Utah STATE OFFICE of Education

UTREx—Utah eTranscript and Record Exchange:
Reports

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Reports

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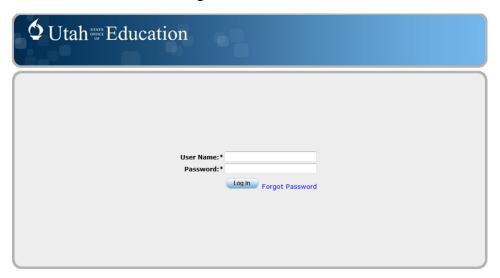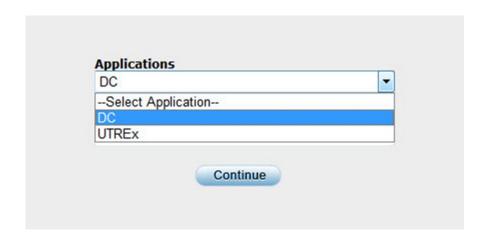# Logging into UTREx Clearinghouse Website

Login to the UTREx Clearinghouse website:

https://utrex.schools.utah.gov/portal/web/pages/directory/authentication/login.aspx

Enter your User Name and Password – Log In-
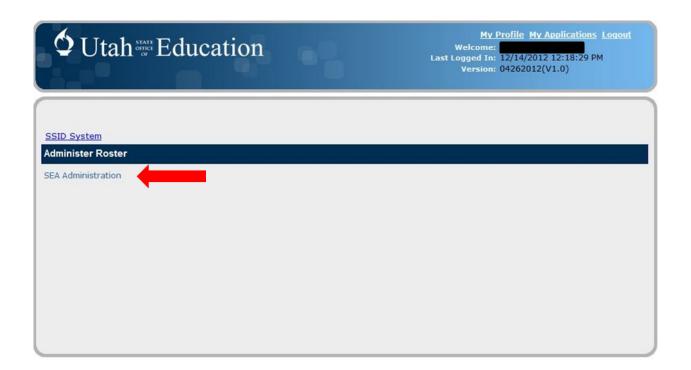

Select Applications: DC – Select Continue:

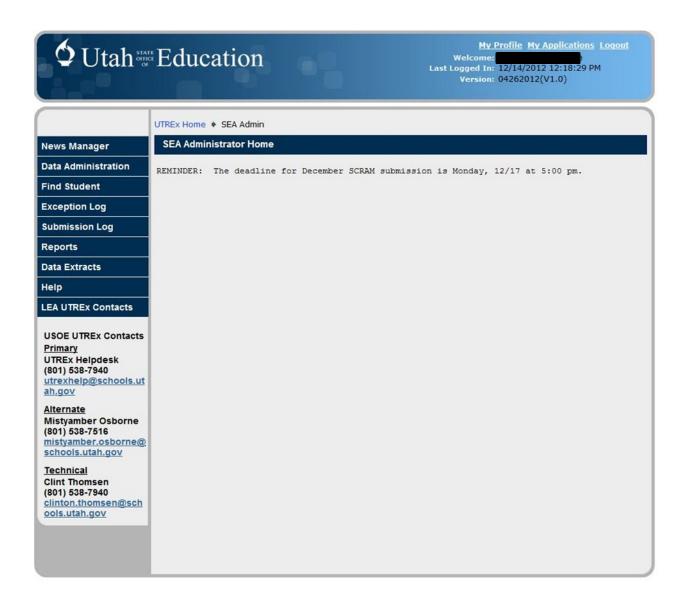Select Applications: UTREx – Select Continue

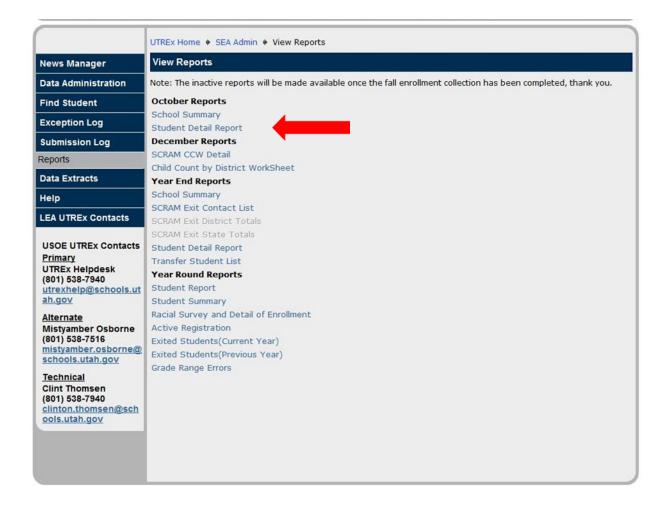Select LEA Administration

You will now be at the UTREx website

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UTREx Home ♦ SEA Admin

SEA Administrator Home

REMINDER: The deadline for December SCRAM submission is Monday, 12/17 at 5:00 pm.

News Manager
Data Administration
Find Student
Exception Log
Submission Log
Reports
Data Extracts
Help
LEA UTREx Contacts

USOE UTREx Contacts
Primary
UTREx Helpdesk
(801) 538-7940
utrexhelp@schools.utah.gov

Alternate
Mistyamber Osborne
(801) 538-7516
mistyamber.osborne@schools.utah.gov

Technical
Clint Thomsen
(801) 538-7940
clinton.thomsen@schools.utah.gov

Reports

To access reports, click on the Reports link on the left navigation pain.
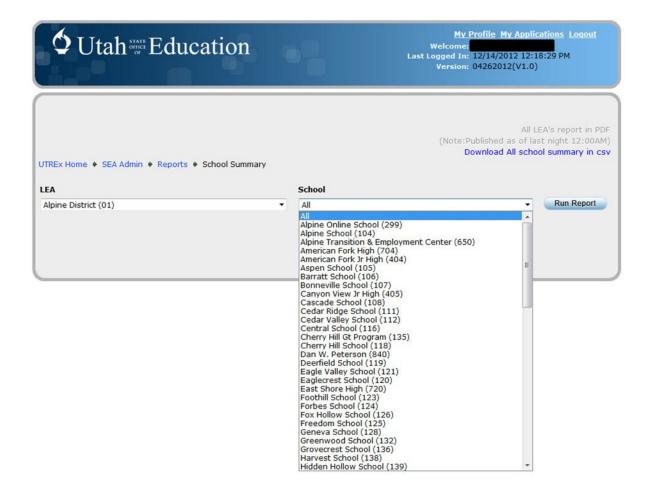
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You will see four options of reports: October Reports, December Reports, Year End Reports, and Year Round Reports. To view reports under any of these headings, click the links below in blue.

When viewing and/or downloading reports, select your LEA from first drop down. You may view all schools in the second drop down or select a specific school. Click run report.

You will then be taken to your report page. To download this file, click the save icon . You may save the file as an Excel file or .pdf file.

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You may view and/or download the following reports:

October Reports
School Summary
Student Detail Report
       Mainstream Membership Generation
       Resource Membership Generation
       Self Contained Membership Generation
       Mainstream Self Contained Overall School Totals

December Reports

SCRAM CCW Detail
Child Count by District Worksheet

Year End Reports

School Summary
SCRAM Exit Contact List
SCRAM Exit District Totals
SCRAM Exit State Totals
Student Detail Report
       Mainstream Membership Generation
       Resource Membership Generation
       Self Contained Membership Generation
       Mainstream Self Contained Overall School Totals
Transfer Student List

Year Round Reports

Student Report
Student Summary
Racial Survey and Detail of Enrollment
Active Registration
Exited Students (Current Year)
Exited Students (Previous Year)
Grade Range Errors

Additional Information:

It is each LEA's responsibility to:

♦ Ensure that their submissions are processed correctly (VRF Submissions Tab, UTREx Submission Log)

♦ Verify that the data on their reports accurately reflect their local records (considering validations and report inclusion criteria)

♦ Download and archive these reports

Help:

USOE – UTREx/Data Clearinghouse: http://www.schools.utah.gov/computerservices/Services/Data-Clearinghouse.aspx

UTREx Helpdesk: utrexhelp@schools.utah.gov