

DATA CLEARINGHOUSE UPDATE TRANSACTIONS

(Revised: September 13, 2012)

The record layouts, item descriptions, and validation rules outlined in this version will be in effect beginning with processing for school year 2012-13.

Items in this document denoted blue with were ADDED for the 2012-13 school year (see 'Revisions' at the end of this document). **Not all of these have been implemented in UTREx, but will be applied before October 1, 2012**

Items in this document denoted yellow were CHANGED for the 2012-13 school year (see 'Revisions' at the end of this document). **Not all of these have been implemented in UTREx, but will be applied before October 1, 2012**

~~Items with lines through them are no longer used.~~ Items with lines through them are no longer used.

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VALIDATION INFORMATION

After uploading the UTREx (clearinghouse) file, it **MUST** be validated via the UTREx Vertical Reporting Framework (VRF) Level 1 validations and Operational Data Store (ODS) Level 2 validations portals. Whereas the old clearinghouse system invalidated an entire file if any errors were found, UTREx will consume records piecemeal. All valid records within the UTREx file will pass through the validation process. Individual records that contain errors will not progress to the next stage of validation until those errors are resolved at the source (SIS) level. It is acceptable for there to be records that result in warnings.

The VRF and ODS portals may be accessed via: <http://utrex.schools.utah.gov>

NOTE: Access to these portals requires explicit authorization for **EACH** individual that will have the authority in your LEA to upload UTREx files. Each of these individuals must be set up with a user ID and password by USOE before they can access the sites. If someone in your LEA needs new access privileges or is having problems accessing the site; please contact Clint Thomsen, UTREx Coordinator (801-538-7940 or clinton.thomsen@schools.utah.gov). If your LEA uses USOE's SIS2000+, please contact your SIS specialist.

It is each LEA's responsibility to:

- a) Ensure that their submissions are processed correctly (VRF Submissions Tab, UTREx Submission Log)
- b) Verify that the data on their reports accurately reflect their local records (considering validations and report inclusion criteria)
- c) Download and archive these reports

UPLOAD INFORMATION

We will accept UTREx uploads to our secure FTP site via an upload procedure using an Internet Browser (see **NOTE** above). The data uploaded will be encrypted. Select the 'Data Clearinghouse Upload' option from the Clearinghouse page on our website. If you do not know the address of this site, please contact Clint Thomsen **BEFORE** you select to upload your file. To ensure the file is uploaded to the correct folders, be sure to navigate to:
folders/distribution/school district/(your LEA)/Clearinghouse/uploads

General Data File Structure

The Clearinghouse upload file is a sequential text file that contains up to ten different records types. Not all types are mandatory on each upload. Your file must always contain record types 1 through 3, 6 and 7.

1	District record	"DI="
2	School record	"SC="
3	Student record	"S1="
4	SCRAM record	"S2="
5	YIC record	"S3="
6	Course Master record	"AC="
7	Course Membership record	"AM="
8	Incident record	"I1="
9	Incident Association record	"I2="
10	Exit Status Update record	"ES="

Each record should be terminated with a **carriage return + line feed**. The District record must always be the first record in the file followed by a School record identifying the first school. An additional School record should be present as the first record for each new school. All student and course records that follow a school record are identified as belonging to that school.

Note 1: The current mandatory upload times are as follows:

October Fall Enrollment count – the USOE will analyze all LEA data for October 1 reporting on or after October 16.

Snapshot **as of** October 1 (unless it's on a weekend, then the following Monday).

Records required: DI, SC, S1, S2 (if applicable), S3 (if applicable), AC, AM.

December Special Ed count – the USOE will analyze all LEA data for December 1 reporting on or after December 16 – not required if you have no special education students (S2 records).

Snapshot **as of** December 1 (unless on a weekend, then the following Monday).

Records required: DI, SC, S1, S2

Year-End – the USOE will analyze all LEA data for Year-End reporting on or after July 8 all activity for the school year.

Records required: DI, SC, S1, S2 (if applicable), S3 (if applicable), AC, AM, I1 (if applicable), I2 (if there are one or more I1 records).

Beginning April 2012, all LEAS are required to submit once during each calendar month.

No files will be processed after the due dates unless an extension has been granted by your LEA by the appropriate person.

Year-End and October Fall Enrollment extensions are granted by:

David Roberts (801-538-7668); David.Roberts@schools.utah.gov

December Special Education extensions are granted by:

Heidi Baurerle (801-538-7694); Heidi.Bauerle@schools.utah.gov

The extension will be good through a specific date.

Note 2: Items in this document denoted blue with were ADDED for the 2012-13 school year (see 'Revisions' at the end of this document).

Items in this document denoted yellow were CHANGED for the 2012-13 school year (see 'Revisions' at the end of this document).

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Items in Pink will be CHANGED (not new) for the 2013-14

All other items were present for the 2011-12 Year End processing (or before) and are unchanged for the 2012-13 school year.

Note 3: Individual data element definitions: When optional is indicated, it means **BLANK** is allowed (**will not** be edited for "missing"). When required is indicated, it means **BLANK** is **NOT** allowed (**will** be edited for "missing").

WHEREVER THE WORD "BLANK" IS USED THROUGHOUT THIS DOCUMENT, IT MEANS THE SAME AS THE ASCII SPACE CHARACTER (HEX "20"). IT IS NOT TO BE CONFUSED WITH "NULL" (HEX "00").

Note 4: ALL Clearinghouse updates must be complete updates (ALL pertinent records for the update period for ALL schools in the LEA) to ensure that all pertinent data will get loaded into the Warehouse.

Note 5: 180 DAY EQUIVALENT is referred to several times in this document. The calculation for 180 day equivalency is as follows:

ROUND (a * (180/b)) where the values for a and b are as follows:

S1 Membership	a = number of days student was in <u>membership</u> (SCHOOL) b = number of days <u>SCHOOL</u> was in session
S1 Days Attended	a = number of days student was in <u>attendance</u> (SCHOOL) b = number of days <u>SCHOOL</u> was in session
S2 Membership	a = number of days student was in <u>membership</u> (SCRAM) b = number of days <u>SCHOOL</u> was in session
S3 Membership	a = number of days student was in <u>membership</u> (YIC) b = number of days <u>SCHOOL</u> was in session

Example (S1 Membership):

Student was actually enrolled for 160 days in a year round school that was in session for 172 days.

a = 160 (days in membership)
b = 172 (days school in session)

= 160 * (180/172)
= 160 * 1.0465
= Round (167.44)
= 167

REPORT INFORMATION

With each currently mandatory Clearinghouse upload period (October 1, December 1, Year-End) reports are produced and forwarded to various USOE departments (Finance, Special Education, CTE). These reports may be generated by LEAs within the UTREx interfaces so they can verify the accuracy of the data they submitted.

IT IS IMPERATIVE THESE REPORTS BE VERIFIED BY THE LEA. IF THE DATA SUBMITTED WAS NOT CORRECT, THE LEA MUST CORRECT THE DATA IN THEIR SIS SYTEM AND SUBMIT THE FILE(S) WITH CORRECTED DATA. THIS VERIFICATION PROCESS MUST BE REPEATED UNTIL THE LEA IS SATISFIED THE DATA SUBMITTED IS ACCURATE AND THIS PROCESS MUST BE COMPLETED BY THE IMPOSED DEADLINE.

DISTRICT RECORD

(1) Record Type "DI=" (Required all updates) Must be the first record in each Clearinghouse update batch. This record identifies the **SCHOOL YEAR** and **LEA** of the batch. It is also used to indicate which reports may be run against the data contained in the batch and the date of the data extract from the SIS system. **ALL** data elements are required for **ALL UPDATES**.

Field	Length	Column		Valid Values
		Start	End	
RECORD-ID	03	001	003	DI=
LEA NUMBER	02	004	005	LEA Number
YEAR IDENTIFIER	04	006	009	, YR=
SCHOOL YEAR	04	010	013	Number Century & Year
MONTH IDENTIFIER	04	014	017	, OK=
WHICH MONTH	03	018	020	See NOTE 2 below
SISASOFDATE	23	021	043	Date/Time of Extract

LEA Number can ONLY be a State assigned and approved LEA Number

SISASOFDATE – the date and time of the data extract...the "as of" date and time.

Format '2010-10-21 00:00:00.000'

Sample "DI" Record

1 2 2 3 3 4 4
5....0....5....0....5....0....5....0....5
 DI=14 , YR=2012 , OK=OCT2011-10-01 10 : 14 : 46 .000

The above record indicates that the update was received from Jordan School district for School Year 2012. The SIS extraction date was October 1, 2011.

SCHOOL RECORD

(2) Record Type "SC=" (Required all updates) This record identifies a new **SCHOOL** within an update batch. All student records that follow this "SC" record will be identified as belonging to this school. The first record following the "DI" record in an update batch must be an "SC" record, and an additional "SC" record must be present to indicate each new School within a batch.

Field	Length	Column		Short Description
		Start	End	
RECORD-ID	03	001	003	SC=
SCHOOL NUMBER	03	004	006	Numeric School Number
DAYS IN SCHOOL YEAR	03	007	009	Number of days school is in session
LAST DAY OF SCHOOL	04	010	013	Last day school is in session (MMDD)
SCHEDULE YEAR TYPE	01	014	014	YEAR schedule type for the school
SCHEDULE DAY TYPE	01	015	015	DAY schedule type for the school
LEA NUMBER	02	016	017	LEA Number

LEA Number can ONLY be a State assigned and approved LEA Number.

SCHOOL RECORD (Detailed Field Descriptions)

Record-ID: (Required all updates) the first three characters of the school record must always contain the record identifier "SC=".

School Number: (Required all updates) The actual school number. This will be validated against the schools in the CACTUS database. In the October 1 upload, if the SCHOOL NUMBER indicates a Charter School, the count of students CANNOT exceed the approved maximum enrollment of the school.

Note: This can ONLY be a State assigned and approved school number. For questions about school numbers, or assignment of school numbers, or changes to school data such as grade high or low, contact Kristin Campbell (801-538-7908); kristin.campbell@schools.utah.gov.

Days in School Year: (Required all updates) The total number of days the school was in session with classroom instruction being conducted. This is NOT the number of elapsed calendar days from the start of school to the end of school.

Cannot be blank, must be complete, and must be greater than ZERO.

Last Day of School: (Required all updates) The last day the school is in session (current school year). Format is MMDD (MM = month; DD = day). Must be complete (leading zero for day less than 10). Month must be 05, 06, or 07.

Schedule Year Type: (Required in) the type of yearly schedule.

Code	Meaning
S	Semester
T	Trimester
Y	Year Round
O	Other

Schedule Day Type: (Required) The type of daily schedule.

Code	Meaning
E	Elementary
S	7 Period day
X	6 Period day
F	5 Period day
B	4 Period day
M	Modified Block
O	Other

Note 1: The USOE has not yet defined schedule types. Classification of schedule types should therefore reflect local usage (for example, one LEA's definition of 'Year Round' may differ from another LEA's).

Note 2: This data will be stored in the existing **schedule_year_type** and **schedule_type_day** fields of the **school** table of the CACTUS database, and will be used by Accreditation (in determining appropriate criteria for accrediting a particular school), Assessment (in managing the logistics of statewide large scale assessment), and Career and Technical Education (in allocating vocational education funds).

Please direct questions about classification of individual schools or use of the field by the USOE, according to your area of concern, to:

Accreditation Georgia Loutensock (801-538-7789; georgia.loutensock@schools.utah.gov)
 CTE Jeff McDonald (801-538-7657; jeffrey.mcdonald@schools.utah.gov)

LEA Number: (Required all updates) The actual LEA number. This will be validated using the CACTUS database. (Example, 01 = Alpine School District)

Sample "SC" Record

1 2
 5 0 5 0
 SC=1041800605SS14

The sample school record above indicates that all student records that follow (until the next school record) will belong to school number 104; the school is in session (classes being held) for 180 days; the school's last day in session for the **current school year** is June 5; schedule year type is 'S'; schedule day type is 'S'; LEA is 14.

STUDENT RECORD

(3) Record Type "S1=" (Required all updates) The UTREx Clearinghouse requires one 'S1=' record for each enrollment a student has in any school during a school year. Each enrollment has an entry-date and exit-date. The student is in membership between those two dates, **including the entry-date and the day preceding the exit-date.** A student may have multiple enrollments in the same school within a school year, but at least one day must separate each exit-date and each re-entry date. Enrollments in multiple schools may overlap. The entry-date in one school may precede the exit-date from another school.

In the pre-UTREx Clearinghouse, only one 'S1=' record was permitted per enrollment student in any school during a school year. When they constructed their Clearinghouse extracts, Utah SISs combined multiple enrollments from the same school within a school year into one S1 record. Combined records included the earliest entry-date into the school and last exit-date from the school. UTREx will continue to accept these 'combined' 'S1=' records for the October 1 submission period as well as multiple S1 records where they represent separate enrollments.

Beginning for the December 1, 2011, required UTREx Clearinghouse submission, and taking effect for any file submitted after November 15, 2011, these new rules will be in effect:

- Each enrollment in a school requires a unique S1 record
- The Entry-Date is the first day of an enrollment
- The Exit-Date is the day after the last day of enrollment
- If enrollments for a student within the same school, within the same school year overlap, a Level II error will be generated
- If enrollments for multiple schools-of-record overlap, a Level II Clearinghouse warning will be generated. NOTE: this Level II Clearinghouse warning will be suppressed until November 16, 2011
- If multiple LEAs report they are a student's school-of-record of any given day, the school that reported the student's enrollment with the most recent Entry-Date is counted as the school of record on that day. This rule may have funding implications for some days, such as October 1
- If the total number of 180 equivalent membership days reported by schools-of-record for a student within a school year exceeds $180 + (10 * \text{the number of times a student transfers between schools-of-record})$, then a Level II Clearinghouse error will be generated

For example:

- 1 student "1234" enrolls in school A on 8/24
- 2 student "1234" un-enrolls from school A on 10/5
- 3 student "1234" enrolls in school B on 10/6
- 4 student "1234" un-enrolls from school B on 10/20
- 5 student "1234" re-enrolls in school A on 10/21
- 6 student "1234" un-enrolls from school A on 12/1
- 7 student "1234" re-enrolls in school B on 12/5 and remains there until the last day of school

Both LEAs (only one LEA if schools A and B are in the same LEA) must submit two 'S1=' records for that student for school A, and two 'S1=' records for that student for school B. The respective S1 records will each have different Entry-Dates and Exit-Dates according to the entry and exit dates.

DATA RECORD					
Field	Length	Column		Doc Page	Short Description
RECORD-ID	03	001	003	11	S1=
STUDENT NUMBER	10	004	013	11	LEA assigned student number
SOC. SEC. NUMBER	09	014	022	11	Social Security Number
LAST NAME	20	023	042	11	Student last name
FIRST NAME	16	043	058	11	Student first name
MIDDLE NAME	16	059	074	11	Student middle name or initial
BIRTH DATE	08	075	082	11	Student birth date
GENDER	01	083	083	12	Student sex code
ETHNICITY	01	084	084	12	Student ethnicity (Hispanic/Latino)?
AMER INDIAN/ALASKAN NATIVE	01	085	085	12	Race American Indian or Alaskan Native?
ASIAN	01	086	086	12	Race Asian?
BLACK OR AFRICAN AMER	01	087	087	12	Race Black or African American?
HAWAIIAN/PACIFIC ISLANDER	01	088	088	12	Race Native Hawaiian or other Pacific Islander?
WHITE	01	089	089	12	Race White?

GRADE LEVEL	02	090	091	14	Student current grade level
ENTRY DATE	08	092	099	14	School entry date
EXIT DATE	08	100	107	14	School exit date
EXIT CODE	02	108	109	15	School exit code
SCHOOL MEMBERSHIP	03	110	112	16	School aggregate membership
HIGH SCHL COMPL STATUS	02	113	114	17	High School Completion status
PART-TIME	01	115	115	18	Part-time indicator
CONCENTRATOR	06	116	121	18	Concentrator Code
VOC-ACADEM DISADV	01	122	122	19	Voc. Academically Disadvantaged
TECH PREP	01	123	123	19	Tech. Prep
TRIBAL AFFILIATION	01	124	124	19	Indian tribal affiliation
LIMITED ENGLISH	01	125	125	20	Limited English Proficiency indicator
ECONOMIC DISADV	01	126	126	20	Economically Disadvantaged
RESIDENT STATUS	01	127	127	21	Resident Status code
PHONE NUMBER	10	128	137	21	Student home phone number
MIGRANT	01	138	138	21	Migrant Student indicator
DAYS ATTENDED	03	139	141	22	Aggregate DAYS in attendance
HOMELESS	01	142	142	22	Student's 'Homeless' status
FIRST ENROLL IN US	08	143	150	22	Date first enrolled in U.S. school
ELL NATIVE LANGUAGE	03	151	153	23	Student's native or first language
ELL PARENT LANGUAGE	03	154	156	23	Parents language of preference
ELL MONITORED ENTRY DATE	08	157	164	23	Date LIMITED ENGLISH change to 'F'
STUDENT AIP CODE	05	165	169	23	Student's zip code – first 5
MESA PROGRAM	01	170	170	23	Student involvement in MESA program
DISTRICT OF RESIDENCE	02	171	172	24	District of residence
SCHOOL OF RECORD	01	173	173	25	School is student's 'school of record'
GIFTED	01	174	174	25	"Gifted" student
504 SERVICES	01	175	175	25	Student received section 504 services
ELL INSTRUCTION TYPE	03	176	178	26	ELL instruction type student receives
NCLB SCHOOL CHOICE	01	179	179	26	School out of area by choice
NCLB SUPP SERV LANG	01	180	180	26	Recv'd Supplemental services in Language
NCLB SUPP SERV MATH	01	181	181	27	Recv'd Supplemental services in Math
STATEWIDE STUDENT ID	10	182	191	27	Statewide student identifier
CUMULATIVE GPA	04	192	195	28	Student's cumulative GPA
SPECIAL ED EXIT DATE	08	196	203	28	Date student exited Special Ed services
KINDERGARTEN TYPE	02	204	205	29	Kindergarten type (if student grade '00')
MILITARY CHILD	01	206	206	30	Is student a child of military parent(s)?
REFUGEE STUDENT	01	207	207	30	Does student have refugee status?
IMMIGRANT	01	208	208	31	Is student an immigrant?
READ GRADE LEVEL - MID	01	209	209	31	Does student read on grade level (mid-year)?
READING INTERVENTION	01	210	210	32	Receiving reading intervention?
RACE OBSERVER ID	01	211	211	32	Was RACE self-identified or observer id?
ACCOMPANIE STUDENT	01	212	212	32	Parent/Guardian accompanied student?
LEA NUMBER	02	213	214	32	LEA number

SCHOOL NUMBER	01	215	217	32	School number
*EARLY GRADUATE	01	218	218	27	Does the student intend to graduate early in accordance with their SEOP?
*READ GRADE LEVEL – FALL	01	219	219		Does student read on grade level (fall)?
*READ GRADE LEVEL – SPRING	01	220	220		Does student read on grade level (spring)?

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS)

Record-ID (Col 001-003; required all updates) The first three characters of a student record must always contain the record identifier “S1=”.

Student Number (Col 004-013; required all updates) The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don’t send in a student record with the student number equal to zero.

Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, gender, and SSID will be compared to see if it’s the same student, which makes it acceptable at the LEA level (not within a school).

Note: Student numbers will be routinely printed on reports, such as individual student test profiles, that the USOE returns to LEAs for use by teachers and parents. We, therefore, strongly encourage you to consider using something other than the student’s SSN as the locally unique identifier.

Soc Sec Number (Col 014-022; optional) **It is strongly urged that LEAs do not submit social security numbers except for CTE students in 12th grade. SSN submitted before the 12th grade will be deleted.** This is the student’s 9 digit Social Security Number (SSN). It will be edited for completeness, numeric, and uniqueness (within school). Since this is used by Career and Technical Education (CTE) to facilitate collaboration with the Utah Department of Workforce Services in the evaluation of post-secondary work placement as required by federal law, CTE requests there be an SSN for every student who is also enrolled in a CTE course or who is a CTE concentrator. However, if you don’t have an SSN for a student, please leave this field blank. Do not sure a parent’s SSN for send in a student record with the SSN equal to zero. In no case will the SSN be stored by the USOE in its Data Warehouse.

If it begins with more than three zeroes [‘000.....’], it’s invalid.

Last Name (Col 023-042; required all updates) Student’s last name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 20 characters in length.

Only alpha characters (A-Z), SPACE, single quote (‘) and hyphens (-) are allowed. Left justified with trailing blanks.

First Name (Col 043-058; required all updates) Student’s first name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 16 characters in length.

Only alpha characters (A-Z), SPACE, single quote (‘) and hyphens (-) are allowed. Left justified with trailing blanks.

Middle Name (Col 059-074; optional) Student's middle name or initial as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 16 characters in length.

Only alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

Birth Date (Col 075-082; required all updates) Student's birth date, it must include the century. The format is YYYYMMDD.

Must be a valid date; can't be current or future date; calculated age can't be less than 3 for non-migrant students (see note) or greater than 23 for anyone. If the student does NOT have an S2 record AND is enrolled in kindergarten or a higher grade, calculated age cannot be less than 5 as of the prior September 1. Calculated age of a student enrolled in kindergarten or a higher grade without an S2 record may be 4 if Military Child is 'Y' [Utah Code 53A-11-1402(4)].

Note: Only students flagged as migrant ('Y' in MIGRANT field) can be under 3 years of age. They must have ZERO membership.

Gender (Col 083; required all updates) Student's gender code.

Code	Meaning
M	Male Student
F	Female Student

Ethnicity (Col 084; See Notes after RACE WHITE field for requirements) Is the student a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of Race?

Code	Meaning
Y	Yes
N	No

Note: Unlike the racial categories, 'N' must be explicitly stated to indicate that the student is NOT of Hispanic or Latino ethnicity (Blank if NOT valid).

Amer Indian/Alaskan Native (Col 085; See Notes after RACE WHITE field for requirements) Is this student a person having origins in any of the original peoples of North and south American (including Central America, and who maintains tribal affiliation or community attachment)?

Code	Meaning
Y	Yes
Blank	No

Asian (Col 086; See Notes after RACE WHITE field for requirements) Is this student a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam?

Code	Meaning
Y	Yes
Blank	No

Black or African Amer (Col 087; See Notes after RACE WHITE field for requirements) Is this student a person having origins in any of the black racial groups of Africa?

Code	Meaning
Y	Yes
Blank	No

Native Hawaiian or Other Pacific Islander (Col 088; See Notes after RACE WHITE field for requirements) Is this student a person having origins in any of the original peoples of Hawaii, Guam, Samoa, Tonga, or other Pacific Island?

Code	Meaning
Y	Yes
Blank	No

White (Col 089; See Notes listed next for requirements) Is this student a person having origins in any of the original peoples of Europe, the Middle East, or North Africa?

Code	Meaning
Y	Yes
Blank	No

Ethnicity/Race Notes:

- Beginning with the October 2010 upload, Hispanic must be Y or N and at least one of the American Indian, Asian, Black, Pacific Islander, or White must be Y. Students who were enrolled prior to 2010-2011 school year should be given an opportunity to re-identify themselves under the new categories. If a student, or parent on behalf of a student, refuses to self-identify, the school which enrolls the student must use a consistent "observer identification" methodology to determine both ethnic (Hispanic or not) and racial identity of the student.
- If American Indian if Y, Tribal Affiliation cannot be blank.
- For purpose of summarizing race/ethnicity data to support the allocation of state funds, any student identified as Hispanic, American Indian, Asian, Black, or Pacific Islanders, singly or in combination with other categories (including White), will be considered a member of an "ethnic minority".
- For the purpose of summarizing race/ethnicity data to report basic demographic information to the federal government, a student:
 - Identified as Hispanic will be counted in the Hispanic category
 - Not identified as Hispanic and identified with only one race will be counted in that racial category
 - (2011 and beyond) not identified as Hispanic but identified with two or more races will be counted in a new "two or more races" category
- How multi-race/ethnicity data will be handled for the purpose of accountability reporting (NCLB/AYP and U-PASS) has not yet been determined by the USOE.
- This new way of defining, collecting and reporting race/ethnicity data is based on a federal mandate as specified in the Federal Register, Vol. 72, No. 202, October 19, 2007, pp. 59266-59279, at: <http://edocket.access.gpo.gov/2007/pdf/E7-20613.pdf>
- For guidance in implementing the mandate, including suggestions on how to conduct observer identification, LEAs are very strongly advised to consult Managing and Identity Crisis, Forum to Implementing New Federal Race and Ethnicity Categories (October 2008) at: <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=20080802>

Grade Level (Col 090-091; required all updates) Student's current grade level.

Code	Grade Levels
-1 or PK	For Pre-Kindergarten
00—12	For Kindergarten thru Grade 12

Note: For special education students in an ungraded setting, determine the grade level on the basis of the student's chronological age according to the following table:

Age before School Year	Grade if Birthday is:	
	Before September 2	On or After September 2
3		PK
4	00	PK
5	01	00
6	02	01
7	03	02
8	04	03
9	05	04
10	06	05
11	07	06
12	08	07
13	09	08
14	10	09
15	11	10
16	12	11
17-21	12	

Note: During the actual database update process, an error will be flagged and the update stopped, if a student's grade level is outside of the grade range for the school, as defined in CACTUS, under which the student is submitted.

Entry Date (Col 092-099; required all updates) Date the student entered school this school year. If the student entered the same school multiple times, please use the first entry date. It must include the century. The format is entry date. It must include the century. The format is entry date. It must include the century. The format is YYYYMMDD.

Note: This "first entry" date stipulation above applies only to LEAs using SISs that will not be capable of producing multiple 'S1=' records for the October 1 submission period. This part of the ENTRY DATE definition (second sentence) will be obsolete for ALL LEAs after November 15, 2011.

Exit Date (Col 100-107; optional unless there is an Exit Code; all updates) Day **following** the last day of school membership. If the student exited the same school multiple times, please use the last exit date. It must include the century. The format is YYYYMMDD. If present, the date **must** be within the current school year (July 1 – June 30). If the student is still attending the school being reported in the SCHOOL (SC) record prior to this S1 record, or if the student is still attending the school at year-end, leave this field blank.

Note 1: If a student record (S1) contains and EXIT DATE prior to or on October 1 or prior to or on December 1; that student will NOT be included in the October 1 and/or the December 1 counts. An EXIT DATE of October 1 or December 1 means the last day was actually September 20 or November 30 respectively and therefore the student will not be counted.

Note2: The sentence "If the student exited the same school multiple times, please use the last exit date." is not applicable for LEAs capable of reporting multiple enrollments for a student

within one school year. All LEAs must be capable of reporting multiple enrollments by November 16, 2011.

Exit Code (Col 108-109; optional unless there is an Exit Code, all updates) This code identifies the reason for the above exit date.

Exit Code	Reason
AE	Transferred to Adult Education
CH	Transferred from Charter to Home School
DE	Death
DO	Dropout
EX	Expelled
FE	Foreign Exchange Student
GE	GED
HE	Transferred to Higher Education, Except UCAT
OG	Other Graduate
Q1	Early Graduate – 1 st Quarter Senior Year
Q2	Early Graduate – 2 nd Quarter Senior Year
Q3	Early Graduate – 3 rd Quarter Senior Year
TC	Transferred out of the country
TD	Transferred within the LEA
TH	Transferred to home schooling
TN	Transferred to another public school by choice under NCLB
TO	Transferred out of state
TP	Transferred to a Private School
TR	Transferred to a Charter School
TS	Transferred to another regular school LEA within the State
TT	Transferred to another Track within the School
T1	Early Graduate – 1 st Trimester Senior Year
T2	Early Graduate – 2 nd Trimester Senior Year
UC	Transferred to Utah College of Applied Technology (UCAT)
UN	Unknown
WD	Withdrawn
WM	Withdrawn Medical
WP	Withdrawn from Preschool
11	Early Graduate – 11 th Grade
Blank	If Exit Date is left blank

Note 1: If the student is a senior (Grade Level = 12) and none of the exit codes apply, use the High School Completion Status field unless the senior is Part Time ‘H’ or ‘P’. If a senior is Part Time ‘H’ or ‘P’, Exit code cannot be blank AND High School Completion Status can’t be used.

If any of the Early Graduate exit codes are used, see Note 5 under High School Completion Status.

Note 2: Use ‘DO’ for students in any update who were dropped from membership under the 10-day rule [see R277-419-1(O) at: <http://www.rules.utah.gov/publicat/code/r277/r277-419.htm> and cannot be properly accounted for at the time of the update by any other exit code.

Note 3: Use ‘WD’ only in a situation so serious that educational services can’t be continued even under conditions of R277-419-4(A)(1)(f)(ii).

Note 4: Use 'FE' for students who withdrew to, and actually did, formally enroll in school in another country as a foreign exchange student or a foreign exchange student enrolled in your LEA/school that exited to return home.

Note 5: Use 'OG' for students who exit as graduates, completers, or who aged out:

- **During** the fourth quarter or third trimester of their senior year
- if a "retained senior" in the prior year, any time before the end of their second or subsequent senior year IF Exit Code is 'OG', High School Completion Status must be 'GR', 'G3', 'GM', 'CT', or 'AO'.

Note 6: Use 'TC' for students who transferred out of the U.S. for this data collection, "outlying areas" (such as American Samoa, Guam, the Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands) are considered to be outside the U.S.

Note 7: If a student was identified as 'EX' at year end and there is no S1 or ES records reported as of October 15 the next school year, then the student's high school completion status will be set to 'DO' for the prior school year.

Note 8: Use 'GE' for students who exited the LEA but earned a GED by year end (prior to submission of Year End Clearinghouse). If the student exited with the intent of earning a GED but did not do so by year end, use 'DO'.

Note 9: If the school identified in the SC record associated with the S1 is a charter school, 'TD' cannot be used. May be eliminated because charter may be multiple campuses now.

Note 10: Use 'AE', 'HE', or 'UC' as appropriate when the student leaves the K-12 system to enroll in another level of schooling without first having earned a high school diploma.

Note 11: If Exit Code is 'WP', Grade Level must be PK.

Note 12: Use 'UN' when the location or status of the student is unknown or uncertain.

Note 13: Use 'TN' instead of 'TD' (to another school within district), 'TR' (to a charter school), or 'TS' (to another district) ALWAYS and ONLY when the transfer was explicitly by choice because of and in accordance with NCLB provisions.

Note 14: CH code is restricted to use by Charters. Charters must verify the student has registered as a home school student with their district of residence. Districts are restricted to using TH. (new for SY 2012-13)

Note 15: Use WM when the student's medical condition is so serious it impedes any continuation of educational services. Requires documentation (new for SY 2012-13).

School Membership (Col 110-112; required) Regular student aggregated school membership. This field should be recalculated for each update and should reflect the total aggregate school membership or this school year, accurate up to the day you create the update file. Membership days should be reported in 180 day equivalent days (see page 4 for 180 equivalent calculation).

Must be complete (right justify, zero fill), '000' is ok.

Note 1: Include only regular school membership days in this total. For self-contained Special Ed or YIC students, any self-contained membership days should NOT be included here. Report all self-contained membership days:

Special Ed: on an 'S2' record

YIC: on an 'S3' record

For resource Special Ed or YIC students, their membership in school is included on the 'S1' record and their membership in the resource program of YIC 'TIME' is included on the 'S2' or 'S3' record.

Note 2: If you have students (especially ELL students) that are attending private schools or are home schooled but are NOT actually receiving services (they are eligible to receive services you provide, but have not elected to do so) enter the three characters 'PVT' for Private School or 'HSC' for Home school in this field. All other membership (S2, etc.) must be zero. Also, Part Time must be BLANK. Any student with 'PVT' or 'HSC' here must be submitted under school 995 (private) or 990 (home).

Do not use 'PVT' or 'HSC' here for private or home schooled students that are actually receiving services. These students should be enrolled in a school other than 995 or 990 with membership greater than zero and Part Time should be 'H' or 'P'.

Note 3: The sum of school membership (S1) and self-contained SCRAM membership (some S2s) cannot exceed 180 days and independently. The sum of school membership and self-contained YIC membership (some S3s) cannot exceed 180 days.

Note 4: All blanks reported for Membership are transformed to '000' prior to UTREx Level 1 validation.

Note 5: Membership cannot not be negative.

High Schl Compl Status (Col 113-114; optional except as indicated below) All students who are seniors (Grade Level = 12), the school submitted under is his/her school of record, and is NOT exited must have one of the following codes indicating the final outcome of their schooling as of July 15. ONLY seniors can be 'G3', 'CT', 'DO', or 'RT'. Also required if student is an early graduate or school exit code is 'OG'.

Code	Meaning
GR	Basic High School Diploma
G3	Basic High School Diploma – IEP team has determined that the student's participation in statewide assessment is through the UAA
GM	Basic High School Diploma – did not meet requirements of GR or G3, but did satisfy other criteria provided specifically for military children in Utah Code 53A-11-1404
GC	Adult Education Secondary Diploma – Carnegie Units
GG	Utah High School Completion Diploma – GED
CT	Certificate of Completion – Awarded by LEA
RT	Retained Senior
GP	Graduation Pending
AO	Aged Out of Special Education
DO	Dropout

Note 1: Use of the 'GR', 'G3', and 'CT' codes is governed by R277-705-4 subsections 4 on diplomas and certificates of completion and 5 on student with disabilities (see <http://www.rules.utah.gov/publicat/code/r277/r277-705.htm>)

Note 2: Use 'GP' for students who are enrolled in a summer program with the expectation of obtaining a high school diploma by October 1. If subsequent year, upload on or prior to October 15 does not contain an ES record for student identified as 'GP' at year end, the student's high school completion status will be set to 'CT' in the Warehouse. We need to determine if an ES

record can come anytime during the following year, but prior to October 1 – we need to know how it works in UTREx.

Note 3: Use 'RT' for students in grade 12 who meet the criteria listed in R277-419-4(1)(i) for continuing to enroll beyond the age of 17 after one's cohort has graduated and who are expected to re-enroll in the following year. These students cannot be exited. Students who are identified as 'RT' will have their expected graduation date incremented by one year in the Warehouse. If a subsequent school year upload on or prior to October 15 does not contain an D1 or ES record for a student identified as 'RT' at year end, the student's high school completion status will be set to 'DO' in the Warehouse.

Note 4: For the purpose of calculating graduation and dropout rates, 'CT' will be excluded as neither graduates nor dropouts. 'GP' and 'RT' are temporary statuses.

Note 5: If an Early Graduation value is submitted in the Exit Code ('Q1', 'Q2', 'Q3', 'T1', 'T2', 11) you MUST supply one of the graduate codes ('GR', G3') in the High School Completion Status.

Note 6: If 'G3' is used, there must also be a SCRAM (special education) record associated with the student.

Note 7: Use 'DO' for seniors who did not exit and do not fit any other category (except senior with Part Time = 'H' or 'P', see Note 10 below).

Note 8: If 'AO' is used, SCRAM Exit Reason must be 'D'.

Note 9: If 'GM' is used, the Military Child must be 'Y'.

Note 10: Must be Blank for Part Time 'H' or 'P' senior and Exit Code must be entered (should be 'TH' or 'TP').

Note 11: The use of 'GC' and 'GG' are governed by R277-733-7-(D)(5). An out-of-school youth of school age who has successfully completed an Adult Education Secondary Diploma or a Utah High School Completion Diploma shall be reported as a graduate for K-12 graduation (AYP) outcomes. The USOE Adult Education program will report these graduates to LEAs twice a year – June and September. 'GC' and 'GG' can't be used for early graduates. For questions or further information contact Kristin Campbell (801-538-7908); kristin.campbell@schools.utah.gov.

Part Time

(Col 115; optional all updates) This is for indicating the status of a student who is enrolled for only part of the school day. Must be blank if 'PVT' or 'HSC' in school membership.

Code	Meaning
H	Home Schooled
P	Private School
S	Stable
Blank	All others

Note 1: Use 'H' (Home Schooled) for a part time student

- a) whose family received a certificate in accordance with Utah Code 53A-11-102 exempting him/her from public school attendance, AND
- b) who is enrolled in a public school for part of the day

Note 2: Use 'P' (Private School) for a part time student

- a) who is enrolled in a private school AND
- b) who is enrolled in a public school for part of the day

Note 3: Use 'S' (Stable) for a part time student

a) who is neither home schooled nor enrolled in a private school AND

b) who has been enrolled in a public school for the entire year

Concentrator (Col 116-121; optional all updates) This is a six digit numeric field requested for students in Career and Technical Education (CTE) programs.

If not blank, it must be complete, all numeric, and S1 should contain an SSN (CTE requirement)

Note: "Concentrator" is defined as a student who completes three semesters (1.5 credits) of training in the same CTE program area during grades 9-12. A CTE program area consists of all courses beginning with the same first two digits of the CIP code.

You should include the first two digits of the group of courses completed as described above plus "0000", For example, '51000' for those who took 3 semester classes (1.5 credits) in the Health Science Program Area. The field should be blank if not a concentrator.

Voc-Academ Disadv (Col 122; optional all updates) Used to identify Vocational Academically Disadvantaged students.

Code	Meaning
D	Disadvantaged (Cum GPA 1.99 or below [grades 9-12 only])
Blank	All others

Tech Prep (Col 123; optional all updates) This code identifies a College Tech Prep student.

Code	Meaning
Y	Yes, a Tech Prep Student
Blank	All others

Tribal Affiliation (Col 124; optional all updates unless American Indian/Alaskan Native is 'Y') This code indicates the Indian tribal affiliation of students.

Code	Meaning
G	Goshute
N	Navajo
P	Piute
S	Northwest Band Shoshone
U	Ute
O	Other tribe
Blank	Other than 'Y' in American Indian/Alaskan Native

Note 1: If American Indian/Alaskan Native is 'Y', Tribal Affiliation cannot be blank. However, Tribal Affiliation may also be indicated even when American Indian/Alaskan Native is NOT 'Y'.

Note 2: These are the five "federally recognized tribes" (or tribal groups) with agencies in Utah.

Limited English (Col 125; optional all updates unless student is ELL; reported all updates) This code identified the student's English Language Learner (ELL) status.

Code	Meaning
Y	Student is ELL. This includes all UALPA levels. No ELL monitored entry date.
O	Refused services offered through NCLB Title II. This includes all UALPA level. No ELL monitored entry date.

F	Fluent – UALPA level 5 scored on a prior year test, or otherwise met ELL exit criteria. Must have a date for when exited services and entered monitoring (see “If ‘F’ here” below)
N	Tested and determined not to be ELL
Blank	Not tested – not ELL

If	Then
‘Y’, ‘O’, or ‘F’	Fields ELL Native and ELL Parent Language must be present
‘Y’, or ‘O’	Field ELL Instruction Type must be present
‘F’	Field ELL Monitored Entry Date must have a valid date. The date must be in a school year <u>prior</u> to the one for which data are reported. For example, for year ending 2011, an ELL Monitored Entry Date after 6/30/2010 will result in an error.

Note 1: Students who are ‘F’ need to have that designation continued on his/her S1 record for two school years beyond the school year in which he/she was initially determined as being fluent ELL student. Students who are no longer in two-year monitoring period may be submitted as ‘F’, but they will not be included in any ELL counts.

Note2: Students who are ‘Y’ or ‘O’ will be counted as ELL for the purpose of allocating federal funds. Students who are ‘Y’, ‘O’, or ‘F’ with an ELL Monitored Entry Date within the prior two purposes of allocating state funds and accountability reporting. In the latter case, for example, if at year end 2011, a student is classified as ‘F’ and the student’s ELL Monitored Entry Date is after 6/30/2008, indicating the student entered the monitoring period sometime since the beginning of the 2009 school year, the student will be counted as ELL.

Note 3: Students who scored level 5 on the UALPA on the current year test are ELL for the current year. Unless the Fluent designation is overridden, these students will be submitted as ‘F’ in the next school year.

Economic Disadv (Col 126; optional; reported) This code identified the status of students with respect to “economic disadvantage”.

Code	Meaning
F	Eligible for Free Lunch
R	Eligible for Reduced Price Lunch
Y	Economically Disadvantaged
Blank	NOT economically disadvantaged

Note (1): Use “Y” for students who are enrolled in a Provision II or Provision III school (http://www.fns.usda.gov/cnd/governance/prov-1-2-3/Prov1_2_3_FactSheet.htm) and not account for as “F” or “R” themselves OR (only in the case of a charter school), for students for whom a Declaration of Household Income is on file. See <http://schools.utah.gov/cnp/DOCS/IEG/13-IEG.aspx> for income eligibility guidelines. You may also use “Y” for students who are eligible for a fee waiver or siblings of “F” or “R” students enrolled in a school that does not offer a lunch program and are not otherwise accounted for.

Note 2: The Declaration of Household Income is voluntarily used by charter schools which do not participate in the National School Lunch Program to determine if a student is “economically disadvantaged” for the purpose of allocating NCLB funds.

Resident Status (Col 127; required) This code identifies the resident status of all students.

Code	Meaning
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A	Non-Utah Resident
B	Utah resident, but NOT district resident
C	District resident enrolled in another state
F	Non U.S. resident enrolled as a F1 Foreign Exchange student with no WPU
J	Non U.S. resident enrolled as a J1 Foreign Exchange student who received a WPU through the state Student Exchange Program
U	District Resident
X	Exit code or High School Completion Status Change (ESRECORDS)

Note 1: Students with statuses A, F, or J will not be counted in membership or other student statistics that generate funding. J Foreign exchange students are not funded through the regular WPU.

Note 2: Charter school students who are not A, F, or J should be designated as U. The specific district is identified in the District of Residence field according to their permanent address.

Note 3: The X Code replaces Exit Status (ES) Record, effective for the October 2012 submission. This residency denotes students not enrolled during the current SY in the LEA. Except for SSID, student name, LEA # and school #, exit code and graduation completion status, all of the other data is ignored. USOE will use the last enrollment record not affiliated with the X record for reporting. Students with this status do not appear or count in any reports.

To avoid grade level errors, students should be given grade level 12.

X Residency should be used to update USOE on students graduation status or exit status concerning graduation rate.

For updating graduation rates, USOE will first pull the high school completion status (if blank) then the exit code. All [exit codes](#) and [high school completion](#) status applicable to students can be used.

Phone Number (Col 128-137; optional) This is the three digit area code plus the seven digit student home phone number. This field is numeric or left blank if no number is available. Since this is used by Special Education to facilitate monitoring of educational services provided to children with disabilities as required by federal law, there should be a phone number for each student who has an 'S2' record. This field is optional for all other students. In no case will the phone number be stored by the USOE in its Data Warehouse.

Note: If not blank, must contain all ten digits.

Migrant (Col 138; optional) A migrant student is a student who enrolled during the year AND has a Certificate of Eligibility (COE) form on file in the LEA.

Code	Meaning
Y	Migrant Student
Blank	All others

Note 1: ONLY the following LEAs can submit students as Migrant: Beaver, Box Elder, Cache, Canyons, Davis, Granite, Iron, Jordan, Logan, Millard, Nebo, North Sanpete, Piute, Sevier, South Sanpete, Ogden, Provo, Washington

Note 2: Please direct questions about the COE to the USOE Migrant Education Specialist, Max Lang (801-538-7725); max.lang@schools.utah.gov.

Days Attended (Col 139-141; required) This represents the sum of days attended by the student in both regular settings (S1) and self-contained settings (Special Ed [some S2 records] as well as YIC [some S3 records]) and should be reported in 180 day equivalent days (see page 4 for 180 equivalent calculation). A student should be counted as 'in attendance' on a school day if the student was counted on the roll by a teacher as being "present":

Grades 1 – 6: at any time during the day

Grades 7 – 12: in at least one period of the day

BLANK is an error at year-end. If present, must be complete (right justify, zero fill); '000' is ok; can't be greater than the sum of school membership and self-contained SCRAM and YIC membership; BLANK is ok for October 1 and December 1, but if present, all above constraints apply.

Note 1: If the sum of Days Attended for all students associated with a school is less than 50% of total membership (the sum of regular and self-contained special education and self-contained YIC membership for all students) a warning will be generated.

Note 2: If the sum of Days Attended for all students associated with a school is 0, an error will be generated.

@ Homeless (Col 142; Required) Student's homeless status. December 1 homeless counts will replace the point in time counts that LEAs used to submit to USOE.

Code	Meaning
0	Not homeless
1	With another family member because of loss of housing or economic hardship
2	In a motel or hotel
3	In a shelter (emergency, transitional, or domestic violence)
4	In a car, park, campground, or public place
5	Somewhere without adequate facilities (running water, heat, electricity)

Above codes are ok; Blank is an error at Year-End; if present for December 1, it will be edited for above values.

ELL Native Language (Col 151-153; optional unless Limited English is 'Y', 'O', or 'F'; reported) Native or first language of student.

Blank is ok for December 1 (regardless of value of Limited English) but if present, it will be edited for valid values found at:

<http://www.schools.utah.gov/fsp/ELL-Services/Forms-Checklists-Data/Language-Codes-pdf.aspx>

If you cannot find a language on the list, contact Rita Brock (801-538-7897; rita.brock@schools.utah.gov). New codes will be derived from ISO/DIS 693-3 at <http://www.sil.org/iso639-3/codes.asp> whenever possible. In some cases, extensions of the code may be created using X** as the pattern.

Note: English (ENG) is ~~not~~ valid for ELL Native Language.

ELL Monitored Entry Date (Col 157-164; required if Limited English is 'F'; reported) The date the ELL student was advanced to Limited English code 'F' (Former ELL student – exited an ELL program and entered monitoring). Format YYYYMMDD.

- **Cannot be blank** if field Limited English is 'F' (the year (YYYY) must be in a school year prior to the one for which data are reported.

- **Must be blank** if Limited English is not 'F'.

Note: All entry dates reported that are after 6/30/2008 must be of the format T are after 6/30/2008 must be of the format YYYY0630 (0630 as the MMDD portion).

Student Zip code (Col 165-169; required) First 5 digits of the zip code of the address at which the student resides while attending school.

Complete, all numeric must start with '84' unless field Resident Status is 'A'.

MESA Program (Col 170; optional) Identifies the degree of student involvement in the MESA (Math, Engineering, Science Achievement) program during the year.

Code	Meaning
A	Student joined MESA and met all LEA requirements to be recognized as having fully participated in the MESA program for the year
B	Student joined MESA and participated in at least one MESA program for the year
C	Student joined MESA but did not participate in any MESA activity
Blank	All others

If entered, only Blank, 'A', 'B', for 'C' is allowed.

Note: Please direct questions about MESA data to the USOE MESA Program specialist, Jeff Ojeda (801-538-7945; jeffrey.ojeda@schools.utah.gov).

District of Residence (Col 171-172; optional for regular districts {01-40, 42}; required all updates for charter schools) Intended use is for LEAs with numbers other than 01-40, 42, such as charter schools. This is the Regular district number (01-40, 42) of the district in which the PERMANENT address of the student is located.

Code	Meaning
01-40, 42	Valid <u>regular</u> Utah school district number

Required for charter schools. Must be complete; include a leading zero for district numbers than 10.

Note: Correct reporting by charter schools of district of residence is crucial for two major reasons; (1) projection of enrollment, which in turn drives legislative appropriation for public education; and (2) reallocation of revenue from districts to charter schools – both from local property tax ('local replacement') and NCLB formula (e.g. Title I) grants – as required under state and federal statutes, respectively. Charter schools should use the following guidance in determining the district of residence:

- Indicate the district in which the student would be residing if they were not attending the charter school
- This does NOT necessarily mean the district within whose boundaries the charter school is located
- In some cases, this may legitimately be a district at some distance from the charter school, if the student has moved away from their parents to attend the charter school.

District of Residence counts are displayed on the Clearinghouse Summary Reports for each charter school. These reports are forwarded by the USOE as necessary to school district business

officials during the data collection period. It is the responsibility of the district to follow up directly with the charter school where any concern arises as to the accuracy of the counts. However, it is the charter school's responsibility to inform the district in question as soon as a student from that district enrolls in the charter school. In short, inaccuracies in recording of district of residence should be resolved cooperatively among districts and charter schools on an ongoing basis before they become problems in reporting and allocation.

School of Record (Col 173; optional) The 'SC' record this 'S1' follows is the ONE school to which data should be attributed for the student.

Code	Meaning
N	NOT the student's school of record
Blank	This student's school of record

Note 1: Schools that are marked N receive no membership for the student. The membership is not included on any reports or in any totals reported to school finance. LEAs submitting membership with school of membership will generate a Level 1 Error beginning SY2012-13.

Note 2: Schools providing classes to students in the SOEP program must mark school of record N

Note 3: This is for students enrolled in more than one school of any type, including online schools within the same LEA or in multiple LEAs ON October 1 or any other day of the year. The LEA marked N school of record receives 0 funding for the student. The school(s) of record receives all funding.

Note 4: Besides SOEP providers, school of record N is typically used by districts with students enrolled in multiple schools within the LEA.

Gifted (Col 174; optional) Indicates if the student was identified by the LEA as being eligible for participation in a program for the gifted and talented.

Code	Meaning
Y	Gifted Student
Blank	All others

Note: If the student was enrolled in an Advanced placement or Concurrent Enrollment course but was not formally identified as gifted by the LEA, leave this field blank.

504 Services (Col 175; optional) The student received services under Section 504 of the Rehabilitation Act of 1973.

Code	Meaning
Y	Received 504 services
Blank	All others

ELL Instruction Type (Col 176-178; optional all updates unless Limited English is 'Y' or 'O'). The type of ELL instruction the student receives.

Code	Meaning
BIH	Heritage Language Instructional Programs
BIN	Native Language Support
BIT	Transitional Bilingual
BIW	Two-way Bilingual
DUL	Dual Language
ESL	English as a Second Language

IMP	Partial English Immersion
IMS	Structured English Immersion
IMT	Total English Immersion
SEI	Sheltered English Instruction
Blank	All others

Can't be blank if Limited English is 'Y' or 'O'.

Note: If you are uncertain about how to classify an instructional program for English Language Learners, contact Rita Brock (801-538-7897; rita.brock@schools.utah.gov).

NCLB School Choice (Col 179; optional) Indicates whether the student is enrolled in this school, outside of their assigned attendance area, by choice under the provisions of NCLB Title I Part A.

Code	Meaning
Y	Enrolled by choice under provisions of NCLB Title I Part A
Blank	All others

NCLB Supp Serv Lang (Col 180; optional) Indicates whether the student received supplemental services in Language Arts, funded out of the LEA's NCLB Title I Part A allocation, by identifying the approved provider of that service. See the list of providers and Notes below NCLB Supp Serv Math.

NCLB Supp Serv Math (Col 181; optional) Indicates whether the student received supplemental services in Mathematics, funded out of the LEA's NCLB Title I Part A allocation, by identifying the approved provider of that service.

Code	Meaning
A	Lindamood Bell
B	Connections After School
C	SMART
D	U of U Reading Clinic
E	HOSTS Learning
F	Prime Time Academy
G	Failure Free Reading
H	International Language Programs
I	Newton Learning
J	Utah Alliance of Boys and Girls Clubs
K	ANC Phonetic Reading
L	American Preparatory Academy
M	Catapult Online
N	Higher Ground Learning
O	Education 2020
Blank	Did not receive supplemental services

Statewide Student ID (Col 182-191; required all updates) The number assigned to the student using the Statewide Identifier (SSID) assignment process.

Does not have to be complete but MUST be a NUMERIC value greater than 1,000,000.

Note: There **must** be a LOCATION row in the SSID database for the submitting LEA and the SSID must be active (hasn't been 'merged' away). If there is NO location row OR there is a location row but the SSID is not active, an error will be issued and the update will be aborted.

Cumulative GPA (Col 192-195; required at year end for grades 9-12) Cumulative GPA to three decimal places as you would provide it to a college when a student requests that a transcript be sent to an admissions office.

Value	Meaning
'0000' to '4000'	Actual GPA
'NGPA'	<u>No GPA</u> – severely disabled Special Ed student OR LEAs that don't give GPA

For actual numeric GPA, DO NOT include the decimal... it is implied to be between positions 1 and 2. Acceptable values range from 0000 to 40000 (implied 0.000 to 4.000), where 4000 means 'A' and 0000 means 'F'.

Blank is an error at year end (grades 9-12) and if present in October 1 and December 1 upload(s) (or grades other than 9-12) it will be fully edited.

Note 1: It is expected that a numeric Cumulative GPA will be sent in for all Special Ed students for which a GPA can be calculated (by all LEAs that calculate/maintain/give GPAs).

Note 2: GPA cannot be negative.

Special Ed Exit Date (Col 196-203; required) The date the student in special education has completely exited from all special education and related services. This exit date must be resubmitted each year for two years after exit date for student's score to count in special education subgroup. Exit date of more than two years will not be counted (if exits in school year 2007-2008, may be counted in special education subgroup in 2009 and 2010, but not in 2011 or beyond).

Format YYYYMMDD. Must be on or before school exit date; if this date is submitted, all S2s submitted must also have an exit date and the exit date on the S2s cannot be after this date.

For question regarding use of this date, contact Wendy Carver (801-538-7639; wendy.carver@schools.utah.gov).

Kindergarten Type (Col 204-205; required if Grade Level = 00) Identifies if Kindergarten students participated in an extended Kindergarten program (regardless of funding source), and which type of program.

Code	Meaning
FN	Full Day, No Extended year
ON	Full Day Other, No Extended Year
EN	Extended Hours, No Extended Year
YN	Extended Year, No Full Day or Extended Hours
FY	Full Day and Extended Year
OY	Full Day Other and Extended Year
EY	Extended Hours and Extended Year
NN	No Significant Extended Kindergarten Program Participation
Blank	Not Kindergarten (Grade Level is NOT 00)

Constraint: Must be one of the non-Blank values if Grade Level = 00. Must be Blank if Grade Level is not 00.

Definitions

Full Day	The student stays with the same teacher, in a continuous all day session
Full Day Other	The student is enrolled in a full day Kindergarten, but does not stay with the same teacher in a continuous all day session. For example, students may have different

	teachers or be in two half-day sessions.
Extended Hours	Kindergarten that extends beyond the regular ½ day Kindergarten program, but is less than a full day. For example, a student may stay for an extra hour each day, or for 2 hours Monday, Wednesday, and Friday.
Extended Year	Extends beyond the regular (180 day) school year. It could extend before or after the regular school year. For example, a student may participate in a summer school programs or in a 2-week jump-start program.

Note 1: Report students who participated in an extended Kindergarten program for a significant amount of time. (A rough guideline is to include student who participated in the program for at least 2/3 of the school year for Full Day, Full Day Other, and Extended Hours Programs.) If a student did not participate in an extended Kindergarten program for a significant amount of time, report NN.

Note 2: Each student may only be reported in one distinct program type. If a student participated in multiple program types, report the program in which the student had significant participation. If no participation was significant, report NN.

For questions regarding Kindergarten Type, contact Kristin Campbell (801-538-7947; kristin.campbell@schools.utah.gov).

Military Child (Col 206; optional)

Code	Meaning
Y	Yes, this is a military child for the purposes described in Note 1 below
Blank	Not applicable

Note 1: Use this flag ONLY when:

- You enroll a military child who is not five years of age before September 2 of the year in which admission is sought if the military child was previously enrolled and attended a public school in kindergarten or a higher grade as a resident in another state [Utah Code 53A-11-1403(3)] OR
- It is necessary to waive certain state of local graduation requirements for a military child who transfers in during their junior or senior year of high school in order for the student to obtain a regular high school diploma [Utah Code 53A-11-1404]
- Students who have started Kindergarten in another state that allows early enrollment for Kindergarten (less than age 5 on September 1) can mark military child Y to avoid an error on student data submission.

Note 2: “Military child” means a child enrolled in kindergarten through grade 12 who is legally residing in the household of an **active duty** service member or whose parent or legal guardian is an active duty service member.

Note 3: “Active duty” means **full-time duty status** in the active uniformed Service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C Sections 1209 and 1211.

Note 4: Those in the regular military are by definition always on full-time duty status. Otherwise, the key criterion for determining whether someone is full-time duty status is whether they are currently service in Title 10, Section 1209 status of the US Code. (An individual with Title 10 status may be assigned or deployed to any duty station at any time.) So, only those persons in the regular military and those Guard or Reserve members in Title 10 status are considered to be on full-time duty status. Unless in Title 10 status, non-full-time and part-time Guard and Reserve

members are civil service employees and their children do NOT qualify for exceptional treatment with respect to enrollment or graduation. Guard and Reserve personnel who are classified as AGR (Active Guard Reserve) are considered full-time duty status ("active duty").

Refugee Student (Col 207; optional) Identifies the student as having refugee status.

Code	Meaning
Y	Yes, a refugee
Blank	All others, not a refugee

Note: Determining a child is a refugee is contingent upon the LEA being provided one of the following:

- A) I-94 Arrival-Departure Record form
- B) I-551 Permanent resident record
- C) I-155 Permanent resident record
- D) An Immigration Court Letter identifying the refugee (adult or unaccompanied minor) as the result of being in the U.S. due to asylum.

by the child's parent/guardian or refugee resettlement worker.

For questions or further information contact the USOE Adult Education Coordinator, Marty Kelly (801-538-7824; marty.kelly@schools.utah.gov).

Immigrant (Col 208; optional) Indicates 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)

Code	Meaning
Y	Immigrant
Blank	All others, not an immigrant

Note 1: 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 Mariana Islands

Note 2: If 'Y' here, First Enroll in U.S. must be present

Note 3: The definition for "full academic year" for Title III immigrant purposes only is as follows

- 160 days of membership starting with the 1st grade

Note 4: Preschoolers and kindergarteners should be indicated as immigrant

For information concerning the use of Immigrant, contact Rita Brock (801-538-7897; rita.brock@schools.utah.gov).

Read Grade Level (Col 209; required for grades 1-3 by April 15) For grades 1, 2, and 3 indicate if the student is reading on grade level. This is the mid-year designation, NOT where the student is at year end.

Code	Meaning
Y	Yes – Student was enrolled in grade 1, 2, or 3 and was designated as “At or Above Grade Level” at the mid-year designation
N	No – Student was enrolled in grade 1, 2, or 3 and was designated as “Below Grade Level” at the mid-year designation
U	Untested – Student was enrolled in grade 1, 2, or 3 but was not given a mid-year designation because he/she was not enrolled during the January testing window
Blank	Not enrolled in grade 1, 2, or 3 (can be blank for grade 1, 2, or 3 if update is NOT year-end)

Note: All students in grade 1, 2, or 3 who were enrolled in the month of January should have a ‘Y’ or ‘N’ designation. In other words, if the student was not given the DIBELS due to severe disability or because they did not read English, or for any other reason, they must still be given a Yes or No designation (usually ‘No’, of course).

For questions regarding use of this data element, please contact Tiffany Hall (801-538-7893; tiffany.hall@schools.utah.gov).

Reading Intervention (Col 210; required for grades 1-3) Indicate whether the student was given reading interventions at any time during the school year. All LEAs must report Read Grade Level (fall, mid-year, and spring) and Reading Intervention by April 15 or the first school day thereafter.

Code	Meaning
Y	Yes – Student was enrolled in grade 1, 2, or 3 and DID receive reading intervention
N	No – Student was enrolled in grade 1, 2, or 3 and DID NOT receive reading intervention
Blank	Not grade 1, 2, or 3 (can be blank for grade 1, 2, or 3 if update is NOT year-end)

Note: This must be ‘Y’ or ‘N’ for all students in grade 1, 2, or 3 whether or not the student was designated as “Below Grade Level” or “At or Above Grade Level” because many students will receive interventions during the school year who may not be below grade level in reading.

Race Observer (Col 211; required) Indicate if the student’s Race was determined by observer identification.

Code	Meaning
Y	Yes – Race was determined by observer ID
N	No – Race was self-identified

Accompanied Student (Col 212; required if Home_Status not ‘0’) This field is to supplement the Homeless field. It cannot be Blank if Homeless is not ‘0’

Code	Meaning
Y	Yes – a student who IS in the physical custody of a parent or guardian
N	No – a student IS NOT in the physical custody of a parent or guardian
Blank	Home_Status is ‘0’

Note 1: A homeless unaccompanied student is a student who is not in the physical custody of a parent or guardian and is homeless. There is no age range specified for an unaccompanied student in the law. The upper age range is determined by what a state defines as school aged, unless the child is in special education in which case, the upper age range is twenty-one (21) years of age. There is no lower age range. Therefore, as an example, a young child not in the physical custody of a parent or guardian, but living with a caregiver, and is living in a situation that is not fixed, regular, and adequate, would be identified as a homeless unaccompanied student.

For more information and/or clarification, please contact Brent Page (801-538-7759; brent.page@schools.utah.gov).

LEA Number (Col 213-214; required all updates) The actual LEA number. This will be validated using the CACTUS database.

School Number (Col 215-217; required all updates) The actual school number. This will be validated against schools in the CACTUS database.

* **Early Graduate (Col 218; optional)** Indicates that the student intends to graduate early in accordance with their SEOP.

Code	Meaning
Y	Yes – Student intends to graduate early
Blank	Student does not intend to graduate early

* **Read Grade Level - Fall** (Col 219; required for grades 1-3 by December submission) For grades 1, 2, and 3 indicate if the student is reading on grade level. This is the *Fall* designation, NOT where the student is at year end.

Code	Meaning
Y	Yes – Student was enrolled in grade 1, 2, or 3 and was designated as “At or Above Grade Level” at the Fall designation
N	No – Student was enrolled in grade 1, 2, or 3 and was designated as “Below Grade Level” at the Fall designation
U	Untested – Student was enrolled in grade 1, 2, or 3 but was not given a Fall designation because he/she was not enrolled during the Fall testing window
Blank	Not enrolled in grade 1, 2, or 3 (can be blank for grade 1, 2, or 3 if update is NOT year-end)

* **Read Grade Level - Spring** (Col 220; required for grades 1-3 by end of year) For grades 1, 2, and 3 indicate if the student is reading on grade level. This is Spring designation (where the student is at year end).

Code	Meaning
Y	Yes – Student was enrolled in grade 1, 2, or 3 and was designated as “At or Above Grade Level” at the mid-year designation
N	No – Student was enrolled in grade 1, 2, or 3 and was designated as “Below Grade Level” at the mid-year designation
U	Untested – Student was enrolled in grade 1, 2, or 3 but was not given a mid-year designation because he/she was not enrolled during the Spring testing window
Blank	Not enrolled in grade 1, 2, or 3 (can be blank for grade 1, 2, or 3 if update is NOT year-end)

SELF-CONTAINED RESOURCE ATTENDANCE MANAGEMENT (SCRAM) RECORD

(4) Record type ‘S2=’ (Required for all special education students) For each batch update, the Clearinghouse will expect an ‘S2’ records for each “SCRAM” student that has been in membership/enrolled within a school at any time during the current school year. This record identifies the SCRAM membership a student has had within a TIME code. For those students that may have multiple TIME codes during the year, multiple ‘S2’ records should be included in the update.

Data Record

Field	Length	Column		Page	Description
		Start	End		
Record-Id	003	001	003	33	S2=
Student Number	10	004	013	33	Student number
Disability Type	02	014	015	34	Disability type
Time	01	016	016	34	Time code
SCRAM Entry Date	08	017	024	34	SCRAM Entry Date
SCRAM Exit Date	08	025	032	34	SCRAM Exit Date
SCRAM Exit Reason	01	033	033	35	SCRAM Exit Reason Code
SCRAM Membership	03	034	036	35	SCRAM aggregate membership
Regular Percent	01	037	037	35	Percent in regular setting
Environment	01	038	038	36	Educational environment
LEA Number	02	039	040	36	LEA number
School Number	03	041	043	36	School number

SCRAM RECORD (Detailed field description)

Record-ID (Col 001-003; required all updates) The first three characters of a SCRAM record must always contain the record identifier 'S2='.

Student Number (Col 004-013; required all updates) Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blank. Don't send in a student record with the student number equal to zero.

Note: For the Clearinghouse to store SCRAM membership, a student 'S1' record for each student having SCRAM data must also be present in the update. You must include the same student identification number on this SCRAM update record as you did on the 'S1' record. This number will be used as a key to find the student data so this SCRAM membership can be attached.

Disability Type (Col 016; required all updates) Identifies the type of disability for which the student is receiving Special Education and related services.

Code	Meaning
AU	Autism
BD	Emotional Disturbance
CD	Speech/Language Impairment
DB	Deaf/Blindness
DD	Developmental Delay
HI	Hearing Impairment/Deafness
ID	Intellectual Disability 9federal "Mental Retardation"
MD	Multiple Disabilities
OH	Other Health Impairment
OI	Orthopedic Impairment
SL	Specific Learning Disability
TB	Traumatic Brain Injury
VI	Visual Impairment (including Blindness)

Constraint: Type 'DD' cannot be used for students older than 7 years of age.

Time (Col 016; required all updates) Summarizes the amount of time the student is served. This is used to allocate state special education funds. If present for Pre-K, it will be ignored. If a student changes Time code during the year, an 'S2' must be sent in for each one.

Code	Meaning
A	1-59 minutes of special education and related services for students in grades 1-12, or 1-29 minutes of special education and related services for students in grade K (Resource)
B	60-179 minutes of special education and related services for students in grades 1-12, or 30-89 minutes of special education and related services for students in grade K (Resource)
C	180 minutes or more of special education and related services for students in grades 1-12, or 90 minutes or more of special education and related services for students in grade K (Self-Contained)

SCRAM Entry Date (Col 017-024; required all updates) This is the date the student first began receiving Special Education and related services. This date must include the century. The format is YYYYMMDD.

SCRAM Exit Date (Col 025-032; optional unless there is a SCRAM Exit Code) This is the day *following* the last day the student received special education related services for a particular disability type. This date must also include the century. The format is YYYYMMDD. If the student is still receiving special education and related services, please leave this field blank. Determining inclusion or exclusion of the student for the December 1 reports using this date is the same as the school exit date (see 'S1' record – field Exit Date). If present, it must be within the current school year (July 1 – June 30).

A valid date must be present if SCRAM Exit Reason is entered.

SCRAM Exit Reason (Col 033; optional unless there is a SCRAM Exit Date) This code identifies the reason this student exited special education and related services.

Code	Meaning
A	Returned to regular placement
D	Reached maximum age
S	Service Change
X	Exited school
Blank	If SCRAM Exit Date is left blank

A valid SCRAM Exit Reason must be entered if a SCRAM Exit Date is entered.

Note: If SCRAM Exit Reason is D, High school Compl Status must be AO.

SCRAM Membership (Col 034-036; required) SCRAM aggregate membership. This field should reflect the total aggregate days of membership within this SCRAM Time code accurate up to the day you create the Clearinghouse update file. If a student moves from one SCRAM Time code to another during the year, then multiple 'S2' records should be included in the update, each one reflecting membership in a separate SCRAM Time code. Membership day should be reported in 180 day equivalent days (see page 4 for 180 equivalent calculation). Must be complete (right justify, zero fill) blank is an error. It must be '000' if 'PVT' or 'HSC' is submitted in the 'S1' membership field, but it cannot be '000' if 'S1' membership is not 'PVT' or 'HSC'. Resource membership cannot be greater than School Membership (S1).

Note 1: Self-Contained membership days SHOULD NOT be included in the regular school membership total on the 'S1' record. Report Self-Contained membership days on this 'S2' record only.

School Membership (S1) [+] SCRAM Self-Contained membership (some S2s) cannot exceed 180 days.

For Special Education (Resource) students, their membership days in school are included on the 'D1' record and their membership in the resource program is included on the 'S2' record.

Note 2: Membership cannot be negative.

Regular Percent

(Col 037; required all updates) Summarizes the amount of time the student is in a regular education class. This is used for federal reporting.

Code	Meaning
1	At least 80% of the day
2	40% to 79% of the day
3	Less than 40% of the day
Blank	Student is Pre-K

- Cannot be blank for all students above Pre-K
- Must be blank for Pre-K students

Environment

(Col 038; required all updates) Identifies the type of educational setting in which the student receives special education and related services.

If grade is Pre-K, use one of the following settings:

Code	Meaning
C	Early Childhood Special Education (50% or more of students in class are receiving special education services) (federal "Special Class")
F	Child attending a regular childhood program at least 10 hours 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 hours per week and receiving the majority of hours of special education and related services in some other location
J	Child attending regular childhood program less than 10 hours 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 hours per week and receiving the majority of hours of special education and related services in some other location
P	Parentally place in private school
R	Public Residential
S	Public Separate School
I	Itinerant (federal "Service Provider Location")
M	Home

If grade is K-12, use one of the following settings:

Code	Meaning
H	Homebound/Hospitalized
P	Parentally placed in private school
R	Public Residential

S	Public Separate School
T	Private Residential Facility
U	Private Separate School
V	Regular School Setting
Y	Correctional Facility

All of the codes above assume placement by the LEA. If the student was enrolled in a private school at the initiative of the parent, and you track this in your SIS, you should use:

P Parentally placed in private school

Note 1: Students age 3 through 5 with code 'P' will NOT be included in ANY December 1 reports. However, because of the difficulty in collecting complete SCRAM data on 'P' students, the USOE Special Education section will request a count of 'P' students independently of the Clearinghouse. For more information, please contact the Special education Data Specialist, Heidi Baurerle (801-538-7694); Heidi.Baurerle@schools.utah.gov

Note 2: "Age" used above is calculated using the December SCRAM processing cutoff date as follows:

- October 1 update uses age as of the forthcoming December 1
- December 1 update uses age as of the current December 1
- Year-end update uses age as of the prior December 1

LEA Number (Col 039-040; required all updates) The actual LEA number. This will be validated using the CACTUS database.

School Number (Col 041-043; required all updates) The actual school number. This will be validated against the schools in the CACTUS database.

YOUTH IN CUSTODY (YIC) RECORD

- (5) Record Type 'S3='; (Required for YIC students) The Clearinghouse will expect an 'S3' record for each YIC student that has been in membership/enrolled within the YIC residential facility; self-contained YIC classroom, or has been provided YIC services while attending class in a mainstream setting (ISI-1 or ISI-2) in a regular high school at any time period covered by the upload. For those students that may have multiple Entry/Exit in the YIC setting, multiple 'S3' records should be included in the update. If a student changes Custody Type or Time code during the year, an 'S3' must be sent in for each one. Only 1 'S3' can be active for a student at any given time – for multiple, the Entry/Exit dates cannot overlap.

For information/clarification about usage of the data elements in the record please contact Travis Cook (801-538-7849; travis.cook@schools.utah.gov).

Field	Length	Column		Page	Short Description
		Start	End		
Record-ID	03	001	003	37	S3=
Student Number	10	004	013	37	LEA assigned student number
Custody Type	04	014	017	37	Custody Type
Time	01	018	018	38	Time Code
Environment	01	019	019	38	Educational environment
YIC Entry Date	08	020	027	38	YIC Entry Date
YIC Exit Date	08	028	035	38	YIC Exit Date
YIC Exit Reason	01	036	036	38	YIC Exit Reason code
YIC Membership	03	037	039	38	YIC aggregate membership
LEA Number	02	040	041	39	LEA number
School Number	03	042	044	39	School number

YOUTH IN CUSTODY RECORD (DETAILED FIELD DESCRIPTION)

Record-ID (Col 001-003; required) The first three characters of the YIC record must always contain the record identifier 'S3='.

Student Number (Col 004-013; required) Students numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Note: For the Clearinghouse to store YIC membership, a student 'S1' record for each student having YIC data must also be present in the update. You must include the same student identification number on this YIC update record as you did on the 'S1' record. This number will be used as a key to find the student data so this YIC membership can be attached.

Custody Type (Col 014-017; required) Identifies the type of custody under which the student is receiving services.

Code	Meaning
DCFS	Division of Child and Family Services
DJJS	Department of Juvenile Justice Services
BOIA	Bureau of Indian Affairs

Time (Col 018; required) Summarizes the amount of time the student is served.

Code	Meaning
A	1-59 minutes of youth in custody and related services (ISI-1)
B	60-179 minutes of youth in custody and related services (ISI-2)
C	180 minutes or more of youth in custody and related services (Self-Contained)

Note 1: codes 'A' (ISI-1) and 'B' (ISI-2) will be treated the same as SCRAM "Resource" as they relate to membership in that a day of YIC membership under codes 'A' and 'B' is also a day of school membership.

Note 2: Code 'C' will be treated the same as SCRAM "Self-Contained" as it related to membership in that a day of YIC membership under code 'C' is NOT a day of school membership. See Membership below.

Environment (Col 019; required) Identifies the type of education setting in which the student receives youth in custody and related services.

Code	Meaning
H	Homebound/Hospitalized
R	Public Residential Facility
T	Private Residential Facility
V	Regular School Setting

YIC Entry Date (Col 020-027; required) This is the date the student first began receiving YIC related services for this Custody Type and Time. This date must include the century. The format is YYYYMMDD.

YIC Exit Date (Col 028-035; optional unless there is a YIC Exit Reason) This is the day *following* the last day the student received YIC related services for a particular Custody Type and Time. This date must also include the century. The format is YYYYMMDD. If the student is still receiving YIC related services or at year-end was still receiving services, please leave this field blank.

A valid date must be present if YIC Exit Reason is entered.

YIC Exit Reason (Col 036; optional unless there is a YIC Exit Date) This code identifies the reason this student exited YIC related services.

Code	Meaning
A	Returned to regular placement
D	Reached maximum age
S	Services Change
X	Exited school
Blank	If YIC Exit Date is left blank

A valid YIC Exit Reason must be entered if a YIC Exit Date is entered.

YIC Membership (Col 037-039' required) YIC aggregate membership. This field should reflect the total aggregate days of membership within this Custody Type and Time code accurate up to the day you create the Clearinghouse update file. If a student moves from one Custody Type and/or Time code to another during the year, then multiple 'S3' records should be included in the update, each one reflecting membership in a separate Custody Type and Time code. Membership days should be reported in 180 equivalent days (see page 4 for 180 equivalent calculation).

Note: School membership (S1) [+] self-contained YIC membership cannot exceed 180 days.

Note 2: Membership cannot be negative.

LEA Number (Col 040-041; required all updates) The actual LEA number. This will be validated using the CACTUS database.

School Number (Col 041-044; required all updates) The actual school number. This will be validated against the school in the CACTUS database.

COURSE MASTER RECORD

(6) Record Type 'AC='; (Required)

Note; 'AC=' transactions are used to define a school's Course Master File. During the update, the Course and Section field is combined with the Period field to form a unique key for each class period within a school. Any duplicates will be flagged as errors.

Each class must have a unique value in the Course and Section field. Course Master Records with duplicate Course and Section fields will be interpreted as a black class that spans two or more periods.

Course Master Records within a school having duplicate Course and Section field values will be assumed to be block classes and will be processed according to the following rules:

Rule	Definition
CTE Block Classes	If a CIP code is present in the duplicate records, indicating a CTE class, each of the duplicate Course Master Records and their related Course Membership records will be retained. The Period fields of these records must not have any duplicate values.
Non-CTE Block Classes	If a CIP Code is NOT present in the duplicate records, indicating a Non-CATE class, only the Course Master Record with lowest Period number and its related Course Membership records will be retained. The requires that the fields in the retained Crouse Master and Course Membership records represent the entire black class, not just one period. See block class notes in the Course

	Membership Record.
Single Course Master Record for Block Classes	An LEA may choose to report a non-CTE block class with only one Course Master Record along with its related Course Membership records. Except for CTE classes, the USOE Data Warehouse does not maintain block class data as separate periods.

Data Record

Field	Length	Column		Page	Short Description
Start	End				
Record-ID	03	001	003	41	AC=
Course & Section	12	004	015	41	Period taught
Period	02	016	017	41	Period taught
Where Taught Dist	02	018	019	41	LEA where course is taught
Where Taught Schl	03	020	022	41	School where course is taught
Teacher 1	09	023	031	42	CACTUS ID of 'teacher of record'
CIP Code Number	06	032	037	42	Voc. CIP code number
Semester Length	01	038	038	42	Voc. Semester length
Course Title	20	039	058	42	Course Title
Core Code	11	059	069	42	Graduation core code
Teacher 2 ID	09	070	078	42	CACTUS ID of 2 nd teacher
Teacher3 ID	09	079	087	43	CACTUS ID of 3 rd teacher
College Granting CR	02	088	089	43	College granting Conc enrollment credit
Where taught Campus	01	090	090	43	Where conc enrollment course is taught
Instruct Setting	02	091	092	44	Instructional setting
Instruct HRS sched	03	093	095	44	Instructional hours scheduled
Term	04	096	099	45	Term the class is taught
Cycle	01	100	100	45	Cycle the class is taught
LEA Number	02	101	102	45	LEA number
School Number	03	103	105	45	School number

COURSE MASTER FIELD RECORD (DETAILED FIELD DESCRIPTION)

Record-ID (Col 001-003; required) The first three characters of a course master record must always contain the record identifier 'AC='.

Course & Section (Col 004-015; required) This is the unique alphanumeric course + section number that you are using to identify a class within the school (block classes are the exception). The Course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks.

Must be at least 2 characters in length.

Period (Col 016-017; required) This the a two digit field indicating which period the class is being taught. It should contain numeric data and any leading zero should be included.

Note: The course/section and period fields are combined to form a 10 digit key that must be unique within each school. In other words, each individual class (period) that meets during the year must have a unique number (course/section + period). If more than an 'AC' record is found for a school with the same 10 digit key, an error condition exists and any duplicate will NOT be loaded into the Clearinghouse.

Where Taught Dist(Col 018-019; optional) This field is to designate the LEA where they class is taught used in conjunction with Where Taught Schl. If Where Taught Schl is blank, this field must also be blank. If Where Taught Schl is not blank, this field cannot be blank even if the Where Taught Schl is within the same LEA. In other words, if Where Taught Schl is populated, the Clearinghouse can make no assumptions as to the LEA

where that school resides... the Where Taught Dist must also be populated. For colleges and trade school two character LEA designations, see the list at the end of the AC record field descriptions).

If present, it will be validated against the CACTUS table of LEAs.

Where Taught Schl (Col 020-022; optional) This field is to be used only if the class is taught at some other school. This other school includes schools in the same LEA or other LEAs as well as any type of online school. If this class is taught within the school you are generating transactions for, please leave this field blank and the Clearinghouse will assume that it is taught within that school. If for example, you have students that take classes at another LEA, college, or trade school please include here the school number where the class is being taken. For college or ATCs, this 3 digit school number is their 2 digit "LEA" number (listed at the end of the AC record field descriptions) preceded with a '0'. For example, the school number for Salt Lake Community College would be '049'. If this field is NOT blank, field Where Taught Dist must also be populated. If present, it will be validated against the CACTUS table of schools.

Teacher 1 ID (Col 023-031; required) This is the CACTUS ID of the Teacher of Record assigned to the class.

All numeric, all zeroes is invalid, left justify, don't zero fill, SSNs are no longer allowed, so if it contains 9 characters, it will be assumed to be an SSN and will be handled as an error.

Note 1: This doesn't necessarily have to be a teacher. It can be a counselor or student advisor. For "courses" such as Release Time or others where the teacher is not in CACTUS, enter the CACTUS ID of the faculty member who authorizes or approve these "courses".

Note 2: for CACTUS IDs of college and ATC teachers, see the list at the end of the Course Master Record descriptions.

Note 3: Can only be blank if the core code is the regular ed Pre-K code of '22-04-00-00-001'.

CIP Code Number (Col 032-037; CTE Classes Only – required) Valid CTE CIP code. This is a six digit numeric field.

If entered, must be complete and all numeric.

Semester Length (Col 038; CTE Classes Only – required) This is a one digit numeric code that indicates the time frame or length of a CTE class or in the case of a trimester school that the class duration is for a single trimester.

Code	Meaning
1	Class held first semester (90 day class)
2	Class held second semester (90 day class)
3	Single trimester class (60 day class)
4	Class held all year (180 days class)
5	Class held 1 quarter (45 day class)

Course Title (Col 039-58; required) Normally, this is the alphanumeric course title that your school uses to describe the course.

Core Code (Col 059-069; required) This is the 11 digit Core Code used in CACTUS (will be validated against the CACTUS database). Must be an ACTIVE core code – it's an error if the code is inactive.

Teacher 2 ID (Col 070-078; optional) The CACTUS ID of a second teacher assigned to this course master record.

If present, must be all numeric, ALL ZEROES invalid, cannot be the same as field Teacher 1 ID, left justify, don't zero fill, SSNs are no longer allowed, so if it contains 9 characters it will be assumed to be an SSN and will be handled as an error.

Note: For CACTUS IDs of college and ATC teachers, see the list at the end of the Course Master Record descriptions.

Teacher 3 ID (Col 079-087; optional) The CACTUS ID of a third teacher assigned to this course master record.

If present, must be all numeric, ALL ZEROES is invalid, can't be the same as field Teacher 1 ID or Teachers 2 ID, can't be present if Teacher 2 DI is blank, left justify, don't zero fill, SSNs are no longer allowed, so if it contains 9 characters it will be assumed to be an SSN and will be handled as an error.

Note: For CACTUS IDs of college and ATC teachers, see the list at the end of the Course Master Record descriptions.

College Granting CR: (Col 088-089; optional unless the Core Code contains '13' in positions 7 and 8) The two character "district" number of the college granting the college credit portion of the concurrent enrollment course.

Required if positions 7 and 8 of field CORE CODE contains '13', indicating the course is a concurrent enrollment course. Will be validated against the following "district" numbers of the State's colleges:

49 – Salt Lake Community College	56 – Southern Utah University
50 – Utah Valley State College	57 – College of Eastern Utah
52 – University of Utah	58 -- Dixie College
53 – Utah State University	59 – Snow College
54 – Weber State University	

Where Taught Campus (Col 090; optional unless the Core Code Contains '13' in positions 7 and 8) Where the concurrent enrollment course is taught.

Code	Meaning
C	College campus
H	High School campus
Blank	If Core Code does NOT contain '13' in positions 7 and 8

Required if positions 7 and 8 of field Core Code contains '13', indicating course is a concurrent enrollment course. If a concurrent enrollment student must physically go onto a college campus to attend class, this field should be 'C', otherwise it should be 'H'.

Note: When uncertain for courses such as IS or ON, base the determination on who is paying the instructor...the LEA (H) or the College (C).

Instruct Setting (Col 091-092; required if Core Code is designated for grades higher than 6) The primary setting of medium of delivery for the course.

Code	Meaning
BC	Broadcast – course is taught via live or taped broadcast over open air, closed circuit, or cable television systems (e.g. KUED, KULC).
CC	Correspondence – course is taught via hard or electronic copy or other media (CD, DVD, video cassette) and student works at own pace usually without an instructor present, but generally under supervision of LEA. Includes "packet" programs.
ED	Early College – course is taught by institution of higher education, but does NOT

	qualify as concurrent enrollment. The specific delivery method will be available in USHE data.
AV	Interactive Audio/Video – course is taught via remote interactive receiver sites or via streaming media technologies.
ON	Online (other than through the Electronic High School and students enrolled in SB 65 classes) – course is taught through a website.
IS	Independent Study – structured learning experience is recognized for credit but is not under supervision of the LEA
FF	Face to Face – course is taught primarily in person and usually in a conventional classroom or lecture hall.
OP	Online course for students under SB 65.

Note: These changes bring this element in closer alignment to the similar Delivery Method field used by the Utah System of Higher Education.

~~Instruct HRS Sched~~ – Not current used – Ignored (Col 093-095)

Term (Col 096-099; required) This is the term the class is taught.

Code	Meaning	Code	Meaning
YR	Full Year	T1	First Trimester
S1	First Semester	T2	Second Trimester
S2	Second Semester	T3	Third Trimester
Q1	First Quarter	T4	Fourth Trimester
Q2	Second Quarter	T5	Fifth Trimester
Q3	Third Quarter	T6	Sixth Trimester
Q4	Fourth Quarter	T1T2	First and Second Trimesters
Q1Q2	First and Second Quarters	T2T3	Second and Third Trimesters
Q2Q3	Second and Third Quarters	T3T1	First and Third Trimesters
Q3Q4	Third and Fourth Quarters	T3T4	Third and Fourth Trimester
Q4SU	Fourth Quarter and Summer	T4T5	Fourth and Fifth Trimester
SU	Summer	T5T6	Fifth and Sixth Trimester
		T6T1	Sixth and First Trimester

Note: At least 1 LEA has school(s) with 6 terms – use the Tx codes interchangeably to mean ‘Trimester’ or ‘Term’. Use of T40T6 should only be used for schools that have greater than 4 ‘terms’ in a school year. For example, if 4 total terms, using quarter would be the appropriate designation.

Cycle (Col 100; required) A cycle is defined as a day or days that repeat the same school schedule. Must be ALPHA (A-Z) or NUMERIC (0-9).

Examples of cycles with samples of possible 1 byte designation for Clearinghouse submission below them:

MTWThF	MWFTTh	MWF	MWTh	MWFaFb	
L	M	N	O	P	Alpha character –OR–
1	2	3	4	5	Numeric –OR–
Q	R	7	8	Z	A Combination

A cycle may be named whatever the LEA or school wishes, as long as consistency is maintained within a school.

LEA Number (Col 101-102; required all updates) The actual LEA number. This will be validated using the CACTUS database.

School number (Col 103-105; required all updates) The actual school number. This will be validated against the schools in the CACTUS database.

College and ATC "Teacher" CATUS IDs			
44 – Ogden Weber ATC	218965	55 – Westminster	452384
45 – Bridgerland ATC	218966	56 – Southern Utah University	155731
47 – Uintah Basic ATC	218967	57 – College of Eastern Utah	155732
48 – Davis ATC	218968	58 – Dixie College	155733
49 – Salt Lake Community College	155727	59 – Snow College	155734
50 – Utah Valley University	155728	61 – Mountainland ATC	218972
51 – Brigham Young University	452383	62 – Southwest ATC	218976
52 – University of Utah	523141	63 – Southeast ATC	218977
53 – Utah State University	155729	64 – Salt Lake/Tooele ATC	218978
54 – Weber State University	155730	65 – Dixie ATC	229659

COURSE MEMBERSHIP RECORD

(7) Record type 'AM='; (Required)

Note 1: 'AM=' transactions are used to define a student's schedule. For every 'AM=' transaction, there must be matching 'AC=' (Course Master) record included in your upload file. For students whose Grade Level is 00, 01, 02, 04, or 05, there can be only one 'AM' record for any given period of time (determined using Entry and Exit dates).

If the K-5 student is actually assigned to more than one teacher for a part of the school day or the week, identify the 'home room' teacher or 'teacher of record' in the Teacher 1 ID field and, optionally, identify up to two more teachers in the Teacher 2 ID and Teacher 3 ID fields in the 'AC' record.

Note2: At year-end, every student with more than 10 days total membership (school membership [+] self-contained membership) must have at least 1 'AM=' record with a value greater than zero in field Aggregate Memb. The only exceptions to this are Pre-K students and students enrolled in the LEA but actually attend school out of state. For example, an error condition will occur if a student (other than the exceptions noted) has an 'S1=' record with more than 10 days school membership or an 'S2=' record with more than 10 days of membership or a combination of school and self-contained membership that total more than 10 days membership and:

- There are NO 'AM=' record(s) –OR–
- There is at least 1 'AM=' record but the total aggregate membership (the sum of field Aggregate Mem for all 'AM' records) is zero

Note 3: Block Classes – you may submit an 'AM' record for each student in each reported period of a block class. See Course Master record notes.

CTE Classes All of the individual 'AM' records will be retained

Non-CTE Classes Only the first 'AM' record that matches the retained 'AC' record (the one with the lowest Period number) will be retained. All others will be ignored. Therefore, it is imperative that all pertinent data (aggregate membership, entry and exit dates, days attended, credits attempted, grade earned, instruct hours) found in the retained 'AM' record apply to the entire class.

For example, an 'AM' record for a student that is associated with a Non-CTE 'AC' record is read with Course & Section of '12345678' and Period '01'. The same student's next 'AM' record is also Course & Section '12345678', but with Period '02'. This, by definition (see notes for the Course Master record), is a block class, so the second and all subsequent 'AM' records with the same Course & Section are ignored. Only the first 'AM' record will be retained for further processing because it match the retained 'AC' record.

Field	Length	Column		Page	Short Description
		Start	End		
Record-ID	03	001	003	47	AM=
Student Number	10	004	013	47	Student number
Course Number	12	014	025	47	Course and section number
Period	02	026	027	47	Period taught
Aggregate Memb	03	028	030	47	Aggregate course membership
Course Entry Date	080	031	038	47	Course Entry Date
Course Exit Date	08	039	046	47	Course Exit Date
Days Attended	03	047	049	47	Days attended course
Credits Attempted	04	050	053	48	Number of HS credits attempted
Grade Earned	05	054	058	48	The grade earned for the course
Actual Membership	03	059	061	48	Actual membership (CTE)
Concurr Enrolled	01	062	062	48	Student attempting college credit indicator
Instruct Hrs Memshp	03	063	065	49	Instructional hours in membership
Instruct Hrs Attend	03	066	068	49	Instruction hours in attendance
Credit Earned	04	069	072	49	Number of HS credits earned
LEA Number	02	073	074	49	LEA number
School Number	03	075	077	49	School number

COURSE MEMBERSHIP RECORD (DETAILED FIELD DESCRIPTIONS)

Record-ID (Col 001-003; required) the first three characters of a student membership record must always contain the record identifier 'AM='.

Student Number (Col 004-013; required) Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Note: For the UTREx to store Course data, a student 'S1' record for each student having courses must also be present in the update. You must include the same student identification number on this course update record as you did on the 'S1' record. This number will be used as a key to find the student data so this course data can be attached.

Course Number (Col 014-025; required) This is an eight digit numeric course + section number. The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks.

Period (Col 026-027' required) This is a two digit field indicating which period the class is being taught. It must be complete, it should contain numeric, and any leading zeroes should be included.

Note: The membership record's Course Number and Period fields will be combined to locate a matching AC record (using the Course & Section and Period field of the AC record).

Aggregate Memb – Not currently used – ignored (Col 028-030)

Course Entry Date (Col 031-038; required) This is the date the student first began instruction in the course. The format is YYYYMMDD.

Course Exit Date (Col 039-046; required) (This is the date *following* the last day of instruction in the course. The format is the last day of instruction in the course. The format is the last day of instruction in the course. The format is the last day of instruction in the course. The format is YYYYMMDD. If present, it must be within the current school year July 1 – June 30). Cannot be blank at year-end.

~~Days Attended~~ – Not currently used – ignored (Col 047-049)

Credit Attempted (Col 050-053; required for grades 9-12) The amount of credit attempted for the period of time the 'AM=' record represents. A decimal is implied between the first and second character.

Must be complete and all numeric, '0000' is ok.

Grade Earned (Col 054-058; optional) The grade the student earned for the period of time the 'AM=' record represents. A decimal is implied between the first and second character for a numeric grade.

Value	Meaning
'0000' to '4000'	Actual grade
'Pass' or 'P'	Pass (for Pass/Fail type grade only)
'Fail' or 'F'	Fail (for Pass/Fail type grade only)
'NOGRD' or 'N' or 'NG'	No grade

If submitted, must be complete for numeric grade values (leading and/or trailing zeroes); 'pass/fail' grades and 'no grade' must be as above. Blank is allowed, but will be fully edited if not blank.

Note: In calculating the "average grade" for accountability reporting, the USOE will exclude courses graded on a 'Pass/Fail' basis. Thus, for a student who received an 'F' in a 'letter grade' course, the grade should be submitted as '0000' to ensure that it is included in summary calculations.

Actual Membership (Col 059-061; optional) Actual course membership for CTE Courses only. This field should reflect the actual days of membership, not 180 day equivalent. Cannot be blank if the associated course master record ('AC') contains a CIP Code. If present, it must be complete (All numeric).

Concurr Enrolled (Col 062; optional) Indicates whether or not the student is taking this class (deemed to be a concurrent enrollment class in the AC record) as a concurrent enrollment class for college credit or taking the class for just high school credit.

Value	Meaning
Y	Taking for college credit and high school credit
N	Taking for just high school credit
Blank	Class is not a concurrent enrollment class

If the AC record this AM references has '13' in positions 7 and 8 of the Core Code, this may be used, but can be left blank.

~~Instruct Hrs Memshp~~ – Not currently used – ignored (Col 63-065)

~~Instruct Hrs Attend~~ – Not currently used – ignored (Col 066-068)

Credits Earned (Col 069-072; required for grades 9-12) The amount of credit earned for the period of time the 'AM' record represents. A decimal is implied between the first and second characters. Must be complete and all numeric, '0000' is ok. Cannot exceed Credit Attempted.

LEA Number (Col 073-074; required all updates) The actual LEA number. This will be validated using the CACTUS database.

School Number (Col 075-077; required all updates) The actual school number. This will be validated against the school in the CACTUS database.

DISCIPLINE RECORD
INCIDENT RECORD

- (8) Record Type 'I1=' All disciplinary data for the school during the year must be submitted to UTREx via Incident (I1) and Incident Association (I2) records. Described here is the Incident (I1) record. For 2012-13 the LEA may accumulate all incidents and wait until year-end to report all. An 'I1' record must be submitted for each independent incident involving disciplinary action with an 'I2' record submitted for each student under which it's submitted.

All disciplinary record ('I1', 'I2') will be attached to the school record ('SC') they follow.

Field	Length	Column		Page	Short Description
		Start	End		
Record-ID	03	001	003	50	I1=
Incident ID	10	004	013	50	Incident number
Gang Related	01	014	014	50	Incident gang related?
Incident Date	08	015	022	50	Incident date
Incident Description	250	023	272	50	Incident description
LEA Number	02	273	274	50	LEA number
School Number	03	275	277	50	School number

INCIDENT RECORD (DETAILED FIELD DESCRIPTIONS)

Record-ID (Col 001-003; required) The first three characters of an Incident record must always contain the record identifier 'I1'.

Incident ID (Col 004-013; required) Numeric value from 1 to 999999999 inclusive (0 [zero] is invalid) and each incident record does not need to be a unique value within the LEA nor does it necessarily need to be consecutive. This value will be used to match up with the student incident Association records ('I2') submitted for the school.

Gang Related (Col 014; required) Indicate if incident is gang related.

Code	Meaning
Y	Yes, gang related
N	No, not gang related
U	Unknown

Incident Date (Col 015-022; required) This is the date the incident occurred. The format is YYYYMMDD.

Incident Description (Col 023-272; required) This is a description of the incident.

LEA Number (Col 273-274; required all updates) The LEA number . This will be validated using the CACTUS database.

School Numbers (Col 275-277; required all updates) The School number. This will be validated using the CACTUS database.

INCIDENT ASSOCIATION RECORD

- (9) Record Type 'I2=' All disciplinary data for the school throughout the year must be submitted to UTREx via Incident ('I1') and Incident Association ('I2') records. For 2012-13, the LEA may accumulate all incidents and wait until year-end to report all. Described here is the Incident Association ('I2') record. At least one 'I2' record must be submitted for each 'I1' and each 'I2' record represents a different student involved in the incident.

Field	Length	Column		Page	Short Description
		Start	End		
Record-ID	03	001	003	51	I2=
Incident ID	10	004	013	51	Incident number
Student Number	10	014	023	52	Student number
Caused Incident	01	024	024	52	Did student cause the incident?
Injured	01	25	25	52	Was student injured
Gang Prev Prog	01	26	26	52	In a gang prevention program?
Discipline Method	01	027	027	52	Suspended or Expelled
Number of Days	03	028	030	52	How many days?
In School	01	031	031	52	In school or out of school?
Services Offered	01	032	032	52	Services offered to student?
Referred to Police	01	033	033	52	Incident referred to police?
Referred to Court	01	034	034	53	Incident referred to court?
Referred to Program	01	035	035	53	Incident referred to a program?
Alternative Placement	01	036	036	53	Alternative placement?
Hearing Officer Removal	01	037	037	53	Removal by hearing officer?
PI Infraction Type	02	038	039	53	Primary infraction type
PI Weapon	01	040	040	54	Primary weapon
PI Role	01	041	041	54	Primary role
S11 Infraction Type	02	042	043	54	Secondary 1 infraction type
S11 Weapon	01	044	044	54	Secondary 1 weapon
S11 Role	01	045	045	54	Secondary 1 role
S12 Infraction Type	02	046	047	54	Secondary 2 infraction type
S12 Weapon	01	048	048	54	Secondary 2 weapon
S12 Role	01	049	049	54	Secondary 2 role
S13 Infraction Type	02	050	051	54	Secondary 3 infraction type
S13 Weapon	01	052	052	54	Secondary 3 weapon
S13 Role	01	053	053	55	Secondary 3 role
S14 Infraction Type	02	054	055	55	Secondary 4 infraction type
S14 Weapon	01	056	056	55	Secondary 4 Weapon
S14 Role	01	057	057	55	Secondary 4 role
LEA Number	02	058	059	55	LEA number
School Number	03	060	062	55	School number
Serious Bodily Injury	01	063	063	55	Caused serious bodily injury?

INCIDENT ASSOCIATION RECORD (DETAILED FIELD DESCRIPTIONS) START HERE

Record-ID (Col 001-003; required) the first three characters of an Incident Association record must always contain the record identifier 'I2='.

Incident ID (Col 004-013; required) Numeric value from 1 to 9999999999 inclusive (0 [zero] is invalid) and each incident association record must have a matching 'I1' record preceding it (matching data element Incident ID in both records).

Student Number (Col 014-023; required) Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Note: The student number here must match a student number submitted via an 'S1' record for the school.

Caused Incident (Col 024; required) Indicate if this student was determined to have caused the incident.

Code	Meaning
Y	Yes
N	No

Injured (Col 025; required) Indicate if this student was injured in the incident.

Code	Meaning
Y	Yes
N	No

Gang Prev Prog (Col 026; required) Indicate if this student was part of a gang prevention program at the time of the incident.

Code	Meaning
Y	Yes
N	No
U	Unknown

Discipline Method (Col 027; optional) Indicate if this student was suspended or expelled.

Code	Meaning
S	Suspended
E	Expelled
Blank	Other or no discipline

Number of Days (Col 028-030; required) The number of days the Discipline Method was in effect. Decimal value from 000 to 180 inclusive (000 is valid only if Discipline Method is blank, conversely, if this field is non-zero, the Discipline Method must not be blank). Starting in SY2013-14 This field may be reported in half-day increments.

In School (Col 031; required) Indicate if the Discipline Method was in school or out of school.

Code	Meaning
Y	In school
N	Out of school

Use 'N' here if there was no discipline.

Services Offered (Col 032; required) Indicate if services were offered to the student.

Code	Meaning
Y	Yes
N	No

Referred to Police (Col 033; required) Indicate if incident was referred to police.

Code	Meaning
Y	Yes
N	No

Referred to Court (Col 034; required) Indicate if the incident was referred to court.

Code	Meaning
Y	Yes

N	No
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Referred to Program (Col 035; required) Indicate if the student was referred to a program.

Code	Meaning
Y	Yes
N	No

Alternative Placement (Col 037; required) Indicate if alternative placement was provided/administered to the student for this incident.

Code	Meaning
Y	Yes
N	No

Hearing Officer Removal (Col 037; required) Indicate if removal of the student was done by a hearing officer. Using 'Y' only applies to students with a SCRAM record and an error will be flagged if 'Y' here and there was no SCRAM record for the student.

Code	Meaning
Y	Yes
N	No

PI Infraction Type (Col 038-039; required) The primary infraction type (or incident type) of the student in this incident. Required for every student (Blank is not an option). Must be complete (leading zero if necessary). If "Weapon" is used as the incident_type, then something other than "None" must be used in the PI Weapon field.

Code	Meaning
01	Physical Assault
02	Sexual Assault
03	Homicide
04	Fighting (mutual altercation)
05	Harassment, non-sexual (physical, verbal, psychological)
06	Harassment, sexual (unwelcomed sexual assault)
07	Terroristic Threat
08	Threat/Intimidation (causing fear or harm)
09	Robbery
10	Alcohol
11	Tobacco
12	Marijuana
13	Controlled substance
14	Uncontrolled substance
15	Distribution
16	Handgun
17	Rifle
18	Shotgun
19	Other explosive device
20	Knife or other sharp object
21	Other object used as a weapon
22	Substance used as a weapon
23	Look Alike
24	Bullying (as per LEA policy)
25	Disruption

26	Truancy
27	Other
28	Arson
29	Weapon

Starting in SY 2012, 16-23 are no longer available as an incident type.

PI Weapon (Col 040; required) Primary weapon used in the incident.

Code	Meaning
1	Handgun
2	Rifle
3	Shotgun
4	Other explosive device
5	Knife or other sharp object
6	Other object used as a weapon
7	Substance used as a weapon
8	Look alike
9	None

PI Role (Col 041; required) The primary role of the student in this incident. Required for every student (Blank is not an option).

Code	Meaning
O	Offender
V	Victim
B	Both

SI1 Infraction Type (Col 042-043; optional) Indicate a secondary infraction type (or incident type) of the student in this incident. Blank is a valid option. See PI Infraction Type above for valid values.

SI Weapon (Col 044; optional) Indicate a secondary weapon used in the incident. Blank is a valid option unless SI1 Infraction Type is present. See PI Weapon above for valid values.

SI1 Role (Col 045; optional) Indicate a secondary role of the student in this incident. Cannot be present if SI1 Infraction or SI1 Weapon are blank. Must be present if SI1 Infraction and SI1 Weapon are not blank. See PI Role above for valid values.

SI2 Infraction Type (Col 046-047; optional) Indicate another secondary infraction type (or incident type) of the student in this incident. Blank is a valid option. Cannot be present if SI1 Infraction Type is blank. See PI Infraction Type above for valid values.

SI2 Weapon (Col 048; optional) Indicate another secondary weapon used in the incident. Blank is a valid option unless SI2 Infraction Type is present. See PI Weapon above for valid values.

SI2 Role (Col 049; optional) Indicate another secondary role of the student in this incident. Cannot be present if SI2 Infraction Type or SI2 Weapon is blank. Must be present if SI2 Infraction Type and SI2 Weapon are not blank. See PI Role above for valid values.

SI3 Infraction Type (Col 050-051; optional) Indicate another secondary infraction type (or incident type) of the student in this incident. Blank is a valid option. Cannot be present if SI2 Infraction Type is blank. See PI Infraction Type above for valid values.

SI3 Weapon (Col 052; optional) Indicate another secondary weapon used in the incident. Blank is a valid option unless SI3 Infraction Type is present. See PI Weapon above for valid values.

SI3 Role	(Col 053; optional) Indicate another secondary role of the student in this incident. Cannot be present if SI3 Infraction Type or DI3 Weapon is blank. Must be present if SI3 Infraction Type and SI3 Weapon are not blank. See PI Role above for valid values.
SI4 Infraction Type	(Col 054-055; optional) Indicate another secondary infraction type (or incident type) of the student in this incident. Blank is a valid option. Cannot be present if SI3 Infraction Type is blank. See PI Infraction Type above for valid values.
SI4 Weapon	(Col 056; optional) Indicate another secondary weapon used in the incident. Blank is a valid option unless SI4 Infraction Type is present. See PI Weapon above for valid values.
SI4 Role	(Col 057; optional) Indicate another secondary role of the student in this incident. Cannot be present if SI4 Infraction and SI4 Weapon are blank. Must be present if SI4 Infraction Type and SI4 Weapon are not blank. See PI Role above for valid values.
LEA Number	(Col 058-059; required all updates) The actual LEA number. This will be validated using the CACTUS database.
School Number	(Col 060-062; required all updates) The actual school number. This will be validated against the schools in the CACTUS database.

Serious Bodily Injury (Col 063; required) Indicate whether student caused serious bodily injury. Serious Bodily Injury is defined in (18 USC Section 1365(h)(3)) thus: "A serious bodily injury involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty."

Code	Meaning
Y	Yes
N	No

EXIT STATUS CHANGE RECORD

(10) Record Type 'ES='

Appropriate use: 'ES=' transactions are valid between July 15 and October 15. An 'ES' record may be used to update the exit status of a student's S1 record that was included in the previous school year submission(s) and whose Exit Code or High School Completion Status has changed.

NOTE: Following the October, 2012 UTREx submission, Exit Status Change Records will no longer be accepted by UTREx. Instead, LEAs must supply Exit Status changes via the [Student Record](#) (see Student Record, page 18).

Constraint: If a student has an 'ES' record, the same student cannot also have an 'S1' record for the same student, from the same LEA on or before October 1.

Caution regarding secondary "Fall No Shows": If a student was included in the previous year-end upload with a Grade Level of 6 through 11 and without an Exit Code or High School Completion Status and therefore is expected to 'show up' in grades 7-12 in the fall but turned out to be a 'fall no show', you have the option of submitting either an 'ES' record on or before October 15 or including an 'S1' record for the student in the next year-end upload with 10 or fewer days of membership and the appropriate Exit Code; however, if there is no record of either kind for such a student, the student will be considered a dropout.

Field	Length	Column		Page	Short Description
		Start	End		
Record-ID	03	001	003	56	ES=
Student Number	10	004	013	56	Student number
Last Name	20	014	033	56	Student's Last Name
First Name	16	034	49	57	Student's First Name
Birth Date	08	050	057	57	Student's Birth Date
Gender	01	058	058	57	Student's Gender
Updated Status	02	059	060	57	Revised Exit Code
Statewide Student ID	10	061	070	57	Statewide Student Identifier
*LEA Number	02	071	072	57	LEA number

EXIT STATUS CHANGE RECORD

Record-ID (Col 001-003; required all 'ES' records submitted) The first three characters of an Exit Status Code must always contain the record identifier 'ES='.

Student Number (Col 004-013; required all 'ES' records submitted) the student's LEA assigned student number.

Last Name (Col 014-033; required all 'ES' records submitted) Student's last name, can be up to 20 characters in length. Only alpha characters (A-z), space, single quote ('), and 1 hyphen (-) are allowed. Left justify with trailing blanks.

First Name (Col 034-049; required all 'ES' records submitted) Student's first name, can be up to 16 characters in length.

Birth Date (Col 050-057; required all 'ES' records submitted) Student's birth date. It must include the century. The format is YYYYMMDD. Must be a valid date; can't be current or future date; calculated age can't be less than 3 or greater than 23.

Gender (Col 058; required all 'ES' records submitted) Student's gender.

Code	Meaning
M	Male
F	Female

Updated Status (Col 059-060; required all 'ES' records submitted) The 'changed to' Exit Code or High School Completion Status.

Exit Code	Meaning
CT	Certificate of Completion
CH	Transfer from Charter to Homeschool
DE	Death
DO	Dropout
FE	Foreign Exchange
GE	GED (Exit Code)
GC	Adult Education Secondary Diploma – Carnegie Units
GG	Utah High School Completion Diploma – GED (HS Comp Code)
GR	High school Graduate – Regular Diploma
TC	Transferred out of the country
TH	Transferred to home schooling
TO	Transferred out of State
TP	Transferred to a Private School

TR	Transferred to a Charter School
TS	Transferred to another LEA within the State
WD	Withdrawal
WM	Withdrawal Medical
11	Early Graduate – 11 th Grade

Statewide Student ID (Col 061-070; required all 'ES' records submitted) The number assigned to the student using the Statewide Student Identifier (SSID) assignment process.

Does not have to be complete, but must be a numeric value greater than 1,000,000.

Note: There must be a Location row in the SSID database for the submitting LEA and the SSID must be active (hasn't been 'merged' away). If there is no Location row or there is a Location row but the SSID is not active, an error will be issued and the update will be aborted.

LEA Number (Col 0701-072; required all 'ES' records submitted) The actual LEA number. This will be validated using the CACTUS database.

SAMPLE CLEARINGHOUSE UPDATE FILE

Some records shown are not complete. This sample is included to show the different record types and how they relate to teach other in a Clearinghouse update batch.

	1	2	3	4	5	6	
....5....0....5....0....5....0....5....0....5....0....5....0....5							
DI=14, YR=2002, OK=DEC							←Jordan's 2002 Dec 1 update
SC=7041800605CC							←Beginning of School 704
AC=881234 01 123456 4805061WELDING I							←Course Master record
AC=884321 02 234567 4805082WELDING II							←Course Master record
S1=7171717 528123456Doe John							←Student record
S2=7171717 05819960905 077							←SCRAM membership record
AM=7171717 881234 0109020020815							←Course membership record
AM=7171717 884321 0209020020815							←Course membership record
SC=7081800605CC							←Beginning of School 708
AC=842345 01 345678 2001131CLOTHING I							←Course Master record
AC=845432 02 456789 2001032CLOTHING II							←Course Master record
S1=6565656 529123456Lastname1 First1							←Student record
S2=6565656 06B19960921 066							←SCRAM membership record
AM=6565656 841101 010902000081520021101							←Course membership record
AM=6565656 841201 0209020000815							←Course membership record
S1=8171717 529654321LastName2 First2							←Student record
AM=8171717 841101 010902000081520021101							←Course membership record
AM=8171717 841101 0209020000815							←Course membership record

REVISIONS (LAST FEW YEARS)

The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2007-2008 school year (summer 2008).

October 17, 2007

- Page 3: to "Upload Information", added the 'CC' to Shane Johnson when sending email concerning file uploads
- Page 4: added Note 3; changed old Note 3 to 4; changed old Note 4 to 5
- Changed MOST references to "district" to "LEA" (where applicable)
- Individual field definitions: for optional items, added when they're reported

Added fields:

School record (SC) (proposed new data elements):
Schedule Year Type, Schedule Day Type

Student record (S1):

Special Ed Exit Date

Notes

LEP Exit Date – change Limited English code referenced from E to F

LEP Instruction Type – change Limited English codes referenced from A, B, C to Y

October 24, 2007

Where applicable, changed references to LEP in the student record (S1) to ELL (including LEP data elements names.... I.E. LEP Native Language to ELL Native Language, etc.)

October 26, 2007

Changed fields

Student record (S1): Limited English – clarified when Native and Parent languages are required. Add 'A' and 'F' to Note 1.

December 11, 2007

Changed fields

Student record (S1)

- ELL Native Language; ELL Parent Language – changed to required if Limited English is 'Y', 'A', or 'F' instead of not blank
- Statewide ID – added a Note about error conditions
- Resident Status – changed meaning of 'F' and added 'J' (further changes to 'meanings' and additions of a note likely to follow)

December 18, 2007

Changed fields

Student record (S1)

- Resident status – changed working of 'F' and 'J' and added a note

January 28, 2008

Changed fields

School record (SC)

- Schedule Year Type; Schedule Day Type – changed from being "proposed" to actual additions

Student record (S1)

- Limited English – changed the work "former" or "fluent" in Note 2

- Special Exit Date (added 10/17/07) – changed the working in regards to constraints when this date is present

February 01, 2008

Changed fields

Student record (S1)

- Limited English – changed to descriptions for ‘A’ and ‘F’. Also added a note (changed former Note 2 to Note 3 and added a new Note 2)

April 11, 2008

Changed fields

Changed the hard coded list of dedicated YIC facilities used to determine that School Membership is to be zeroed out if it is greater than zero for student submitted for those schools (per Travis Cook).

Student record (S2)

- Regular Percent – added option for Blank and added constraints (per USOE Special Education)

May 2, 2008

Somehow the School of Record data element was dropped from the documentation. It was added back in.

May 27, 2008

Changed fields

Student record (S1)

- NCLB School Choice – changed the authorized LEA list

The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2008-2009 school year (summer 2009).

July 22, 2008

Added fields

Student record (S1)

- YIC Full Time

Changed fields

Student record (S1)

- Exit Code – added ‘AE’, ‘HE’, ‘TN’, ‘UC’, ‘UN’, and ‘WP’; added notes
- High School Completion Status – added ‘AO’; changed description of G2 and G3; changed Note 1; added Note 9
- Tribal Affiliation – added notes
- Student Zip Code – added verbiage
- District of Residence – added verbiage

SCRAM record (S2)

- SCRAM Exit Reason – added notes

August 12, 2008

Added fields

Student record (S1)

- Kindergarten Type

Changed fields

Student record (S1)

- Limited English – added 'A' to the values where 'Y' is to be submitted (now if UALPA is P, E, I, or A, submit 'Y' for Limited English). 'A' is no longer a valid value for Limited English.
- Birth Date – added migrant verbiage (can be under 3 if migrant)
- SCARM Exit Reason – added notes

September 30, 2008

Changed fields

Student record (S1)

- Exit Code – added 'WP' (didn't as indicated in July 22 version)

October 21, 2008

Added working about the SSIDs and actual school number not being validated by the edit program (Page 3).

Changed fields

Course Master record (AC)

- Teacher 1 ID – removed Note 2 because '10' (Educator Unknown) is no longer a valid value (changed Note 3 to note 2)
- Where Taught School – added explanation of what the school number should be for colleges and ATC.

December 2, 2008

Changed fields

SCRAM record (S2)

- Regular Percent – changed working for Blank (pre-k instead of less than 6 years old)

February 06, 2009

Added warning for changes coming in October 2009 (Age/Grade Level/ and SCRAM Environment – see next page).

Warnings will change to Errors in the October 2009 update.

Changed fields

Student record (S1)

- ELL Native Language 0 changed the link to the codes and changed the contact person. Added 'O' to the list of LEP values making this field required.
- ELL Parent Language; ELL Instruction Type – added 'O' to the list of LEP values making these fields required
- Exit Code – added "Aged Out" to those to use Exit Code 'OG'. Also added 'AO' to the list of High School Completion Status codes required if 'OG' is used (both under Note 5 of Exit Code in the S1).

School record (SC)

- Removed note about YIC schools

March 03, 2009

Changed fields

Student record (S1)

- Limited English – many changes... a significant one involving the use of ELL Exit Date for Fluent (F) in the at the ELL Exit Date cannot be in the current school year
- Zip Code – changed wording
- District of Residence – some definition wording changes; Total revamp (and extension) of the Note

March 25, 2009

Changed fields

Student record (S1)

- Limited English – slight change in wording for 'F' to clarify that entering 'F' means the student is entering the monitoring period
- ELL Exit Date – slight change in wording to clarify that this date is the date the student exited an ELL program and enters the monitoring period (Limited English changed to 'F').

March 26, 2009

Changed fields

Student record (S1)

- ELL Exit Date – added wording and specifications that for SY 2008-2009 the date must be prior to 7/1/2008 (can be any date). For SY 2009-2010 and beyond, any date AFTER 6/30/2008 must be of the format YYYY0630 (the MMDD part must be 0630).

April 21, 2009

Changed fields

SCRAM record (S2)

- SCARM Exit Reason – removed note 2

Course Membership (AM)

- Grade Earned – from required to optional

May 2009

Changed fields

Student record (S1)

- School Membership – added YIC Full Time to Note 3.

Course Master (AC)

- Where Taught Campus – added a note

The following are revisions to the Clearinghouse for use, as the first time, during the October 1 processing for the 2009-2010 school year (October 2009). Therefore, these new data elements and/or new processing rules/concepts need to be place in each LEA at the beginning of the 2009-2010 school year.

February 06, 2009

Changed fields

Student record (S1)

- Grade – if a student is 6 years old on or before September 1, he/she cannot have a grade of PK.

SCRAM record (S2)

- Environment – Pre-K can no longer use codes R, S, T, U, and V.

March 31, 2009

Added fields

Student record (S1)

- Military Child

- Added 6 Race codes – American Indian or Alaskan Native; Sian’ Black or African American; Native Hawaiian or Other Pacific Islander; White; Unknown as well as several notes about race/ethnicity after unknown

Changed fields

Student record (S1)

- Ethnicity – now only used to designate if student is Hispanic/Latino
- Resident Status – Added option ‘U’. Blank is no longer an option. Required October and Year-End
- High School Completion Status – added option ‘GM’ and note 10
- Birth Date – added wording regarding age allowed for military child

April 6, 2009

Added fields

Student record (S1)

- Refugee Student

May 29, 2009

Changed fields

Course Master record (AC)

- Instruct Setting – removed option Electronic High School

Course Membership record (AM)

- Course Exit Date – now required at year-end

July 17, 2009

Change fields

Student record (S1)

- ELL Exit Date – changed the name of the data element to ELL Monitored Entry Date
- Exit Date – add validation to ensure it’s in the current school year

SCRAM record (S2)

- SCRAM Exit Date – add validation to ensure it’s in the current school year
- SCRAM Membership – Resource membership cannot exceed School membership (S1)

Course Master record (AC)

- Where Taught Dist – now must be blank if Where Taught Schl is blank and must be present if Where Taught Schl is present
- Where Taught Schl – now must be blank if Where Taught Dist is blank and must be present if Where Taught Dist is present

Course Membership record (AM)

- Course Exit Date – add validation to ensure it’s in the current school year

July 21, 2009

Changed fields

Student record (S1)

- Military Child – changed the end position documented (put the wrong value when added to document April 6)
- Refugee Student – changed the start and end position documented because of above error with Military Child

August 3, 2009

Changed fields

Student record (S1)

- District of Residence – remove reference to using AGRC for locating district info on students

August 18, 2009

Changed fields

Student record (S1)

- Migrant – added Sevier and Canyons to authorized list
- Military – changed verbiage significantly, hopefully made it clearer

August 28, 2009

Changed Note 1 and Note 7 after the Race field

September 15, 2009

Changed fields

Student record (S1)

- Exit Code – added 'GM' to Note 5

September 18, 2009

Changed fields

Student record (S1)

- NCLB Supp Serv Math – Changed the NCLB contact person (Note 2)
- NCLB School Choice and NCLB Supp Serv (Lang and Math) – changed the list of LEAs that can have counts greater than zero.

The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2009-2010 school year (summer 2010).

October 1, 2009

Added fields

School record (SC)

- Schedule Cycle

Student record (S1)

- Suspended Days

Course Master record (AC)

- Term; Cycle

October 19, 2009

Changed fields

Student record (S1)

- MESA Program – changed the contact person

Course Master record (AC)

- Semester Length – added a 5th option (Quarter)

October 22, 2009

Changed fields

Student record (S1)

- Suspended Days – change the verbiage

February 04, 2010

Changed fields

School Record (SC)

- Schedule Cycles – added October 1 above) – changed the wording (must equal the number of different cycles found in school's AC records)

Student record (S1)

- Suspended Days (added October 1 above) – changed the verbiage (cannot be blank – must contain at least 1 numeric character)
- First Enroll in U.S. – use of this field for Immigrant status will be discontinued in 2011. A new field will be added for that purpose.

Course Master record (AC)

- Cycle (added October 1 above) – changed from cannot exceed to must equal the number in Schedule Cycles in the SC record. Also, must be Alpha or numeric.

February 12, 2010

Removed fields

School record (SC)

- Schedule Cycles (was added October 1, 2009)

Changed fields

Student record (S1)

- Suspended Days – changed the note

March 03, 2010

Changed fields

Student record (S1)

- Military Child – corrected the Utah Code reference
- Exit Code – changed note 4

March 11, 2010

Changed fields

Student record (S1)

- Exit Code – changed Note 1. Added verbiage about seniors with Part Time of 'H' or 'P'
- High School Completion Status – changed some note and added note 11

April 27, 2010

Changed fields

Student record (S1)

- Grade Level – added note 2

April 28, 2010

Changed fields

Course Master record (AC)

- Term – added some valid values

May 4, 2010

Changed fields

Student record (S1)

- High School Completion Status – added codes, GC, GG, and Note 12

May 14, 2010

Changed fields

Student record (S1)

- Limited English – changed description of ‘N’

May 18, 2010

Changed fields

Course Master record (AC)

- Cycles – removed the reference to Schedule Cycles (removed from SC record)

The following were revisions to the Clearinghouse for use, as the first time, during the October 1 processing for the 2010-2011 school year (Fall 2010). The first collection for the new record types (S3, I1, I2) will be Year-End 2011 (summer 2011).

March 30, 2010

Removed fields

Student record (S1)

- Race Unknown; Track; YIC Full Time (start and end positions of all existing data elements after Race White were changed)

Added fields

Student record (S1)

- Immigrant

Changed fields

Student record (S1)

- First Enroll in U.S. – changed Notes 1 and 2
- Ethnicity and Race(s) – Now, at least 1 Race must be ‘Y’ and multiples can be ‘Y’. Changed/removed notes.
- Membership – added/changed note(s) to include YIC

Added record types (first use: Year-End [Summer 2011])

S3 (Youth in Custody)

I1 (Incident [Disciplinary])

I2 (Incident Associations [Disciplinary])

April 9, 2010

Added fields

YIC Record (S3)

- Environment

April 13, 2010

Added fields

Student record (S1)

- Read Grade Level; Reading Intervention

April 27, 2010

Added fields

Student record (S1)

- Race Observer ID

April 28, 2010

Removed fields

Student record (S1)

- Suspended Days

May 14, 2010

Changed fields

Student record (S1)

- Read Grade Level – only grades 1-3. Added Blank option. Grades 1-3 must be 'Y' or 'N' and all other grades must be blank.

Incident Association record (I2)

- Infraction Type – added Look Alike and Disruption to all
- Weapons – added Look Alike to all

June 7, 2010

Changed fields

Student record (S1)

- Membership – changed Note 2 regarding use of 'PVT' and added use of 'HSC'
- Part Time – must be blank if 'PVT' or 'HSC' in S1 membership

SCRAM record (S2)

- SCRAM Membership – changed verbiage to include when it must be '000' and when it can't be '000'

August 30, 2010

Changed contact information for person to contact with School issues.

Changed fields

Student record (S1)

- Migrant – added Washington to authorized list.
- Reading Intervention – added Blank and some verbiage

Incident Association record (I2)

- Number of Days – doesn't need to be complete

September 2, 2010

Changed fields

Student record (S1)

- Membership – removed Note 4 and added YIC Self-contained to Note 3. Now S1 Membership + S2 Self-Contained membership + S3 Self-contained membership cannot exceed 180 days.

Made similar changes to Notes for SCRAM membership (S1) and YIC membership (S3).

September 16, 2010

Changed fields

Student record (S1)

- NCLB School Choice – removed the Note indicating field can only be used by certain LEAs

November 30, 2010

Changed fields

Student record (S1)

- High School Completion – removed G1 and G2 options that were related to UBSCT.

SCRAM record (D2)

- Time and Disability Type – changed descriptions of field and/or values

December 08, 2010

Removed fields from use (leave in layout, just ignore)

Course Master record (AC)

- Instruct Hrs Sched

Course Membership record (AM)

- Aggregate Memb; Days Attended; Instruct Hrs Memshp; Instruct Hrs Attend

(Above removed fields will remove in future UTREx)

February 2, 2011

Changed fields

Student record (S1)

- Limited English – changed UALPA values to submit as 'Y' and other related verbiage
- Read Grade Level – added option 'U' for Untested
- Reading Intervention – added a note

Course Master record (AC)

- Teacher 1 ID – Can be blank if the Core Code is the Regular E Pre-K of '22-04-00-00-001'.

March 3, 2011

Changed fields

Student record (S1)

- Read Grade Level and Reading Intervention – changed verbiage substantially

April 20, 2011

Changed fields

Student record (S1)

- Days Attended – added YIC self-contained to description

Incident record (I1)

- Incident ID – changed to be unique with the LEA rather than by school

April 21, 2011

Changed fields

Student record (S1)

- NCLB Supp Serv (Math and Lang Arts) – modified list of LEAs that can have count > 0

May 4, 2011

Changed fields

SCRAM record (S1), Student record (S2), and YIC record (S3)

- Membership (all) – removed any references to YIC self-contained being included in Total Membership being greater than 180

May 19, 2011

Changed fields

SCRAM record (S2)

- Disability Type – changed type ‘SL’ from “Specific Learning Disorder” to “Specific Learning Disability”

June 14, 2011

Changed fields

Student record (S1)

- Membership – changed note 3

SCRAM record (S2)

- Membership – changed the note

YIC Record (S3)

- Membership – added a note

June 16, 2011

Added Shane Johnson back to the ‘Notification’ paragraph on page 3.

The following were revisions to the Clearinghouse for use, as the first time, during the October 1 processing for the 2011-2012 school year (Fall 2011).

December 7, 2010

Added fields

District record (DI)

- SISASOFTDATE

School record (SC)

- LEA Number

Student record (S1)

- LEA Number and School Number

SCRAM record (S2)

- LEA Number and School Number

Course Master record (AC)

- LEA Number and School Number

Course Membership record (AM)

- LEA Number and School Number

YIC record (S3)

- LEA Number and School Number

Incident record (I1)

- LEA Number and School Number

Incident Association record (I2)

- LEA Number and School Number

Exit Status Change record (ES)

- LEA Number and School Number

Changed fields

Student record (S1)

- Limited English – ‘Y’ now translates from 1, 2, 3, 4 instead of P, E, I, A

SCRAM record (S2)

- Regular Percent – Pre-K must be blank; above Pre-K cannot be blank, both regardless of Environment
- Environment – Remove option ‘E’; add options ‘F’, ‘G’ ‘J’ and ‘K’. Options ‘R’ and ‘S’ can now be used for Pre-K
- Disability Type – age constraint for type ‘DD’ changed from 9 to 7

January 18, 2011

Changed fields

Student record (S1)

- Accompanied Student – changed verbiage and added a note

Exit Status Change record (ES)

- Removed LEA Number and School Number added on December 7 above

March 2, 2011

Changed fields

Student record (S1)

- Accompanied Student – added note 2 containing contact information

Incident record (I1) and Incident Association record (I2)

- Incident ID – changed length to 10. Added more detail to explanation of field in I1 record. This changed Start/End positions of all data elements following Incident ID in both record types.

May 16, 2011

Changed fields

Student record (S1)

- Accompanied Student – changed Note 1 and Home_Status in the verbiage to Homeless

July 6, 2011

Changed fields

SCRAM record (S2)

- Environment – removed “(Youth in Custody)” from Environment ‘Y’ description

July 20, 2011

Added fields

Exit Status Change record (ES)

- LEA Number – should not have been removed in January 18 modifications

July 26, 2011

Changed fields

Student record (S1)

- Removed option 6

End of Bruce Hudgens updates – Clint Thomsen taking over from here on.

August 18, 2011

Edited document language to accommodate for transition from Clearinghouse to UTREx; removed references to Clearinghouse edit utility and old Clearinghouse reports process; added new rules for multiple S1 records, school of record, and entry/exit dates.

June 8, 2012

Changed Note 1 under Economic disadvantaged section.

June 15, 2012

Edited exit code section of document to reflect new codes "TC" and "WM".

June 22, 2012

Changed 'School of Record' for further clarification on SOEP.

July 23, 2012

- Updated contact info on page 3 for Year-End/October and December Special Education extensions
- Added Code "X" to Resident Status section on pg. 18. Added Note 3 for clarification of "X" code of Resident Status
- Added subsection "c" to Note 1 under Military Child to explain early enrollment for Kindergarten of military children.

December 20, 2012

- Added LEA's responsibilities to Validation Information on page 2.