Utah STATE OFFICE of Education

Leadership...Service...Accountability

TO: **District Superintendents**

FROM: **Judy W Park, Ed.D.**
Associate Superintendent

Emily Tew
Data Quality Manager

DATE: **February 29, 2012**

SUBJECT: **Data Submissions**

The State Board of Education requires that beginning October 1, 2013, all LEAs will submit data to the USOE using "all School Interoperability Framework (SIF) objects defined in the UTREx Clearinghouse specification" (R277-484 *Data Standards*). These submissions are required on a daily basis and will be instrumental when implementing eTranscripts and will eliminate the need to mail, receive, and re-enter student records as students move between LEAs. In order to encourage and facilitate the transition from a thrice-yearly submission to a daily submission, USOE is requiring LEAs to begin monthly data submissions starting in May 2012. USOE data analysts will audit each submission and give the LEA feedback on any errors they notice.

In addition, in order to prepare for the July 7, 2012, year-end deadline, LEAs are strongly encouraged to submit a year-end file by April 13, 2012. The USOE is prepared to set aside a half-day or day during the Spring Data Conference (April 19-20) in order to address questions, problems, and concerns LEAs encountered. In addition, the USOE data analysts and auditors are available at any time before or after the data conference. Please remember that we will be able to better address issues that arise before the July deadline with data submitted more frequently from the LEAs.

Please contact Emily Tew (emily.tew@schools.utah.gov or 801-538-7947) if you have questions or concerns.

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Larry K. Shumway, Ed.D., State Superintendent of Public Instruction