

# UTREX Level 2 Errors and How to Fix Them

Part 2: End of Year

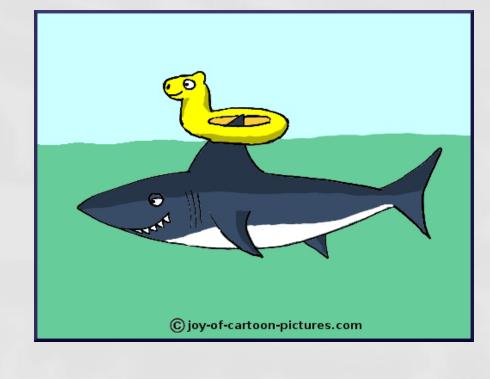
July 9<sup>th</sup> at 5:00pm





## **Good News**

- 99.8% of all student data is passing level 2 errors
- Average for all LEAs for fatal errors is 24; the median is 2



69% of all LEAS have submitted at least once since Jan 1: 60% have submitted in the last 30 days

## **Errors and Warning Types**

### **Exception Log Overview**

This page lists the number of exceptions that are currently open in your organization by exception type. Please click on the exception type name to go to the exception log dashboard for that exception type.

#### **Open Exceptions**

Exception Type Name	# of Exception(s)	
Concurrent Registration	978	
New SSID	794	
Permanent Exit	695	
Student School Membership	2692	
Student Grade Level Inconsistency	809	
Incomplete Transfer	23453	
Primary Enrollment-Warning	1963	
Primary Enrollment-Fatal	0	

http://www.schools.utah.gov/computerservices/Services/Data-Clearinghouse/Utrex\_Level\_2\_Exceptions\_v3\_0\_(04-05-2012).aspx

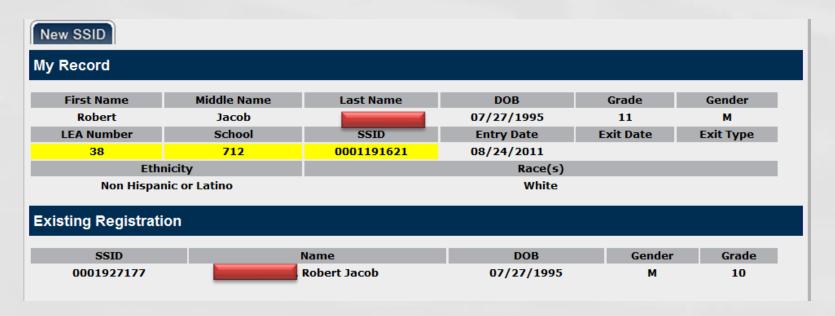
## Warnings

- Concurrent Registration, Student Grade Level Inconsistencies (<2 grades), Primary Enrollment Warnings, and Incomplete Transfers
- Don't ignore
  - Concurrent registration and primary enrollment warnings identify students enrolled in more than one LEA. Checking this during the year will eliminate problems at the end of year
  - Incomplete Transfers students in grade 9-12 who have incomplete transfers will be counted as dropouts



## Fatal: Type 1: New SSID

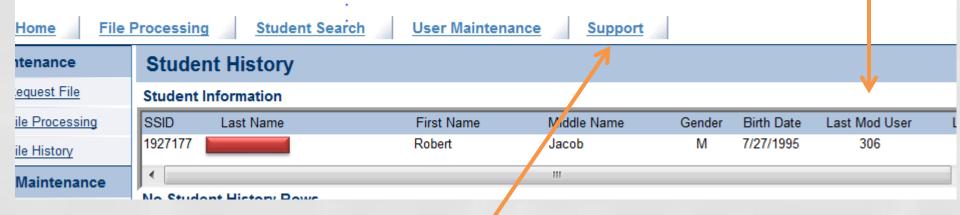
New SSID: Warning on June 30. For HS students if this not resolved, one will count as a DO



Look in the SSID system

## Fatal: Type 1: New SSID

## Jtah State Office of Education | SSID



Identify the Last Mod User and click support

SSID Number Merge Information Documents			Release Date	Version / Size
POF	SSID User Contact List	Contains SSID Users at all LEAs. Useful for verifying student transfer prior to making SSID number merge requests.	Updated Monthly	N/A 20 KB
	Merge PowerPoint Slides	Additional merge information and requirements outlined in PowerPoint presentation format.	3/24/2008	N/A 268 KB

Look up Mod User on List: Name, email and phone #

## Fatal: Type 1: New SSID

- Verify with the other LEA and then contact Mike Thompson <u>Michael.Thompson@schools.utah.gov</u>
  - Give both SSIDs
  - Email that all LEAs agree this is the same student
  - Lower SSID will become the student's SSID

## Fatal: Type 2: Grade Level Errors

- Grade Level Errors: > 3 grade levels from the previous year.
  - This is often 2 students on one SSID.
  - Correct the same way as a student with 2 SSIDS.



## Fatal: Type 3: Membership

- Membership: Students must not have more than 170 + 10 (x # of schools)
  - Negotiate with the other LEA
  - Check if it is actually 2 students
    - Hint Use the SSID lookup
  - USOE may prorate if the LEAs do not work it out



# Exceptions

- Same exact name and birthdate: (very infrequent)
- Contact Clint

## **Avoiding Errors**

- Training for secretaries, registers, etc.:
  <a href="http://www.schools.utah.gov/data/Data-Training.aspx">http://www.schools.utah.gov/data/Data-Training.aspx</a>
- Use the birth certificate or other legal documentation
- Type in the full name: first, last, and middle
- Check all the information on the student: birthdate, grade, gender before putting in the SSID
- Ask if the student was previously enrolled in public school
- Use correct exit and graduation codes
- LEA's know much more about the students than we ever will

## New Rules for 2012-13

- Membership starts with 0 not 180
- Special Education Membership can only come through one LEA. (One IEP)
- Mandatory monthly uploads start at the end of July 2012



## **End of Year Submission**

- Love your fellow LEAs and submit often
- Half a submission is better than no submission

