



Utah State Board of Education

Agenda

USBE Year End Upload Training
May 16, 2019

A basic training covering important information and frequently asked questions for the End of Year UTREx submission. LEA staff who will be overseeing the submission (new or experienced) should attend this training. We are open to suggestions for additional training items or clarifications and additional information needed in training presentations. Please submit these to DataStatisticsHelp@schools.utah.gov or UtrexHelp@schools.utah.gov

Introduction and Announcements:

New School Definition in Board Rule [R277-100](#)

Requirements for school level reporting in Board Rule [R277-483](#)

1. Reminder that CACTUS will be taken offline for year end on June 28, 2019 at 10:00 a.m. Please let all personnel that works with CACTUS know this. Please have all CACTUS reports downloaded and saved before this date.
2. Understanding UTREx warnings and errors
3. SSIDs
4. User Removal Form and Updating the UTREx contact email list
5. Creating custom Data Gateway Roles and permissions
6. Exit codes and High School Completion Statuses
7. Average Daily Membership
8. District of Residence and Valid Address warnings – these are more of an October item, but we prefer to see these being worked on throughout the year. Please contact Kirin McInnis kirin.mcinnis@schools.utah.gov, 801-538-7674
9. Hospitalized, homebound, and institutionalized students – how to code them?
10. Membership Proration
11. Kindergarten Membership – how it is supposed to be reported (don't submit it with a .5 proration factor)
12. Part-time H and P with greater than 160 days of membership?
13. S1-X record submissions (when and how to use)
14. Historical Update requests (when and how to use)
15. Courtesy Data Review – What we'll be looking for
16. Data Submission Timeline
17. Data Finalization Process