Reviewing Your December 1 Child Count Reports
Access the Data Gateway

www.schools.utah.gov
Login for Special Education Director Access

If you don’t have access, contact your District or Charter School administrator
Choose Reports from the UTREx menu to see special education reports.
Depending on access given by your LEA, you will see different report options.

The **SCRAM CCW Detail** is the best report to review for Child Count accuracy.
From this screen, you can access the report in PDF or CSV (excel) format.

The report will include ALL schools in the LEA, or you can select a specific school using the drop-down menu.
Review SCRAM CCW Detail report to make sure students, schools, and the LEA are all accurate.
You can choose to review the excel or pdf version, or both. They each have a different layout. The excel file has a few additional data points while the pdf has summary counts.
Improving Data Quality

• Compare your data to prior years and to other enrollment records.
• If you find any corrections that need to be made, they must be completed before 5 pm Mountain on December 10.
• Corrections must be made within your LEA Student Information System, and then re-submitted to USOE. Many systems submit automatically.
• If you have questions about the submission process, please contact your LEA data manager.
• Definitions for each code can be found in the USOE Special Education Data Manual at http://schools.utah.gov/sars/Data/DataManual.aspx