

UTREx Data Submission: December Guidelines

Data Submission Deadline

Utah State Board of Education (USBE) Rule 277-484 requires a complete data submission as of December 1. The data submission must be *finalized* in the UTREx system by 5:00 p.m. on December 10. The Rule also provides a specific window of time to correct technical errors and verify data quality before finalizing data for budgeting. If you find an error in your finalized submission, please contact UTREx Support immediately to see if you qualify to resubmit during the *revised December 1 submission* window. USBE may also contact you to resubmit. The deadline for revised December 1 submissions is 5:00 p.m. on December 15. Please be aware the rule does NOT allow extensions for UTREx updates beyond these timelines.

Once you finalize your December submission, and ensure that the status of the finalization is “completed,” you do not need to pause or delete your scheduled collections. The submission finalization copies the most recent submission in the *UTREx Finalize* database. Subsequent submissions will not overwrite the data in the UTREx Finalize database unless you finalize again. If you need to finalize again, simply submit a new collection and re-finalize your data, again being sure that the status is “completed.” If you do not finalize a submission before the deadline there will be no data in the UTREx Finalize database for your LEA.

Reports

After you have finalized your data submission, download all December UTREx reports from the Data Gateway and check them for accuracy. Save these reports as PDF documents and store them in more than one location. Make sure that more than one person can access the PDF documents. These reports must be available at the request of an auditor.

How do I know when I’m done?

Keep in mind that Submitting a data collection that is free of validation errors is not the final step. The data submission process is complete when you (representing the LEA) are satisfied that the data in UTREx satisfactorily reflects the data in your local records. Once you’ve made that determination, you may finalize your data. As you get close to being ready to finalize your submission, please contact a member of the Data and Statistics team for a *courtesy data review* of your submission.

December significant data points to review

- Total Special Education enrollment counts
- Total Preschool enrollment counts, including Regular and Special Education Preschool
- Homeless counts
- SSID warnings
- Special Education ‘Is one percent’
- Special Education Environment, Time, and Regular Percent values



- Beginning of Year Reading on Grade Level (BOY ROGL) statuses are submitted for untested students and for students tested with an alternate assessment (grades 1-3)
- Reading Intervention statuses are reported (grades 1-3)

Historical Data Corrections

Some UTREx validation errors are the result of conflicts between current and prior year data. If the current year data is correct and the prior year data has an error, you will have to submit a historical update request to change the prior year data in UTREx. If you have any of these types of errors, please have your Data Gateway LEA Admin fill out the “Historical Updates” request form (available on the Data Gateway). Historical data correction requests will be evaluated on a case by case basis, with priority given to those causing fatal exceptions. LEAs must submit all Historical Update requests by 5:00 p.m. on November 26, otherwise there is no guarantee that the update can be completed by the December submission deadline.

Support

Technical issues should be directed to the UTREx Support team at 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 a member of the Data and Statistics Team (<https://schools.utah.gov/data/contact>). You may also contact a member of the Data and Statistics team for a *courtesy data review* of your submission prior to, or following, finalizing your data.