

# CLEARINGHOUSE



# How ?

- 1) **Enter** or **Correct** data in your SIS system -- verify ALL students in SSID system
- 2) **Extract** the data from your SIS system
- 3) Run the extracted data file through the edit program

=> Repeat steps 1 thru 3 until the edit produces ZERO errors

- 4) Upload the file to USOE via the secure FTP transfer:

- Must have authorization to access the secure site
- URL → <https://secure.schools.utah.gov>
- Navigate to the “Clearinghouse\Uploads” folder for your LEA
- Upload the file and send a confirmation email

- 5) The file will be processed and the reports will be sent to the appropriate USOE department as well as being placed in the “Clearinghouse\Reports” folder for your LEA on the secure FTP site

- 6) Download the report(s) and verify accuracy (I suggest you enlist the help of program directors) ← **Very Important Step**

- 7) If inaccuracies exist, return to step 1 and begin the process again

This process can be repeated as often as necessary, up to the deadline.

# General

In the past, a few LEAs have assumed they're done when they've uploaded a file with zero errors reported by the Edit program.....***not true !!!***

**There are several errors unique to the database load process that cannot be caught by the Edit program !**

The edits unique to the database load include:

- SSID validation
- Actual LEA and School number validation (which includes the “where taught” fields in the AC record)
- Grade Range validation - student grade level is checked against the grade range of the school as it is indicated in CACTUS

At a minimum you are not done until at least 1 set of reports are posted to your “Clearinghouse\Reports” folder on the secure FTP site and **you’ve verified these reports** (Summary reports in October and at Year End or the Child Count Worksheet in December).

➤ Invalid SSIDs always seem to be a major problem.

# What's **new** for school year 2010-2011

➤ Reminder – Year End submission deadline is: **July 7**

➤ Student Record (S1)

➤ Immigrant

Indicate the student is an immigrant if the student meets **all three** of the following conditions:

- Age is 3-21
- Not born in any State \*
- Has not attended one or more schools in any State for more than 3 full academic years (the 3 full academic years do NOT need to be consecutive)

\* The definition for “State” for Title III purposes only is as follows:

- each of the 50 States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam and the Northern Marianna Islands

If ‘Y’ here, FIRST ENROLL IN U.S. must be present.

# What's **new** (SY 2010-2011 continued) ?

## ➤ Student Record (S1) - continued

### ➤ Read Grade Level

Indicate if the grade 1-3 student is reading on grade level (Y/N)

### ➤ Reading Intervention

Indicate if the grade 1-3 student is receiving or has received reading intervention (Y/N)

### ➤ Race Observer ID

Indicate if the student's race was determined by observer identification ("Y") or self declared ("N")

# New Record Types

- YIC Record (S3) more on YIC covered by Travis Cook later today

Field	Length	Data Record		Doc	Short Description
		Start	End		
RECORD-ID	03	001	003	36	<b>S3=</b>
STUDENT NUMBER	10	004	013	36	LEA assigned student number
CUSTODY TYPE	04	014	017	36	Custody type
TIME	01	018	018	37	Time code
ENVIRONMENT	01	019	019	37	Educational environment
YIC ENTRY DATE	08	020	027	37	YIC Entry Date
YIC EXIT DATE	08	028	035	37	YIC Exit Date
YIC EXIT REASON	01	036	036	37	YIC Exit Reason code
YIC MEMBERSHIP	03	037	039	37	YIC aggregate membership

- Disciplinary Records see Clearinghouse Specification for code details

- Incident (I1)

Field	Length	Data Record		Doc	Short Description
		Start	End		
RECORD-ID	03	001	003	48	<b>I1=</b>
INCIDENT ID	05	004	008	48	Incident number
GANG RELATED	01	009	009	48	Incident gang related?
INCIDENT DATE	08	010	017	48	Incident Date
INCIDENT DESCRIPTION	250	018	267	48	Incident Description

# New Record Types (continued)

## ➤ Disciplinary Records (cont.)

## ➤ Incident Association (I2)

Field	Length	Data Record		Doc Page	Short Description
		Start	End		
RECORD-ID	03	001	003	49	I2=
INCIDENT ID	05	004	008	49	Incident number
STUDENT NUMBER	10	009	018	50	Student number
CAUSED INCIDENT	01	019	019	50	Did student cause the incident?
INJURED	01	020	020	50	Was student injured?
GANG PREV PROG	01	021	021	50	In a gang prevention program?
DISCIPLINE METHOD	01	022	022	50	Suspended or Expelled
NUMBER OF DAYS	03	023	025	50	How many days?
IN SCHOOL	01	026	026	50	In school or out of school?
SERVICES OFFERED	01	027	027	50	Services offered to student?
REFERRED TO POLICE	01	028	028	50	Incident referred to police?
REFERRED TO COURT	01	029	029	51	Incident referred to court?
REFERRED TO PROGRAM	01	030	030	51	Incident referred to a program?
ALTERNATIVE PLACEMENT	01	031	031	51	Alternative placement?
HEARING OFFICER REMOVAL	01	032	032	51	Removal by hearing officer?
PI INFRACTION TYPE	02	033	034	51	Primary infraction type
PI WEAPON	01	035	035	52	Primary weapon
PI ROLE	01	036	036	52	Primary role
SI1 INFRACTION TYPE	02	037	038	52	Secondary 1 infraction type
SI1 WEAPON	01	039	039	52	Secondary 1 weapon
SI1 ROLE	01	040	040	52	Secondary 1 role
SI2 INFRACTION TYPE	02	041	042	52	Secondary 2 infraction type
SI2 WEAPON	01	043	043	52	Secondary 2 weapon
SI2 ROLE	01	044	044	52	Secondary 2 role
SI3 INFRACTION TYPE	02	045	046	52	Secondary 3 infraction type
SI3 WEAPON	01	047	047	52	Secondary 3 weapon
SI3 ROLE	01	048	048	53	Secondary 3 role
SI4 INFRACTION TYPE	02	049	050	53	Secondary 4 infraction type
SI4 WEAPON	01	051	051	53	Secondary 4 weapon
SI4 ROLE	01	052	052	53	Secondary 4 role

# What's *changed* for SY 2010-2011 ?

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## ➤ Student Record (S1)

### ➤ School Exit

Removed option 'SU' (suspended). This will now be handled through submission of Incident data.

### ➤ Membership

If 'PVT' here (Private School):

- Must be submitted under school 995
- PART TIME must be BLANK

If 'HSC' here (Home Schooled):

- Must be submitted under school 990
- PART TIME must be BLANK

### ➤ High School Completion Status

Removed options 'G1' and 'G2' that were related to UBSCCT.

# What's *changed* (SY 2010-2011 continued) ?

## ➤ Course Master Record (AC)

### ➤ Pre-K and CACTUS ID:

If course code is the Regular Ed Pre-k code (23-03-00-00-020)

- CACTUS ID can be BLANK

Any other course code:

- CACTUS ID is *required*

## ➤ The following data elements are obsolete and will be ignored

### Course Master (AC)

INSTRUCT HRS SCHED

### Course Membership (AM)

AGGREGATE MEMBERSHIP

DAYS ATTENDED

INSTRUCT HRS MEMB

INSTRUCT HRS ATTEND

What's ***coming*** next year ?  
(SY 2011-2012 [beginning October 2011])



# What's *coming* in SY 2011-2012 (cont)

## ➤ District Record (DI)

- Add SIS 'as of' date and time (date and time of extract)

## ➤ School Record (SC)

- Add LEA Number

## ➤ All other Records (S1, S2, S3, AC, AM, I1, I2, ES)

- Add LEA number and School Number

# What's **coming** in SY 2011-2012 (cont)

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## ➤ Student Record (S1)

### ➤ Limited English

'Y' translates from UALPA 1,2,3,4 instead of P,E,I,A

### ➤ Add data element "ACCOMPANIED\_STUDENT"

**Required if HOME\_STATUS not '0'**. This field is to supplement the HOME\_STATUS field. It cannot be BLANK if HOME\_STATUS is not '0'.

<u>CODE</u>	<u>MEANING</u>
Y	Yes, the student was accompanied by a parent (foster parents do not count)
N	No, the student was not accompanied by a parent
BLANK	HOME_STATUS is '0'

# What's **coming** in SY 2011-2012 (cont)

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## ➤ SCRAM Record (S2)

### ➤ Regular Percent

Must be BLANK if student is Pre-K (previously, ENVIRONMENT factored into whether or not it could be BLANK or if it was required)

### ➤ Environment

- Remove Pre-K option 'E'

- Add **Pre-K** options:

**F** = Child attending a regular childhood program at least 10 Hrs per week and receiving the majority of hours of special education and related services in the regular Early Childhood Program

**G** = Child attending a regular childhood program at least 10 Hrs per week and receiving the majority of hours of special education and related services in some other location

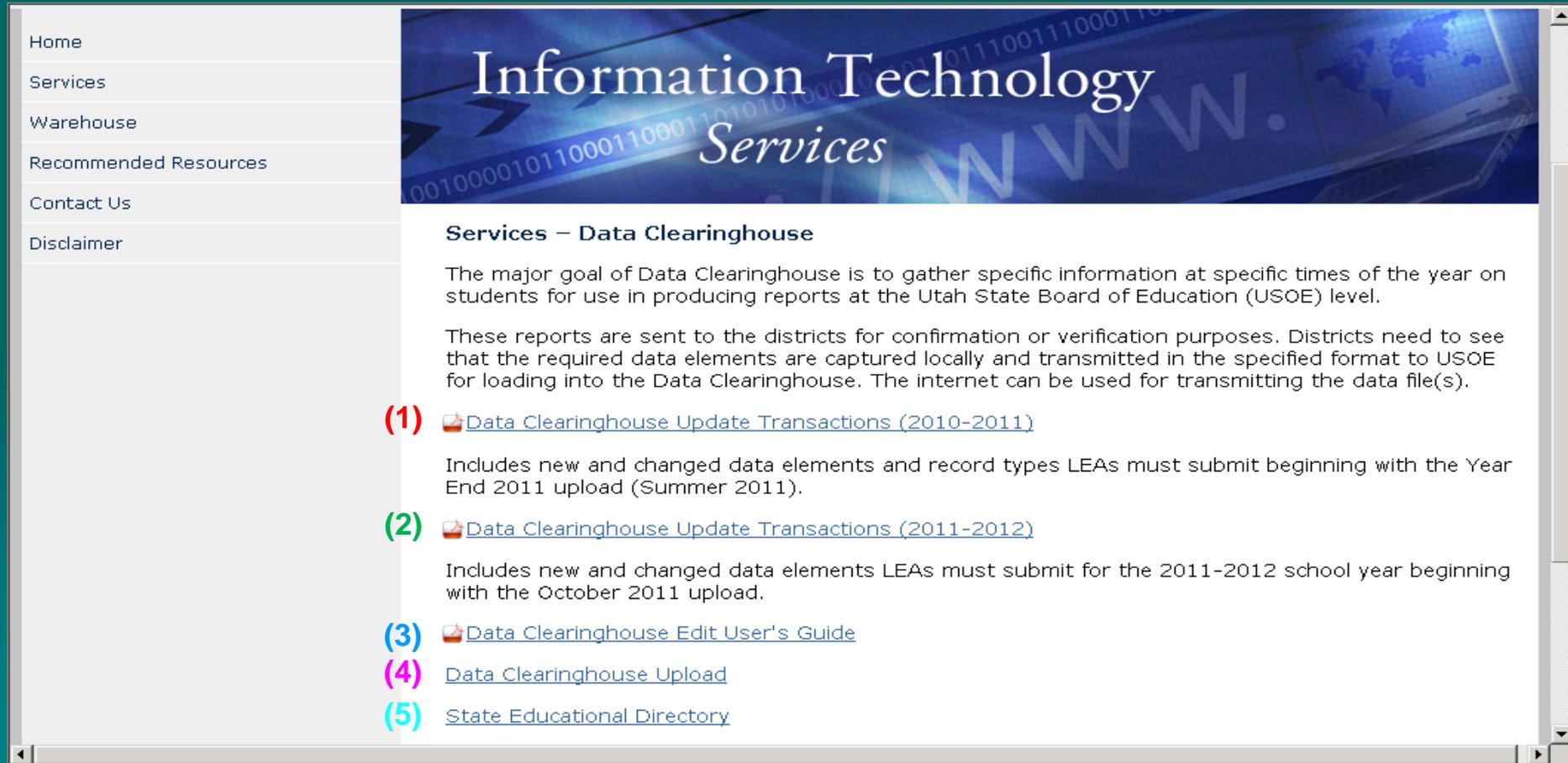
**J** = Child attending a regular childhood program less than 10 Hrs per week and receiving the majority of hours of special education and related services in the regular Early Childhood Program

**K** = Child attending a regular childhood program less than 10 Hrs per week and receiving the majority of hours of special education and related services in some other location

# Documentation

<http://www.schools.utah.gov/computerservices/Data-Clearinghouse.aspx>

- Current Clearinghouse document (effective Year End 2011) (1)
- SY 2011-2012 Clearinghouse document (effective October 2011) (2)
- Clearinghouse Edit instructions (User's Guide) (3)
- Link to secure FTP site (MOVEit) (4)
- Link to State Educational Directory (5)



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## Information Technology Services

### Services – Data Clearinghouse

The major goal of Data Clearinghouse is to gather specific information at specific times of the year on students for use in producing reports at the Utah State Board of Education (USOE) level.

These reports are sent to the districts for confirmation or verification purposes. Districts need to see that the required data elements are captured locally and transmitted in the specified format to USOE for loading into the Data Clearinghouse. The internet can be used for transmitting the data file(s).

- (1) [Data Clearinghouse Update Transactions \(2010-2011\)](#)  
Includes new and changed data elements and record types LEAs must submit beginning with the Year End 2011 upload (Summer 2011).
- (2) [Data Clearinghouse Update Transactions \(2011-2012\)](#)  
Includes new and changed data elements LEAs must submit for the 2011-2012 school year beginning with the October 2011 upload.
- (3) [Data Clearinghouse Edit User's Guide](#)
- (4) [Data Clearinghouse Upload](#)
- (5) [State Educational Directory](#)

Questions.....Comments.....

