UTREx – Utah eTranscript and Record Exchange

Deadlines that fall on a weekend or state holiday in a given year shall be moved to the date of the first workday after the date specified.

August-September

Task	Description	Due
UTREx	Set up automated uploads to UTREx – Manage Scheduled Collections - **Always** continue with the data process to **Validate, Certify and Submit on each collection**. **Always complete - Certify and Submit every time you collect your data**. **Your data submissions are allowed to contain errors.** After you have finished all processes, continue with correcting the data using the UTREx Validation Exceptions Report.	Continuously
SSID	Retrieve and validate SSID numbers for all students	Continuously
OOSY	Report 1 - Out of School Youth (OOSY) Report and Adult Education Completers Achievements completed between 7/01/20??-07/15/20??	July 16th – Posted on Move-It-Secure-Site
OOSY	Report 2 - Out of School Youth (OOSY) Report and Adult Education Completers Cumulative Achievements completed between 7/01/20??-09/14/20??	September 18th – Posted on Move-It-Secure-Site
DIBELS	Dynamic Indicators of Basic Literacy Skills - Reading at Grade Levels: 1-3 fall assessment completed	September 30th - entered into local LEA SIS system.

October

No later than October 1st 2013, all public education LEAs shall begin submitting daily updated data to the USOE UTREx Clearinghouse specification. Please correct UTREx exception errors all during the month for better data exchange between LEAs. Always save UTREx reports for auditors.

Task	Description	Due
UTREx	UTREx October 1st LEA Data Submission	Due seven business days after October 1st
DIBELS	Reading at Grade Levels: 1-3 fall UTREx data submission	Due seven business days after October 1st
LEA Reports	1.UTREx-School Summary Report 2.UTREx-Student Detail Report 3.Save other critical reports for auditors and reports required by local LEA	Report data effective date: October 1st
Graduation Cohort Submissions	Last date for submitting prior year senior class graduation counts in the federal graduation rate – Exit Status Record changes – (ES Records) AND Last date for updating prior year senior class graduation codes	Due seven business days after October 1st
OOSY	Report 3 - Out of School Youth (OOSY) Report and Adult Education Completers Cumulative Achievements completed between 7/01/20??-09/30/20??	October 3rd – Posted on Move-It-Secure-Site
SSID	Retrieve and validate SSID numbers for all students	Continuously

Note: The OOSY report will be available until end of day October 15th

November

Task	Description	Due
SSID	Retrieve and validate SSID numbers for all students	Continuously
UTREx	**Collect, Certify and Submit UTREx data submissions daily.** Your data submissions are allowed to contain errors but, please correct UTREx exception errors daily for better data exchange between LEAs.	Daily

December

Task	Description	Due
LEA Reports	Recommended Reports for archival and auditing Always print a copy and save on multiple media: 1. UTREx – SCRAM CCW Detail 2. UTREx – Child Count by District Worksheet 3. Other critical reports required by auditors and required by local LEA	Report data effective date: December 1st
SSID	Retrieve and validate SSID numbers for all students	Continuously
UTREx	December 1st LEA Data submitted to UTREx	Due seven business days after December 1st
SSID	Retrieve and validate SSID numbers for all students	Continuously

January

Task	Description	Due
UTREx	**Collect, Certify and Submit UTREx data submissions daily.** Your data submissions are allowed to contain errors but, please correct UTREx exception errors daily for better data exchange between LEAs.	Daily
UALPA	Utah Academic Language Proficiency Assessment - ELP – (English Language Proficiency) Speaking – Listening – Reading – Writing • UALPA Testing for Grade Levels: K - 12	January 14th – May 3rd Testing Window
NAEP	National Assessment of Educational Progress (Nations Report Card) - • NAEP - Reading and Mathematics Testing Grade Levels - 4 ,8, 12	January 21st – March 1st Testing Window
DIBELS	Dynamic Indicators of Basic Literacy Skills – Reading at Grade Level 1-3 – mid-year assessment	January 31st - mid- year assessment completed and entered in local LEA SIS
Graduation Cohort	Begin checking and correcting dropout list report for upcoming cohort	Continuously
SSID	Retrieve and validate SSID numbers for all students	Continuously

February

Task	Description	Due
UTREx	**Collect, Certify and Submit UTREx data submissions daily.** Your data submissions are allowed to contain errors but, please correct UTREx exception errors daily for better data exchange between LEAs.	Daily
UALPA	Utah Academic Language Proficiency Assessment - ELP – (English Language Proficiency) Speaking – Listening – Reading – Writing • UALPA Testing for Grade Levels: K -12	January 14th – May 3rd Testing Window
NAEP	National Assessment of Educational Progress (Nations Report Card) - • NAEP - Reading and Mathematics Testing Grade Levels - 4, 8, 12	January 21st – March 1st Testing Window
DWA	Direct Writing Assessments – • Direct Writing Assessment - Grade Levels - 5, 8	14 weeks prior to the last Monday of LEA school year - 3 week testing period
SSID	Retrieve and validate SSID numbers for all students	Continuously

March

Task	Description	Due
UTREx	**Collect, Certify and Submit UTREx data submissions daily.** Your data submissions are allowed to contain errors but, please correct UTREx exception errors daily for better data exchange between LEAs.	Daily
UALPA	Utah Academic Language Proficiency Assessment - ELP – (English Language Proficiency) Speaking – Listening – Reading – Writing • UALPA Testing for Grade Levels: K - 12	January 14th – May 3rd Testing Window
NAEP	National Assessment of Educational Progress (Nations Report Card) - • NAEP - Reading and Mathematics Testing Grade Levels - 4,8,12	January 21st – March 1st Testing Window
DWA	Direct Writing Assessments – • Direct Writing Assessment - Grade Levels - 5, 8	14 weeks prior to the last Monday of LEA school year - 3 week testing period.
Assessment Preprint Files	Submit testing pre-load files and preprints for CRT's	March 1st – 15th Testing Window
SSID	Retrieve and validate SSID numbers for all students	Continuously

April

Task	Description	Due
UTREx	**Collect, Certify and Submit UTREx data submissions daily.** Your data submissions are allowed to contain errors but, please correct UTREx exception errors daily for better data exchange between LEAs.	Daily
UALPA	Utah Academic Language Proficiency Assessment - ELP – (English Language Proficiency) Speaking – Listening – Reading – Writing • UALPA Testing for Grade Levels: K - 12	January 14th – May 3rd Testing Window
CRT	Criterion Referenced Tests – • CRT – ELA - Grade Levels - 3 - 11 CTR – Math - Grade Levels - 3 - 12 CTR – Science - Grade Levels - 4-12	6 weeks prior to the last Monday of LEA school year - 6 week testing period
DWA	Direct Writing Assessments – • Direct Writing Assessment - Grade Levels - 5, 8	14 weeks prior to the last Monday of LEA school year - 3 week testing period
SSID	Retrieve and validate SSID numbers for all students	Continuously

May

Task	Description	Due
UTREx	**Collect, Certify and Submit UTREx data submissions daily.** Your data submissions are allowed to contain errors but, please correct UTREx exception errors daily for better data exchange between LEAs.	Daily
UALPA	UALPA – Utah Academic Language Proficiency Assessment - ELP – (English Language Proficiency) Speaking – Listening – Reading – Writing • UALPA Testing for Grade Levels: K-12	January 14th – May 3rd Testing Window
SSID	Retrieve and validate SSID numbers for all students	Continuously

June

Task	Description	Due
UTREx	**Collect, Certify and Submit UTREx data submissions daily.** Your data submissions are allowed to contain errors but, please correct UTREx exception errors daily for better data exchange between LEAs.	Daily
DIBELS	Dynamic Indicators of Basic Literacy Skills - Reading at Grade Levels: 1-3 spring assessment completed and entered into LEA local sis system.	June 15th - assessment completed and entered in local LEA sis system
SSID	Retrieve and validate SSID numbers for all students	Continuously

July

Task	Description	Due
UTREx	**UTREx Julyr 1st LEA Final Data Submission**	7 business days after July 1st
DIBELS	Dynamic Indicators of Basic Literacy Skills – Final Submission - Reading at Grade Levels: 1-3 Spring data submission	7 business days after July 1st
LEA Reports	Recommended Reports for archiving and for auditors: 1. UTREx-School Summary 2. UTREx-SCRAM Exit Contact List 3. UTREx-Student Detail Report 4. UTREx-Transfer Student List 5. UTREx-Student Report 6. UTREx-Student Summary 7. UTREx-Racial Survey and Detail of Enrollment 8. Other reports critical for audits and required LEA reports	Data Effective date: July 1st
Graduation Cohort Report	Review Graduation Cohort Report placed on Move-It-Secure website	Mid July
SSID	Retrieve and validate SSID numbers for all students	Continuously

Always keep up with the testing changes through the Assessment Department.