



# Fall Data Conference Presentations

September 21, 2017



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# New UTREx Record - 504

Sep 21, 2017

## Section 504

- ▶ What is the current line item funding we receive from the Federal Government for Section 504?
  - ▶ None.
- ▶ Are there any states whose legislators have provided line item funding for Section 504?
  - ▶ No. Not Yet.
- ▶ Utah is the flagship state whose legislators are DETERMINING allocation funding for Section 504 in public education to begin in 2018-19.

## Senate Bill 61 – Utah Code 53A-17a-112.2(3)

- (3) On or before January 30, 2018, the board shall report to the Public Education Appropriations Subcommittee:
- (a) information collected regarding the number of students who qualify for a Section 504 accommodation plan; and
  - (b) if available, the estimated financial impact of providing Section 504 accommodation services to the number of students described in Subsection (3)(a).

## Utah Board Rule R277-753.3

- An LEA shall include a count of students with Section 504 accommodations in its daily UTREx submission.
- An LEA shall report financial costs incurred as a result of Section 504 accommodations to the Superintendent through UPIPS by June 30, annually.

## Contact People in Your LEA

- ▶ LEA 504 Coordinator:  
<https://schools.utah.gov/sas/scep/overview/equity/section504>
- ▶ Site 504 administrator (i.e. principal, assistant principal, school counselor, special education coordinator)
- ▶ LEA Business Administrator

# 504 UTREx Submissions

- **“An LEA shall include a count of students with Section 504 accommodations in its daily UTREx submission.”**
- During the UTREx conference this past Spring, the USBE IT delivered the message that 504 reporting in UTREx would likely be forthcoming.
- UTREx 504 reporting functionality and updated UTREx Specifications will be available soon. Some of the 504 reporting parameters include:
  - Entry/Exit Dates & Exit Code
  - Accommodation Type (Nine Categories)
    - Autism
    - Brain Injury or Concussion Impairment
    - Hearing Impairment
    - Learning Impairment
    - Major Bodily Function Impairment
    - Medical Impairment
    - Mental Health Impairment
    - Orthopedic Impairment
    - Other Impairment

## Reporting VIA UPIPS

- “An LEA shall report financial costs incurred as a result of Section 504 accommodations to the Superintendent through UPIPS by June 30, annually.
- UPIPS is a secured platform where additional sensitive student information is shared from LEAs to the USBE of students receiving Special Education Services (IEPs).
- This platform will *also* be used for students receiving Section 504 accommodations that will include their expenditures as part of the reimbursement application (similar to Intensive Services Reimbursement Application).
- This year, LEAs will be submitting their report via UPIPS by **November 10<sup>th</sup>**. Thereafter, LEA annual reports will be submitted to the USBE by **June 30, starting 2019**, to be eligible for reimbursement.

## Senate Bill 61 – Utah Code 53A-17a-112.2

- (ii) allows an LEA to apply for reimbursement of the costs of services that:
  - (A) an LEA renders to a student with a Section 504 accommodation plan; and
  - (B) exceed 150% of the average cost of a general education student; and
  - (C) provides for a pro-rated reimbursement based on the amount of reimbursement applications received during a given fiscal year and the amount of money appropriated to the board that fiscal year.

## Reminder or Dates

- This year, LEAs will be submitting their report via UPIPS by **November 10<sup>th</sup>**. Thereafter, LEA annual reports will be submitted to the USBE by **June 30<sup>th</sup>**.
- LEAs have a choice of submitting FY17 expenditure report or from FY18 data July 1, 2017, to October 31, 2018.

# Timeline

- **July 28, 2017** – Training on LEA reporting
- **November 10, 2017** – LEA 504 report submitted to the USBE via UPIPS
- **December 2017** – Report to the State Board
- **January 31, 2018** – Report to the Legislature Education Appropriations Committee where an allocation of funding will be determined for FY19
- **April-May 2018** – Board Rule created for reimbursement process according to SB 61
- **June 30, 2018** – LEA 504 report submitted to the USBE via UPIPS & UTREx
- **July 2018** – Training on Reimbursement Application process according to Rule
- **June 30, 2019** – LEA 504 report submitted to USBE via UPIPS & UTREx for reimbursement.

## UTREx 504 Record Overview

- Functionality similar to S2 (SCRAM) and S3 (YIC)
- Once active S4 per S1 allowed
- Multiple S4 records per S1 allowed with non-overlapping entry/exit dates
- May have overlapping S4 records in different schools or LEAs

## UTREx 504 Record Overview Cont.

- At least one disability type must be indicated
- For students with multiple disabilities, indicate all disability types in a single S4 record.
  - Close and open a new S4 record if the accommodations change.
- If no disability type is indicated a validation error will be triggered.

## Contacts

- Momi Tu'ua, Equity Specialist
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  - 801-538-7828
  
- Malia McIlvenna, Data & Statistics
  - [malia.mcilvenna@schools.utah.gov](mailto:malia.mcilvenna@schools.utah.gov)
  - 801-538-7731



# Pre-K Students in UTREx

Sep 21, 2017

## Pre-K Students and UTREx

- ▶ Please enroll pre-k students in UTREx
  - ▶ Federal Funding of programs TANF, Highly Qualified PK, and IGP Grants. These students have to be tracked.
  - ▶ Expansion funding.
  - ▶ In 2016-17 there over 23,000 PK students enrolled and over ½ were not special ed.



# GQ Code

Sep 21, 2017

## GQ Code: Mathematics competency

- About 35% of 12<sup>th</sup> grade students were marked as having meet the mathematics competency.
- By checking courses/ACT scores, at least 50% of graduates were expected to be marked as GQ.
- Please mark students appropriately.
  - <https://rules.utah.gov/publicat/code/r277/r277-700.htm#/T9>
  - R277-900-9



# Teacher Evaluation

Sep 21, 2017

## Teacher evaluation data

- Due by June 20
- You can contact Kristin Campbell to receive the educators by name (as appears in CACTUS), school and CACTUS ID.



# Seal of Bi-literacy

Sep 21, 2017

## LEA Bi-literacy Data

- ▶ Except for Jordan's 35 students, there were no other students submitted through UTREx in SY2016-17 with the seal of bi-literacy
- ▶ Alpine, Salt Lake, Davis and Granite have reported that they had students who earned them. If these students were not 12<sup>th</sup> graders last year, please submit them this year.
- ▶ If they were 12<sup>th</sup> graders last year, please contact Kristin Campbell about getting them into UTREx.

## Languages

- Spanish
- Japanese
- German
- American Sign Language
- Samoan
- French
- Latin
- Chinese



# Online License Renewal Site

Sep 21, 2017

## Online renewal site

- Legislature removed fees for all licensing.
- Educators and staff can contact licensing to verify licenses, background progress and student licenses.



# SOEP

Sep 21, 2017

## Features of the Program

- ▶ Allows any LEA's students to take up to 6 credits online, per year, utilizing a statutory right to access courses of approved online course Provider LEAs in addition to anything their own LEA offers..
- ▶ Credits replace original credit that would otherwise be taken at your LEA more expensively, in a traditional environment.
- ▶ Contact with licensed educator
- ▶ Meets core standards
- ▶ Assessments conducted through Provider
- ▶ Cost of courses are lower than the Primary LEA is able to provide these as a teacher-led course. Funded at a level less than they funding that accrues to your LEA for that student, per credit hour.

## Offers Efficiencies to Primary LEAs

The program thus *enhances the availability of quality, online curriculum and instruction for students not primarily enrolled in an online school,* and ***extends resources available to students choosing to remain in a traditional environment for social or other reasons.***

## Partnership

The SOEP allows students to complete 9th–12th grade courses with selected accredited online schools (“online course providers”) that have agreed to accept students of a **companion school** (“primary school of enrollment”) for limited course-wise enrollment without greater responsibilities for counseling, graduation, or other services, excepting special education services directly related to course content or delivery.

## Primary SOEP COURSES

Any credit hour for which you draw funding for a student must be supported by a course enrollment record.

Courses listed in your SIS will include:

1. Courses *provided* directly by your LEA
2. SOEP courses facilitated by your LEA

## Primary SOEP COURSES cont.

Pupil Accounting rules limit funding for **Release Time** - no SOEP course should be entered as release time.

Students participating in SOEP courses are **not** transferring to the other school – and should not be exited.

Students participating in SOEP courses **not** splitting regular enrollment across cooperating LEAs.

# Primary SOEP COURSES Data Entry

- ▶ School of Record = Blank/Y (Default)
- ▶ COURSE TITLE = Course Title
- ▶ Core Code = 13 Digit Core Code
- ▶ Cactus ID, Name = Provider LEA Teacher
- ▶ Where Taught = Provider LEA
- ▶ Instructional Environment = OP

\*All information available in SEATS

# Primary ONLINE COURSES (NOT SOEP)

- School of Record = BLANK (DEFAULT)
- COURSE TITLE = Course Title
- Core Code = 13 Digit Core Code
- Cactus ID, Name = Primary LEA Teacher
- Where Taught = Primary LEA School
- Instructional Environment = ON

\*All information available in SEATS

# Provider LEA SOEP COURSES

- ▶ School of Record = N
- ▶ COURSE TITLE = Course Title
- ▶ Core Code = 13 Digit Core Code
- ▶ Cactus ID, Name = Provider LEA Teacher
- ▶ Where Taught = Provider LEA
- ▶ Instructional Environment = OP

\*All information available in SEATS

Provider  
ONLINE COURSES  
(NOT SOEP) –  
supplied to  
regularly- enrolled  
students for whom  
you serve as a  
Primary LEA

- ▶ School of Record = BLANK (DEFAULT)
- ▶ COURSE TITLE = Course Title
- ▶ Core Code = 13 Digit Core Code
- ▶ Cactus ID, Name = Primary LEA Teacher
- ▶ Where Taught = Primary LEA School
- ▶ Instructional Environment = ON

\*All information available in SEATS

## COMING: SOEP for early graduation FLAG

To fund excess enrollment for students involved in SOEP coursework:

1. Mark Early Graduation Flag
2. Increase Membership according to R277-491-6 “Student Membership Calculations” and R277-726-4, “Eligible Student and Parent Rights.”

## Contact

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# One Percent Rule

Sep 21, 2017

## Regulation Change

- Prior to SY 2018: 1% cap on the percentage of students state-wide who were reported as proficient based on the results of an alternate assessment
- Starting with SY 2018: 1% cap on the percentage of students state-wide who are tested with an alternate assessment

## Regulation Details: LEA Impact

- No 1% cap for LEAs, HOWEVER:
- LEAs over 1% are required to submit justification to USBE
- USBE Special Ed section will use prior year data to determine which LEAs must submit a justification (i.e. SY 2017 data for SY 2018)
  - A notification letter will be sent to LEAs by Sep 30.
- Justifications due to USBE Special Ed section by December 1<sup>st</sup>
- *LEAs should include current year alternate assessment projections in the justification letter*

## Justifications: What this means for you

- Be sure the 1% data is as accurate as possible for the Oct 1 upload
  - (Audit of SY2017 Oct 1 vs Dec 1—Oct 1 data was very similar to Dec 1)
- Work with Special Ed directors to pull and analyze current year data
  - To calculate *projected* current year alternate assessment rates for each subject area (math, science, ELA)

## Alternate Assessment Calculation

- Separate calculation for each subject area (Math, Science, ELA)
- Based on data in ED Facts reports 185, 188, and 189
  - Math: grades 3-8 and 10
  - ELA: grades 3-8 and 10
  - Science: grades 4-8 and 10
- Numerator: All students tested with an alternate assessment
- Denominator: All tested students
  - Opt-out students are not included in this data
  - First year English learner students are excluded from ELA

# Alternate Assessment Rates

- In SY 2017, 51 LEAs were over 1% in one or more subject area
  - *i.e. 51 LEAs will be required to submit a justification letter by December 1*
- State Rates:

Subject Area	SY 2014	SY 2015	SY 2016	SY 2017
ELA	1.11%	1.05%	1.04%	1.04%
Math	1.19%	1.06%	1.06%	1.06%
Science	1.16%	1.15%	1.04%	1.04%

## More Regulation Details: Disproportionality

- ESSA requires that USBE and LEAs identify disproportionality in students identified to take an alternative assessment by student group (race/ethnicity, economic status, disability status, English Learner status, gender, migrant status, homeless status, foster status, and military status).
- LEAs identified with disproportionality must justify the disproportionality or work to eliminate it
- *LEAs should use current year data to project what the disproportionality rate will be for the current year*

# Disproportionality: What this means for you

- ▶ Work with Special Ed directors to pull and analyze current year data:
  - ▶ Target Group Alternate Assessment Rate:
    - ▶ Target group consists of all students in the group identified with disproportionality
    - ▶ Numerator: Number of students in the *target group who are* expected to take an alternate assessment in reported grades
    - ▶ Denominator: Number of students in the *target group who are expected to test* in reported grades
  - ▶ Comparison Group Alternate Assessment Rate:
    - ▶ Comparison group consists of all the students not in the target group
    - ▶ Numerator: Number of students in the *comparison group who are* expected to take an alternate assessment in reported grades
    - ▶ Denominator: Number of students in the *comparison group who are expected to test* in reported grades

## Disproportionality Calculation (Risk Ratio)

- Separate calculation for each subject area (Math, Science, ELA) and student group
- Based on test data in ED Facts reports 185, 188, and 189
  - Math: grades 3-8 and 10
  - ELA: grades 3-8 and 10
  - Science: grades 4-8 and 10
- Risk Ratio:
  - Numerator: Target Group Alternate Assessment Rate
  - Denominator: Comparison Group Alternate Assessment Rate

## Disproportionality Example

- Example: ABC LEA identified for disproportionality (risk ratio > 3) with their Male student group in Math
- Target rate:
  - 100 male SWDs in reported grades (3-8 and 10) expected to test
  - 10 of these students are identified as 1%
  - Target ID rate = 10%
- Comparison rate:
  - 100 female SWDs in reported grades (3-8 and 10) expected to test
  - 3 of these students are identified as 1%
  - Comparison ID rate = 3%
- Risk Ratio:  $10\% / 3\% = \mathbf{3.3}$

## Disproportionality in 2017

- In SY 2017, 1 LEA was identified as having disproportionality in alternative assessments taken by a student group

# Training Provided to Special Ed Administrators

## **New ESSA Requirements: 1% Cap Regulation**

Statewide 1% Cap on Students Taking Alternate Assessments

# Questions

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Data & Statistics

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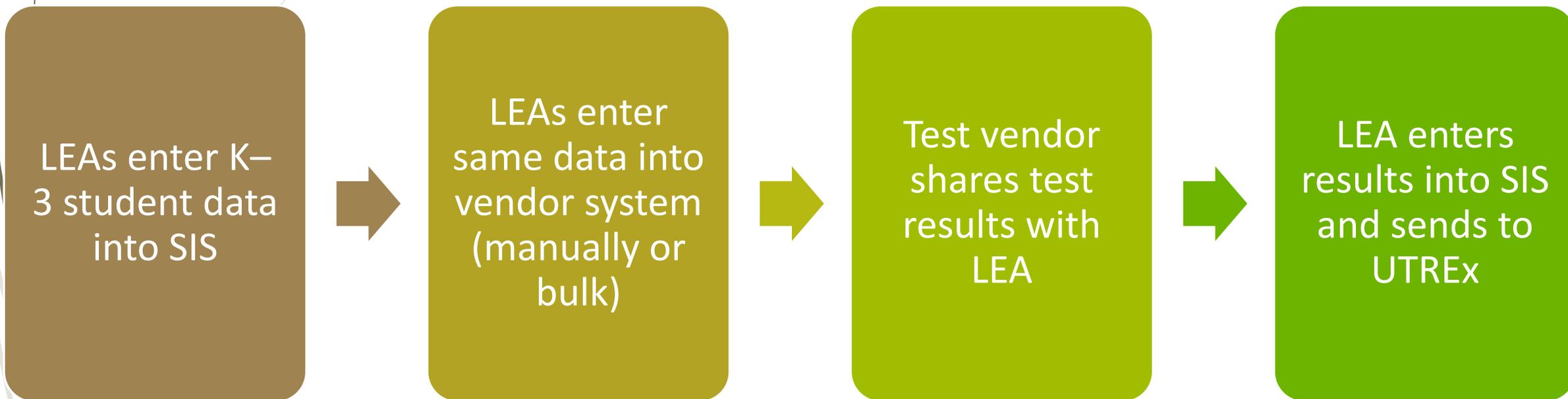
# DIBELS

Sep 21, 2017

## What Are DIBELS?

- Assessment used statewide to measure early literacy skills
- Utah pays for all DIBELS testing in grades K–3
- Several LEAs pay for additional grade level testing (4–6)
- Three administrations throughout year (beginning, middle, and end)

## Old Data Exchange



**CONS:** Lots of data entry for LEAs ☹️

Lots of opportunity for misentering data ☹️

## New Data Exchange

LEAs enter data into SIS and send to UTREx



USBE will generate nightly extract from UTREx



Test vendor shares test results with LEAs and USBE



USBE will load results into UTREx

**PROS:** Much less data entry for LEAs 😊  
Higher quality data 😊

# Responsibilities

- **USBE will...**
  - Roster **ALL** K–3 students and classes (including those requiring an alternate assessment)
  - Ensure that student DIBELS data will follow students anywhere in the state
- **LEAs will...**
  - Continue to roster teachers and staff in vendor systems
  - Enter all data for students in grades 4-6

## What this means for you.

- Check with Assessment Director/Literary Director regarding when your LEA will start Beginning of Year (BOY) DIBELS testing
- BOY test window closes on Sept 30 (per R277-403)
- **Conclusion:** Accurate, nightly UTREx submissions will need to start earlier (incomplete data and fatal UTREx errors will keep students from being sent to vendor)

## SIS Entry

- UGG
- Entry is still required by LEA for –
  - Intervention Y/N
  - ROGL special codes
  - ROGL Y/N – feedback please



# Native Language Validation Updates

Sep 21, 2017

# Native Language Validations

- ELL Native Language
  - Must be present if Limited English is 'Y', 'O', or 'F', or
  - If Immigrant is 'Y'
  - English is a valid language for immigrant students
- ELL Parent Language
  - Must be present if Limited English is 'Y', 'O', or 'F', or
  - If Immigrant is 'Y'
  - English is a valid language for immigrant students

## Native Language Validations Cont.

Field	Validation	Rule	Change
ELL Native Language	S1.337	Must be present if Limited English is 'Y', 'O' or 'F', or if Immigrant is 'Y'	Updated to be a fatal error year-round, added requirement for immigrant students to have a language reported
If present	009	Must be in list of valid language codes	No change
ELL Parent Language	S1.338	Must be present if Limited English is 'Y', 'O' or 'F', or if Immigrant is 'Y'	Updated to be a fatal error year-round, added requirement for immigrant students to have a language reported
If present	009	Must be in list of valid language codes	No change

## Questions/Feedback

- Malia McIlvenna
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  - 801-538-7731



# Age Validation Updates

Sep 21, 2017

## Age Validation

- ▶ Students may not enroll between the first day of school and December 31 if they are over 21 as of the first day of school for the school they are attending.
- ▶ Students may not enroll between January 1 and the end of the school year if they are over 21 as of January 1.

# Age Validation Changes

Field	Validation	Rule	Change
Birth Date	S1.309	Computed age cannot be: <ul style="list-style-type: none"><li>• greater than 21 on the first day of school for enrollment between the first day of school and Dec 31, or</li><li>• greater than 21 on Jan 1 for enrollment between Jan 1 and the end of the school year</li></ul>	Old age limit was 23 as of three data checks: <ul style="list-style-type: none"><li>• September 1</li><li>• October 1</li><li>• Last day of school</li></ul>



# New Fields in UTREx

Sep 21, 2017

## 504 (s4) record

- ▶ New record to report 504 accommodations (see presentation '504 New Record in UTREx').

## Bi-literacy Level and Language

- Indicates the level and language for students who have received the seal of bi-literacy (see presentation 'Seal of Bi-Literacy').

## Early Graduate Flag

- Indicates that the student intends to graduate early in accordance with their Student Education Plan (SEP).
  - Flag: Yes or Blank
- Should only be used for students in grades 9-12.
- Students with the Early Graduate Flag marked are allowed to have more than 180 days of membership within a school year.
  - Their membership will not be prorated down to the max allowed amount at the end of the school year (Board Rule R277-419)
- Only mark this flag if it is indicated in the student's SEP that they intend to graduate early.

## Early Graduate Reminder

- ▶ When a student in grades 9-11 graduates early, please mark their high school completion status as Graduate (GR or GQ) and exit the student with a code of '11-Early Graduate'.
  - ▶ Even if the student graduates at the end of the school year, the student must be exited on the last day of school (or day after) and given an '11' exit code. This exit code is required to receive early graduate funding.
- ▶ When a student graduates early in 12<sup>th</sup> grade, please mark their high school completion status as Graduate (GR or GQ) and exit the student with the corresponding 12<sup>th</sup> grader early graduate code.
  - ▶ Q1 – Quarter 1; Q2 – Quarter 2; Q3 – Quarter 3; T1 – Term 1; T2 – Term 2



# Year-end UTREx Review 2017

Sep 21, 2017

## 2017 Year-end UTREx Submission

- 150 LEAs
- 1,020 Schools
- 688,845 Students
- Estimated 6.4 Million Records
- Estimated 100 Million Data Points

## Common Year-end Issue: GQ Code

- GQ Graduation Code: There was some confusion with entering the new GQ Graduation Code.
  - The GQ code should be used when a student demonstrated mathematics competency as outlined in UTA Code 53A-1-1302 (see presentation 'GQ Code').

## Common Year-end Issues: Membership

- ▶ Membership: It is expected that most fulltime, full-year students would have 180 days of membership.
  - ▶ When most students have 179 days of membership, there is usually an exit date issue.
  - ▶ When most students have far less than 180 days, there is usually a calculation issue with the SIS.
  - ▶ Membership can be seen on the Consolidated Membership report.

## Common Year-end Issues: Dual Enrollment

- When a student is attending a school part-time, the membership should be prorated.
  - This proration is described in board rule R277-419:
    - If a student was enrolled for only part of the school day or only part of the school year, an LEA shall prorate the student's membership according to the number of hours, periods or credits for which the student actually was enrolled in relation to the number of hours, periods or credits for which a full-time student normally would have been enrolled.
- If an LEA does not correctly prorate a student, USBE will reduce the membership on July 7<sup>th</sup>.
  - Membership was reduced by a total 23,347 days.
  - This reduction is not reflected on UTREx Year-end Reports.



# October UTREx Preview

Sep 21, 2017

## October UTREx Deadlines

- ▶ Data is due by October 10<sup>th</sup> at 5pm.
- ▶ LEAs with significant data issues may be approved to resubmit until October 16<sup>th</sup> at 5pm.

## October 1<sup>st</sup> Falling on a Sunday

- ▶ Official enrollment counts, for UTREx, will still be as of October 1.
- ▶ Students who exit on September 29<sup>th</sup>, should still be exited that day.
- ▶ Students who enter on October 2<sup>nd</sup>, should have their entry date back dated to October 1<sup>st</sup>.

## Fields of Focus for Fall

- Graduation Data
  - All updates to exit codes and high school completion status should be entered before October 10<sup>th</sup>.
- October 1 Enrollment
  - Please make sure students are entered into the system, and that their entry and exit dates are correct.
- Economically Disadvantaged (Free/Reduced Lunch)
- Race/Ethnicity
- District of Residence
- J-1 Visa foreign Exchange Student
- **NOTE: While these fields may be of particular focus, it is important that all fields are accurate. Many other systems pull data from UTREx all year round.**

## District of Residence Warning

- ▶ Please pay close attention to all District of Residence warnings.
- ▶ Funding is based on the District of Residence field entered in UTREx.

## UTREx Soft Audit

- Once you have finalized your October 1 data, please contact Sarah in Data and Statistics for a soft audit.
  - [sarah.wald@schools.utah.gov](mailto:sarah.wald@schools.utah.gov)
- This audit is at a very high level.
- Accuracy of the data is the responsibility of the LEA

[Reports](#) [Validation Errors](#)

Status: Processed 9/15/2017 12:08:24 PM

Collection Data Collector | Report Collector

<b>Manifest</b>	UTREx
<b>Manifest Version</b>	8.01
<b>Collection Started</b>	9/15/2017 1:23:40 AM
<b>Collection Completed</b>	9/15/2017 1:24:31 AM
<b>Validate Started</b>	9/15/2017 1:24:33 AM
<b>Validate Completed</b>	9/15/2017 1:26:01 AM
<b>Level 1 Fatais</b>	8
<b>Level 1 Warnings</b>	45
<b>Examine Data</b>	
<b>Certified</b>	

Submission

<b>Started</b>	9/15/2017 10:14:12 AM
<b>Completed</b>	9/15/2017 10:14:12 AM

Received by State Status: Processed

<b>Report ID</b>	
<b>Processing Started</b>	9/15/2017 12:07:46 PM
<b>Processing Completed</b>	9/15/2017 12:08:24 PM
<b>Level 2 Fatais</b>	0
<b>Level 2 Warnings</b>	31

[View Data »](#)

1. Check last date of submission
2. Check for fatal errors and warnings. A record with a fatal error will not be funded.

# Soft Audit Con...

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## LEA Totals

October 1 2017 Counts		Prior Year
Grade	Oct 1 Count	Oct 1 Count
Kindergarten	30	29
Grade 1	31	32
Grade 2	32	32
Grade 3	33	31
Grade 4	30	45
Grade 5	20	30
Grade 6	21	26
Grade 7	25	24
Grade 8	27	14
Grade 9	15	29
Grade 10	33	42
Grade 11	45	19
Grade 12	20	30
Regular Total	362	383

October 1, 2017 Counts	Count	Prior Year Count
<b>Part Time</b>		
Home School	0	0
Private School	0	0
Stable	2	1
<b>Resident Status</b>		
Non Utah resident (A)	1	0
Utah Resident but NOT LEA resident (B)	0	0
LEA resident enrolled in another State (C)	0	0
F1 Foreign Exchange - no WPU (F)	1	0
J1 Foreign Exchange - WPU (J)	0	1
<b>Pre-Kindergarten</b>		
Regular		
Special Ed		

3. Compare last year's numbers to current year numbers.
4. Check for missing data.

Demographics as of Oct 1, 2017							
Categories		Count	Prior Year Count	Categories	Count	Prior Year Count	
<b>Overall</b>		362	383	<b>Limited English Proficient</b>	Yes	3	3
<b>Ethnicity / Race</b>	Hispanic/Latino	60	59		Refused Service	1	0
	American Indian	3	4		Fluent	4	3
	Asian	2	6		Total	8	6
	African American/Black	4	1		<b>Selected Flags</b>	Homeless	2
	Pacific Islander	15	10	Migrant	0	0	
	White	300	315	Native Language Spanish	15	16	
<b>Gender</b>	Female	150	175	<b>Tribal Affiliation</b>	Goshute	0	0
	Male	212	208		Navajo	3	4
<b>Free Lunch</b>	Eligible for Free	0	30		Paiute	0	0
	Eligible for Reduced Price	0	60		Northwest Band Shoshone	0	0
	Economic Disadvantaged	0	0		Ute	0	0
	"Disadvantaged" Total	0	90		Other Tribe	0	0
<b>Special Education</b>	Time 'A'	1	2	<b>Youth In Custody</b>	Time 'A'	0	0
	Time 'B'	1	0		Time 'B'	0	0
	Time 'C'	3	2		Time 'C'	0	0
<b>Immigrants</b>							

# Example Audit Letter

Dear Business Official,

The Data and Statistics section of USBE has reviewed your year-end submission. This audit reflects the submission on 9/15/2017, and is based on a comparison of SY 2017 data with SY 2016 data. In general we check for missing data and any counts that have greatly changed from the previous school year, as these may alert us to potential data quality issues. There is no guarantee that we can catch any or all issues; data accuracy is the responsibility of LEAs.

Please **review and respond** to confirm that the below items are correct, or will be updated in a submission prior to July 7:

- 8 fatal errors
- Zero students have been indicated as receiving free or reduced lunch.
- There was a decrease of students in 5<sup>th</sup> grade.

Please review the following items to verify that the submission was correct (no response necessary):

- There are 10 valid address warnings. Please check that the data is correct.

Please download and save your Year End UTREx reports, including the Consolidated Membership

5. Enter potential issues in audit letter.

6. Send email with letter and school summary to UTREx contact.

We are requesting now that certain issues are responded to so that USBE knows the data is correct or has been corrected.



# Dropout Recovery Survey

Sep 21, 2017

# Data Gateway Surveys

Survey	Due Date	Mandate/Use
Dropout Prevention and Recovery	<del>August 1, 2017</del> TBD	State: 53A-15-1903; R277-606
Classified Staff FTE	<del>September 17, 2017</del> October 2, 2017	State: 53A-1-301(d)(vii)(D) Federal: EDFacts File #59
Title I Staff FTE & Paraprofessional Qualifications	January 15, 2018	Federal: CSPR Part II

# Dropout Prevention and Recovery Program

- **Counts of:**
  - “Designated” students
    - **Already dropped out or** (as determined by LEA using typical early warning system indicators) **at risk of doing so**
  - Designated students who “enroll in a program”
  - Enrolled designated students who reach “attainment goals”
- **Funding** allocated by LEA for dropout prevention and recovery
- **Methods** used “to engage or attempt to recover” designated students
- **Contact** info of third party service provider, if applicable



# Student Data Privacy

Sep 21, 2017

# Letter to Superintendents and Charter School Directors (August 31, 2017)

Evidence of 5 achievements by **Oct 1**:

1. Designate a Student Data Manager
2. Approve a Data Governance Plan
3. Approve an IT Security Plan
4. Complete all Metadata Dictionary entries
5. Provide privacy fundamentals training to all LEA staff, faculty, all volunteers

# LEA Resources



**CHECKLIST FOR DISTRICT PRIVACY PROGRAM (PDF)**

This document was developed by the Privacy Technical Assistance Center (PTAC) as a companion piece to the video Developing a Privacy Program for Your School District. The video, along with other helpful resources related to safeguarding the privacy of education data, can be found at <http://ptac.ed.gov>.



**CONFIDENTIALITY PROVISIONS COMPARISON CHART - 2014 (PDF)**

Side by side comparison of IDEA Part B, IDEA Part C, and FERPA



**CONFIDENTIALITY REQUIREMENTS FAQ (PDF)**

The purpose of this document is to assist early childhood programs under the Individuals with Disabilities Education Act (IDEA)—Part B section 611 (Grants to States), Part B section 619 (Preschool Grants), and Part C (Grants for Infants and Toddlers with Disabilities)—with addressing privacy and confidentiality questions

**Good place to start**



**DATA GOVERNANCE CHECKLIST - 2015 (PDF)**



**DATA GOVERNANCE AND STEWARDSHIP (PDF)**

**Model Plans Below**



**DATA IN THE CLOUD - 2014 (PDF)**

# IT Systems Security Plan

- “Information Technology Systems Security Plan” means a plan incorporating policies and process for:
  - (a) system administration;
  - (b) network security;
  - (c) application security;
  - (d) endpoint, server, and device security;
  - (e) identity, authentication, and access management;
  - (f) data protection and cryptography;
  - (g) monitoring, vulnerability, and patch management;
  - (h) high availability, disaster recovery, and physical protection;
  - (i) incident responses;
  - (j) acquisition and asset management; and
  - (k) policy, audit, and e-discovery training.

# Metadata Dictionary Training

[http://stream.schools.utah.gov/videoarchive/admin/Metadata Dictionary Tutorial.mp4](http://stream.schools.utah.gov/videoarchive/admin/Metadata_Dictionary_Tutorial.mp4)

## USBE Training Topics

- State and Federal Laws (e.g., FERPA, Student Data Protection Act, Student Privacy Act, Utah FERPA)
- Educational App Vetting
- Data Security Fundamentals (best practices with passwords, how to share data securely, how to avoid being in a malware attack)

# Training Resources

YouTube list of training resources:

<https://www.youtube.com/playlist?list=PLq4Nz0W9Ztw3XcYEhLu37o1jEloJWYjvH>

Or contact Greg Cox, Data Privacy Trainer:  
greg.cox@schools.utah.gov



# English Learner Indicators for ESSA

Sep 21, 2017

## ESSA Sec. 3121: English Learner Indicators

- (a) Each eligible entity that receives a sub grant from a State educational agency ... shall provide such agency, at the conclusion of **every second fiscal year** ... with a **report**, in a form prescribed by the agency ... that includes —
- **PROGRESS**: (2) percentage of English learners ... who are making **progress toward achieving English language proficiency** ... disaggregated, at a minimum, by English learners with a disability
- **ATTAINMENT**: (3) percentage of English learners ... **attaining English language proficiency** ... by the end of each school year, **as determined by the State's English language proficiency assessment [WIDA]**

## ESSA Sec. 3121: English Learner Indicators Cont.

- **RECLASSIFICATION**: (4) percentage of English learners who **exit the language instruction educational programs** based on their attainment of English language proficiency
- **ACADEMIC**: (5) percentage of English learners **meeting challenging State academic standards for each of the 4 years after** such children are **no longer receiving [services]**... disaggregated ... by English learners with a disability
- **LONGTERM**: (6) percentage of English learners who have **not attained English language proficiency within 5 years of initial classification** as an English learner and **first enrollment in the local educational agency**

## ESSA/Accountability System: English Learner Progress Indicator

- ▶ **Denominator:** English learner students with WIDA proficiency score in each of two successive years, whose score in the first year was less than 5.0
- ▶ **Numerator:** Subset of denominator where score in second year is  $\geq 5.0$  or gain over first year is  $\geq 0.4$ .
- ▶ For more information, see Consolidated State Plan at:  
<https://www.schools.utah.gov/file/ca295c05-cb18-4cf6-aefb-239c450d1c43>



# Graduation Rate Review

Sep 21, 2017

# Deadlines

- ▶ ALL GRADUATION DATA IS DUE BY OCTOBER 10<sup>th</sup>. THERE ARE NO EXTENSIONS.
- ▶ Graduation rates are published in December.

## Graduation Rate Time Line



# Checking Graduation Rates

- To check your graduation rates before publication, access the 'Federal Four Year Graduation Cohorts' report in UTREx.

The screenshot shows the UTREx Reports page. At the top, there are navigation links: UTREx Overview, Students, Reports, and Historical Updates. Below this is a breadcrumb trail: UTREx Reports / . The page is divided into three main sections: October Reports, December Reports, and Year End Reports. The Year Round Reports section is highlighted with a red arrow pointing to the 'Federal Four Year Graduation Cohorts' report, which is also circled in red.

UTREx Overview   Students   Reports   Historical Updates

UTREx Reports /

**October Reports**

- Consolidated Membership
- Dropout Event Summary for SPED
- School Summary

**December Reports**

- Child Count by District Worksheet
- School Summary SCRAM
- SCRAM CCW Detail

**Year End Reports**

- Consolidated Membership Cumulative
- School Summary Cumulative

**Year Round Reports**

- Active Registration
- Discipline Incident Summary
- Discipline Incident Summary for SPED
- District of Residence Totals
- Exited Students Current Year
- Exited Students Previous Year
- Federal Four Year Graduation Cohorts**
- Grade Range Errors
- Not Attending District of Residence Totals
- Racial Survey and Detail of Enrollment
- Student District of Residence
- Student Summary
- Students Not Attending District of Residence

This report is updated every time your LEA submits data to UTREx.

# Example Report

## Federal Four Year Graduation Cohorts

Page:1 of 5 9/20/2016

This report is NOT the official nor final federal graduation calculations. Last minute changes by other LEAs as well as slight differences between UTREx and the official graduation database may cause the final calculations to differ slightly from those seen in this report. Please still check the official report that is sent out in July.

### Cohort Year 2016

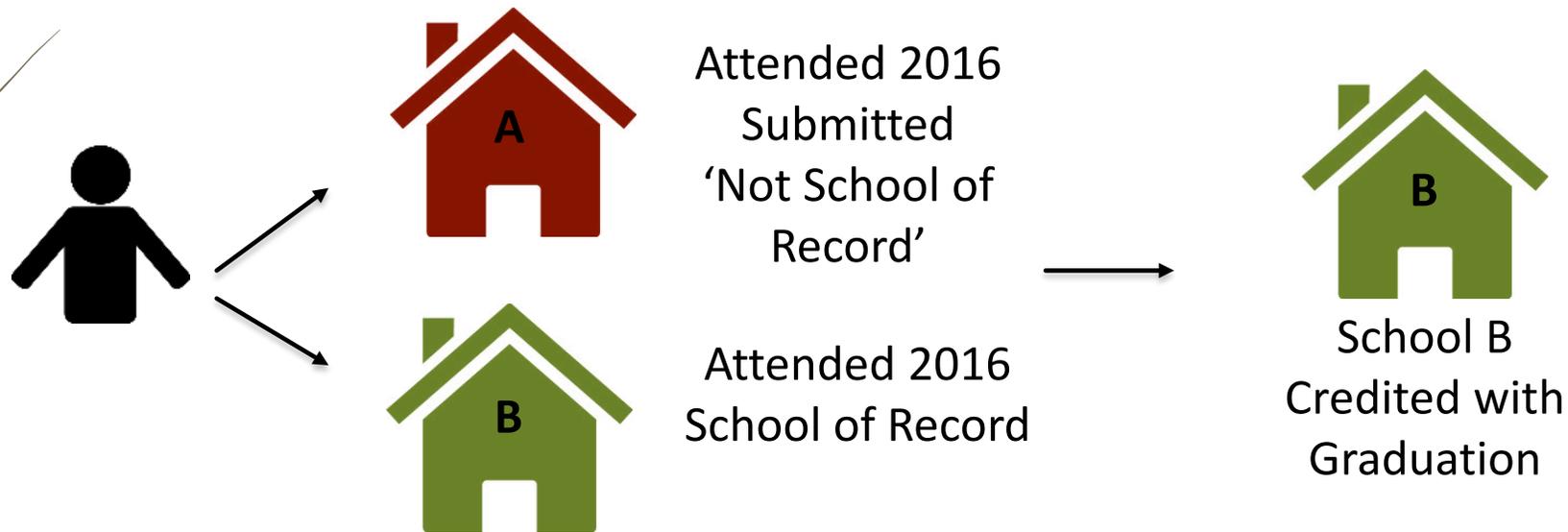
School Name	Cohort Year	SSID	Student Name	Final Submitted Code	Code Description	Graduation Status Based On Final Code	Federal Graduation Outcome
	2016			TS	Transferred	UN	Dropout
	2016			WD	Withdraw	WD	Dropout
	2016			WD	Withdraw	WD	Dropout
	2016			WD	Withdraw	WD	Dropout
	2016			TO	Transferred Out of State	TO	Excluded
	2016			TO	Transferred Out of State	TO	Excluded
	2016			TO	Transferred Out of State	TO	Excluded
	2016			GR	Graduate	GR	Graduate
	2016			GR	Graduate	GR	Graduate

This is the code entered into your SIS system.

This is how the student is counted in the graduation rate.

## School of Record 'N'

- Students are included in the graduation rate of the last school they attended. However, a student is not included in the graduation rate for a school where they are marked school of record is no. This is new as of cohort 2016.



A school will not receive regular funding for a student if the school is marked as 'Not School of Record'. A school should only be marked as 'not school of record' in a few circumstances. Typically it is marked if the school is an SOEP provider.

## Updating Records

- If you need to update an exit/completion code in the *current school year* simply update the code in your SIS system. The next time data is submitted to UTREx this code will be updated.
- If you need to update an exit/completion code from the *previous school year* submit an x-residency (s1-x) record. An s1-x record will find the previous record for the student and update it.

## S1-X Record

- X-residency records are essentially normal enrollment records, submitted with the current year data, with the resident status marked as 'X'.
- The 'X' in the resident status field indicates this record is being submitted only to update the exit or high school completion code.
- If you need further information on how to enter a X-residency record please contact your LEA's IT department.

# Common Issue 1

<b>Issue</b>	<b>Possible Reason</b>	<b>Possible Resolutions</b>
Student transfers to another public school but is still showing on your school's graduation report.	After a student transfers out of your school the student will remain on your graduation report until the state receives a record from the new school to which the student transferred.	<ul style="list-style-type: none"><li>• Check that the student actually transferred to a public school. If the student went to homeschool, a private school, or out-of-state then update the exit code accordingly.</li><li>• Verify which SSID the new public school used. If they used a different SSID then request an SSID merge.</li><li>• If the student meant to transfer to another school but ended up dropping out before the new school officially enrolled the student, then the student will remain on your school's graduation report.</li></ul>

## Common Issue 2

Issue	Possible Reason	Possible Resolutions
<p>A student is showing in a different cohort than when the student graduated or will graduate (i.e. showing in the 2016 cohort when they will graduate in 2017).</p>	<p>A previous grade level was incorrectly submitted OR student repeated a grade.</p>	<ul style="list-style-type: none"><li>• If a grade was previously entered incorrectly, this could cause the cohort year to be set incorrectly. Contact your UTREx administrator to submit a historical update record to fix both the grade and cohort year.</li><li>• If a student repeated a grade in high school, then their cohort year remains the same. A cohort year is based on the first time the student entered 9<sup>th</sup> grade.</li></ul>

## Common Issue 3

Issue	Possible Reason	Possible Resolutions
<p>The student's exit code was updated in the school's SIS system but is not reflected in the state's graduation rate.</p>	<p>The exit code was updated after the school year was complete (June 30<sup>th</sup>).</p>	<ul style="list-style-type: none"><li>• Submit an s1-x record to update the final code in UTREx. After submitting the data, check the 'Federal Four Year Cohorts Report' in UTREx to make sure the update went through correctly.</li></ul>



# Data Gateway Roles

Sep 21, 2017

## Roles within Data Gateway

- LEA Admin
- Account Manager
- Surveys
- UTREx
- Specialist
- Other Roles

## ALPINE DISTRICT

	Users	
● ALS LEA User	3	✓ Permissions <a href="#">Copy</a>
● Assessment LEA Account Manager	4	✓ Permissions <a href="#">Copy</a>
● Assessment LEA User	65	✓ Permissions <a href="#">Copy</a>
● Classified Staff FTE Survey LEA User	0	✓ Permissions <a href="#">Copy</a>
● Counseling LEA User	0	✓ Permissions <a href="#">Copy</a>
● CTE LEA Account Manager	2	✓ Permissions <a href="#">Copy</a>
● CTE LEA User	7	✓ Permissions <a href="#">Copy</a>
● Data Dictionary LEA Editor	3	✓ Permissions <a href="#">Copy</a>
● Directory Editor	2	✓ Permissions <a href="#">Copy</a>
● Graduation LEA User	2	✓ Permissions <a href="#">Copy</a>
● Home School Survey LEA User	0	✓ Permissions <a href="#">Copy</a>
● LEA Admin	2	✓ Permissions
★ LEA Surveys	1	✓ Permissions <a href="#">Copy</a> <a href="#">Edit</a> <a href="#">Delete</a>
● Library Survey LEA User	0	✓ Permissions <a href="#">Copy</a>
● School Fee Waivers Survey LEA User	0	✓ Permissions <a href="#">Copy</a>
● SERF Request	2	✓ Permissions <a href="#">Copy</a>
● Special Education LEA User	2	✓ Permissions <a href="#">Copy</a>
● Student Locator	5	✓ Permissions <a href="#">Copy</a>
● Teacher Benefits Survey LEA User	0	✓ Permissions <a href="#">Copy</a>
● Title I Staff FTE Survey LEA User	0	✓ Permissions <a href="#">Copy</a>
● UTREx LEA Data Submitter	1	✓ Permissions <a href="#">Copy</a>
● UTREx LEA User	8	✓ Permissions <a href="#">Copy</a>
● UTREx Restricted LEA User	1	✓ Permissions <a href="#">Copy</a>
<b>ALPINE ONLINE SCHOOL</b>		
<b>Users</b>		
● ALS School User	1	✓ Permissions <a href="#">Copy</a>
● Assessment School User	3	✓ Permissions <a href="#">Copy</a>
● Counseling School User	0	✓ Permissions <a href="#">Copy</a>
● CTE School User	0	✓ Permissions <a href="#">Copy</a>
● Special Education School User	0	✓ Permissions <a href="#">Copy</a>
● UTREx Restricted School User	0	✓ Permissions <a href="#">Copy</a>
● UTREx School User	0	✓ Permissions <a href="#">Copy</a>

## LEA Admin

- Permission to all reports, responsibilities, and roles within Data Gateway and UTREx. Additional permissions are added automatically. This means roles don't require additional permission be added when new projects or reports are developed.
- **The LEA Admin** is the individual to whom we send educators requesting additional roles to be added to their account.
- **The LEA Admin** is charge of locking and unlocking accounts as needed.

# Teacher Registration Process and Support

- Teacher Selects Register
- CACTUS ID & LEA
- Account is verified against CACTUS and courses submitted into UTREx

1<sup>st</sup> Line of Support

Additional Help

- Educator contacts **LEA Admin** or **Account Managers**
- LEA Manager adds Roles
- Lock or Unlock Accounts

- Deleted Accounts
- Account needs to be connection to different LEA
- Missing Data

USBE Help

## Roles

▼ LEA

ALPINE DISTRICT

+ Create Role

Show Roles w/o Users

## ALPINE DISTRICT

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● SERF Request	2	✓ Permissions <a href="#">Copy</a>
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<b>ALPINE ONLINE SCHOOL</b>		
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● UTREx Restricted School User	0	✓ Permissions <a href="#">Copy</a>
● UTREx School User	0	✓ Permissions <a href="#">Copy</a>

# Account Manager

- Manages accounts and permissions available to specialist at both the LEA and school level. The managers can:
  - find a user
  - create a user
  - edit locked accounts
- **Assessment Manager** *to assist LEA Admin in majority of accounts issues including roles for ALS and Assessment items*
- **CTE Managers** *give CTE items permission.*

## Roles

▼ LEA ALPINE DISTRICT ▼

+ Create Role ▼

Show Roles w/o Users

## ALPINE DISTRICT

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● UTREx LEA User	8	✓ Permissions Copy
● UTREx Restricted LEA User	1	✓ Permissions Copy

## ALPINE ONLINE SCHOOL

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● CTE School User	0	✓ Permissions Copy
● Special Education School User	0	✓ Permissions Copy
● UTREx Restricted School User	0	✓ Permissions Copy
● UTREx School User	0	✓ Permissions Copy

# Surveys

- Classified Staff FTE
- CTE Approval
- Title I Staff FTE
- ~~Home School Survey~~
- ~~Library Survey~~
- ~~School Fee Waivers Survey~~
- ~~Teacher Benefits Survey~~

- **LEA Admin** can create a new permission to assign all surveys with one permission instead of multiple assignments

## Roles

LEA

ALPINE DISTRICT

Create Role

Show Roles w/o Users

## ALPINE DISTRICT

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● UTREx School User		0	✓ Permissions Copy

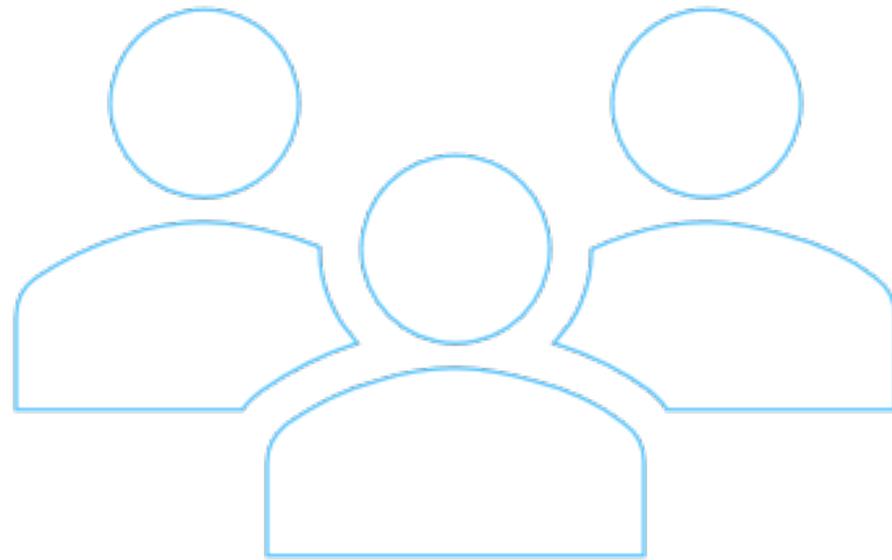
# UTREx

## User

- UTREx Application,
- Archived Reports,
- **Reset SAGE Extract,**
- **Validations,**
- UTREx Reports,
- Access to Student Lookup:
  - Student Summary
  - Enrollments

## Restricted User

- UTREx Application,
- Archived Reports,
- UTREx Reports,
- Access to Student Lookup:
  - Student Summary
  - Enrollments



# Assessment User

## ➤ Accountability

- **PACE LEA Zip File** *allows the PACE LEA Zip File download*

## ➤ Assessment

- **KEEP Results,**
- **Remove PII Masks,**
- **SAGE Special Codes,**
- **Student Scores by SSID** *look up scores by SSID,*
- **WIDA ACCESS Results**

## ➤ Special Education

- **Assessment Comparison** *Special Ed Assessment Comparison.*

## ➤ UTREx Reports

- Assessment ~ Reading on Grade Level
- Assessment ~ Reading on Grade Level with PACE
- Assessment ~ Reading on Grade Level with UGG
- Assessment ~ SAGE Class List
- Assessment ~ Students Eligible for WIDA ACCESS
- Assessment ~ Utah Compose Class List
- Assessment ~ UTIPS Class List

# ALS User

- Assessment
  - **WIDA ACCESS Results**

# CTE User

- ▶ CTE
  - ▶ **Data Quality** *CTE Data Quality*
- ▶ *Surveys*
  - ▶ *CTE Program Approval Survey*

# Graduation User

- Graduation
  - **Adult Ed OOSY:** *Graduation Adult Ed. OOSY Report*
  - **Graduation Rate Report Preview:** *preview of the Graduation Rate Report.*

# Special Education User

- Special Education
  - **Assessment Comparison** *Special Ed Assessment Comparison*
  - **Special Education Data**
- UTREx Reports
  - **December** ~ Child Count by District Worksheet
  - **December** ~ School Summary SPED
  - **December** ~ SCRAM CCW Detail
  - **October** ~ SPED Dropout Event Summary
  - **Year End** ~ SCRAM Extended School Year
  - **Year Round** ~ Discipline Incident Summary for SPED

## Other User Roles

- **Data Dictionary Editor** *Edits the data dictionary*
- **Directory Editor** *Can edit calendar and directory information.*
- **SERF Request** *Requests a SERF for the LEA.*
- **Student Locator** *Locates students within the state.*