

1 **R277. Education, Administration.**

2 **R277-419. Pupil Accounting.**

3 **R277-419-1. Authority and Purpose.**

4 (1) This rule is authorized by:

5 (a) Utah Constitution [Article X, Section 3](#), which vests general control and
6 supervision over public education in the Board;

7 (b) Subsection [53E-3-401\(4\)](#), which allows the Board to make rules to execute
8 the Board's duties and responsibilities under the Utah Constitution and state law;

9 (c) Subsection [53E-3-501\(1\)\(e\)](#), which directs the Board to establish rules and
10 standards regarding:

11 (i) cost-effectiveness;

12 (ii) school budget formats; and

13 (iii) financial, statistical, and student accounting requirements;

14 (d) Subsection [53E-3-602\(2\)](#), which requires a local school board's auditing
15 standards to include financial accounting and student accounting;

16 (e) Subsection [53E-3-301\(3\)\(d\)](#), which requires the Superintendent to present to
17 the Governor and the Legislature data on the funds allocated to LEAs;

18 (f) Section [53G-4-404](#), which requires annual financial reports from school
19 districts; and

20 (g) Subsection [53G-5-404\(4\)](#), which requires charter schools to make the same
21 annual reports required of other public schools.

22 (2) The purpose of this rule is to specify pupil accounting procedures used in
23 apportioning and distributing state funds for education.

24

25 **R277-419-2. Definitions.**

26 (1) "Aggregate Membership" means the sum of all days in membership during a
27 school year for eligible students enrolled in a public school.

28 (2) "Approved CTE course" means a course approved by the Board within the
29 Career and Technical Education (CTE) Pathways.

30 (3) "Attendance validated program" means a program within an LEA that
31 consists of eligible, enrolled public school students who physically attend school in a
32 brick and mortar school.

33 (4) "Blended learning program" means a formal education program under the
34 direction of an LEA in which a student learns through an integrated experience that is in
35 part:

36 (a) through online learning, with an element of student control over time, place,
37 path, or pace; and

38 (b) in a supervised brick and mortar school away from home.

39 (5) "Brick and mortar school" means a school where classes are conducted in a
40 physical school building.

41 (6) "Data Clearinghouse" means the electronic data collection system used by
42 the Superintendent to collect information required by law from LEAs about individual
43 students at certain points throughout the school year to support the allocation of funds
44 and accountability reporting.

45 (7) "Educational services" means providing learning opportunities and services
46 designed to support a student to be prepared to succeed and lead by having the
47 knowledge and skills to learn, engage civically, and lead meaningful lives, including by
48 providing:

49 (a) high quality instruction for each student;

50 (b) personalized learning supports for each student; and

51 (c) implementation of evidence-based student health and wellness practices.

52 (8) "Eligible student" means a student who satisfies the criteria for enrollment in
53 an LEA, set forth in Section R277-419-5.

54 (9) "Enrollment verification data" includes:

55 (a) a student's birth certificate or other verification of age;

56 (b) verification of immunization or exemption from immunization form;

57 (c) proof of Utah public school residency;

58 (d) family income verification; or

59 (e) special education program information, including:

60 (i) an individualized education program;

61 (ii) a Section 504 accommodation plan; or

62 (iii) an English learner plan.

63 (10)(a) "Home school" means the formal instruction of children in their homes

64 instead of in an LEA.

65 (b) "Home school" does not include public school instruction provided in a home,
66 including when:

67 (i) an online student receives instruction at home, but the student is enrolled in a
68 public school that follows state Core Standards;

69 (ii) an online student is:

70 (A) subject to laws and rules governing state and federal mandated tests; and

71 (B) included in accountability measures; or

72 (iii) an online student receives instruction under the direction of a highly

73 qualified, licensed teacher who is subject to the licensure requirements of Rule [R277-](#)

74 [301](#) and fingerprint and background checks consistent with Rules [R277-214](#) and [R277-](#)

75 [309](#).

76 (11) "Home school course" means instruction:

77 (a) delivered in a home school environment where the curriculum and instruction
78 methods, evaluation of student progress or mastery, and reporting, are provided or
79 administered by the parent, guardian, custodian, or other group of individuals; and

80 (b) not supervised or directed by an LEA.

81 (12)(a) "Influenza pandemic" or "pandemic" means a global outbreak of serious
82 illness in people.

83 (b) "Influenza pandemic" or "pandemic" may be caused by a strain of influenza
84 that most people have no natural immunity to and that is easily spread from person to
85 person.

86 (13) "ISI-1" means a student who receives 1 to 59 minutes of YIC related
87 services during a typical school day.

88 (14) "ISI-2" means a student who receives 60 to 179 minutes of YIC related
89 services during a typical school day.

90 (15) "Learner validated enrollment measurement" means a methodology used to
91 establish a student's membership or enrollment status for purposes of generating
92 membership days.

93 (16) "Learner validated program" means a program within an LEA that consists
94 of eligible, enrolled public school students where the student receives instruction
95 through:

96 (a) an online learning program;

97 (b) a blended learning program; or

98 (c) a personalized, competency-based learning program.

99 (17)(a) "Membership" means a public school student is on the current roll of a
100 public school class or public school as of a given date.

101 (b) A student is a member of a class or school from the date of entrance at the
102 school and is placed on the current roll until official removal from the class or school due
103 to the student having left the school.

104 (c) Removal from the roll does not mean that an LEA should delete the student's
105 record, only that the student should no longer be counted in membership.

106 (18) "Minimum School Program" means the same as that term is defined in
107 Section [53F-2-102](#).

108 (19) "Online learning program" means a program:

109 (a) that is under the direction of an LEA; and

110 (b) in which students receive educational services primarily over the internet.

111 (20) "Personalized, Competency-based Learning Grants Program" means an
112 education program that provides instruction through personalized, competency-based
113 learning as defined in Section [53F-5-501](#).

114 (21) "Private school" means an educational institution that:

115 (a) is not an LEA;

116 (b) is owned or operated by a private person, firm, association, organization, or
117 corporation; and

118 (c) is not subject to governance by the Board consistent with the Utah
119 Constitution.

120 (22) "Program" means a course of instruction within a school that is designed to
121 accomplish a predetermined curricular objective or set of objectives.

122 (23) "Qualifying school age" means:

123 (a) a person who is at least five years old and no more than 18 years old on or
124 before September 1;

125 (b) with respect to special education, a person who is at least three years old
126 and no more than 21 years old on or before July 1;

127 (c) with respect to YIC, a person who is at least five years old and no more than
128 21 years old on or before September 1.

129 (24) "Resource" means a student who receives 1 to 179 minutes of special
130 education services during a typical school day consistent with the student's IEP
131 provided for under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. Sec.
132 1400 et seq., amended in 2004.

133 (25) "Retained senior" means a student beyond the general compulsory school
134 age who is authorized at the discretion of an LEA to remain in enrollment as a high
135 school senior in the years after the student's cohort has graduated due to:

136 (a) sickness;

137 (b) hospitalization;

138 (c) pending court investigation or action; or

139 (d) other extenuating circumstances beyond the control of the student.

140 (26) "S1" means the record maintained by the Superintendent containing
141 individual student demographic and school membership data in a Data Clearinghouse
142 file.

143 (27) "S2" means the record maintained by the Superintendent containing
144 individual student data related to participation in a special education program in a Data
145 Clearinghouse file.

146 (28) "S3" means the record maintained by the Superintendent containing
147 individual student data related to participation in a YIC program in a Data Clearinghouse
148 file.

149 (29) "School" means an educational entity governed by an LEA that:

150 (a) is supported with public funds;

151 (b) includes enrolled or prospectively enrolled full-time students;

152 (c) employs licensed educators as instructors that provide instruction consistent
153 with Rule [R277-301](#);

154 (d) has one or more assigned administrators;

155 (e) is accredited consistent with Section [R277-410-3](#); and

156 (f) administers required statewide assessments to the school's students.

157 (30) "School day" means a day where an LEA provides educational services to
158 students subject to the requirements described in Section R277-419-4.

159 (31) "School membership" means membership other than in a special education
160 or YIC program in the context of the Data Clearinghouse.

161 (32) "School of enrollment" means:

162 (a) a student's school of record; and

163 (b) the school that maintains the student's cumulative file, enrollment
164 information, and transcript for purposes of high school graduation.

165 (33) "School year" means the 12 month period from July 1 through June 30.

166 (34) "Self-contained" means a public school student with an IEP or YIC, who
167 receives 180 minutes or more of special education or YIC related services during a
168 typical school day.

169 (35) "Self-Contained Resource Attendance Management (SCRAM)" means a
170 record that tracks the aggregate membership of public school special education
171 students for state funding purposes.

- 172 (36) "SSID" means Statewide Student Identifier.
- 173 (37) "Student with a disability" means a student who:
- 174 (a)(i)(A) is of an age during which it is mandatory under state law to provide
175 educational services to persons with disabilities as described in Subsection [53E-3-](#)
176 [503\(1\)\(a\)](#); or
- 177 (B) is of an age during which a student without a disability is provided
178 educational services; and
- 179 (ii) is entitled to receive a free appropriate public education under the Individuals
180 with Disabilities Education Act or Board rules related to special education, including
181 Rule [R277-750](#); or
- 182 (b) is entitled to receive a free appropriate public education under Section 504 of
183 the Rehabilitation Act of 1973 because the student:
- 184 (i) has a physical or mental impairment which substantially limits one or more
185 major life activities;
- 186 (ii) has a record of an impairment described in Subsection (37)(b)(i); or
- 187 (iii) is regarded as having an impairment described in Subsection (37)(b)(i).
- 188 (38) "Unexcused absence" means an absence charged to a student when:
- 189 (a) the student was not physically present at school at any of the times
190 attendance checks were made in accordance with Subsection R277-419-8(5); and
- 191 (b) the student's absence could not be accounted for by evidence of a legitimate
192 or valid excuse in accordance with local board policy on truancy as defined in Section
193 [53G-6-201](#).
- 194 (39) "Weighted pupil unit" or "WPU" means the same as that term is defined in
195 Section [53F-2-102](#).
- 196 (40) "Year end upload" means the Data Clearinghouse file due annually by July
197 15 from LEAs to the Superintendent for the prior school year.
- 198 (41) "Youth in custody or YIC" means a person under the age of 21 who is:
- 199 (a) in the custody of the Department of Health and Human Services;

200 (b) in the custody of an equivalent agency of a Native American tribe recognized
201 by the United States Bureau of Indian Affairs and whose custodial parent or legal
202 guardian resides within the state; or

203 (c) being held in a juvenile detention facility.

204

205 **R277-419-3. Schools and Programs.**

206 (1)(a) The Superintendent shall provide a list to each school detailing the
207 required accountability reports and other state-mandated reports for the school type and
208 grade range.

209 (b) A school shall submit a Clearinghouse report to the Superintendent.

210 (c) A school shall employ at least one licensed educator and one administrator.

211 (2)(a) A student who is enrolled in a program is considered a member of a public
212 school.

213 (b) The Superintendent may not require programs to receive separate
214 accountability and other state-mandated reports.

215 (c) A student reported under an LEA's program shall be included in the LEA's
216 WPU and student enrollment calculations of the LEA's school of enrollment.

217 (d) A course taught at a program shall be credited to the appropriate school of
218 enrollment.

219 (3) A private school or program may not be required to submit data to the
220 Superintendent.

221 (4) A private school or program may not receive annual accountability reports.

222

223 **R277-419-4. Minimum School Days.**

224 (1)(a) Except as provided in Subsection (1) and Subsection [53F-2-102\(4\)](#), an
225 LEA shall provide educational services over a minimum of 180 school days each school
226 year.

227 (b)(i) Except as provided in Subsection (1)(b)(ii), an LEA that participates in the
228 National School Lunch Program shall provide school meals on each day that the LEA

229 schedules toward the LEA's 180 educational service days described in Subsection
230 (1)(a).

231 (ii) The requirement to provide school meals described in Subsection (1)(b)(i)
232 does not apply to:

233 (A) an unplanned school closure or unplanned learn from home day due to
234 snow, inclement weather, or other emergency;

235 (B) a day that an LEA governing board reallocates as a teacher preparation or
236 teacher professional development day as described in Subsection [53F-2-102\(4\)\(d\)](#);

237 (C) a day that an LEA counts in student membership for professional
238 development or parent-teacher conference days as described in Subsection (6); or

239 (D) a day where the LEA provides educational services while all the LEA's
240 students engage in distance learning.

241 (c) An LEA may seek an exception to the number of school days described in
242 Subsection (1)(a):

243 (i) except as provided in Subsection (1)(c)(ii), for a whole school or LEA as
244 described in Rule [R277-121](#);

245 (ii) for a school closure due to snow, inclement weather, or other emergency as
246 described in Section [R277-121-5](#); or

247 (iii) for an individual student as described in Section R277-419-11.

248 (2) An LEA may offer the required school days described in Subsection (1)(a) at
249 any time during the school year, consistent with the law.

250 (3) An LEA shall plan for emergency, activity, and weather-related exigency time
251 in its annual calendaring.

252 (4) Minimum standards apply to a public school in all settings unless Utah law or
253 this rule provides for a specific exception.

254 (5) An LEA's governing board shall provide adequate contingency school days in
255 the LEA's yearly calendar to avoid the necessity of requesting a waiver except in the
256 most extreme circumstances.

257 (6)(a) A school may conduct parent-teacher and student Plan for College and
258 Career Readiness conferences during the school day.

259 (b) Parent-teacher and college and career readiness conferences may only be
260 held for a total of the equivalent of three full school days for the school year.

261 (c) Student membership for professional development or parent-teacher
262 conference days shall be counted as that of the previous school day.

263 (d) An LEA may designate no more than a total of 12 educational service days at
264 the beginning of the school year, at the end of the school year, or both for the
265 assessment of students entering or completing kindergarten.

266 (e) If educational service days are designated for kindergarten assessment:

267 (i) an LEA shall designate the days in an open meeting;

268 (ii) an LEA shall provide adequate notice and explanation to kindergarten
269 parents well in advance of the assessment period;

270 (iii) qualified school employees shall conduct the assessment consistent with
271 Section [53G-7-205](#); and

272 (iv) assessment time per student shall be adequate to justify the forfeited
273 instruction time.

274 (f) The final decision and approval regarding planning time, parent-teacher and
275 Student Plan for College and Career Readiness conferences rests with an LEA,
276 consistent with Utah Code and Board administrative rules.

277 (g) Total instructional time and school calendars shall be approved by an LEA in
278 an open meeting.

279

280 **R277-419-5. Student Membership Eligibility and Learner Validated Enrollment**
281 **Measurements.**

282 (1) A student may enroll in two or more LEAs at the discretion of the LEAs.

283 (2) A kindergarten student may only enroll in one LEA at a time.

284 (3) To generate membership for funding through the Minimum School Program
285 on any school day, an LEA shall ensure that a student being counted by the LEA in
286 membership:

287 (a) has not previously earned a basic high school diploma or certificate of
288 completion;

289 (b) has not been enrolled in a YIC program with a YIC time code other than ISI-1
290 or ISI-2;

291 (c) does not have unexcused absences, which are determined using one of the
292 learner validated enrollment measurements described in Subsection (4);

293 (d) is a resident of Utah as defined under Section [53G-6-302](#);

294 (e) is of qualifying school age or is a retained senior;

295 (f)(i) is expected to attend a regular learning facility operated or recognized by
296 an LEA on each regularly scheduled school day, if enrolled in an attendance validated
297 program;

298 (ii) has direct instructional contact with a licensed educator provided by an LEA
299 at:

300 (A) an LEA-sponsored center for tutorial assistance; or

301 (B) the student's place of residence or convalescence for at least 120 minutes
302 each week during an expected period of absence, if physically excused from such a
303 facility for an extended time, due to:

304 (I) injury;

305 (II) illness;

306 (III) surgery;

307 (IV) suspension;

308 (V) pregnancy;

309 (VI) pending court investigation or action; or

310 (VII) an LEA determination that home instruction is necessary;

311 (iii) is enrolled in an approved CTE course on the campus of another state
312 funded institution where such a course is:

- 313 (A) not offered at the student's school of membership;
- 314 (B) being used to meet Board-approved CTE graduation requirements under
- 315 Subsection [R277-700-6\(16\)](#); and
- 316 (C) a course consistent with the student's Plan for College and Career
- 317 Readiness; or
- 318 (iv) is enrolled in a learner validated program under the direction of an LEA that:
- 319 (A) is consistent with the student's Plan for College and Career Readiness;
- 320 (B) has been approved by the student's counselor; and
- 321 (C) includes regular instruction or facilitation by a designated employee of an
- 322 LEA.
- 323 (4) An LEA shall use one of the following learner validated enrollment measures:
- 324 (a) For a student primarily enrolled in an attendance validated program, the LEA
- 325 may not count a student as an eligible student if the eligible student has unexcused
- 326 absences during the prior ten consecutive school days.
- 327 (b) For a student enrolled in a learner validated program, an LEA shall:
- 328 (i) adopt a written policy that designates a learner validated enrollment
- 329 measurement to document the learner validated membership or enrollment status for
- 330 each student enrolled in the learner validated program consistent with this section;
- 331 (ii) document each student's continued enrollment status in compliance with the
- 332 learner validated enrollment policy at least once every ten consecutive school days; and
- 333 (iii) appropriately adjust and update student membership records in the student
- 334 information system for students that did not meet the learner validated enrollment
- 335 measurement, consistent with this section.
- 336 (c) For a student enrolled in a learner validated program, the LEA may not count
- 337 a student as an eligible student if the LEA has not engaged with the student during the
- 338 prior ten consecutive school days.
- 339 (5) Notwithstanding Subsection (4), an LEA:

340 (a) shall continue to provide a student with a disability a free and appropriate
341 public education even when the student has not attended school or engaged with the
342 LEA during the prior ten consecutive days;

343 (b) shall maintain the student with a disability's enrollment in the LEA; and

344 (c) may continue to count the student with a disability in membership for funding
345 purposes up to 30 days if the LEA documents that the LEA is working to locate and
346 engage with the student with a disability.

347 (6) The learner validated enrollment measurement described in Subsection
348 (4)(b) may include the following components, in addition to other components, as
349 determined by an LEA:

350 (a) a minimum student login or teacher contact requirement;

351 (b) required periodic contact with a licensed educator;

352 (c) a minimum hourly requirement, per day or week, when students are engaged
353 in course work; or

354 (d) required timelines for a student to provide or demonstrate completed
355 assignments, coursework, or progress toward academic goals.

356 (7)(a) Beginning with the 2021-22 school year, an LEA shall submit each
357 student's attendance validated or learner validated enrollment status through the
358 UTREx or Data Clearinghouse.

359 (b) For a student who participates in both attendance validated, and learner
360 validated programs, the LEA shall designate the student's status as learner validated
361 enrollment.

362 (8)(a) An LEA desiring to generate membership for student enrollment in
363 courses outlined in Subsection (3)(f)(iii), or to seek a waiver from a requirement in
364 Subsection (3)(f)(iii), shall submit an application for course approval by April 1 of the
365 year prior to which the membership will be counted.

366 (b) An LEA shall be notified within 30 days of the application deadline if courses
367 have been approved.

368

369 **R277-419-6. Student Membership Calculations.**

370 (1)(a) Except as provided in Subsection (1)(b) or (1)(c), a student enrolled in
371 only one LEA during a school year is eligible for no more than 180 days of regular
372 membership per school year.

373 (b) With written verification from the student's parent that the student intends to
374 graduate early, an early graduation student may be counted for more than 180 days of
375 regular membership in accordance with the student's Plan for College and Career
376 Readiness.

377 (c) A student transferring within an LEA to or from a year-round school is eligible
378 for no more than 205 days of regular membership per school year.

379 (2)(a) Except as provided in Subsection (2)(b), (2)(c), or (2)(d), a student
380 enrolled in two or more LEAs during a school year is eligible for no more than 180 days
381 of regular membership per school year.

382 (b) A student transferring to or from an LEA with a schedule approved under
383 Subsection R277-419-4(1)(b) is eligible for no more than 220 days of regular
384 membership per school year.

385 (c) A student transferring to or from an LEA where the student attended or will
386 attend a year-round school is eligible for no more than 205 days of regular membership
387 per school year.

388 (d) If the exceptions in Subsections (2)(b) and (2)(c) do not apply but a student
389 transfers from one LEA to another at least one time during the school year, the student
390 is eligible for regular membership in an amount not to exceed the sum of:

391 (i) 170 days; plus

392 (ii) 10 days multiplied by the number of LEAs the student attended during the
393 school year.

394 (3) If a student is enrolled in two or more LEAs during a school year and the
395 aggregate regular membership generated for the student between the LEAs exceeds
396 the amount allowed under Subsection (2), the Superintendent shall apportion the days
397 of regular membership allowed between the LEAs.

398 (4) If a student was enrolled for only part of the school day or only part of the
399 school year, an LEA shall prorate the student's membership according to the number of
400 hours, periods or credits for which the student actually was enrolled in relation to the
401 number of hours, periods or credits for which a full-time student normally would have
402 been enrolled, for example:

403 (a) if the student was enrolled for four periods each day in a seven period school
404 day for 180 school days, the student's aggregate membership would be $\frac{4}{7}$ of 180 days
405 or 103 days; or

406 (b) if the student was enrolled for seven periods each day in a seven period
407 school day for 103 school days, the student's membership would also be 103 days.

408 (5)(a) An LEA shall calculate the days in membership for all students using a
409 method equivalent to the following: total clock hours of educational services for which
410 the student was enrolled during the school year divided by 990 hours and then
411 multiplied by 180 days and finally rounded up to the nearest whole day.

412 (b) For example, if a student was enrolled for only 900 hours during the school
413 year, the student's aggregate membership would be $(900/990)*180$, and the LEA would
414 report 164 days.

415 (6) The sum of regular plus self-contained special education and self-contained
416 YIC membership days may not exceed 180 days.

417 (7) The sum of regular and resource special education membership days may
418 not exceed 360 days.

419 (8) The sum of regular, ISI-1 and ISI-2 YIC membership days may not exceed
420 360 days.

421 (9) An LEA may also count a student in membership for the equivalent in hours
422 of up to:

423 (a) one period each school day, if the student has been:

424 (i) released by the school, upon a parent or guardian's request, during the school
425 day for religious instruction or individual learning activity consistent with the student's
426 Plan for College and Career Readiness; or

427 (ii) participating in one or more co-curricular activities under Rule [R277-438](#), but
428 has otherwise been exempted from school attendance under Section [53G-6-204](#) for
429 home schooling;

430 (b) two periods each school day per student for time spent in bus travel during
431 the regular school day to and from another state funded institution, if the student is
432 enrolled in CTE instruction consistent with the student's Plan for College and Career
433 Readiness;

434 (c) all periods each school day, if the student is enrolled in:

435 (i) a concurrent enrollment program that satisfies the [Title 53E, Chapter 10, Part](#)
436 [3, Concurrent Enrollment](#);

437 (ii) a private school without religious affiliation under a contract initiated by an
438 LEA to provide special education services which directs that the instruction be paid by
439 public funds if the contract with the private school is approved by an LEA board in an
440 open meeting;

441 (iii) a foreign exchange student program under Section [53G-6-707](#); or

442 (iv) a school operated by an LEA under a Utah Schools for the Deaf and the
443 Blind IEP provided that:

444 (A) the student may only be counted in S1 membership and may not have an S2
445 record; and

446 (B) the S2 record for the student is submitted by the Utah Schools for the Deaf
447 and the Blind.

448 (10)(a) Except as provided in Subsection (10)(b), a student receiving instruction
449 delivered in a home school course or by a private school is not eligible to be claimed in
450 an LEA's membership and does not qualify for funding under the Minimum School
451 Program in [Title 53F, Chapter 2, Minimum School Program Act](#).

452 (b) Subsection (10)(a) does not apply to public school instruction provided by an
453 LEA to a home school or private school student participating in dual enrollment as
454 described in Section [53G-6-702](#).

455

456 **R277-419-7. Calculations for a First Year Charter School.**

457 (1) For the first operational year of a charter school or a new satellite campus,
458 the Superintendent shall determine the charter school's WPU funding based on October
459 1 counts.

460 (2) For the second operational year of a charter school or a new satellite
461 campus, the Superintendent shall determine the charter school's WPU funding based
462 on Section [53F-2-302](#).

463

464 **R277-419-8. Reporting Requirements and LEA Records.**

465 (1) An LEA shall report aggregate membership for each student via the School
466 Membership field in the S1 record and special education membership in the SCRAM
467 Membership field in the S2 record and YIC membership in the S3 record of the Year
468 End upload of the Data Clearinghouse file.

469 (2) In the Data Clearinghouse, aggregate membership is calculated in days of
470 membership.

471 (3) To determine student membership, an LEA shall ensure that records of daily
472 student attendance or student engagement are maintained in each school which clearly
473 and accurately show for each student the:

474 (a) entry date;

475 (b) exit date;

476 (c) exit or high school completion status;

477 (d) whether or not an absence was excused;

478 (e) disability status, resource or self-contained, if applicable; and

479 (f) YIC status, ISI-1, ISI-2 or self-contained, if applicable.

480 (4) An LEA shall ensure that:

481 (a) computerized or manually produced records for CTE programs are kept by
482 teacher, class, and core code; and

483 (b) the records described in Subsection (4)(a) clearly and accurately show for
484 each student in a CTE class the:

- 485 (i) entry date;
486 (ii) exit date; and
487 (iii) excused or unexcused status of absence.

488 (5) An LEA shall ensure that each school within the LEA completes a minimum
489 of one attendance check each school day.

490 (6) Due to school activities requiring schedule and program modification during
491 the first days and last days of the school year:

492 (a) for the first five school days, an LEA may report aggregate days of
493 membership equal to the number recorded for the second five-day period of the school
494 year;

495 (b) for the last five-day period, an LEA may report aggregate days of
496 membership equal to the number recorded for the immediately preceding five-day
497 period; and

498 (c) schools shall continue educational service activities throughout required
499 calendared days.

500 (7) The Superintendent:

501 (a) shall review each LEA's student membership and fall enrollment reports as
502 they relate to the allocation of state funds; and

503 (b) may periodically or for cause review LEA records and practices for
504 compliance with Federal and State laws and this rule.

505

506 **R277-419-9. High School Completion Status.**

507 (1) An LEA shall account for the final status of students who enter high school,
508 grades 9-12, whether they graduate or leave high school for other reasons, using the
509 following decision rules to indicate the high school completion or exit status of each
510 student who leaves the Utah public education system:

511 (a) graduates are students who earn a basic high school diploma by satisfying
512 one of the options consistent with Rule [R277-705](#) or out-of-school youths of school age

513 who complete adult education secondary diploma requirements consistent with Rule
514 [R277-733](#);

515 (b) completers are students who have not satisfied Utah's requirements for
516 graduation but who:

517 (i) are in membership in twelfth grade on the last day of the school year; and

518 (ii)(A) meet any additional criteria established by an LEA consistent with its
519 authority under Rule [R277-705](#);

520 (B) meet any criteria established for special education students under Utah State
521 Board of Education Special Education Rules, Revised, June 2016, and available at:
522 <http://www.schools.utah.gov/sars/Laws.aspx> and the Utah State Board of Education;

523 (C) meet any criteria established for special education students under
524 Subsection [R277-700-8\(5\)](#); or

525 (D) pass a General Educational Development or GED test with a designated
526 score;

527 (c) continuing students are students who:

528 (i) transfer to higher education, without first obtaining a diploma;

529 (ii) transfer to the Utah Center for Assistive Technology without first obtaining a
530 diploma; or

531 (iii) age out of special education;

532 (d) dropouts are students who:

533 (i) leave school with no legitimate reason for departure or absence;

534 (ii) withdraw due to a situation so serious that educational services cannot be
535 continued even under the conditions of Subsection [R277-419-5\(3\)\(f\)\(ii\)](#);

536 (iii) are expelled and do not re-enroll in another public education institution; or

537 (iv) transfer to adult education;

538 (e) an LEA shall exclude a student from the cohort calculation if the student:

539 (i) transfers out of state, out of the country, to a private school, or to home
540 schooling;

541 (ii) is a U.S. citizen who enrolls in another country as a foreign exchange
542 student;

543 (iii) is a non-U.S. citizen who enrolls in a Utah public school as a foreign
544 exchange student under Section [53G-6-707](#) in which case the student shall be identified
545 by resident status, J for those with a J-1 visa, F for all others, not by an exit code;

546 (iv) dies; or

547 (v) beginning with the 2015-2016 school year, is attending an LEA that is not the
548 student's school of enrollment.

549 (2)(a) An LEA shall report the high school completion status or exit code of each
550 student to the Superintendent as specified in Data Clearinghouse documentation.

551 (b) High School completion status or exit codes for each student are due to the
552 Superintendent by year end upload for review.

553 (c) Except as provided in Subsection (2)(d), an LEA shall submit any further
554 updates of completion status or exit codes by October 1 following the end of a student's
555 graduating cohort pursuant to Rule R277-484.

556 (d) An LEA with an alternative school year schedule where the students have an
557 extended break in a season other than summer, shall submit the LEA's data by the next
558 complete data submission update, following the LEA's extended break, as defined in
559 Rule [R277-484](#).

560 (3)(a) The Superintendent shall report a graduation rate for each school, LEA,
561 and the state.

562 (b) The Superintendent shall calculate the graduation rates in accordance with
563 applicable federal law.

564 (c) The Superintendent shall include a student in a school's graduation rate if:

565 (i) the school was the last school the student attended before the student's
566 expected graduation date; and

567 (ii) the student does not meet any exclusion rules as stated in Subsection (1)(e).

568 (d) The last school a student attended will be determined by the student's exit
569 dates as reported to the Data Clearinghouse.

570 (e) A student's graduation status will be attributed to the school attended in the
571 student's final cohort year.

572 (f) If a student attended two or more schools during the student's final cohort
573 year, a tie-breaking logic to select the single school will be used in the following
574 hierarchical order of sequence:

575 (i) school with an attached graduation status for the final cohort year;

576 (ii) school with the latest exit date;

577 (iii) school with the earliest entry date;

578 (iv) school with the highest total membership;

579 (v) school of choice;

580 (vi) school with highest attendance; or

581 (vii) school with highest cumulative GPA.

582 (g) The Superintendent shall report the four-year cohort rate on the annual state
583 reports.

584

585 **R277-419-10. Student Identification and Tracking.**

586 (1)(a) Pursuant to Section [53E-4-308](#), an LEA shall:

587 (i) use the SSID system maintained by the Superintendent to assign every
588 student enrolled in a program under the direction of the Board or in a program or a
589 school that is supported by public school funding a unique student identifier; and

590 (ii) display the SSID on student transcripts exchanged with LEAs and Utah
591 public institutions of higher education.

592 (b) The unique student identifier:

593 (i) shall be assigned to a student upon enrollment into a public school program
594 or a public school-funded program;

595 (ii) may not be the student's social security number or contain any personally
596 identifiable information about the student.

597 (2)(a) An LEA shall require all students to provide their legal first, middle, and
598 last names at the time of registration to ensure that the correct SSID follows students
599 who transfer among LEAs.

600 (b) A school shall transcribe the names from the student's birth certificate or
601 other reliable proof of the student's identity and age, consistent with Section [53G-6-603](#);

602 (c) The direct transcription of student names from birth certificates or other
603 reliable proof of student identity and age shall be the student's legal name for purposes
604 of maintaining school records; and

605 (d) An LEA may modify the order of student names, provide for nicknames, or
606 allow for different surnames, consistent with court documents or parent preferences, so
607 long as legal names are maintained on student records and used in transmitting student
608 information to the Superintendent.

609 (3) The Superintendent and LEAs shall track students and maintain data using
610 students' legal names.

611 (4) If there is a compelling need to protect a student by using an alias, an LEA
612 should exercise discretion in recording the name of the student.

613 (5) An LEA is responsible to verify the accuracy and validity of enrollment
614 verification data, prior to enrolling students in the LEA, and provide students and their
615 parents with notification of enrollment in a public school.

616 (6) An LEA shall ensure enrollment verification data is collected, transmitted,
617 and stored consistent with sound data policies, established by the LEA as required in
618 Rule [R277-487](#).

619

620 **R277-419-11. Exceptions.**

621 (1)(a) An LEA may, at its discretion, make an exception for school attendance
622 for a public school student, in the length of the school day or year, for a student with
623 compelling circumstances.

624 (b) The time an excepted student is required to attend school shall be
625 established by the student's IEP or Plan for College and Career Readiness.

626 (2) A school using a modified 45-day/15-day year-round schedule initiated prior
627 to July 1, 1995 is in compliance with this rule if the school's schedule includes a
628 minimum of 990 hours of time the LEA will provide educational services over a minimum
629 of 172 days.

630

631 ~~[R277-419-12. Effective Date.~~

632 ~~——— This rule is effective for the 2021-22, 2022-23 and 2023-24 school years.]~~

633

634 **KEY: education finance, school enrollment, pupil accounting**

635 **Date of Last Change: July 25, 2023**

636 **Notice of Continuation: December 2, 2021**

637 **Authorizing, and Implemented or Interpreted Law: [Art X Sec 3](#); [53E-3-401\(4\)](#); [53F-](#)
638 [2-102\(7\)](#); [53E-3-501\(1\)\(e\)](#); [53E-3-602\(2\)](#); [53E-3-301\(3\)\(d\)](#); [53G-4-404](#)**