	If present:	Max length = 80	005	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Field	Notes
TA	Score	Must be present	001	Err			
		Max length = 10	005	Err			
TA	LEA Number	Must be present	001	Err		Invalid because LEA Number is required but is blank	
		LEA Number must match LEA Number in 'DI' records	040	Err			
TA	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			

Transcript Courses (TC)

Record Type “TC=” (Required for all 9 – 12 grade students) Collected using UTREx and eTranscript manifest.

Transcript Courses are submitted by the student’s school of record and are used to report course information for transcripts including current, historical, and transfer courses by submitting courses that were not taken at a Utah public school.

eTranscript submissions may be completed at any time based on student demand but it may be advisable to complete a weekly eTranscript submission.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID				TC=	Record ID
COURSE RECORD ID				Numeric 12.0	Course ID
STUDENT NUMBER	StudentPersonal/LocalId	0	StudentPersonal	Alphanumeric	LEA-assigned student number
COURSE NUMBER	StudentAcademicRecord/CourseHistory/Term/Courses/Course/SchoolCourseInfoData/CourseCode	0	StudentAcademicRecord	Alphanumeric	Local course number if available.
COURSE TITLE	StudentAcademicRecord/CourseHistory/Term/Courses/Course/SchoolCourseInfoData/CourseTitle	0	StudentAcademicRecord	Alphanumeric	Title of course, up to 20 characters.
CORE CODE	StudentAcademicRecord/CourseHistory/Term/Courses/Course/SchoolCourseInfoData/StateCourseCode	0	StudentAcademicRecord	Numeric 11.0 - Output as string	State Core code for Utah public school courses.
CREDITS EARNED	StudentAcademicRecord/CourseHistory/Term/Courses/Course/MarkingPeriods/MarkingPeriod/CourseCreditsEarned	0	StudentAcademicRecord	Numeric 1.3	Credits actually earned for the course.
CREDITS ATTEMPTED	StudentAcademicRecord/CourseHistory/Term/Courses/Course/MarkingPeriods/MarkingPeriod/CourseCreditsAttempted	0	StudentAcademicRecord	Numeric 1.3	Credits attempted by the student

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
GRADE LEVEL	StudentAcademicRecord/CourseHistory/Term/Courses/Course/MarkingPeriods/MarkingPeriod/GradeLevelWhenTaken	0	StudentAcademicRecord	State grade level codes	Student grade level when course taken
SCHOOL YEAR	StudentAcademicRecord/CourseHistory/Term/TermInfoData/SchoolYear	0	StudentAcademicRecord	Numeric 4.0 (YYYY)	Number Century and Year
COURSE SCHOOL NAME	StudentAcademicRecord/SchoolAttendanceHistory/SchoolAttended/SchoolInfoData/SchoolName	0	StudentAcademicRecord	Alphanumeric	School name where course was taken
COURSE SCHOOL CODE	StudentAcademicRecord/SchoolAttendanceHistory/SchoolAttended/SchoolInfoData/NCESid	0	StudentAcademicRecord	Alphanumeric	School code/site number (district and state code) where course was taken
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alphanumeric	State-assigned LEA number for submitting school. Must match DI record.
SCHOOL NUMBER	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	State-assigned number for school submitting record. Must match School Number on S1 record where school is student's school of record.

Transcript Course (TC): Detailed Field Descriptions

Record ID: (Required) The first three characters of a Transcript course record must always contain the record identifier "TC=".

Course Record ID: Internally generated ID for Transcript Grade reference.

Student Number: **(Required)** The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, gender, and SSID will be compared to see if it's the same student, which makes it acceptable at the LEA level (not within a school).

Note: Student numbers will be routinely printed on reports, such as individual student test profiles, that the USBE returns to LEAs for use by teachers and parents. We therefore strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.

Course Number: **(Optional)** Local course number if available. Corresponds to first part of COURSE NUMBER in AM record. This is an eight-digit numeric course and section number. The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks. Blank ok.

Course Title: **(Required)** Title of course, up to 40 characters. Use course title as found in SIS.

Core Code: **(Required)** This is the 11-digit Core Code used in CACTUS (will be validated against the CACTUS database). Must be an ACTIVE core code – it's an error if the code is inactive.

Credits Earned: **(Optional)** Required for grades 9-12, otherwise optional. Credits listed should be actual credits earned to date for course. Blank ok.

Credits Attempted: **(Optional)** Required for grades 9-12, otherwise optional. Credits attempted by the student (potential credits). Blank ok.

Grade Level: **(Required)** Student's current grade level.

Code	Meaning
09-12	For Grade 9-12

Note: During the actual database update process, an error will be flagged and the update stopped if a student's grade level is outside of the grade range for the school as defined in CACTUS, under which the student is submitted.

School Year: **(Required)** School year course was taken, designated by ending year (e.g. '2011' for the 2010-2011 school year).

Transcript Course (TC): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
TC	Transcript Courses	Identifying Fields				Student Number, Course Title, Course Record ID	
TC	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
		Matching 'ST' record (on Student Number) must be valid	Dep	Err			
TC	Course Number	Blank OK					
	If present:	Max length = 12	005	Err			
TC	Course Title	Must be present	001	Err			
	If present:	Max length = 20	005	Err			
TC	Core Code	Blank OK					
	If present:	Exact length = 11	006	Err			
		Positions 1 & 2 cannot be '80'	TC.1301	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because positions 1 & 2 cannot be '80'.	
		Positions 9-11 cannot be '000'	TC.1302	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because positions 9-11 cannot be '000'.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be valid record in CACTUS	TC.1303	Err	Must be valid code in CACTUS - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is not found in CACTUS.	Assumes Core Codes from prior years are retained - use '_X' suffix on REF table.
TC	Credits Earned	Must be present if grade level is 9-12	TC.1304	Err	Must be present for high school student - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required for grades '09' - '12'.	
	If present:	Must be numeric and less than 10.000	012	Err	Must be less than '10' - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not less than '10' or is not numeric.	
	Credits Earned, Credits Attempted (2)	Must be less than or equal to Credits Attempted unless Credits Attempted is blank	TC.1305	Err	[ColumnName] > [ColumnName2] - [TableName]	[ColumnData] for [ColumnName] is invalid because it is greater than [ColumnName2], [ColumnData2] - which is not allowed.	
TC	Credits Attempted	Must be present if grade level is 9-12	TC.1306	Err	Must be present for high school student - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required for grades '09' - '12'.	Renamed from TC.1304 (had in twice)
	If present:	Must be numeric and less than 10.000	012	Err			
TC	Grade Level	Must be present	001	Err			
		Must be one of: '07', '08', '09', '10', '11', '12'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
TC	School Year	Must be present	001	Err			
		Must be numeric	002	Err			
		Exact length = 4	006	Err	Incorrect data length - School Year on Transcript Courses Record	The value [ColumnData] for School Year is invalid because it is not exactly '4' characters in length.	
TC	Course School Name	Must be present	001	Err			
		Max length = 32	005	Err			
TC	Course School Code	Blank OK					
	If present:	Must be numeric	002	Err			
		Exact length = 12	006	Err			
TC	LEA Number	Must be present	001	Err		Invalid because Lea Number is required but is blank	
		LEA Number must match LEA Number in 'DI' records	040	Err			
TC	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
TC	(Multi-record)	Must have at least one associated TG record if Grade Level >= 9	TC.1307	Err	No Grade records for Course - [TableName]	Invalid because at least one grade record is required for each course taken in grades '09' - '12'. [ColumnName] = [ColumnData] but no grade records were found for this 'TC' record.	Renamed from TC.1305 (had in twice)
TC	(Multi-record)	Should have at least one associated TG record if Grade Level < 9 (warning only)	TC.1308	Warn	No Grade records for Course - [TableName]	Warning because no grade records were found for this 'TC' record and [ColumnName] = [ColumnData]. Grade record expected but not required for courses taken in grade levels less than '09'.	Renamed from TC.1306w Use error code TC.1308 for error message.

Transcript Grades (TG)

Record Type “TG=” (Required for all 9 – 12 grade students) Collected using **UTREx and eTranscript** manifest.

Used for reporting term grades earned in a course for transcript records. Populated using SRE data using UTREx with eTranscript manifest. At least one TG record required for each TC record.

eTranscript submissions may be completed at any time based on student demand, but it may be advisable to complete a weekly eTranscript submission.

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID	3				TG=	Record ID
STUDENT NUMBER	10	StudentPersonal/LocalId	0	StudentPersonal	Alphanumeric	LEA-assigned student number
COURSE RECORD ID	12				Numeric 12.0	Course ID
COURSE TITLE	20				Alphanumeric	Title of course, up to 50 characters.
GRADING TERM	10	StudentAcademicRecord/CourseHistory/Term/Courses/Course/MarkingPeriods/MarkingPeriod/TermInfoData/TermCode	0	StudentAcademicRecord	Alphanumeric	Grading term as recorded in SIS
CREDITS EARNED	4	StudentAcademicRecord/CourseHistory/Term/Courses/Course/MarkingPeriods/MarkingPeriod/CourseCreditsEarned	0	StudentAcademicRecord	Numeric 1.3	Credits actually earned for the course.
LETTER GRADE	5	StudentAcademicRecord/CourseHistory/Term/Courses/Course/MarkingPeriods/MarkingPeriod/MarkData/Letter	0	StudentAcademicRecord	Alphanumeric	As recorded in SIS, typically A, B, C...
LEA NUMBER	2	LEAInfo/StateProvinceId	0	LEAInfo	Alphanumeric	State-assigned LEA number for submitting school. Must match DI record.

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
SCHOOL NUMBER	3	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	State-assigned number for school submitting record. Must match School Number on S1 record where school is student's school of record.

Transcript Grades (TG): Detailed Field Descriptions

Record ID: **(Required)** Transcript Grades ("TG"), SIF-only. Used for reporting term grades earned in a course for transcript records.

Student Number: **(Required)** The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, gender, and SSID will be compared to see if it's the same student, which makes it acceptable at the LEA level (not within a school).

Note: Student numbers will be routinely printed on reports, such as individual student test profiles, that the USBE returns to LEAs for use by teachers and parents. We therefore strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.

Course Record ID: Internally generated ID for Transcript Grade reference.

Course Title: **(Required)** Title of course, up to 50 characters. Use course title as found in SIS.

Grading Term: **(Optional)** Grading term as recorded in SIS (e.g. Storecode in PowerSchool). Does not need to match term info values, grades will be listed by ordinal position.

Credits Earned: **(Optional)** Required for grades 9-12, otherwise optional. Credits listed should be actual credits earned to date for course. Blank ok.

Letter Grade: **(Required)** As recorded in SIS, typically A, B, C... Any value up to 5 characters is accepted if found in standard or submitted grade scale.

Transcript Grades (TG): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
TG	Transcript Grades	Identifying Fields				Student Number, Course Title, Course Record ID, Grading Term	
TG	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
TG	Course Record ID	Must be present	001	Err			
		Must match Course Record ID in 'TC' records	TG.1401	Err	[ColumnName] mismatch - [TableName]	[ColumnData] for [ColumnName] is an internal manifest value that was not found in the 'TC' record. This is a manifest error and should be reported as a bug.	Retain this validation
		Matching 'TC' record (on Course Record Id) must be valid	Dep	Err			Retain this dependency
TG	Course Title	Copied from TC, no validations					
TG	Grading Term	Blank OK					
	If present:	Max length = 10	005	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
TG	Credit Earned	Blank OK					Use to sum total credit earned for course.
	If present:	Must be numeric and less than 10.000	012	Err	Must be less than '10' – [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not less than '10' or is not numeric.	
		Must be less than or equal to Credits Attempted in corresponding 'TC' record unless Credits Attempted is blank	TG.1402	Err	Invalid value - [ColumnName] on [TableName]	Invalid because [ColumnData] for [ColumnName] is greater than Credits Attempted on the corresponding 'TC' record, which is not allowed.	
TG	Letter Grade	Must be present	001	Err			
		Max length = 5	005	Err			
TG	LEA Number	Must be present	001	Err		Invalid because LEA Number is required but is blank	
		LEA Number must match LEA Number in 'DI' records	040	Err			
TG	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			

Level 2 Exceptions

Exception Type	Error Status	Description	Tips/Guidelines for Resolving
Permanent Exit	Fatal	Triggered if a student was exited from a district with the reason code of DE; or with a HS completion code of GR, G3, GM, GC, GQ, or AO; or is not Special Ed and has a HS Completion code of GG or CT. YIC Time C students are exempt from this validation unless exit code DE or HS completion status AO.	A historical update form will need to be submitted for the student with the change in exit code or high school completion status change.
New SSID	Warning	Triggered when an LEA submits a student with a new SSID but the student had been submitted by an LEA with a different SSID in the past. UTREx matches based on First, Last, and Middle Names, Date of Birth, and Gender.	Contact the other LEA to investigate. If this is the same student, contact USBE to merge the 2 SSIDs. The lower number will become the new SSID. If it is 2 separate students, contact USBE to have them submitted.
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) 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). 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.
Student Grade Level Inconsistency	Warning	Triggered when a student's reported grade level in the current year differs by 2 grade levels from the previous year.	Mostly occurs due to a typo or otherwise inaccurate historical data. If the student has legitimately skipped a grade(s), this warning may be ignored.

Exception Type	Error Status	Description	Tips/Guidelines for Resolving
Student Grade Level Inconsistency	Fatal	Triggered when a student's reported grade level in the current year differs by 3 or more grade levels from the previous year.	Mostly occurs due to a typo or otherwise inaccurate historical data.
Dual SCRAM	Warning	Triggered when a student has dual SCRAM records in two schools at the same time. The error will remain a warning until the 19 th day. SCRAM students may only have one SCRAM record at a time.	Only one school can have an IEP for a student at a time. Please work out with the other school who should have the IEP.
Dual SCRAM	Fatal	Triggered when a student has dual SCRAM records in two schools at the same time. The error will become fatal at the 20 th day. SCRAM students may only have one SCRAM record at a time.	Only one school can have an IEP for a student at a time. Please work out with the other school who should have the IEP.
First Enroll in US	Fatal	Triggered when a student has a 'First Enroll in US' date that is before their birthdate or after their first school enrollment date.	Ensure that the student's 'First Enroll' in US date is after their birthdate and prior to their first school enrollment date.
Invalid Address	Warning	This validation is for Charter schools only. This validation triggers when a student's address cannot be validated and therefore used to check the district of residence field.	Please check the student's address to make sure it is valid.
Invalid District of Residence	Warning	This validation is for Charter schools only. This validation triggers when a student's address is not within the boundaries of the district of residence reported.	Please check within which district's boundaries the student lives.

Exception Type	Error Status	Description	Tips/Guidelines for Resolving
Dual Kindergarten	Warning	Triggered when a student has Kindergarten enrollment records in two LEAs at the same time. The error will remain a warning until the 19th day. According to R277-419 A kindergarten student may only enroll in one LEA at a time.	A kindergarten student may only enroll in one LEA at a time. Please work with the parent and the other LEA to determine which enrollment should persist.
Dual Kindergarten	Fatal	Triggered when a student has Kindergarten enrollment records in two LEAs at the same time. The error will become fatal at the 20th day. According to R277-419 A kindergarten student may only enroll in one LEA at a time.	A kindergarten student may only enroll in one LEA at a time. Please work with the parent and the other LEA to determine which enrollment should persist.

Language Codes:

All federal language codes now available to be sent in to UTREx.

Language	Code
Abkhazian	ABK
Achinese (Aceh)	ACE
Acoli	ACH
Adangme	ADA
Adyghe; Adygei	ADY
Afar	AAR
Afrihili	AFH
Afrikaans	AFR
Afro-Asiatic languages	AFA
Ainu	AIN
Akan	AKA
Akkadian	AKK
Albanian	ALB
Algonquian languages	ALG
Altaic languages	TUT
American Sign Language	ASE
Amharic	AMH
Angika	ANP
Anuak (Anywa(k))	ANU
Apache	APA
Arabic	ARA
Aragonese	ARG
Arapaho	ARP
Arawak	ARW
Armenian	ARM
Aromanian; Arumanian; Macedo-Romanian	RUP
Artificial languages	ART
Assamese	ASM
Assyrian Neo-Aramaic	AII
Asturian; Bable; Leonese; Asturleonese	AST
Athapascan languages	ATH
Australian native languages (Kamilarai, Pama-Nyugan, Gunwinyquan)	AUS
Austronesian languages	MAP
Avaric	AVA
Avestan	AVE
Awadhi	AWA

Language	Code
Aymara	AYM
Azerbaijani	AZE
Balinese	BAN
Baltic languages	BAT
Baluchi	BAL
Bambara	BAM
Bamileke languages	BAI
Banda languages	BAD
Bantu	BNT
Basa	BAS
Bashkir	BAK
Basque	BAQ
Batak languages	BTK
Beja; Bedawiyet	BEJ
Belarusian	BEL
Bemba	BEM
Bengali	BEN
Berber languages	BER
Bhojpuri	BHO
Bihari languages	BIH
Bikol	BIK
Bini; Edo	BIN
Bislama	BIS
Blin; Bilin	BYN
Blissymbols; Blissymbolics; Bliss	ZBL
Bokmål, Norwegian; Norwegian Bokmål	NOB
Bosnian	BOS
Braj	BRA
Breton	BRE
Buginese	BUG
Bulgarian	BUL
Buriat	BUA
Burmese	BUR
Caddo	CAD
Cambodian (Khmer)	KHM
Cantonese	YUE
Catalan	CAT
Caucasian languages	CAU

Language	Code
Cebuano - Philippines	CEB
Celtic languages	CEL
Central American Indian Languages	CAI
Central K'iche'	QUC
Chagatai	CHG
Chamic languages	CMC
Chamorro	CHA
Chechen	CHE
Cherokee	CHR
Cheyenne	CHY
Chibcha	CHB
Chichewa	CHW
Chinese (other than Cantonese or Mandarin)	CHI
Chinook jargon	CHN
Chipewyan; Dene Suline	CHP
Choctaw	CHO
Chuukese (Trukese)	CHK
Chuvash	CHV
Classical Newari; Old Newari; Classical Nepal Bhasa	NWC
Classical Syriac	SYC
Coptic	COP
Cornish	COR
Corsican	COS
Cree	CRE
Creek	MUS
Creole English-based (other than Tok Pisin)	CPE
Creole French-based (other than Haitian)	CPF
Creole Portuguese-based	CPP
Creoles and pidgins	CRP
Crimean Tatar; Crimean Turkish	CRH
Croatian	SCR
Cushitic	CUS
Czech	CZE
Dakota	DAK
Danish	DAN
Dargwa	DAR

Language	Code
Dari (Eastern Farsi)	PRS
Delaware	DEL
Dholuo	LUO
Didinga	DID
Dinka	DIN
Divehi; Dhivehi; Maldivian	DIV
Dogri	DOI
Dogrib	DGR
Dravidian languages	DRA
Duala	DUA
Dutch (Flemish)	DUT
Dyula	DYU
Dzongkha	DZO
Eastern Frisian	FRS
Efik	EFI
Egyptian (Ancient)	EGY
Ekajuk	EKA
Elamite	ELX
English	ENG
Erzya	MYV
Eskimo-Aleut	XEA
Esperanto	EPO
Estonian	EST
Ewe	EWE
Ewondo	EWO
Fang	FAN
Fanti	FAT
Faroese	FAO
Fijian	FIJ
Filipino (Pilipino)	FIL
Finnish	FIN
Finno-Ugrian languages	FIU
Fon	FON
French	FRE
Friulian	FUR
Fulah	FUL
Gaelic; Scottish Gaelic	GLA
Galibi Carib	CAR
Galician	GLG
Ganda	LUG
Ga-Rankuwa	GAR

Language	Code
Gayo	GAY
Gbaya	GBA
Gbe(includes Ewe and Fun)	GBE
Geez	GEZ
Georgian	GEO
German	GER
Germanic languages	GEM
Gilbertese	GIL
Gokana	GKN
Gondi	GON
Gorontalo	GOR
Goshute	XGO
Gothic	GOT
Grebo (Globo)	GRV
Greek	GRE
Guarani	GRN
Gujarati	GUJ
Gwich'in	GWJ
Haida	HAI
Haitian	HAT
Hakha Chin	CNH
Hausa	HAU
Hawaiian	HAW
Hebrew	HEB
Herero	HER
Hiligaynon	HIL
Himachali languages; Western Pahari languages	HIM
Hindi	HIN
Hiri Motu	HMO
Hittite	HIT
Hmong	HMN
Hopi	HOP
Hungarian	HUN
Hupa	HUP
Iban	IBA
Icelandic	ISL
Ido	IDO
Igbo (Ibo)	IBO
Ijo languages	IJO
Iloko	ILO

Language	Code
Inari Sami	SMN
Indic languages	INC
Indo-European languages	INE
Indonesia	IND
Ingush	INH
Interlingua (International Auxiliary Language Association)	INA
Interlingue; Occidental	ILE
Inuktitut	IKU
Inupiaq	IPK
Iranian languages	IRA
Irish	GLE
Iroquoian languages	IRO
Italian	ITA
Japanese	JPN
Javanese	JAV
Judeo-Arabic	JRB
Judeo-Persian	JPR
Kabardian	KBD
Kabyle	KAB
Kachin; Jingpho	KAC
Kakwa	KEO
Kalaallisut; Greenlandic	KAL
Kalmyk; Oirat	XAL
Kamba	KAM
Kannada	KAN
Kanuma	KNU
Kanuri	KAU
Karachay-Balkar	KRC
Kara-Kalpak	KAJ
Karelian	KRL
Karen	KAR
Kashmiri	KAS
Kashubian	CSB
Kawi	KAW
Kazakh	KAZ
Khasi	KHA
Khoisan languages	KHI
Khotanese; Sakan	KHO
Kikuyu; Gikuyu	KIK

Language	Code
Kimbundu	KMB
Kinyarwanda	KIN
Klingon; tlhIngan-Hol	TLH
Komi	KOM
Kongo	KON
Konkani	KOK
Korean	KOR
Kosraean	KOS
Kpelle	KPE
Krahn	KRW
Kru	KRO
Kuanyama; Kwanyama	KUA
Kumyk	KUM
Kurdish	KUR
Kurukh	KRU
Kutenai	KUT
Kyrgyz	KIR
Ladino	LAD
Lahnda	LAH
Lamba	LAM
Land Dayak languages	DAY
Lao	LAO
Latin	LAT
Latvian	LAV
Lezghian	LEZ
Limburgan; Limburger; Limburgish	LIM
Lingala	LIN
Lithuanian	LIT
Lojban	JBO
Lower Sorbian	DSB
Lozi	LOZ
Luba-Katanga	LUB
Luba-Lulua	LUA
Luiseno	LUI
Lule Sami	SMJ
Lunda	LUN
Lushai	LUS
Luxembourgish; Letzeburgesch	LTZ
Maay (Maimai Rahanween)	YMM

Language	Code
Mabaan	MAB
Macedonian	MAC
Madi	MHI
Madurese	MAD
Magahi	MAG
Maithili	MAI
Makasar	MAK
Malagasy	MLG
Malay	MAY
Malayalam or Kairali	MAL
Maltese	MLT
Manchu	MNC
Mandar	MDR
Mandarin	CMN
Mandingo	MAN
Manipuri	MNI
Manobo languages	MNO
Manx	GLV
Maori	MAO
Mapudungun; Mapuche	ARN
Marathi	MAR
Mari	CHM
Marshallese	MAH
Marwari	MWR
Masai	MAS
Masalit	MLS
Mayan languages	MYN
Mende	MEN
Mi'kmaq; Micmac	MIC
Minangkabau	MIN
Mirandese	MWL
Mohawk	MOH
Moksha	MDF
Mongo	LOL
Mongolian	MON
Mon-Khmer languages	MKH
Montenegrin	CNR
Mortlockese	MRL
Mossi	MOS
Multiple languages	MUL
Munda languages	MUN

Language	Code
Mushungulu	XMA
Nahuatl languages	NAH
Nauru	NAU
Navajo	NAV
Ndebele, North; North Ndebele	NDE
Ndebele, South; South Ndebele	NBL
Ndonga	NDO
Neapolitan	NAP
Nepal Bhasa; Newari	NEW
Nepali	NEP
Ngambay	SBA
Nias	NIA
Niger-Kordofanian languages	NIC
Nilo Sarahan	SSA
Niuean	NIU
N'Ko	NQO
No linguistic content; Not applicable	ZXX
Nogai	NOG
Norse, Old	NON
North American Indian (other than any listed separately)	NAI
Northern Frisian	FRR
Northern Sami	SME
Norwegian	NOR
Norwegian Nynorsk; Nynorsk, Norwegian	NNO
Nubian	NUB
Nuer	NUS
Nyamwezi	NYM
Nyankole	NYN
Nyoro	NYO
Nzima	NZI
Occitan	OCI
Ojibwa	OJI
Oriya	ORI
Oromo	ORM
Osage	OSA
Ossetian; Ossetic	OSS

Language	Code
Otomian languages	OTO
Pahlavi	PAL
Paiute	XPI
Palauan	PAU
Pali	PLI
Pampanga; Kapampangan	PAM
Pangasinan	PAG
Papiamento	PAP
Papuan languages	PAA
Pedi; Sepedi; Northern Sotho	NSO
Persian (Farsi)	PER
Philippine languages	PHI
Phoenician	PHN
Pingelapese	PIN
Pohnpeian	PON
Polish	POL
Portuguese	POR
Prakrit languages	PRA
Punjabi	PAN
Pushto (Pashto)	PUS
Quechua	QUE
Rajasthani	RAJ
Rapanui	RAP
Rarotongan; Cook Islands Maori	RAR
Rohingya	RHG
Romance languages	ROA
Romanian	RUM
Romansh	ROH
Romany	ROM
Ronga	RNG
Rundi (Kirundi, Urundi)	RUN
Russian	RUS
Salishan languages	SAL
Samaritan Aramaic	SAM
Sami languages	SMI
Samoan	SMO
Sandawe	SAD
Sango	SAG
Sanskrit	SAN
Santali	SAT

Language	Code
Sardinian	SRD
Sasak	SAS
Scots	SCO
Selkup	SEL
Semitic languages	SEM
Serbian	SCC
Serer	SRR
Shan	SHN
Sherpa	XSR
Shona	SNA
Shoshone	SHH
Sichuan Yi; Nuosu	III
Sicilian	SCN
Sidamo	SID
Sign Languages	SGN
Siksika	BLA
Sindi	SND
Sinhalese	SIN
Sino-Tibetan languages	SIT
Siouan (Sioux)	SIO
Skolt Sami	SMS
Slave (Athapascan)	DEN
Slavic languages	SLA
Slovak	SLK
Slovenian	SLV
Sogdian	SOG
Somali	SOM
Songhai languages	SON
Soninke	SNK
Sorbian languages	WEN
Sotho, Southern	SOT
South American Indian languages	SAI
Southern Altai	ALT
Southern Sami	SMA
Spanish	SPA
Sranan Tongo	SRN
Standard Moroccan Tamazight	ZGH
Sukuma	SUK
Sumerian	SUX

Language	Code
Sundanese	SUN
Susu	SUS
Swahili	SWA
Swati	SSW
Swedish	SWE
Swiss German	GSW
Tagalog	TGL
Tahitian	TAH
Tai languages	TAI
Tajik	TGK
Tamashek	TMH
Tamil	TAM
Tatar	TAT
Telugu	TEL
Tereno	TER
Tetum	TET
Thai	THA
Tibetan	TIB
Tigre	TIG
Tigrigna (Tigrinya)	TIR
Timne	TEM
Tiv	TIV
Tlingit	TLI
Tohono O'odham (Papago)	OOD
Tok Pisin	TPI
Tokelau	TKL
Tonga (Nyasa)	TOG
Tongan	TON
Tsimshian	TSI
Tsonga	TSO
Tswana	TSN
Tumbuka	TUM
Tupi languages	TUP
Turkish	TUR
Turkmen	TUK
Tuvalu	TVL
Tuvinian	TYV
Twi	TWI
Udmurt	UDM
Uduk (Twampa)	UDU
Ugaritic	UGA

Language	Code
Uighur; Uyghur	UIG
Ukrainian	UKR
Umbundu	UMB
Uncoded languages	MIS
Undetermined	UND
Upper Sorbian	HSB
Urdu	URD
Ute	UTE
Uzbek	UZB
Vai	VAI
Venda	VEN
Vietnamese	VIE
Volapük	VOL
Votic	VOT
Wakashan languages	WAK
Walloon	WLN
Waray	WAR
Washo	WAS
Welsh	WEL
Western Farsi	PES

Language	Code
Western Frisian	FRY
Wolaitta; Wolaytta	WAL
Wolof (Gambian)	WOL
Xhosa	XHO
Yakut	SAH
Yao	YAO
Yapese	YAP
Yiddish	YID
Yoruba	YOR
Yupik languages	YPK
Zande languages	ZND
Zapotec	ZAP
Zaza; Dimili; Dimli; Kirdki; Kirmanjki; Zazaki	ZZA
Zenaga	ZEN
Zhuang; Chuang	ZHA
Zulu	ZUL
Zuni	ZUN

Revisions History:

- **June 2020**
 - Added information on the forthcoming 'CB' [exit code](#) for early graduates from a Competency Based Education program, and forthcoming new validations ([1](#), [2](#)) related to the CB exit code.
- **March 2020**
 - Added preliminary information on five forthcoming new validations ([1](#), [2](#), [3](#), [4](#), [5](#)) related to CTE Utech courses (courses with '11' in positions 7 and 8 of the core code) and the [Where Taught District](#), [Where Taught School](#) and [Teacher 1 ID](#) fields in the Course Membership record.
 - Added information about SIF object submission requirements for [S2](#), [S3](#), and [S4](#) records
 - Clarified that the M and F [gender](#) codes are defined, and all other letters are undefined
- **July 2019**
 - Updated the [S1 Exit Code](#) notes to include more information about transfer to homeschool codes (TH and CH) and required documentation.
- **June 2019**
 - Updated the [S1 Exit Code](#) list to include the new "Promoted" (PR) code and removed the "Transfer Under NCLB" (TN) code which was not continued under ESSA.
 - Updated the [S2 Exit Reason](#) list to include the new "Promoted" (P) code.
 - Updated the [S3 Exit Reason](#) list to include the new "Promoted" (P) code.
 - Updated the [S4 Exit Reason](#) list to include the new "Promoted" (P) code.
 - Added a new validation [S1.397](#): a fatal error that triggers when a student is not in their cohort year and has been submitted with the RA high school completions status code.
 - Added information on new [level 2 Dual Kindergarten warning](#) and [level 2 Dual Kindergarten fatal error](#).
 - Updated information on [SCRAM Environment codes](#) to reflect new Federal reporting requirements for 5-year-olds, which, starting in the 2019-20 school year, are now dependent on the grade level in which the 5 year old student is enrolled.
 - Updated validations [S2.621](#) and [S2.622](#) to reflect the changes in how SCRAM Environment codes are reported for 5-year-olds (starting in the 2019-20 school year).
 - Added clarifications about the functionality of the [School of Record](#) field.
- **May 2019**
 - Updated [Exit Code](#) Notes to reflect that LEAs should now use the TP code for students transferring to either of the Job Corps schools (Weber Basin or Clearfield)
- **April 2019**
 - Added new validation [S1.396](#): a warning that triggers when a student has more than 20 days of total membership (regular+scram c+yic c) AND 0 days of attendance



- **March 2019**
 - Corrected SIF Xpath Mapping for 'Caused Serious Bodily Injury'
- **December 2018**
 - The S2.620 validation was deprecated several years ago but was not deleted from the specs. If a student is in PK and has a regular percent reported, we just ignore it. It was unnecessary to have this trigger a fatal error or even a warning. The item will be deleted in a future version of the specs and is crossed out for now.
- **October 2018**
 - Added SIF Xpath Mapping information for Incident Association fields, including 5 new 'Alleged Basis' fields, two new 'Emergency Safety Intervention' fields, and the 'Serious Bodily Injury' field.
- **September 2018**
 - Corrected a validation ID (from S4.704 to S4.703)
 - Added a new validation ID S4.504
 - Added additional 009 validations for new 'alleged basis' and emergency safety interventions fields in the Incident Association Errors table
- **August 2018**
 - Made Clarifications in the Specs regarding Student School Membership level 2 warning to reflect that the calculation eligible membership for a student who transfers between LEAs is based on the number of LEAs in which a student is enrolled, with regular membership reported, (rather than on the number of schools).
 - Updated the Birth Date validation S1.309 to reflect new Utah law and Board Rule that establishes a single cutoff date for enrollment by a student who will turn 22 during the school year. If a student's calculated age is 21 as of July 1 of the school year the student will be allowed to enroll and attend school for the entire year.
 - Updated references to Utah Codes and Board Rules throughout document.
 - Updated contact persons and information throughout document
 - Updated the Specs to include new high school completion status codes 'GA' (Alternate Diploma) and 'RA' (retained senior on path to an Alternate Diploma).
 - Added a new validation (S1.395) that only allows the 'GA' and 'RA' codes to be submitted for students with a scam record with the 1% flag marked 'Y'.
 - 'GA' is an allowable high school completions status for use when a student has an early graduate or 'OG' exit code submitted (S1.361, S1.362, and S1.363). These changes will be available in UTREx in the 2019 school year.
 - 'RA' is an allowable high school completion status if the student is in grade 11 or 12 (S1.358).
 - Updated the description for the 'is one percent' field in the S2 record to include a reference to new Board Rule, R277-705, defining a Significant Cognitive Disability (SCD)
 - Updated the description for the 'is one percent' field in the S2 record to reflect that it's functional purpose has been extended from identifying students with a SCD who should take



Alternate Assessments to also identifying students with a SCD who are eligible to be on path to an Alternate Diploma and to attain an Alternate Diploma, for whom a high school completion status of RA or GA may be submitted.

- **April 2018**

- Updated Specs to reflect the change that Intellectual Disability is no longer referred to as “Mental Retardation” by the U.S. Department of Education. The announcement is available on the DOE IDEA website: News Release: <https://sites.ed.gov/idea/final-regulations-replace-phrase-mental-retardation-with-intellectual-disability/>

- **February 2018**

- Updated language introducing the I1 (Incident) and I2 (Incident Association) records to reflect changes in guidance on entering this data. Updated contact information for questions regarding incident data.
- Added preliminary information on seven new incident data fields (five to report allegations of discrimination as the basis for the incident, and two to collect information on behavior emergency safety interventions). LEAs must be able to submit data in these fields by the end of year upload of the 2018-2019 school year.
- The S1.349 validation on the read grade level fields has been deprecated.
- The S1.387 validation on the ROGL composite fields has been deprecated.
- Updated the language for the Read Grade Level and ROGL Composite fields to reflect that they are no longer required fields.
- Updated the information in the birth date field and the S1.310 birth date validation to allow records for students with calculated age less than 3 if membership is 0.
- Updated the S1.337 and S1.338 validations to trigger for immigrant students
- Updated the contact person for SCRAM questions.
- Level 2 Validation ‘First Enroll in US’ will now trigger for all students with a First Enroll in US date entered.
- All federal language codes are now allowed to be submitted to UTREx. See updated Language code tables.

- **November 2017**

- Student Gender Collection Requirement Update

- **August 2017**

- Added new S4 record for collecting 504 accommodations information per Board Rule R277-753. LEAs must be able to submit data in these fields by the end of year upload of the 2018-2019 school year.
- Validation error IDs will be forthcoming.

- **May 2017**

- Updated S1.366 validation error to allow first enroll in US date to be a future date (though it cannot be later than the school entry date.
- Updated birth date calculated age information and the related validation (S1.309) to more accurately mirror the law regarding enrollment for students who turn 22. The change in the

S1.309 validation will take effect in the 2018 school year. Students may not enroll between the first day of school and December 31 if they are over 21 as of the first day of school for the school they are attending. Students may not enroll between January 1 and the end of the school year if they are over 21 as of January 1.

- Updated SCRAM (S2) Environment codes so they are consistent throughout this document.
- Updated language regarding SCRAM (S2) Time, Regular Percent, and Environment codes. The old language made it seem that these codes had to be entered in the scram record according to the calculated age of the student on Dec 1. Time codes are not age-based at all; rather, they are grade-based. Environment and Regular Percent requirements are dependent on both grade and age. The language was correct regarding grade-based requirements for these codes, but the age-based language was misleading. Environment and Regular Percent codes must be appropriate for the calculated age on any given day and must be changed on the student's 6th birth day.
- Updated language regarding SCRAM (S2) Time codes regarding kindergarten minutes. Kindergarteners who are in full or extended day kindergarten should be treated similarly to students in grades 1-12 in assigning a Time code. Only students in regular half day kindergarten have different 'minutes' guidelines for assigning a Time code.
- Added Language Code: Latin (LAT)

- **April 2017**

- Grades Earned Updated: no longer optional, it is required Grades 9-12
- Primary Enrollment and Concurrent Registration have been removed as Level 2 Validations
- S1.337 (ELL native language) and s1.338 (ELL parent language) validations updated to be fatal errors year-round
- Added description for ELL parent language, which was missing (this is not a new data field)
- Added Utah State Seal of Biliteracy Specifications
- Added Middle Name to attributes that must be unique when matching SSID Information

- **January 2017**

- The Concentrator, Voc-Academ Disadv, and Tech Prep fields have been removed
- New Level 1 Validation to ensure School Numbers are unique SC.208
- Update to Student School Membership validation and tips/guidelines

- **October 2016**

- Updated Permanent Exit Level 2 Descriptions.
- Added Two New Validations based on the District of Residence Field.
- GQ Code added to s1.363, st.1603 and st.1607 Validations
- Permanent Exit Level Fatal 2 Error – GQ added as Acceptable Code
- No Longer Collecting CIP Codes



- **August 2016:**
 - Removed from Student Record S1 Errors:
 - For grades other than 1-3, must be BLANK S1.352w Warn [ColumnName] present, student not grade 01-03 - Student Record Warning because [ColumnData] for [ColumnName] is not blank and the student is not in grades 01 - 03.
 - For grades other than 1-3, must be BLANK S1.350w Warn [ColumnName] present, student not grade 01-03 - Student Record Warning because [ColumnData] for [ColumnName] is not blank and the student is not in grades 01 - 03.
 - Reading on Grade Level: Updates to S and E Code Descriptions and Notes
 - New Graduation Code– GQ
 - Updates to the High School Completion Status Notes
 - Dropout Recovery Program: Due to changes enacted by Utah Code 53A-15-19, these fields will no longer be populated for the 2015-16 school year.
- **February 2016:**
 - Added new Passed Civics Exam field and validation to the Student (S1) record.
 - Added new validation S1.392 to check that a submitted SSID is not in use by another student and matches the SSID database.
 - Removed the 'Duplicate SSID' Level 2 validation, which has been replaced by the new S1.392 validations.
 - Revised text to reflect recent changes to the YIC (Youth in Care) program name.
 - Removed all references to flat files, which are no longer accepted by UTREx.
- **January 2016:**
 - Updated notes for the Migrant, Read Grade Level, and Military Child fields on the Student (S1) record.
 - Added an Errors section for the Student List (SL) record immediately following the S1 Errors pages.
 - Added new validation SL.506 to check a student's birthdate and gender against the SSID system.