

# SY2013-14 UTREx End of Year Tips & Guidelines

## Submission Deadline

The deadline for year-end UTREx submission is **Monday, 7/7 at 5:00 pm**. At that time, the DC interface will be taken offline for approximately 2 weeks to allow USOE staff to back up data and audit your reports. The UTREx interface and reports will remain online during this time.

Note: The daily submission requirement applies only until your final submission of the school year. You may make your final submission any time after your school year closes and prior to 7/7. **Once you make your final submission, please delete all scheduled collections and discontinue submission.** If you do not delete scheduled collections, they will continue to run and overwrite your final submission. This can be devastating to both your data and funding—especially once you've rolled your data to the new school year.

## Reports

If you haven't done so yet, please begin pulling your year-end reports and checking them for accuracy. The key report for year end is the **School Summary Report**. Please also run and check the following year-end reports:

- Student Detail Reports (there are 4 reports in this category)
- Transfer Student List

These reports will be available until the Data Collectors are brought back online after the July deadline. Please be sure to archive copies of them for your own records, and to provide to auditors. Instructions on running reports are available at the UTREx website:

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

## How do I know when I'm done?

Keep in mind that submitting an error-free collection does not equal "being done." You are done for the year when you are satisfied that the year-end reports you've generated satisfactorily reflect the data in your local records. Once you've made that determination, you may discontinue submitting. As you get close to a final submission, feel free to contract Sarah Wald at 801-538-7947 for a light audit of your numbers. Remember to delete scheduled collections once you've made your final submission.

## Historical Data Corrections

All Level 2 exceptions in UTREx are non-fatal warnings, save for grade level inconsistencies where the grade level in the current year differs by three or more grades from the previous year. While the bulk of these are usually legitimate, some are inevitably due to conflicts with erroneous historical data. If you

have any of these, please fill out and return this form to Sarah Wald. Historical data correction requests will be accepted through Friday, June 13. They will be evaluated on a case by case basis. Priority will be given to those causing fatal exceptions.

## Support

All technical issues should be directed to the UTREx Technical Support Team at [utrexhelp@schools.utah.gov](mailto:utrexhelp@schools.utah.gov) or 801-538-7800, or contact any UTREx support team member directly.

Auditing issues and questions regarding data policy should be directed to Sarah Wald at 801-538-7947 or [sarah.wald@schools.utah.gov](mailto:sarah.wald@schools.utah.gov). You may also call Sarah after your final submission for a light audit of your data.