

UTREx Data Submission: Year-End Guidelines

Data Submission Deadline

Utah State Board of Education (USBE) Rule 277-484 requires a complete, annual data submission at the end of each academic year. The data submission must be *finalized* in the UTREx system by 5:00 p.m. on July 7. For the Year-End submission, the Rule does not provide a window of time to correct technical errors and verify data quality before finalizing data for budgeting. All data must be submitted without errors by July 7.

Once you finalize your Year-End submission and ensure that the status of the finalization is “completed,” you must delete your scheduled collections (this is only necessary for the Year-End submission). The submission finalization process initiates a copy of the most recent submission to be stored in the *UTREx Finalize* database, which will not be overwritten by subsequent submissions 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 a submission is not finalized 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 Year-End 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. It is also advisable to download and save the CSV versions of the reports as well, which give additional detailed information about the students included in the counts. Make sure that more than one person can access the reports. 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.

Year-End significant data points to review

- Average daily membership (ADM)
- Self-contained membership
- Students with less than 160 days of membership
- Students with less than 180 days of membership (most LEAs should have the majority of their students reported with 180 days of membership)
- Part-time homeschool and part-time private school students with 180 days of membership (this should not occur)
- Special education extended school year (ESY) counts
- Ninth, tenth, and eleventh grade graduates who have had the ‘11’ exit code reported



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- Other early graduation codes, including the 'CB' exit code
- SSID warnings are addressed
- Reading on grade level (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)
- Incident and discipline data has been reported, including all required fields and is not underreported – all disciplinary removals from the student's regular instruction must be reported, as well as all incidents in which the student was the offender (victim data is optional)
- 'Services offered' flag has been reported correctly for special education students who have had more than 10 cumulative days of disciplines
- Credits attempted and credits earned data (grades 9-12)
- Kindergarten type codes are accurate and complete
- High school completion statuses and exit codes, especially codes that show up as dropout if not updated (AE, GE, & GP)
- High school completion statuses and exit codes for special education students who are seniors or are in their cohort year and are expected to return to school the next year (in most cases the correct code will be: CT, RA, RT, or GA; if a permanent exit code is used then their next year enrollment record will be blocked: AO, DE, GC, GM, GR, GQ)

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. Historical Update requests must be submitted by 5:00 p.m. on June 23, otherwise there is no guarantee that the update can be completed by the Year-End submission deadline.

Support

Technical issues should be directed to the UTREx Support team at apphelpdesk@schools.utah.gov or 801-538-7800.

Data submission and data policy questions 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 of your data.