

1 **R277. Education, Administration.**

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

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

4 (1) This rule is authorized by:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

32 (3) "Comprehensive Administration of Credentials for Teachers in Utah Schools"  
33 or "CACTUS" means the ~~[same as that term is defined in Subsection R277-512(1)(a):]~~  
34 online licensing database maintained by the Superintendent, which will be phased out  
35 and replaced by EdUcate.

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

38 ([4]5) "Data Warehouse" means the database of demographic information,  
39 course taking, and test results maintained by the USOE on all students enrolled in Utah  
40 schools.

41 (6) "Designated individual" means:

42 (a) an LEA governing board chair;

43 (b) a local administrator;

44 (c) a business administrator; or

45 (d) a school principal.

46 ([5]7) "EDEN" means the Education Data Exchange Network, the mechanism by  
47 which state education agencies are mandated to submit data to the U.S. Department of  
48 Education.

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

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

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

55 ([6]11) "LEA" includes, for purposes of this rule, the Utah Schools for the Deaf

56 and the Blind.

57 (12) "LEA demographic information" means:

58 (a) the LEA name;

59 (b) the LEA number;

60 (c) the physical address;

61 (d) the website;

62 (e) a phone number; and

63 (f) the LEA's grade range.

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

66 ([7]14) "MSP" means Minimum School Program, the set of state supported K-12  
67 public school funding programs.

68 (15) "School demographic information" means:

69 (a) the school name;

70 (b) the school number;

71 (c) the physical and mailing address;

72 (d) the website;

73 (e) a phone number;

74 (f) the school type; and

75 (g) the school grade range.

76 ([8]16) "Schools interoperability framework" or "SIF" means an open global  
77 standard for seamless, real time data transfer and usage for Utah public schools.

78 ([9]17) "Student achievement backpack" has the same meaning as that term is  
79 defined in Subsection [53E-3-511\(1\)\(d\)](#).

80 ([10]18) "Student information system" or "SIS" means a student data collection  
81 system used for Utah public schools.

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

83 ([14]19) "Utah eTranscript and Record Exchange" or "UTREx" means a system

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

88 ([12]20) "Utah Student Record Store" has the same meaning as that term is  
89 defined in Subsection 53E-3-511(e).

90 ([13]21) "Year" means both the school year and the fiscal year for a Utah LEA,  
91 which runs from July 1 through June 30.

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

93 \_\_\_\_\_ (1) This rule incorporates by reference the Board Reporting Deadline Table  
94 dated October 1, 2021.

95 \_\_\_\_\_ (2) A copy of the Board Reporting Deadline Table is located at:

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

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

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

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

101 (2) An LEA shall, by 5:00 p.m. Mountain Standard Time on the date specified in  
102 [~~Table 1~~] the Board Reporting Deadline Table, submit reports in the format specified by  
103 the Superintendent.

104 (3) If a deadline in [~~Table 1~~] the Board Reporting Deadline Table falls on a  
105 weekend or state holiday in a given year, an LEA shall submit the report on the next  
106 business day following the date specified in [~~Table 1~~] the Board Reporting Deadline  
107 Table.

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

109

[TABLE 1

110

Reporting Deadlines

111

Report \_\_\_\_\_ Deadline

112

Adult Education - Final Report -

113

-Prior Year \_\_\_\_\_ July 15

114

Adult Education - Final Audit Report -

115

-Prior Year \_\_\_\_\_ September 15

116

Annual Assurance Letter - R277-108 \_\_\_\_\_ October 1

117

Annual Financial Report - Prior Year \_\_\_\_\_ October 1

118

Annual Program Report - Prior Year \_\_\_\_\_ October 1

119

Bus Driver Credentials Report -

120

-Current Year \_\_\_\_\_ December 15

121

Bus Inventory Report \_\_\_\_\_ July 15

122

CACTUS - Final Update - Current Year \_\_\_\_\_ June 29

123

CACTUS - Midyear Update - Current Year \_\_\_\_\_ November 15

124

Charter School Projections \_\_\_\_\_ September 15

125

Classified Personnel Report - Prior Year \_\_\_\_\_ July 15

126

Community Development and

127

-Renewal Agency Representative List \_\_\_\_\_ February 28

128

Driver Education Report - Prior Year \_\_\_\_\_ July 15

129

Emergency Preparedness Compliance Statement -

130

-Prior Year \_\_\_\_\_ July 1

131

Emergency Response Plan - Prior Year \_\_\_\_\_ July 1

132

Enrollment and Transfer Student

133

-Documentation Audit - Current Year \_\_\_\_\_ November 1

134

ESEA Choice and Supplemental Services Report -

135 ~~Prior Year~~ ~~July 15~~  
136 ~~Financial Audit Report - Prior Year~~ ~~November 30~~  
137 ~~Fire Drill Compliance Statement - Prior Year~~ ~~July 1~~  
138 ~~Free and Reduced Price Lunch~~ ~~October 31~~  
139 ~~Enrollment Survey - Current Year~~ ~~November 15~~  
140 ~~Home Schooled Students Report - Prior Year~~ ~~July 15~~  
141 ~~Immunization Status Report~~  
142 ~~(to Utah Department of Health) - Final~~ ~~June 15~~  
143 ~~Immunization Status Report - Current Year~~ ~~November 1~~  
144 ~~LEA Budget - Next Fiscal Year~~ ~~July 15~~  
145 ~~LEA Budget - Next Fiscal Year~~  
146 ~~Planned Truth in Taxation Process~~ ~~August 15~~  
147 ~~Membership Audit Report - Prior Year~~ ~~September 15~~  
148 ~~Negotiations Report - Current Year~~ ~~November 1~~  
149 ~~Other Emergency (Earthquake and~~  
150 ~~School Violence) Drills~~  
151 ~~Compliance Statement - Prior Year~~ ~~July 1~~  
152 ~~Pupil Transportation - Schedule A1~~  
153 ~~(Miles, Minutes, Students Report)~~  
154 ~~Current Year Projected~~ ~~November 1~~  
155 ~~Pupil Transportation Schedule B~~  
156 ~~(Miscellaneous Expenditure Report)~~  
157 ~~Prior Year~~ ~~November 1~~  
158 ~~Pupil Transportation Statistics~~  
159 ~~Year End Report - Prior Year~~ ~~July 15~~  
160 ~~Redevelopment Agency Taxing Entity~~  
161 ~~Committee Representative List~~ ~~February 28~~  
162 ~~UTREx - Complete December 1 Update - Current Year~~ ~~December 7~~

163 ~~UTREx - Complete October 1 Update -~~  
164 ~~-Current Year - - - - - October 7~~  
165 ~~UTREx - Revised December 1 Update -~~  
166 ~~-Current Year - Significant Errors~~  
167 ~~-Identified by the Superintendent or LEA - - - - - December 15~~  
168 ~~UTREx - Revised October 1 Update -~~  
169 ~~-Current Year~~  
170 ~~-Significant Errors Identified by~~  
171 ~~-the Superintendent or LEA - - - - - October 15~~  
172 ~~UTREx - Final Comprehensive Update -~~  
173 ~~-Prior Year - - - - - July 7]~~

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

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

179 (2) An extension request shall include:

180 (a) The reasons for the extension request;

181 (b) The signatures of the LEA business administrator and superintendent or  
182 director; and

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

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

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

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

190 (c) Recommend corrective action to the Board in accordance with Rule [R277-](#)  
191 [114](#).

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

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

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

198 (a) AFR;

199 (b) APR;

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

201 (d) a Financial Audit Report; or

202 (e) any UTREx updates.

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

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

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

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

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

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

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

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

214 (a) demographic information;

215 (b) openings;

216 (c) closures; and



217 (d) contact information for designated individuals.

218 ([3]4)(a) An LEA shall use an SIS approved by the Superintendent to ensure  
219 compatibility with Board data collection systems.

220 (b) The Superintendent shall maintain a list of approved student information  
221 systems.

222 ([4]5) Prior to the Superintendent granting approval for an LEA to initiate or  
223 replace a student information system that was not previously approved, the LEA shall:

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

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

229 (c) submit documentation to the Superintendent that an SIF agent can meet the  
230 UTREx specifications profile for Vertical Reporting Framework (VRF) and eTranscripts;

231 (d) ensure that a new student information system can generate valid data  
232 collection by submitting an actual file to the Superintendent for review;

233 (e) ensure that the new student information system can generate the Statewide  
234 Student Identifier (SSID) request file by submitting an actual file to the Superintendent  
235 for review.

236 ([5]6)(a) The Superintendent shall review documentation and grant or deny an  
237 LEA submission under Subsection (4) within 30 calendar days.

238 (b) An approved replacement system shall run in parallel to a state-approved  
239 system for a period of at least three months and be able to generate duplicate reports to  
240 previously generated information.

241 ([6]7) An LEA shall submit daily updates to the Board Clearinghouse using all  
242 School Interoperability Framework (SIF) objects defined in the UTREx Clearinghouse  
243 specification.

244 ([7]8) An LEA shall electronically submit all public high school transcripts

245 requested by a public education post-secondary school if the post-secondary school is  
246 capable of receiving transcripts through the electronic transcript service designated by  
247 the Superintendent.

248 ([8]9) No later than June 30, 2017, an LEA shall ensure that data collected in the  
249 Utah Student Record Store for a Student Achievement Backpack is integrated into the  
250 LEA's SIS and is made available to a student's parent or guardian and an authorized  
251 LEA user in an easily accessible viewing format.

252 ([9]10) Failure to comply with any of the requirements of this Section R277-484-  
253 5 may result in a recommendation for corrective action in accordance with Rule [R277-  
254 114](#).

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

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

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

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

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

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

271           (2) The Superintendent may recommend loss of up to 1.0 WPU from  
272 Kindergarten or Grades 1-12 programs, depending on the grade level and aggregate  
273 membership of the student, in the current year Mid Year Update for each student whose  
274 prior year immunization status was not accounted for in accordance with Utah Code  
275 53G-9-302 as of June 15.

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

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

278 **Notice of Continuation:**

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