

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
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-3-501(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
15 standards to include financial accounting and student accounting;

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

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

20 (g) Subsection 53G-5-404(4), which requires charter schools to make the same
21 annual 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
26 school year for eligible students enrolled in a public school.

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

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

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

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

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

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

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

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

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

48 (9) "Educational services" means providing learning opportunities and services
49 designed to support a student to be prepared to succeed and lead by having the
50 knowledge and skills to learn, engage civically, and lead meaningful lives, including by
51 providing:

52 (a) high quality instruction for each student;

53 (b) personalized learning supports for each student; and

54 (c) implementation of evidence-based student health and wellness practices.

55 (10) "Eligible student" means a student who satisfies the criteria for enrollment in
56 an LEA, set forth in Section R277-419-7.

57 (11) "Enrollment verification data" includes:

- 58 (a) a student's birth certificate or other verification of age;
- 59 (b) verification of immunization or exemption from immunization form;
- 60 (c) proof of Utah public school residency;
- 61 (d) family income verification; or
- 62 (e) special education program information, including:
- 63 (i) an individualized education program;
- 64 (ii) a Section 504 accommodation plan; or
- 65 (iii) an English learner plan.
- 66 (12)(a) "Home school" means the formal instruction of children in their homes
67 instead of in an LEA.
- 68 (b) The differences between a home school student and an online student include:
- 69 (i) an online student may receive instruction at home, but the student is enrolled in
70 a public school that follows state Core Standards;
- 71 (ii) an online student is:
- 72 (A) subject to laws and rules governing state and federal mandated tests; and
- 73 (B) included in accountability measures;
- 74 (iii) an online student receives instruction under the direction of a highly qualified,
75 licensed teacher who is subject to the licensure requirements of R277-502 and fingerprint
76 and background checks consistent with R277-214 and R277-520;
- 77 (iv) instruction delivered in a home school course is not eligible to be claimed in
78 membership of an LEA and does not qualify for funding under the Minimum School
79 Program in Title 53F, Chapter 2, Minimum School Program Act.
- 80 (13) "Home school course" means instruction:
- 81 (a) delivered in a home school environment where the curriculum and instruction
82 methods, evaluation of student progress or mastery, and reporting, are provided or
83 administered by the parent, guardian, custodian, or other group of individuals; and
- 84 (b) not supervised or directed by an LEA.
- 85 (14)(a) "Influenza pandemic" or "pandemic" means a global outbreak of serious
86 illness in people.

87 (b) "Influenza pandemic" or "pandemic" may be caused by a strain of influenza that
88 most people have no natural immunity to and that is easily spread from person to person.

89 (15) "ISI-1" means a student who receives 1 to 59 minutes of YIC related services
90 during a typical school day.

91 (16) "ISI-2" means a student who receives 60 to 179 minutes of YIC related
92 services during a typical school day.

93 (17) "Learner validated enrollment measurement" means a methodology used to
94 establish a student's membership or enrollment status for purposes of generating
95 membership days.

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

98 (a) an online learning program;

99 (b) a blended learning program; or

100 (c) a competency based learning program.

101 (19)(a) "Membership" means a public school student is on the current roll of a
102 public school class or public school as of a given date.

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

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

108 (20) "Minimum School Program" means the same as that term is defined in Section
109 53F-2-102.

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

111 (a) that is under the direction of an LEA; and

112 (b) in which students receive educational services primarily over the internet.

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

114 (a) is not an LEA;

115 (b) is owned or operated by a private person, firm, association, organization, or

116 corporation; and

117 (c) is not subject to governance by the Board consistent with the Utah Constitution.

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

120 (24) "Qualifying school age" means:

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

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

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

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

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

134 (a) sickness;

135 (b) hospitalization;

136 (c) pending court investigation or action; or

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

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

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

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

- 145 (30) "School" means an educational entity governed by an LEA that:
- 146 (a) is supported with public funds;
- 147 (b) includes enrolled or prospectively enrolled full-time students;
- 148 (c) employs licensed educators as instructors that provide instruction consistent
- 149 with Section R277-502;
- 150 (d) has one or more assigned administrators;
- 151 (e) is accredited consistent with Section R277-410-3; and
- 152 (f) administers required statewide assessments to the school's students.
- 153 (31) "School day" means a day where an LEA provides educational services to
- 154 students subject to the requirements described in Section R277-419-5.
- 155 (32) "School membership" means membership other than in a special education
- 156 or YIC program in the context of the Data Clearinghouse.
- 157 (33) "School of enrollment" means:
- 158 (a) a student's school of record; and
- 159 (b) the school that maintains the student's cumulative file, enrollment information,
- 160 and transcript for purposes of high school graduation.
- 161 (34) "School reopening requirements template" means the template LEAs are
- 162 required to submit to Superintendent as an assurance that the LEA has addressed state
- 163 requirements for reopening schools for in person learning for the 2020-21 school year.
- 164 (35) "School year" means the 12 month period from July 1 through June 30.
- 165 (36) "Self-contained" means a public school student with an IEP or YIC, who
- 166 receives 180 minutes or more of special education or YIC related services during a typical
- 167 school day.
- 168 (37) "Self-Contained Resource Attendance Management (SCRAM)" means a
- 169 record that tracks the aggregate membership of public school special education students
- 170 for state funding purposes.
- 171 (38) "SSID" means Statewide Student Identifier.
- 172 (39) "Unexcused absence" means an absence charged to a student when:

173 (a) the student was not physically present at school at any of the times attendance
174 checks were made in accordance with Subsection R277-419-7(4); and

175 (b) the student's absence could not be accounted for by evidence of a legitimate
176 or valid excuse in accordance with local board policy on truancy as defined in Section 53G-
177 6-201.

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

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

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

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

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

186 **R277-419-3. Incorporation by Reference of Continuity of Education Plan Form and**
187 **School Reopening Requirements Template.**

188 (1) This rule incorporates by reference:

189 (a) the Continuity of Education Plan form created by the Superintendent, which
190 requires planning for services in the event of a school closure, including:

191 (i) e-learning;

192 (ii) special education services;

193 (iii) student meals;

194 (iv) event planning; and

195 (v) staffing.

196 (b) the School Reopening Requirements Template created by the Superintendent
197 and based on the K-12 School Reopening Requirements and Recommendations approved
198 by the Board, which an LEA is required to submit to the Superintendent as an assurance
199 that the LEA has addressed state requirements for safely reopening schools for the 2020-
200 21 school year.

- 201 (2) A copy of Continuity of Education Plan the form is located at:
202 (a) <http://schools.utah.gov/administrativerules/documentsincorporated>; and
203 (b) the Utah State Board of Education.
204 (3) A copy of the School Reopening Requirements template is located at:
205 (a) <https://schools.utah.gov/file/a5eba09a-42b8-45c0-b8fa-9adeea879fcd>; and
206 (b) the Utah State Board of Education.

207 **R277-419-4. Schools and Programs.**

- 208 (1)(a) The Superintendent shall provide a list to each school detailing the required
209 accountability reports and other state-mandated reports for the school type and grade
210 range.
211 (b) All schools shall submit a Clearinghouse report to the Superintendent.
212 (c) All schools shall employ at least one licensed educator and one administrator.
213 (2)(a) A student who is enrolled in a program is considered a member of a public
214 school.
215 (b) The Superintendent may not require programs to receive separate
216 accountability and other state-mandated reports.
217 (c) A student reported under an LEA's program shall be included in the LEA's WPU
218 and student enrollment calculations of the LEA's school of enrollment.
219 (d) A course taught at a program shall be credited to the appropriate school of
220 enrollment.
221 (3) A private school or program may not be required to submit data to the
222 Superintendent.
223 (4) A private school or program may not receive annual accountability reports.

224 **R277-419-5. Minimum School Days.**

- 225 (1)(a) Except as provided in Subsection (1)(b), Section R277-419-6, and
226 Subsection 53F-2-102(4), an LEA shall conduct school for at least 990 hours of
227 educational services over a minimum of 180 school days each school year.

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

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

232 (ii) for a school closure due to snow, inclement weather, or other emergency as
233 described in Section R277-419-14; or

234 (iii) for an individual student as described in Section R277-419-13.

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

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

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

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

244 (6)(a) In addition to the allowance to use up to 32 hours of educational services or
245 four school days for professional learning described in Subsection 53F-2-102(4), to provide
246 planning and professional development time for staff, an LEA may hold school longer some
247 days of the week and shorter other days so long as minimum school day requirements, as
248 provided for in this Section R277-419-5, are satisfied.

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

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

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

256 (e) An LEA may designate no more than a total of 12 educational service days at
257 the beginning of the school year, at the end of the school year, or both for the assessment
258 of students entering or completing kindergarten.

259 (f) If educational service days are designated for kindergarten assessment:

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

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

263 (iii) qualified school employees shall conduct the assessment consistent with
264 Section 53G-7-205; and

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

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

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

272 **R277-419-6. Waiver of the 990 Hour Requirement For the 2020-21 School Year.**

273 Notwithstanding the requirements of Section R277-419-5, for the 2020-21 school
274 year, an LEA is not subject to the requirement to conduct school for at least 990 hours of
275 educational services if, by August 1, 2020, the LEA includes in the LEA's reopening
276 requirements template, how the LEA will ensure continuity of teaching and learning by
277 providing high quality instruction that includes blended learning and formative assessment
278 strategies.

279 **R277-419-7. Student Membership Eligibility and Learner Validated Enrollment**
280 **Measurements.**

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

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

283 (3) In order to generate membership for funding through the Minimum School
284 Program on any school day, an LEA shall ensure that a student being counted by the LEA
285 in membership:

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

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

290 (c) does not have unexcused absences, which are determined using one of the
291 learner validated enrollment measurements described in Subsection (4);

292 (d) is a resident of Utah as defined under Section 53G-6-302;

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

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

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

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

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

302 (I) injury;

303 (II) illness;

304 (III) surgery;

305 (IV) suspension;

306 (V) pregnancy;

307 (VI) pending court investigation or action; or

308 (VII) an LEA determination that home instruction is necessary;

309 (iii) is enrolled in an approved CTE course(s) on the campus of another state
310 funded institution where such a course is:

311 (A) not offered at the student's school of membership;

312 (B) being used to meet Board-approved CTE graduation requirements under
313 Subsection R277-700-6(14); and

314 (C) a course consistent with the student's SEOP/Plan for College and Career
315 Readiness; or

316 (iv) is enrolled in a learner validated program under the direction of an LEA that:

317 (A) is consistent with the student's SEOP/Plan for College and Career Readiness;

318 (B) has been approved by the student's counselor; and

319 (C) includes regular instruction or facilitation by a designated employee of an LEA.

320 (4) An LEA shall use one of the following learner validated enrollment measures:

321 (a) For a student primarily enrolled in an attendance validated program, the LEA
322 may not count a student as an eligible student if the eligible student has unexcused
323 absences during all of the prior ten consecutive school days.

324 (b) For a student enrolled in a learner validated program, an LEA shall:

325 (i) adopt a written policy that designates a learner validated enrollment
326 measurement to document the learner validated membership or enrollment status for each
327 student enrolled in the learner validated program consistent with Subsection (3)(c);

328 (ii) document each student's continued enrollment status in compliance with the
329 learner validated enrollment policy at least once every ten consecutive school days; and

330 (iii) appropriately adjust and update student membership records in the student
331 information system for students that did not meet the learner validated enrollment
332 measurement, consistent with Subsection (3)(c).

333 (c) For a student enrolled in an learner validated program, the LEA may not count
334 a student as an eligible student if the LEA has not personally engaged with the student
335 during the prior ten consecutive school days.

336 (5) The learner validated enrollment measurement described in Subsection (4)(b)
337 may include some or all of the following components, in addition to other components, as
338 determined by an LEA:

339 (a) a minimum student login or teacher contact requirement;

340 (b) required periodic contact with a licensed educator;

341 (c) a minimum hourly requirement, per day or week, when students are engaged
342 in course work; or

343 (d) required timelines for a student to provide or demonstrate completed
344 assignments, coursework or progress toward academic goals.

345 (6)(a) An LEA desiring to generate membership for student enrollment in courses
346 outlined in Subsection (3)(f)(iii), or to seek a waiver from a requirement(s) in Subsection
347 (3)(f)(iii), shall submit an application for course approval by April 1 of the year prior to which
348 the membership will be counted.

349 (b) An LEA shall be notified within 30 days of the application deadline if courses
350 have been approved.

351 **R277-419-8. Student Membership Calculations.**

352 (1)(a) Except as provided in Subsection (1)(b) or (1)(c), a student enrolled in only
353 one LEA during a school year is eligible for no more than 180 days of regular membership
354 per school year.

355 (b) An early graduation student may be counted for more than 180 days of regular
356 membership in accordance with the student's early graduation student education plan.

357 (c) A student transferring within an LEA to or from a year-round school is eligible
358 for no more than 205 days of regular membership per school year.

359 (2)(a) Except as provided in Subsection (2)(b), (2)(c), or (2)(d), a student enrolled
360 in two or more LEAs during a school year is eligible for no more than 180 days of regular
361 membership per school year.

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

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

368 (d) If the exceptions in Subsections (2)(b) and (2)(c) do not apply but a student

369 transfers from one LEA to another at least one time during the school year, the student is
370 eligible for regular membership in an amount not to exceed the sum of:

371 (i) 170 days; plus

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

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

378 (4) If a student was enrolled for only part of the school day or only part of the school
379 year, an LEA shall prorate the student's membership according to the number of hours,
380 periods or credits for which the student actually was enrolled in relation to the number of
381 hours, periods or credits for which a full-time student normally would have been enrolled.

382 For example:

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

386 (b) If the student was enrolled for 7 periods each day in a 7 period school day for
387 103 school days, the student's membership would also be 103 days.

388 (5)(a) An LEA shall calculate the days in membership for all students using a
389 method equivalent to the following: total clock hours of educational services for which the
390 student was enrolled during the school year divided by 990 hours and then multiplied by
391 180 days and finally rounded up to the nearest whole day.

392 (b) For example, if a student was enrolled for only 900 hours during the school year,
393 the student's aggregate membership would be $(900/990)*180$, and the LEA would report
394 164 days.

395 (6) The sum of regular plus self-contained special education and self-contained YIC
396 membership days may not exceed 180 days.

397 (7) The sum of regular and resource special education membership days may not

398 exceed 360 days.

399 (8) The sum of regular, ISI-1 and ISI-2 YIC membership days may not exceed 360
400 days.

401 (9) An LEA may also count a student in membership for the equivalent in hours of
402 up to:

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

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

407 (ii) participating in one or more extracurricular activities under Rule R277-438, but
408 has otherwise been exempted from school attendance under Section 53G-6-204 for home
409 schooling;

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

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

415 (i) a concurrent enrollment program that satisfies all the criteria of Rule R277-713;

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

420 (iii) a foreign exchange student program under Subsection 53G-6-707(7); or

421 (iv) a school operated by an LEA under a Utah Schools for the Deaf and the Blind
422 IEP provided that:

423 (A) the student may only be counted in S1 membership and may not have an S2
424 record; and

425 (B) the S2 record for the student is submitted by the Utah Schools for the Deaf and
426 the Blind.

427 **R277-419-9. Student Membership Calculation During the 2020 Covid-19 Pandemic.**

428 Notwithstanding the requirements of Sections R277-419-7 and R277-419-8, the
429 Superintendent shall calculate an LEA's membership for days of instruction from March 16,
430 2020 to June 30, 2020, based on the LEA's average rate of membership between July 1,
431 2019 and March 13, 2020 if:

432 (1) the LEA has submitted a continuity of education plan on or before June 1, 2020;
433 and

434 (2) the LEA provides educational services through the end of the LEA's regular
435 school year calendar.

436 **R277-419-10. Calculations for a First Year Charter School.**

437 (1) For the first operational year of a charter school or a new satellite campus, the
438 Superintendent shall determine the charter school's WPU funding based on October 1
439 counts.

440 (2) For the second operational year of a charter school or a new satellite campus,
441 the Superintendent shall determine the charter school's WPU funding based on Section
442 53F-2-302.

443 **R277-419-11. Reporting Requirements, LEA Records, and Agreed-Upon Procedures**
444 **Engagements.**

445 (1) An LEA shall report aggregate membership for each student via the School
446 Membership field in the S1 record and special education membership in the SCRAM
447 Membership field in the S2 record and YIC membership in the S3 record of the Year End
448 upload of the Data Clearinghouse file.

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

451 (3) To determine student membership, an LEA shall ensure that records of daily
452 student attendance or student engagement are maintained in each school which clearly
453 and accurately show for each student the:

- 454 (a) entry date;
- 455 (b) exit date;
- 456 (c) exit or high school completion status;
- 457 (d) whether or not an absence was excused;
- 458 (e) disability status (resource or self-contained, if applicable); and
- 459 (f) YIC status (ISI-1, ISI-2 or self-contained, if applicable).
- 460 (4) An LEA shall ensure that:
- 461 (a) computerized or manually produced records for CTE programs are kept by
- 462 teacher, class, and classification of instructional program (CIP) code; and
- 463 (b) the records described in Subsection (4)(a) clearly and accurately show for each
- 464 student in a CTE class the:
- 465 (i) entry date;
- 466 (ii) exit date; and
- 467 (iii) excused or unexcused status of absence.
- 468 (5) An LEA shall ensure that each school within the LEA completes a minimum of
- 469 one attendance check each school day.
- 470 (6) Due to school activities requiring schedule and program modification during the
- 471 first days and last days of the school year:
- 472 (a) for the first five school days, an LEA may report aggregate days of membership
- 473 equal to the number recorded for the second five-day period of the school year;
- 474 (b) for the last five-day period, an LEA may report aggregate days of membership
- 475 equal to the number recorded for the immediately preceding five-day period; and
- 476 (c) schools shall continue educational service activities throughout required
- 477 calendared days.
- 478 (7) An LEA shall employ an independent auditor, under contract, to:
- 479 (a) perform an annual agreed-upon procedures engagement; and
- 480 (b) report any findings of the engagement to:
- 481 (i) the LEA board; and
- 482 (ii) the Financial Operations Section of the Board.

483 (8) Reporting dates, forms, and procedures are found in the Guide for Agreed-Upon
484 Procedures Engagements for Local Education Agencies, published by the Office of the
485 State Auditor, in collaboration with the Superintendent.

486 (9) The Superintendent:

487 (a) shall review each LEA's student membership and fall enrollment reports as they
488 relate to the allocation of state funds; and

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

491 **R277-419-12. High School Completion Status.**

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

496 (a) graduates are students who earn a basic high school diploma by satisfying one
497 of the options consistent with Subsection R277-705-4(2) or out-of-school youths of school
498 age who complete adult education secondary diploma requirements consistent with R277-
499 733;

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

502 (i) are in membership in twelfth grade on the last day of the school year; and

503 (ii)(A) meet any additional criteria established by an LEA consistent with its authority
504 under Section R277-705-4;

505 (B) meet any criteria established for special education students under Utah State
506 Board of Education Special Education Rules, Revised, June 2016, and available at:
507 <http://www.schools.utah.gov/sars/Laws.aspx> and the Utah State Board of Education;

508 (C) meet any criteria established for special education students under Subsection
509 R277-700-8(5); or

510 (D) pass a General Educational Development (GED) test with a designated score;

- 511 (c) continuing students are students who:
- 512 (i) transfer to higher education, without first obtaining a diploma;
- 513 (ii) transfer to the Utah Center for Assistive Technology without first obtaining a
- 514 diploma; or
- 515 (iii) age out of special education;
- 516 (d) dropouts are students who:
- 517 (i) leave school with no legitimate reason for departure or absence;
- 518 (ii) withdraw due to a situation so serious that educational services cannot be
- 519 continued even under the conditions of Subsection R277-419-7(3)(f)(ii);
- 520 (iii) are expelled and do not re-enroll in another public education institution; or
- 521 (iv) transfer to adult education;
- 522 (e) an LEA shall exclude a student from the cohort calculation if the student:
- 523 (i) transfers out of state, out of the country, to a private school, or to home
- 524 schooling;
- 525 (ii) is a U.S. citizen who enrolls in another country as a foreign exchange student;
- 526 (iii) is a non-U.S. citizen who enrolls in a Utah public school as a foreign exchange
- 527 student under Section 53G-6-707 in which case the student shall be identified by resident
- 528 status (J for those with a J-1 visa, F for all others), not by an exit code;
- 529 (iv) dies; or
- 530 (v) beginning with the 2015-2016 school year, is attending an LEA that is not the
- 531 student's school of enrollment.
- 532 (2)(a) An LEA shall report the high school completion status or exit code of each
- 533 student to the Superintendent as specified in Data Clearinghouse documentation.
- 534 (b) High School completion status or exit codes for each student are due to the
- 535 Superintendent by year end upload for review related to the Agreed-Upon Procedures
- 536 Engagement.
- 537 (c) Except as provided in Subsection (2)(d), an LEA shall submit any further
- 538 updates of completion status or exit codes by October 1 following the end of a student's
- 539 graduating cohort pursuant to Section R277-484-3.

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

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

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

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

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

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

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

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

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

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

560 (ii) school with the latest exit date;

561 (iii) school with the earliest entry date;

562 (iv) school with the highest total membership;

563 (v) school of choice;

564 (vi) school with highest attendance; or

565 (vii) school with highest cumulative GPA.

566 (g) The Superintendent shall report the four-year cohort rate on the annual state
567 reports.

568 **R277-419-13. Student Identification and Tracking.**

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

570 (i) use the SSID system maintained by the Superintendent to assign every student
571 enrolled in a program under the direction of the Board or in a program or a school that is
572 supported by public school funding a unique student identifier; and

573 (ii) display the SSID on student transcripts exchanged with LEAs and Utah public
574 institutions of higher education.

575 (b) The unique student identifier:

576 (i) shall be assigned to a student upon enrollment into a public school program or
577 a public school-funded program;

578 (ii) may not be the student's social security number or contain any personally
579 identifiable information about the student.

580 (2) An LEA shall require all students to provide their legal first, middle, and last
581 names at the time of registration to ensure that the correct SSID follows students who
582 transfer among LEAs.

583 (a) A school shall transcribe the names from the student's birth certificate or other
584 reliable proof of the student's identity and age, consistent with Section 53G-6-603;

585 (b) The direct transcription of student names from birth certificates or other reliable
586 proof of student identity and age shall be the student's legal name for purposes of
587 maintaining school records; and

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

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

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

596 (5) An LEA is responsible to verify the accuracy and validity of enrollment

597 verification data, prior to enrolling students in the LEA, and provide students and their
598 parents with notification of enrollment in a public school.

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

602 **R277-419-14. Exceptions.**

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

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

608 (2) A school using a modified 45-day/15-day year round schedule initiated prior to
609 July 1, 1995 shall be considered to be in compliance with this rule if the school's schedule
610 includes a minimum of 990 hours of time the LEA will provide educational services over a
611 minimum of 172 days.

612 **R277-419 - 15. Student Enrollment Count Polls for 2020-21 School Year**

613 (1) The Superintendent shall take a poll of UTREx LEA student enrollment data on
614 the following dates:

615 (a) September 9, 2020; and

616 (b) on another date determined by the Superintendent in December 2020 or January
617 2021.

618 (2) The Superintendent shall notify LEAs of the date described in Subsection (1)(b)
619 at least 15 days before taking the poll.

620 **R277-419-16. Effective Date.**

621 This rule is effective for the 2020-21 school year.

- 622 **KEY: education finance, school enrollment, pupil accounting**
- 623 **Date of Enactment or Last Substantive Amendment: September 22, 2020**
- 624 **Notice of Continuation: August 14, 2017**
- 625 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53E-3-401(4); 53F-2-**
- 626 **102(7); 53E-3-501(1)(e); 53E-3-602(2); 53E-3-301(3)(d); 53G-4-404**