

October 2009 Data Clearinghouse Guidance

Subject to revision; last updated: 9/21/2009

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Content Summary:

Enrollment, demographic, and course taking data on each student enrolled in your local education agency (LEA — school district, charter school or Utah Schools for the Deaf and Blind) on October 1, 2009.

Deadline:

Thursday, October 15, 2009, 5:00 p.m.

As Of Date & Audit:

The USOE will produce fall enrollment counts as of October 1, but because not all schools will be in session on October 1 (due to the scheduling of the UEA convention), we are allowing audits to take place on the first school day in October. We realize that there may be some small discrepancies between our enrollment count and the audit report because of this.

Basic Process:

- You submit a Clearinghouse file with detail data about each student.
- We process the file, generate an Adobe Acrobat PDF summary report (the Fall Clearinghouse Report), and email the summary report to you — specifically, to your business administrator.
- You assure yourself that the summary statistics are correct OR you correct the underlying detail in the Clearinghouse file and resubmit it — as often as necessary up to the deadline.

Documentation:

http://www.schools.utah.gov/computerservices/Clearinghouse/Clearinghouse_October2009.pdf
(page references below are to the September 15, 2009, version).

- Required data elements and their definitions
- File layout
- Upload procedure (p. 3)
- **See pp. 58-60 for a list of changes that will be in effect for October 2009 — note especially how Race/Ethnicity will be handled (pp. 12-13) and, for districts, the YIC Full Time field (p. 28)**

The Most Important Thing!

Make sure the S1 (Student) record is accurate, especially the following elements:

- **SSID**
- **School of Record**
- **Entry Date**
- **Exit Date**
- **Grade Level**
- **Gender**
- **Ethnicity**
- **Economically Disadvantaged** — this is crucial for proper allocation of NCLB funds to charter schools
- **District of Residence** — this is crucial for proper reallocation of local property tax revenue from districts to charter schools
- **Resident Status** — this is crucial for accurate handling of funding related to nonresidents of Utah, especially those who are attending our schools as foreign exchange students

What Do You Mean by “District of Residence” (for Charter Schools)?

- **The district of the residence is the school district in which the student’s PERMANENT address is located.**
- **See p. 24 for details**

How is This Data Used?

- Mid year (and, in most cases, final) adjustment of FY 2010 allocations
- Final allocation of FY 2010 NCLB formula funds
- Projection of October 2010 enrollment, which in turn is used by the Governor to prepare his budget and the Legislature to appropriate Minimum School Program (MSP) funds for FY 2011
- Reporting of Common Core of Data (CCD) via EdFacts to U.S. Dept. of Education, with statistics eventually ending up on high profile government and private sector websites.
- Reporting of Fall Enrollment via the Annual Report of the Utah State Superintendent of Public Instruction for various programmatic and analytic uses around the USOE and by external organizations interested in public education

And Don’t Forget — Regents Scholarship Data Collection Program

Beginning this October, you are required under SB 180 (2008 General Session) to make the mailing addresses of your 8th grade students available to the Utah State Board of Regents to facilitate implementation of the Regents Scholarship program. Here is how it works:

- After you complete your October Clearinghouse submission, you will upload a CSV file to a specially created, read-only MoveIt folder on a USOE server. For technical

assistance with the MoveIt (secure file transfer) site, see Help at <https://secure.schools.utah.gov>.

- The file should contain one row for each student currently enrolled in 8th grade who has NOT been opted out of the release of directory information, containing the following data elements:
 - district_number
 - school_number
 - district_name
 - school_name
 - student_local_id
 - student_ssid
 - student_first_name
 - student_last_name
 - student_mailing_street_address_1
 - student_mailing_street_address_2
 - student_mailing_city
 - student_mailing_state
 - student_mailing_zip_code
- The Regents will retrieve the file from the MoveIt folder
- The USOE will not review or store the data contained in the file. It will merely serve as a clearinghouse in the most minimal sense of the word. More technical information about this file and the process will be provided later.