

From: Brandt, John
Sent: Tuesday, September 29, 2009 2:56 PM
To: Hudgens, Bruce
Subject: UtahFutures and student portfolio creation
Attachments: UtahFutures.xlsx

From: Dawn Stevenson, Coordinator
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and

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LEA IT Staff/Clearinghouse Submitter,

As you may or may not be aware USOE, including CTE and Comprehensive Counseling and Guidance, Adult Education, and the Office of Rehabilitation; along with the Utah System of Higher Education; the Department of Workforce Services; and the statewide GEAR UP grant have collaborated in implementing a statewide education and career planning system which will be called UtahFutures. The official launch date for the system is October 1, 2009.

An important aspect of the system is the ability to create an individual student planning portfolio, an SEOP portfolio, for students as early as grade 6 which will follow the student through the system from middle school or junior high school into high school and on to post-secondary education or the world of work. Because of our desire to make this individual student planning document as accessible to students and educators as possible, members of the multi-agency advisory committee have chosen to make the user name the student's SSID. Of course this does present some problems, cautions and restrictions.

We understand some of you have been contacted by school counselors for help in setting up these portfolios, and we understand that many of you had no previous information about this process. You will be needing to work with your local counselors or counseling directors to construct a data file to transfer lists of students with SSIDs to the University of Oregon Career Information System CIS, who is the creator of our UtahFutures system, in an orderly and secure manner. Attached is the Excel specification developed in conjunction with University of Oregon for the data transfer. In the first column you should insert the five digit district-school number for which the student is registered. The passwords will be generic and created at University of Oregon and will be customized when each student meets with a counselor. The minimum information needed to create the student portfolio is the schoolID, username (SSID), student first name and student last name. Please complete the other columns as you are able to do so. Copy the completed Excel file to the **UtahFutures folder** on the **USOE MoveIt server**. This folder is located within the MoveIt hierarchy at: **Folders/Distribution/UtahFutures/Uploads**.

When you copy/upload your file to MoveIt please e-mail [Laura Howe](mailto:llhowe@uoregon.edu) at llhowe@uoregon.edu and include your file name in the message.

Since June, when they had their annual conference, Dawn has been telling school counselors across the state that the system would not be up and running until Oct 1, 2009, and she sent a message to the school counselor list serve week before last with the same information. We apologize that we have a) left

you uninformed and b) caused you to be bothered for information that you did not have. We have been talking with District and LEA personnel about the system and the portfolio process since last spring-- apparently they have not shared any of this information with you.

School counselors would like to have this system in use as soon as possible after October 1. However, we will make it an agenda item for the October 29th Data Conference in order to discuss any of your concerns and suggestions.