

1 **R277. Education, Administration.**

2 **R277-419. Pupil Accounting.**

3 **R277-419-1. Authority and Purpose.**

4 (1) This rule is authorized by:

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

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

9 (c) Subsection 53E-3-501(1)(e), which directs the Board to establish rules and
10 standards regarding:

11 (i) cost-effectiveness;

12 (ii) school budget formats; and

13 (iii) financial, statistical, and student accounting requirements;

14 (d) Subsection 53E-3-602(2), which requires a local school board's auditing standards
15 to include financial accounting and student accounting;

16 (e) Subsection 53E-3-301(3)(d), which requires the Superintendent to present to the
17 Governor and the Legislature data on the funds allocated to LEAs; ~~[and]~~

18 (f) Section 53G-4-404, which requires annual financial reports from all school districts~~[-]~~;
19 and

20 (g) Subsection 53G-5-404(4), which requires charter schools to make the same annual
21 reports required of other public schools.

22 (2) The purpose of this rule is to specify pupil accounting procedures used in
23 apportioning and distributing state funds for education.

24 **R277-419-2. Definitions.**

25 (1) "Aggregate Membership" means the sum of all days in membership during a school
26 year for eligible students enrolled in a public school.

27 (2) "Approved CTE course" means a course approved by the Board within the Career
28 and Technical Education (CTE) Pathway areas of study.

29 (3) "Attendance validated program" means a program within an LEA that consists of
30 eligible, enrolled public school students who physically attend school in a brick and mortar
31 school.

32 (3) "Blended learning program" means a a formal education program under the
33 direction of an LEA in which a student learns through an integrated experience that is in part:

34 (a) through online learning, with some element of student control over time, place, path,
35 or pace; and

36 (b) in a supervised brick-and-mortar school away from home.

37 (4) "Brick and mortar school" means a school where classes are conducted in a
38 physical school building.

39 (5) "Competency based learning program" means an education program that provides
40 instruction through competency-based education as defined in Section 53F-5-501.

41 (6) "Continuing enrollment measurement" means a methodology used to establish a
42 student's continuing membership or enrollment status for purposes of generating membership
43 days.

44 (7) "Data Clearinghouse" means the electronic data collection system used by the
45 Superintendent to collect information required by law from LEAs about individual students at
46 certain points throughout the school year to support the allocation of funds and accountability
47 reporting.

48 (8) "Early graduation student" means a student who has an early graduation student
49 education plan as described in Section R277-703-4.

50 (10) "Eligible student" means a student who satisfies the criteria for enrollment in an
51 LEA, set forth in Section R277-419-~~[5]~~6.

52 (11) "Enrollment verification data" includes:

53 (a) a student's birth certificate or other verification of age;

54 (b) verification of immunization or exemption from immunization form;

55 (c) proof of Utah public school residency;

56 (d) family income verification; or

57 (e) special education program information, including:

- 58 (i) an individualized education program;
- 59 (ii) a Section 504 accommodation plan; or
- 60 (iii) an English learner plan.
- 61 (13)(a) "Home school" means the formal instruction of children in their homes instead
62 of in an LEA.
- 63 (b) The differences between a home school student and an online student include:
- 64 (i) an online student may receive instruction at home, but the student is enrolled in a
65 public school that follows state Core Standards;
- 66 (ii) an online student is:
- 67 (A) subject to laws and rules governing state and federal mandated tests; and
- 68 (B) included in accountability measures;
- 69 (iii) an online student receives instruction under the direction of a highly qualified,
70 licensed teacher who is subject to the licensure requirements of R277-502 and fingerprint and
71 background checks consistent with R277-516 and R277-520;
- 72 (iv) instruction delivered in a home school course is not eligible to be claimed in
73 membership of an LEA and does not qualify for funding under the Minimum School Program
74 in Title 53F, Chapter 2, Minimum School Program Act.
- 75 (14) "Home school course" means instruction:
- 76 (a) delivered in a home school environment where the curriculum and instruction
77 methods, evaluation of student progress or mastery, and reporting, are provided or
78 administered by the parent, guardian, custodian, or other group of individuals; and
- 79 (b) not supervised or directed by an LEA.
- 80 (15)(a) "Influenza pandemic" or "pandemic" means a global outbreak of serious illness
81 in people.
- 82 (b) "Influenza pandemic" or "pandemic" may be caused by a strain of influenza that
83 most people have no natural immunity to and that is easily spread from person to person.
- 84 (16) "ISI-1" means a student who receives 1 to 59 minutes of YIC related services
85 during a typical school day.
- 86 (17) "ISI-2" means a student who receives 60 to 179 minutes of YIC related services

87 during a typical school day.

88 (18) "Learner validated program" means a program within an LEA that consists of
89 eligible, enrolled public school students where the student receives instruction through:

- 90 (a) an online learning program;
- 91 (b) a blended learning program; or
- 92 (c) a competency based learning program.

93 (18)(a) "Membership" means a public school student is on the current roll of a public
94 school class or public school as of a given date.

95 (b) A student is a member of a class or school from the date of entrance at the school
96 and is placed on the current roll until official removal from the class or school due to the
97 student having left the school.

98 (c) Removal from the roll does not mean that an LEA should delete the student's
99 record, only that the student should no longer be counted in membership.

100 (19) "Minimum School Program" means the same as that term is defined in Section
101 53F-2-102.

102 (21) "Online learning program" means a program:

- 103 (a) that is under the direction of an LEA; and
- 104 (b) in which students receive educational services primarily over the internet.

105 (22) "Private school" means an educational institution that:

- 106 (a) is not an LEA;
- 107 (b) is owned or operated by a private person, firm, association, organization, or
108 corporation; and
- 109 (c) is not subject to governance by the Board consistent with the Utah Constitution.

110 (23) "Program" means a course of instruction within a school that is designed to
111 accomplish a predetermined curricular objective or set of objectives.

112 (24) "Resource" means a student who receives 1 to 179 minutes of special education
113 services during a typical school day consistent with the student's IEP provided for under the
114 Individuals with Disabilities Education Act (IDEA), 20 U.S.C. Sec. 1400 et seq., amended in
115 2004.

116 (25) "Qualifying school age" means:

117 (a) a person who is at least five years old and no more than 18 years old on or before
118 September 1;

119 (b) with respect to special education, a person who is at least three years old and no
120 more than 21 years old on or before July 1;

121 (c) with respect to YIC, a person who is at least five years old and no more than 21
122 years old on or before September 1.

123 (26) "Retained senior" means a student beyond the general compulsory school age
124 who is authorized at the discretion of an LEA to remain in enrollment as a high school senior
125 in the year(s) after the student's cohort has graduated due to:

126 (a) sickness;

127 (b) hospitalization;

128 (c) pending court investigation or action; or

129 (d) other extenuating circumstances beyond the control of the student.

130 (27) "S1" means the record maintained by the Superintendent containing individual
131 student demographic and school membership data in a Data Clearinghouse file.

132 (28) "S2" means the record maintained by the Superintendent containing individual
133 student data related to participation in a special education program in a Data Clearinghouse
134 file.

135 (29) "S3" means the record maintained by the Superintendent containing individual
136 student data related to participation in a YIC program in a Data Clearinghouse file.

137 (30) "School" means an educational entity governed by an LEA that:

138 (a) is supported with public funds;

139 (b) includes enrolled or prospectively enrolled full-time students;

140 (c) employs licensed educators as instructors that provide instruction consistent with
141 Section R277-502;

142 (d) has one or more assigned administrators;

143 (e) is accredited consistent with Section [R277-410-3](#); and

144 (f) administers required statewide assessments to the school's students.

145 (31) "School day" means a minimum of two hours per day per session in kindergarten
146 and a minimum of four hours per day in grades one through twelve, subject to the
147 requirements described in Section R277-419-~~(4)~~5.

148 (32) "School membership" means membership other than in a special education or YIC
149 program in the context of the Data Clearinghouse.

150 (33) "School of enrollment" means:

151 (a) a student's school of record; and

152 (b) the school that maintains the student's cumulative file, enrollment information, and
153 transcript for purposes of high school graduation.

154 (34) "School year" means the 12 month period from July 1 through June 30.

155 (35) "Self-contained" means a public school student with an IEP or YIC, who receives
156 180 minutes or more of special education or YIC related services during a typical school day.

157 (36) "Self-Contained Resource Attendance Management (SCRAM)" means a record
158 that tracks the aggregate membership of public school special education students for state
159 funding purposes.

160 (37) "SSID" means Statewide Student Identifier.

161 (38) "Unexcused absence" means an absence charged to a student when:

162 (a) the student was not physically present at school at any of the times attendance
163 checks were made in accordance with Subsection R277-419-6~~(3)~~(4); and

164 (b) the student's absence could not be accounted for by evidence of a legitimate or
165 valid excuse in accordance with local board policy on truancy as defined in Section 53G-6-201.

166 (39) "Year end upload" means the Data Clearinghouse file due annually by July 15
167 from LEAs to the Superintendent for the prior school year.

168 (40) "Youth in custody (YIC)" means a person under the age of 21 who is:

169 (a) in the custody of the Department of Human Services;

170 (b) in the custody of an equivalent agency of a Native American tribe recognized by the
171 United States Bureau of Indian Affairs and whose custodial parent or legal guardian resides
172 within the state; or

173 (c) being held in a juvenile detention facility.

174 **R277-419-3. Incorporation by Reference of Continuity of Education Plan Form.**

175 (1) This rule incorporates by reference the Continuity of Education Plan form created
176 by the Superintendent, which requires planning for services in the event of a school closure,
177 including:

- 178 (a) e-learning;
- 179 (b) special education services;
- 180 (c) student meals;
- 181 (d) event planning; and
- 182 (e) staffing.

183 (2) A copy of the form is located at:

- 184 (a) <http://schools.utah.gov/administrativerules/documentsincorporated>; and
- 185 (b) the Utah State Board of Education.

186 **R277-419-~~3~~4. Schools and Programs.**

187 (1)(a) The Superintendent shall provide a list to each school detailing the required
188 accountability reports and other state-mandated reports for the school type and grade range.

189 (b) All schools shall submit a Clearinghouse report to the Superintendent.

190 (c) All schools shall employ at least one licensed educator and one administrator.

191 (2)(a) A student who is enrolled in a program is considered a member of a public
192 school.

193 (b) The Superintendent may not require programs to receive separate accountability
194 and other state-mandated reports.

195 (c) A student reported under an LEA's program shall be included in the LEA's WPU
196 and student enrollment calculations of the LEA's school of enrollment.

197 (d) A course taught at a program shall be credited to the appropriate school of
198 enrollment.

199 (3) A private school or program may not be required to submit data to the
200 Superintendent.

201 (4) A private school or program may not receive annual accountability reports.

202 **R277-419-~~4~~5. Minimum School Days.**

203 (1)(a) Except as provided in Subsection (1)(b) and Subsection 53F-2-102(4), an LEA
204 shall conduct school for at least 990 instructional hours over a minimum of 180 school days
205 each school year.

206 (b) an LEA may seek an exception to the number of school days described in
207 Subsection (1)(a):

208 (i) except as provided in Subsection (1)(b)(ii), for a whole school or LEA as described
209 in R277-121;

210 (ii) for a school closure due to snow, inclement weather, or other emergency as
211 described in Section R277-419-1~~2~~4; or

212 (iii) for an individual student as described in Section R277-419-1~~1~~3.

213 (2)(a) An LEA may offer the required school days and hours described in Subsection
214 (1)(a) at any time during the school year, consistent with the law.

215 (b) All school day calculations shall:

216 (i) exclude lunch periods and pass time between classes;

217 (ii) include recess periods; and

218 (iii) include alternative breakfast models where breakfast is consumed in class.

219 (c) Each school day that satisfies the minimum hourly instruction time described in
220 Subsection R277-419-2(31), shall count as a school day, regardless of the number or length
221 of class periods or whether or not particular classes meet.

222 (3)(a) An LEA shall plan for emergency, activity, and weather-related exigency time in
223 its annual calendaring.

224 (b) If school is closed for any reason, the school shall make up the instructional time
225 missed under the emergency or activity time as part of the minimum required time to qualify
226 for full Minimum School Program funding.

227 (4) Minimum standards apply to all public schools in all settings unless Utah law or this
228 rule provides for a specific exception.

229 (5) An LEA's governing board shall provide adequate contingency school days and
230 hours in the LEA's yearly calendar to avoid the necessity of requesting a waiver except in the
231 most extreme circumstances.

232 (6)(a) In addition to the allowance to use up to 32 instructional hours or four school
233 days for professional learning described in Subsection 53F-2-102(~~[6]~~4), to provide planning and
234 professional development time for staff, an LEA may hold school longer some days of the
235 week and shorter other days so long as minimum school day requirements, as provided for in
236 this Section R277-419-~~[4]~~5 and Subsection R277-419-2(32), are satisfied.

237 (b) A school may conduct parent-teacher and student Plan for College and Career
238 Readiness conferences during the school day.

239 (c) Parent-teacher and college and career readiness conferences may only be held for
240 a total of the equivalent of three full school days or a maximum of 16.5 hours for the school
241 year.

242 (d) Student membership for professional development or parent-teacher conference
243 days shall be counted as that of the previous school day.

244 (e) An LEA may designate no more than a total of 12 instructional days at the
245 beginning of the school year, at the end of the school year, or both for the assessment of
246 students entering or completing kindergarten.

247 (f) If instruction days are designated for kindergarten assessment:

248 (i) an LEA shall designate the days in an open meeting;

249 (ii) an LEA shall provide adequate notice and explanation to kindergarten parents well
250 in advance of the assessment period;

251 (iii) qualified school employees shall conduct the assessment consistent with Section
252 ~~[53F-4-205]~~ 53G-7-205; and

253 (iv) assessment time per student shall be adequate to justify the forfeited instruction
254 time.

255 (g) The final decision and approval regarding planning time, parent-teacher and SEP
256 conferences rests with an LEA, consistent with Utah law and Board administrative rules.

257 (h) Total instructional time and school calendars shall be approved by an LEA in an
258 open meeting.

259 **R277-419-[5]6. Student Membership Eligibility and Continuing Enrollment**
260 **Measurements.**

261 (1) A student may enroll in two or more LEAs at the discretion of the LEAs.

262 (2) A kindergarten student may only enroll in one LEA at a time.

263 (3) In order to generate membership for funding through the Minimum School Program
264 for any clock hour of instruction on any school day, an LEA shall ensure that a student being
265 counted by the LEA in membership:

266 (a) has not previously earned a basic high school diploma or certificate of completion;

267 (b) has not been enrolled in a YIC program with a YIC time code other than ISI-1 or ISI-
268 2;

269 (c) does not have unexcused absences, which are determined using one of the
270 continuing enrollment measurements described in Subsection (4);

271 (d) is a resident of Utah as defined under Section [53G-6-302](#);

272 (e) is of qualifying school age or is a retained senior;

273 (f)(i) is expected to attend a regular learning facility operated or recognized by an LEA
274 on each regularly scheduled school day, if enrolled in an attendance validated program;

275 (ii) has direct instructional contact with a licensed educator provided by an LEA at:

276 (A) an LEA-sponsored center for tutorial assistance; or

277 (B) the student's place of residence or convalescence for at least 120 minutes each
278 week during an expected period of absence, if physically excused from such a facility for an
279 extended period of time, due to:

280 (i) injury;

281 (II) illness;

282 (III) surgery;

283 (IV) suspension;

284 (V) pregnancy;

- 285 (VI) pending court investigation or action; or
- 286 (VII) an LEA determination that home instruction is necessary;
- 287 (iii) is enrolled in an approved CTE course(s) on the campus of another state funded
- 288 institution where such a course is:
- 289 (A) not offered at the student's school of membership;
- 290 (B) being used to meet Board-approved CTE graduation requirements under
- 291 Subsection R277-700-6(14); and
- 292 (C) a course consistent with the student's SEOP/Plan for College and Career
- 293 Readiness; or
- 294 (iv) is enrolled in a learner validated program under the direction of an LEA that:
- 295 (A) is consistent with the student's SEOP/Plan for College and Career Readiness;
- 296 (B) has been approved by the student's counselor; and
- 297 (C) includes regular instruction or facilitation by a designated employee of an LEA.
- 298 (4) An LEA shall use one of the following continuing enrollment measures:
- 299 (a) For a student primarily enrolled in an attendance validated program, the LEA may
- 300 not count a student as an eligible student if the eligible student has unexcused absences
- 301 during all of the prior ten consecutive school days.
- 302 (b) For a student enrolled in a learner validated program, an LEA shall:
- 303 (i) adopt a written policy that designates a continuing enrollment measurement to
- 304 document the continuing membership or enrollment status for each student enrolled in the
- 305 learner validated program consistent with Subsection (3)(c);
- 306 (ii) document each student's continued enrollment status in compliance with the
- 307 continuing enrollment policy at least once every ten consecutive school days; and
- 308 (iii) appropriately adjust and update student membership records in the student
- 309 information system for students that did not meet the continuing enrollment measurement,
- 310 consistent with Subsection (3)(c).
- 311 (5) The continuing enrollment measurement described in Subsection (4)(b) may include
- 312 some or all of the following components, in addition to other components, as determined by
- 313 an LEA:

- 314 (a) a minimum student login or teacher contact requirement;
- 315 (b) required periodic contact with a licensed educator;
- 316 (c) a minimum hourly requirement, per day or week, when students are engaged in
- 317 course work; or
- 318 (d) required timelines for a student to provide or demonstrate completed assignments,
- 319 coursework or progress toward academic goals.
- 320 (6) For a student enrolled in both attendance validated and learner validated programs,
- 321 an LEA shall measure a student's continuing enrollment status using the methodology for the
- 322 program in which the student earns the majority of their membership days.
- 323 (7)(a) An LEA desiring to generate membership for student enrollment in courses
- 324 outlined in Subsection (3)(f)(iii), or to seek a waiver from a requirement(s) in Subsection
- 325 (3)(f)(iii), shall submit an application for course approval by April 1 of the year prior to which the
- 326 membership will be counted.
- 327 (b) An LEA shall be notified within 30 days of the application deadline if courses have
- 328 been approved.

329 **R277-419-[6]7. Student Membership Calculations.**

- 330 (1)(a) Except as provided in Subsection (1)(b) or (1)(c), a student enrolled in only one
- 331 LEA during a school year is eligible for no more than 180 days of regular membership per
- 332 school year.
- 333 (b) An early graduation student may be counted for more than 180 days of regular
- 334 membership in accordance with the student's early graduation student education plan.
- 335 (c) A student transferring within an LEA to or from a year-round school is eligible for no
- 336 more than 205 days of regular membership per school year.
- 337 (2)(a) Except as provided in Subsection (2)(b), (2)(c), or (2)(d), a student enrolled in two
- 338 or more LEAs during a school year is eligible for no more than 180 days of regular membership
- 339 per school year.

340 (b) A student transferring to or from an LEA with a schedule approved under
341 Subsection R277-419-~~4~~5(1)(b) is eligible for no more than 220 days of regular membership
342 per school year.

343 (c) A student transferring to or from an LEA where the student attended or will attend
344 a year-round school is eligible for no more than 205 days of regular membership per school
345 year.

346 (d) If the exceptions in Subsections (2)(b) and (2)(c) do not apply but a student
347 transfers from one LEA to another at least one time during the school year, the student is
348 eligible for regular membership in an amount not to exceed the sum of:

349 (i) 170 days; plus

350 (ii) 10 days multiplied by the number of LEAs the student attended during the school
351 year.

352 (3) If a student is enrolled in two or more LEAs during a school year and the aggregate
353 regular membership generated for the student between all LEAs exceeds the amount allowed
354 under Subsection (2), the Superintendent shall apportion the days of regular membership
355 allowed between the LEAs.

356 (4) If a student was enrolled for only part of the school day or only part of the school
357 year, an LEA shall prorate the student's membership according to the number of hours,
358 periods or credits for which the student actually was enrolled in relation to the number of hours,
359 periods or credits for which a full-time student normally would have been enrolled. For
360 example:

361 (a) If the student was enrolled for 4 periods each day in a 7 period school day for all
362 180 school days, the student's aggregate membership would be $\frac{4}{7}$ of 180 days or 103 days.

363 (b) If the student was enrolled for 7 periods each day in a 7 period school day for 103
364 school days, the student's membership would also be 103 days.

365 (5) ~~[For students in grades 2 through 12, an]~~An LEA shall calculate the days in
366 membership for all students using a method equivalent to the following: total clock hours of
367 instruction for which the student was enrolled during the school year divided by 990 hours and
368 then multiplied by 180 days and finally rounded up to the nearest whole day. For example, if

369 a student was enrolled for only 900 hours during the school year, the student's aggregate
370 membership would be $(900/990)*180$, and the LEA would report 164 days.

371 ~~[(6) For students in grade 1, an LEA shall adjust the first term of the formula to use 810~~
372 ~~hours as the denominator.~~

373 ~~——(7) For students in kindergarten, an LEA shall adjust the first term of the formula to use~~
374 ~~450 hours as the denominator.~~

375 ~~——](8) The sum of regular plus self-contained special education and self-contained YIC~~
376 membership days may not exceed 180 days.

377 (9) The sum of regular and resource special education membership days may not
378 exceed 360 days.

379 (10) The sum of regular, ISI-1 and ISI-2 YIC membership days may not exceed 360
380 days.

381 (11) An LEA may also count a student in membership for the equivalent in hours of up
382 to:

383 (a) one period each school day, if the student has been:

384 (i) released by the school, upon a parent or guardian's request, during the school day
385 for religious instruction or individual learning activity consistent with the student's SEOP/Plan
386 for College and Career Readiness; or

387 (ii) participating in one or more extracurricular activities under Rule [R277-438](#), but has
388 otherwise been exempted from school attendance under Section [53G-6-204](#) for home
389 schooling;

390 (b) two periods each school day per student for time spent in bus travel during the
391 regular school day to and from another state-funded institution, if the student is enrolled in CTE
392 instruction consistent with the student's SEOP/Plan for College and Career Readiness;

393 (c) all periods each school day, if the student is enrolled in:

394 (i) a concurrent enrollment program that satisfies all the criteria of Rule [R277-713](#);

395 (ii) a private school without religious affiliation under a contract initiated by an LEA to
396 provide special education services which directs that the instruction be paid by public funds if
397 the contract with the private school is approved by an LEA board in an open meeting;

- 398 (iii) a foreign exchange student program under Subsection 53G-6-707(7); or
399 (iv) a school operated by an LEA under a Utah Schools for the Deaf and the Blind IEP
400 provided that:
401 (A) the student may only be counted in S1 membership and may not have an S2
402 record; and
403 (B) the S2 record for the student is submitted by the Utah Schools for the Deaf and the
404 Blind.

405 **R277-419-8. Student Membership Calculation During the 2020 Covid-19 Pandemic.**

406 Notwithstanding the requirements of Sections R277-419-6 and R277-419-7, the
407 Superintendent shall calculate an LEA's membership for days of instruction from March 16,
408 2020 to June 30, 2020, based on the LEA's average rate of ~~attendance~~membership between
409 July 1, 2019 and March 13, 2020 if:

- 410 (1) the LEA has submitted a continuity of education plan; and
411 (2) the LEA provides educational services through the end of the LEA's regular school
412 year calendar.

413 **R277-419-~~7~~9. Calculations for a First Year Charter School.**

- 414 (1) For the first operational year of a charter school or a new satellite campus, the
415 Superintendent shall determine the charter school's WPU funding based on October 1 counts.
416 (2) For the second operational year of a charter school or a new satellite campus, the
417 Superintendent shall determine the charter school's WPU funding based on Section 53F-2-
418 302.

419 **R277-419-~~8~~10. Reporting Requirements, LEA Records, and ~~Audits~~ Agreed-Upon**
420 **Procedures Engagements.**

- 421 (1) An LEA shall report aggregate membership for each student via the School
422 Membership field in the S1 record and special education membership in the SCRAM
423 Membership field in the S2 record and YIC membership in the S3 record of the Year End

424 upload of the Data Clearinghouse file.

425 (2) In the Data Clearinghouse, aggregate membership is calculated in days of
426 membership.

427 (3) To determine student membership, an LEA shall ensure that records of daily
428 student attendance are maintained in each school which clearly and accurately show for each
429 student the:

430 (a) entry date;

431 (b) exit date;

432 (c) exit or high school completion status;

433 (d) whether or not an absence was excused;

434 (e) disability status (resource or self-contained, if applicable); and

435 (f) YIC status (ISI-1, ISI-2 or self-contained, if applicable).

436 (4) An LEA shall ensure that:

437 (a) computerized or manually produced records for CTE programs are kept by teacher,
438 class, and classification of instructional program (CIP) code; and

439 (b) the records described in Subsection (4)(a) clearly and accurately show for each
440 student in a CTE class the:

441 (i) entry date;

442 (ii) exit date; and

443 (iii) excused or unexcused status of absence.

444 (5) An LEA shall ensure that each school within the LEA completes a minimum of one
445 attendance check each school day.

446 (6) Due to school activities requiring schedule and program modification during the first
447 days and last days of the school year:

448 (a) for the first five school days, an LEA may report aggregate days of membership
449 equal to the number recorded for the second five-day period of the school year;

450 (b) for the last five-day period, an LEA may report aggregate days of membership equal
451 to the number recorded for the immediately preceding five-day period; and

452 (c) schools shall continue instructional activities throughout required calendared
453 instruction days.

454 (7) An LEA shall employ an independent auditor, under contract, to:

455 (a) ~~[annually audit student accounting records]~~perform an annual agreed-upon
456 procedures engagement; and

457 (b) report ~~[the]~~any findings of the ~~[audit]~~ engagement to:

458 (i) the LEA board; and

459 (ii) the Financial Operations Section of the Board.

460 (8) Reporting dates, forms, and procedures are found in the ~~[State of Utah Legal~~
461 ~~Compliance Audit Guide, provided to LEAs by the Superintendent in cooperation with the State~~
462 ~~Auditor's Office]~~Guide for Agreed-Upon Procedures Engagements for Local Education
463 Agencies, published by the Office of the State Auditor, in collaboration with the Superintendent.

464 (9) The Superintendent:

465 (a) shall review each LEA's student membership and fall enrollment ~~[audits]~~reports as
466 they relate to the allocation of state funds ~~[in accordance with the policies and procedures~~
467 ~~established in Sections R277-484-7 and 8]~~; and

468 (b) may periodically or for cause review LEA records and practices for compliance with
469 the laws and this rule.

470 **R277-419-[9]11. High School Completion Status.**

471 (1) An LEA shall account for the final status of all students who enter high school
472 (grades 9-12) whether they graduate or leave high school for other reasons, using the
473 following decision rules to indicate the high school completion or exit status of each student
474 who leaves the Utah public education system:

475 (a) graduates are students who earn a basic high school diploma by satisfying one of
476 the options consistent with Subsection R277-705-4(2) or out-of-school youths of school age
477 who complete adult education secondary diploma requirements consistent with R277-733;

478 (b) completers are students who have not satisfied Utah's requirements for graduation
479 but who:

- 480 (i) are in membership in twelfth grade on the last day of the school year; and
- 481 (ii)(A) meet any additional criteria established by an LEA consistent with its authority
- 482 under Section R277-705-4;
- 483 (B) meet any criteria established for special education students under Utah State Board
- 484 of Education Special Education Rules, Revised, June 2016, and available at:
- 485 <http://www.schools.utah.gov/sars/Laws.aspx> and the Utah State Board of Education;
- 486 (C) meet any criteria established for special education students under Subsection
- 487 R277-700-8(5); or
- 488 (D) pass a General Educational Development (GED) test with a designated score;
- 489 (c) continuing students are students who:
- 490 (i) transfer to higher education, without first obtaining a diploma;
- 491 (ii) transfer to the Utah Center for Assistive Technology without first obtaining a
- 492 diploma; or
- 493 (iii) age out of special education;
- 494 (d) dropouts are students who:
- 495 (i) leave school with no legitimate reason for departure or absence;
- 496 (ii) withdraw due to a situation so serious that educational services cannot be
- 497 continued even under the conditions of Subsection R277-419-5(3)(f)(ii);
- 498 (iii) are expelled and do not re-enroll in another public education institution; or
- 499 (iv) transfer to adult education;
- 500 (e) an LEA shall exclude a student from the cohort calculation if the student:
- 501 (i) transfers out of state, out of the country, to a private school, or to home schooling;
- 502 (ii) is a U.S. citizen who enrolls in another country as a foreign exchange student;
- 503 (iii) is a non-U.S. citizen who enrolls in a Utah public school as a foreign exchange
- 504 student under Section 53G-6-707 in which case the student shall be identified by resident
- 505 status (J for those with a J-1 visa, F for all others), not by an exit code;
- 506 (iv) dies; or
- 507 (v) beginning with the 2015-2016 school year, is attending an LEA that is not the
- 508 student's school of enrollment.

509 (2)(a) An LEA shall report the high school completion status or exit code of each
510 student to the Superintendent as specified in Data Clearinghouse documentation.

511 (b) High School completion status or exit codes for each student are due to the
512 Superintendent by year end upload for ~~[processing and auditing]~~review related to the Agreed-
513 Upon Procedures Engagement.

514 (c) Except as provided in Subsection (2)(d), an LEA shall submit any further updates
515 of completion status or exit codes by October 1 following the end of a student's graduating
516 cohort pursuant to Section [R277-484-3](#).

517 (d) An LEA with an alternative school year schedule where all of the students have an
518 extended break in a season other than summer, shall submit the LEA's data by the next
519 complete data submission update, following the LEA's extended break, as defined in Section
520 [R277-484-3](#).

521 (3)(a) The Superintendent shall report a graduation rate for each school, LEA, and the
522 state.

523 (b) The Superintendent shall calculate the graduation rates in accordance with
524 applicable federal law.

525 (c) The Superintendent shall include a student in a school's graduation rate if:

526 (i) the school was the last school the student attended before the student's expected
527 graduation date; and

528 (ii) the student does not meet any exclusion rules as stated in Subsection (1)(e).

529 (d) The last school a student attended will be determined by the student's exit dates
530 as reported to the Data Clearinghouse.

531 (e) A student's graduation status will be attributed to the school attended in their final
532 cohort year.

533 (f) If a student attended two or more schools during the student's final cohort year, a
534 tie-breaking logic to select the single school will be used in the following hierarchical order of
535 sequence:

536 (i) school with an attached graduation status for the final cohort year;

537 (ii) school with the latest exit date;

- 538 (iii) school with the earliest entry date;
- 539 (iv) school with the highest total membership;
- 540 (v) school of choice;
- 541 (vi) school with highest attendance; or
- 542 (vii) school with highest cumulative GPA.
- 543 (g) The Superintendent shall report the four-year cohort rate on the annual state
- 544 reports.

545 **R277-419-1[0]2. Student Identification and Tracking.**

546 (1)(a) Pursuant to Section 53E-4-308, an LEA shall:

547 (i) use the SSID system maintained by the Superintendent to assign every student

548 enrolled in a program under the direction of the Board or in a program or a school that is

549 supported by public school funding a unique student identifier; and

550 (ii) display the SSID on student transcripts exchanged with LEAs and Utah public

551 institutions of higher education.

552 (b) The unique student identifier:

553 (i) shall be assigned to a student upon enrollment into a public school program or a

554 public school-funded program;

555 (ii) may not be the student's social security number or contain any personally

556 identifiable information about the student.

557 (2) An LEA shall require all students to provide their legal first, middle, and last names

558 at the time of registration to ensure that the correct SSID follows students who transfer among

559 LEAs.

560 (a) A school shall transcribe the names from the student's birth certificate or other

561 reliable proof of the student's identity and age, consistent with Section 53G-6-603;

562 (b) The direct transcription of student names from birth certificates or other reliable

563 proof of student identity and age shall be the student's legal name for purposes of maintaining

564 school records; and

565 (c) An LEA may modify the order of student names, provide for nicknames, or allow
566 for different surnames, consistent with court documents or parent preferences, so long as legal
567 names are maintained on student records and used in transmitting student information to the
568 Superintendent.

569 (3) The Superintendent and LEAs shall track students and maintain data using
570 students' legal names.

571 (4) If there is a compelling need to protect a student by using an alias, an LEA should
572 exercise discretion in recording the name of the student.

573 (5) An LEA is responsible to verify the accuracy and validity of enrollment verification
574 data, prior to enrolling students in the LEA, and provide students and their parents with
575 notification of enrollment in a public school.

576 (6) An LEA shall ensure enrollment verification data is collected, transmitted, and
577 stored consistent with sound data policies, established by the LEA as required in Rule R277-
578 487.

579 **R277-419-1[1]3. Exceptions.**

580 (1)(a) An LEA may, at its discretion, make an exception for school attendance for a
581 public school student, in the length of the school day or year, for a student with compelling
582 circumstances.

583 (b) The time an excepted student is required to attend school shall be established by
584 the student's IEP or Plan for College and Career Readiness.

585 (2) A school using a modified 45-day/15-day year round schedule initiated prior to July
586 1, 1995 shall be considered to be in compliance with this rule if the school's schedule includes
587 a minimum of 990 hours of instruction time in a minimum of 172 days.

588 **KEY: education finance, school enrollment, pupil accounting**

589 **Date of Enactment or Last Substantive Amendment: May 8, 2020**

590 **Notice of Continuation: August 14, 2017**

591 **Authorizing, and Implemented or Interpreted Law: [Art X Sec 3](#); [53E-3-401\(4\)](#); [53F-2-](#)**

592 102(7); 53E-3-501(1)(e); 53E-3-602(2); 53E-3-301(3)(d); 53G-4-404