

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 the
8 Board's duties and responsibilities under the Utah Constitution and state law;

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

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

13 (2) The Superintendent is required to perform certain data collection related duties
14 essential to the operation of statewide educational accountability and financial systems
15 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

24 **R277-484-2. Definitions.**

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

27 (1) "Annual Financial Report" means an account of LEA revenue and expenditures
28 by source and fund sufficient to meet the reporting requirements specified in Subsections
29 [53E-3-301](#)(3)(d) and (e).

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

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

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

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

40 (6) "Designated individual" means:

41 (a) an LEA governing board chair;

42 (b) a local administrator;

43 (c) a business administrator; or

44 (d) a school principal.

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

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

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

52 ~~[(10)](9)~~ "Governing board chair" means the chair or president of an LEA
53 governing board.

54 ~~[(11)](10)~~ "LEA" includes, for purposes of this rule, the Utah Schools for the Deaf
55 and the Blind.

56 ~~[(12)](11)~~ "LEA demographic information" means:

57 (a) the LEA name;

58 (b) the LEA number;

- 59 (c) the physical address;
60 (d) the website;
61 (e) a phone number; and
62 (f) the LEA's grade range.

63 ~~[(13)]~~(12) "Local administrator" means a district superintendent or charter school
64 director.

65 ~~[(14)]~~(13) "MSP" means Minimum School Program, the set of state supported K-
66 12 public school funding programs.

67 ~~[(15)]~~(14) "School demographic information" means:

- 68 (a) the school name;
69 (b) the school number;
70 (c) the physical and mailing address;
71 (d) the website;
72 (e) a phone number;
73 (f) the school type; and
74 (g) the school grade range.

75 ~~[(16)]~~(15) "Schools interoperability framework" or "SIF" means an open global
76 standard for seamless, real time data transfer and usage for Utah public schools.

77 ~~[(17)]~~(16) "Student achievement backpack" has the same meaning as that term is
78 defined in Subsection [53E-3-511](#)(1)(d).

79 ~~[(18)]~~(17) "Student information system" or "SIS" means a student data collection
80 system used for Utah public schools.

81 ~~[(19)]~~(18) "UDOH" means Utah Department of Health.

82 ~~[(20)]~~(19) "Utah eTranscript and Record Exchange" or "UTREx" means a system
83 that allows individual detailed student records to be exchanged electronically between
84 public education LEAs and the Board, and allows electronic transcripts to be sent to any
85 post-secondary institution, private or public, in-state or out-of-state, that participates in
86 the e-transcript service.

87 ~~[(21)]~~(20) "Utah Student Record Store" has the same meaning as that term is
88 defined in Subsection [53E-3-511](#)(e).

89 ~~[(22)]~~(21) "Year" means both the school year and the fiscal year for a Utah LEA,
90 which runs from July 1 through June 30.

91

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

93 (1) This rule incorporates by reference the Board Reporting Deadline Table dated
94 ~~[December 2, 2021]~~December 1, 2022.

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, Utah
98 - 84111.

99

100 **R277-484-4. Deadlines for Data Submission.**

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

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

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

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

109

110 **R277-484-5. Adjustments to Deadlines.**

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

115 (2) An extension request shall include:

- 116 (a) The reasons for the extension request;
- 117 (b) The signatures of the LEA business administrator and superintendent or
118 director; and
- 119 (c) The date by which the LEA proposes to submit the report.
- 120 (3) If an LEA requests an extension under Subsection (1), the Superintendent may
121 do any of the following after taking into consideration the pattern of LEA compliance with
122 reporting deadlines and the urgency of the need for the data to be submitted:
- 123 (a) Approve the request and allow the MSP fund transfer process to continue; or
124 (b) Deny the request and stop the MSP fund transfer process; or
125 (c) Recommend corrective action to the Board in accordance with Rule [R277-114](#).
- 126 (4) If, after receiving an extension, an LEA fails to submit the report by the
127 designated date, the MSP fund transfer process shall be stopped and the procedures
128 described in Section R277-484-7 shall apply.
- 129 (5) An extension shall apply only to the specific reports and dates for which an
130 extension was requested.
- 131 (6) The Superintendent may not extend deadlines for the following reports:
- 132 (a) AFR;
- 133 (b) APR;
- 134 (c) Mid-year or Final CACTUS updates;
- 135 (d) a Financial Audit Report; or
136 (e) any UTREx updates.
- 137 (7) Notwithstanding Subsection (6)(e), if an LEA identifies significant errors in a
138 UTREx update, the Superintendent may grant the LEA an extension of no more than eight
139 calendar days to file a new update.

140

141 **R277-484-6. Official Data Source and Required LEA Compatibility.**

- 142 (1) The Superintendent shall load operational data collections into the Data
143 Warehouse as of the submission deadlines specified.
- 144 (2) The Data Warehouse shall be the sole official source of data for annual:

- 145 (a) school performance reports required under Section [53E-5-204](#);
- 146 (b) determination of state and federal accountability reports; and
- 147 (c) submission of data files to the U.S. Department of Education via EDEN.
- 148 (3) The Superintendent shall maintain a database of LEA and school:
- 149 (a) demographic information;
- 150 (b) openings;
- 151 (c) closures; and
- 152 (d) contact information for designated individuals.
- 153 (4)(a) An LEA shall use an SIS approved by the Superintendent to ensure
- 154 compatibility with Board data collection systems.
- 155 (b) The Superintendent shall maintain a list of approved student information
- 156 systems.
- 157 (5) Prior to the Superintendent granting approval for an LEA to initiate or replace
- 158 a student information system that was not previously approved, the LEA shall:
- 159 (a) send written request for approval to the Superintendent no later than
- 160 November 15 of the year prior to the year the LEA proposes to use the SIS for production
- 161 software;
- 162 (b) submit documentation to the Superintendent that the new or modified student
- 163 information system is SIF certified;
- 164 (c) submit documentation to the Superintendent that an SIF agent can meet the
- 165 UTREx specifications profile for Vertical Reporting Framework (VRF) and eTranscripts;
- 166 (d) ensure that a new student information system can generate valid data
- 167 collection by submitting an actual file to the Superintendent for review;
- 168 (e) ensure that the new student information system can generate the Statewide
- 169 Student Identifier (SSID) request file by submitting an actual file to the Superintendent for
- 170 review.
- 171 (6)(a) The Superintendent shall review documentation and grant or deny an LEA
- 172 submission under Subsection (4) within 30 calendar days.

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

176 (7) An LEA shall submit daily updates to the Board Clearinghouse using School
177 Interoperability Framework (SIF) objects defined in the UTREx Clearinghouse
178 specification.

179 (8) An LEA shall electronically submit all public high school transcripts requested
180 by a public education post-secondary school if the post-secondary school is capable of
181 receiving transcripts through the electronic transcript service designated by the
182 Superintendent.

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

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

189

190 **R277-484-7. Adjustments to Summary Statistics Based on Compliance Audits.**

191 (1) To allocate MSP funds and projecting enrollment, the Superintendent may
192 modify LEA level aggregate membership and fall enrollment counts on the basis of the
193 values in the Membership and Enrollment audit reports, respectively, when an audit report
194 review team agrees that an adjustment is warranted by the evidence of an audit.

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

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

199

200 **R277-484-8. Financial Consequences of Failure to Submit Reports on Time.**

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

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

211

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

213 **Date of Last Change: March 15, 2022**

214 **Notice of Continuation: November 5, 2021**

215 **Authorizing, and Implemented or Interpreted Law: [Art X Sec 3](#); [53E-3-301](#)(d) and (e);**

216 **[53E-3-401](#); [53E-3-401](#)(8)(a); [53E-3-511](#)(8)2**