UTREx

Utah eTranscript and Record Exchange

Data Clearinghouse File Specification

2026-27

Last Updated: August 6, 2026

ADA Compliant: August 6, 2026

Table of Contents

Introduction 3
Recent Revisions: 4
District Record (DI) 7
School Record (SC) 10
Student Record (S1) 17
SCRAM Record (S2) 103
Youth in Care (YIC) Record (S3) 121
Section 504 Record (S4) 133
Summer Electronic Benefits Transfer (SEBT) Record (S5) 139
Course Master Record (AC) 144
Course Membership Record (AM) 161
Incident Record (I1) 171
Incident Association Record (I2) 175
Student Transcript Record (ST) 205
Transcript Assessments (TA) 219
Transcript Courses (TC) 223
Transcript Grades (TG) 229
Level 2 Validations 233
Language Codes: 236
Incident Association Record (I2) Appendix 244
Deprecated Fields: 258
Revisions History: 260

Introduction

Intended Audience:

This document is intended for users of the Data Collector at Local Educational Agencies (LEAs), as well as the developers of their Student Information Systems (SIS).

How to Use This Document:

This document is easiest to navigate using the links available in the Table of Contents or using the find function by clicking Ctrl + F on your keyboard. Each record type section of this document is split into 3 main components.

1. SIF Mapping: Contains programming information for submitting to UTREx. This information is likely most useful to programmers or developers of Student Information Systems (SIS).
2. Detailed Field Description: Contains brief descriptions of fields and values for every data item collected. It also has notes and tips for the data items. This information is very helpful for all users.
3. Errors (i.e., Validations): Contains an overview of all validations pertaining to that record type. This clarifies which errors are fatal errors and which are only warnings.

Use of Colored Text and Strikethroughs in This Document:

This document contains red text and strikethrough text. These markings in the text denote newly edited content. Red text denotes text that has been added within the current school year. Text that has strikethroughs has been recently removed but left for reference so that any recent changes are visible and easily understood. At the end of the school year the document will be 'scrubbed' of red text in preparation for the upcoming school year's edits.

Recent Revisions:

See the full revisions history at the end of the document.

- July 2026
  - New field on the Student Record (S1). Display name Credible Threat Date, technical name Credible Threat. This date reflects the most **recent** date when a student who has presented a credible threat as defined in Utah Code Section 53G-8-807.
    - A new validation is associated with this field to ensure a valid date is entered, format YYYYMMDD.
  - New field on the Student Record (S1) named USDB Outreach Flag. This field indicates if a student is receiving services from the Utah Schools for the Deaf and the Blind (USDB) while enrolled in their resident LEA.
    - A new validation is associated with this field to ensure only valid values are entered.
  - Several minor updates and edits to sections of the Incident Record (I1), Incident Association Record (I2), and the Incident Association Record (I2) Appendix.
  - Alternate Assessment Teacher ID validations have been assigned error IDs, previously these were TBD. See S2.632, S2.631, and S2.633.
  - Clarity added to the short and detailed descriptions of the Credits Attempted and Credits Earned fields on the Course Membership Record (AM) to ensure the reporting requirements for SOEP are included. No validations will be added due to this change.
  - The field High School Completion Status was incorrectly referred to as "Graduation Completion Status" in note 4 of the Resident Status field detailed description, this has been corrected.
  - Updated instances of "students with a significant cognitive disability" to "students with the most significant cognitive disability."
  - Added more clarity to the specific ages and grades that can use certain valid values in the Environment field on the SCRAM Record (S2)
  - Updated the Cumulative GPA codes table on the Student Record (S1) to include all valid values, for better clarity, and to update language to student first language.
  - Corrected an incorrectly placed definition on the Cumulative Un-Weighted GPA table on the Student Transcript Record (ST).
  - Removed one instance of "Utah Aspire Plus" since that assessment is no longer being administered.
- May 2026 (special edit)
  - Note: This edit was only to update changes made to the Emergency Safety Intervention (ESI) fields.
  - Updated Emergency Safety Intervention (ESI) fields to include SIF mapping. These are now available in UTREx for use. These include:
    - Alternative Intervention
    - ESI Purpose
    - ESI Duration

        - ESI Outcomes
        - ESI Training Offered
        - ESI Training Received
    - The addition of 3 new Emergency Safety Intervention (ESI) fields:
        - Number of physical restraints
        - Number of Seclusions
        - ESI Threshold

- January 2026
    - The addition of a UFA cross-enrolled Level 2 fatal error. This error will trigger if a student is enrolled in public education courses while being awarded UFA. No student can be denied public education at an LEA. In cases of cross-enrollment, eligibility for UFA would be suspended until the issue is resolved, and with it being a level 2 fatal error it will not prevent the student from loading but will prevent funding.
    - The addition of a validation that has been active in UTREx but was not previously displayed in the specifications. Warning S1.001w on the parent guardian field has now been added to the specifications.
    - Updated note 5 on the teacher ID 1 detailed field description in the AC Record.
    - Updated the SOEP Generic Core Codes and CACTUS IDs table.
    - Updated broken links to administrative rules throughout the document.
    - Added a new valid value to the Free and Reduced-Price Eligibility Source field on the S5 record. The new valid value is OVERRIDE meaning "Application completed by a local school official, on behalf of a household or student, in limited use situations."
    - Added additional clarity to the note about the use of disability type 'DD' and the S2.603 validation on the disability type field under the disability type table.
    - Updated validation S1.310 error description so that membership cannot be > 0 if age is < 3 regardless of migrant status.
    - Updated note 15 under the exit code notes section under the S1 exit code table.
    - Updated the contact for questions regarding disciplines involving students receiving services under IDEA to LauraLee Gillespie, Program Support Coordinator, Special Education, lauralee.gillespie@schools.utah.gov, 801-538-7866.
    - Upcoming: New Emergency Safety Intervention (ESI) fields are still yet to be added to UTREx functionally, please do not use them yet. These include:
        - Alternative Intervention
        - ESI Purpose
        - ESI Duration
        - ESI Outcomes
        - ESI Training Offered
        - ESI Training Received
    - Upcoming: New infraction codes added to the PI Infraction Type table. Please do not use these new codes yet. These include:

- 32 – Abusive conduct
- 33 – Academic dishonesty
- 34 – Attendance violation
- 35 – Burglary
- 36 – Trespass
- 37 – Dress code violation
- 38 – Drug paraphernalia
- 39 – Electronic device misuse
- 40 – Vandalism
- 41 – Larceny or theft
- 42 – Inappropriate language
- 43 – Defiance or disobedience

District Record (DI)

Record Type "DI=" **(Required)** Must be the first record in each UTREx update batch. This record identifies the **SCHOOL YEAR** and **LEA** of the batch. It is also used to indicate which reports may be run against the data contained in the batch and the date of the data extract from the SIS system. **ALL** data elements are **required** for **ALL UPDATES**

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Description
RECORD ID				DI=	District Record ID
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alpha	This can ONLY be a State-assigned and approved LEA number
YEAR IDENTIFIER				YR=	
SCHOOL YEAR				Numeric, 4.0; century and year (YYYY)	Numeric Century & Year
MONTH IDENTIFIER				OK=	Field no longer used
WHICH MONTH				JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC	Field no longer used
SISASOFDATE				Numeric 23.0 Date time: YYYY-MM-DD HH:MM:SS.SSS, e.g. '2010-10-21 00:00:00.000'	Date time data as extracted from SIS

District Record (DI): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
DI	District Record	Identifying Fields				LEA Number, School Year, SIS As Of Date time	
DI	LEA Number	Must be present	001	Err			
		Exact length = 2	006	Err			
		No blanks, all chars in (A-Z), (0-9)	021	Err			
		Must be a valid LEA in CACTUS	DI.101	Err	Must be valid LEA in CACTUS - LEA Number on District Record	The value (ColumnData) for LEA Number is invalid because it is not found in CACTUS. No data will be uploaded; cancel and check LEA Number before restarting collection.	No record in REF_SCHOOL_LEA where LEA_NUMBER = LEA Number and ACTIVE_FLAG = 'Y'
DI	SchoolYear	Must be present	001	Err			
		Exact length = 4	006	Err			
		Must be current school year	031	Err			Use manifest SchoolYear property
DI	SIS As Of Date time	Must be present	001	Err			
		Must be valid date	003	Err			
		Cannot be future date	030	Err			
		Should be in current school year	032w	Warn			Use manifest SchoolYearStart and End properties

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
DI	Multi-record	District submission must include student records	DI.102	Err	ZERO S1 records in data collection	The count of 'S1' records with this LEA number is 0. All data sets to be loaded into UTREx MUST contain student level data. No data will be uploaded; cancel and restart collection after ensuring that student data with this LEA number is available.	Count of S1 records with this LEA Number must be > 0
DI	Multi-record	Must be only one DI record in dataset	DI.103	Err	Multiple LEA numbers - District Record	The District Record is invalid because more than one LEA Number was submitted. No data will be uploaded; cancel and restart collection with only one LEA Number.	SIF manifest should group multiple DI records by LEA Number and School Year, use max SIS AS Of Date time

School Record (SC)

Record Type "SC=" **(Required)** This record identifies a new **SCHOOL** within an update batch. All student records that follow this "SC" record will be identified as belonging to this school. The first record following the "DI" record in an update batch must be an "SC" record, and an additional "SC" record must be present to indicate each new School within a batch.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Value	Description
RECORD ID				SC=	The first three characters of the school record must always contain the record identifier "SC=".
SCHOOL NUMBER	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric, 3.0 - Output as string	Numeric School Number
DAYS IN SCHOOL YEAR	CalendarSummary/DaysInSession	0	CalendarSummary	Numeric, 3.0; Value > 0	Number of days school is in session
LAST DAY OF SCHOOL	CalendarSummary/LastInstructionDate	0	CalendarSummary	Numeric 4.0; MMDD, MM can only be 05, 06, or 07 - Output as string	Last day school is in session (MMDD)
SCHEDULE YEAR TYPE	SchoolInfo/SessionType	0	SchoolInfo	S, T, Y, O	YEAR schedule type for the school
SCHEDULE DAY TYPE	SchoolInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/SchoolInfoExtensions/ScheduleDayType	1	SchoolInfo	E, S, X, F, B, M, O	DAY schedule type for the school
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alpha-Numeric	LEA Number

School Record (SC): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of the school record must always contain the record identifier "SC=".

School Number: **(Required)** The actual school number. This will be validated against the school numbers in the CACTUS database.
In the October 1 upload, if the school number indicates a Charter School, the count of students CANNOT exceed the approved maximum enrollment of the school.

Note: This can ONLY be a State assigned and approved school number. For questions about school numbers, assignment of school numbers, or changes to school data such as grade high or low, contact Kristin Campbell (801-538-7892); kristin.campbell@schools.utah.gov.

Days in School Year: **(Required)** The total number of days the school was in session with classroom instruction being conducted. This is NOT the number of elapsed calendar days from the start of school to the end of school.

Cannot be blank, must be complete, and must be greater than ZERO.

Last Day of School: **(Required)** The last day the school is in session (current school year). Format is MMDD (MM = month; DD = day). Must be complete (leading zero for day less than 10). Month must be 05, 06, or 07.

Schedule Year Type: **(Required)** The type of yearly schedule. Please make sure to accurately mark the schedule year type as it may affect membership. See Board Rule R277-419. For questions, contact Kristin Campbell (801-538-7892); kristin.campbell@schools.utah.gov.

Code	Meaning
S	Semester
T	Trimester
Y	Year Round
O	Other

Schedule Day Type: (**Required**) The type of daily schedule.

Code	Meaning
E	Elementary
S	7 Period day
X	6 Period day
F	5 Period day
B	4 Period day
M	Modified Block
O	Other

School Record (SC): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description/ Identifying Fields	Notes
SC	School Record	Identifying Fields				School Number, LEA Number	
SC	School Number	Must be present	001	Err			
		Must be numeric	002	Err			
		Exact length = 3	006	Err			
		No spaces	020	Err			
		Combine SC.201 with SC.202. Must be valid school in CACTUS and not designated as 'closed' with a closure date prior to June 30 of current school year.	SC.201	Err	Must be active valid school in CACTUS - School Number on School Record	The value (ColumnData) for School Number is invalid because it is not found in CACTUS or the school is designated 'closed' prior to June 30 of the current school year in CACTUS.	If closed June 30 or later of current school year, closure relates to next year and school is still active for current year. No record in REF_SCHOOL_LEA where SCHOOL_NUMBER = School Number and (CLOSED_FLAG = 0 or DATE_CLOSED >= SchoolYearEnd property).
		Must be unique	SC.208	Err	School Numbers must be unique	The value [ColumnData] for School Number is invalid because more than one school is being sent with this School Number.	
SC	Days in School Year	Must be present	001	Err	Must be present - Days in School Year on School Record	Invalid because Days in School Year is required but is blank	

Record	Field	Rule	Error ID	Level	Error Message	Error Description/ Identifying Fields	Notes
		Exact length = 3	006	Err			
		No spaces	020	Err			
		Must be numeric and >= 1					
SC	Last Day of School	Must be present	001	Err			
		Must be valid date when combined with School Year	SC.204	Err	Invalid date - Last Day of School on School Record	The value [ColumnData] for Last Day of School is invalid because it is not a valid date when combined with the School Year, [SchoolYear].	YYYYMMDD
		Exact length = 4	006	Err			MMDD
		Month part must be '05', '06' or '07'	SC.203	Err	Invalid month - Last Day of School on School Record	The value (ColumnData) for Last Day of School is invalid because the month part must be one of: '05', '06', '07'.	
SC	Schedule Year Type	Must be present	001	Err			
		Must be 'S', 'T', 'Y' or 'O'	009	Err			
SC	Schedule Day Type	Must be present	001	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description/ Identifying Fields	Notes
		Must be ‘E’, ‘S’, ‘X’, ‘F’, ‘B’, ‘M’ or ‘O’	009	Err	Must be valid value - Schedule Day Type on School Record	The value [ColumnData] for Schedule Day Type is invalid because it is not found in the table of valid values. Valid values for Schedule Day Type include: 'B', 'E', 'F', 'M', 'O', 'S', 'X'.	
SC	LEA Number	Must be present	001	Err			
		Must match LEA Number in 'DI' record	040	Err			
		Dependency - matching ‘DI’ record (on LEA Number) must be valid	Dep	Err			
SC	Multi-record	Warning at Year End if total school attendance is less than 50% of total school membership	SC.206w	Warn	School attendance low	The school attendance is less than one-half of the school membership. Seems unlikely, please check data.	Exception: school is pre-K only or has only out-of-state students (Resident Status ‘C’) or is dedicated YIC facility. YIC facility if SCHOOL_TYPE = 5 in REF_SCHOOL_LEA where SCHOOL_NUMBER = School Number.

Record	Field	Rule	Error ID	Level	Error Message	Error Description/ Identifying Fields	Notes
SC	Multi-record	Error at Year End if total school attendance is 0 with membership > 0	SC.207w	Warn	Attendance for school is ZERO	The school attendance is zero and the school is not strictly Pre-K, YIC, or out-of-state. Highly unlikely, indicates a data error at end of school year.	Exception: school is pre-K only or has only out-of-state students (Resident Status 'C') or is dedicated YIC facility YIC facility if SCHOOL_TYPE = 5 in REF_SCHOOL_LEA where SCHOOL_NUMBER = School Number.
SC	Multi-record	Error at Year End if the school's total membership > 0 and the school's total Excused Absences = 0.	SC.209w	Warn	The school's total Excused Absences is ZERO.	The school's total Excused Absences is zero and the school is not strictly Pre-K, YIC, or out-of-state.	Exception: school is pre-K only or has only out-of-state students (Resident Status 'C') or is dedicated YIC facility YIC facility if SCHOOL_TYPE = 5 in REF_SCHOOL_LEA where SCHOOL_NUMBER = School Number.

Record	Field	Rule	Error ID	Level	Error Message	Error Description/ Identifying Fields	Notes
SC	Multi-record	Error at Year End if the school's total membership > 0 and the school's total Unexcused Absences = 0.	SC.210w	Warn	The school's total Unexcused Absences is ZERO.	The school's total Unexcused Absences is zero and the school is not strictly Pre-K, YIC, or out-of-state.	Exception: school is pre-K only or has only out-of-state students (Resident Status 'C') or is dedicated YIC facility YIC facility if SCHOOL_TYPE = 5 in REF_SCHOOL_LEA where SCHOOL_NUMBER = School Number.
SC	Multi-record	Error at Year End if the school's total membership > 0 and the school's total Absences due to Suspension = 0.	SC.211w	Warn	The school's total Absences due to Suspension is ZERO.	The school's total Absences due to Suspension is zero and the school is not strictly Pre-K, YIC, or out-of-state.	Exception: school is pre-K only or has only out-of-state students (Resident Status 'C') or is dedicated YIC facility YIC facility if SCHOOL_TYPE = 5 in REF_SCHOOL_LEA where SCHOOL_NUMBER = School Number.

Student Record (S1)

Record Type "S1=" **(Required)** The UTREx requires one 'S1=' record for each enrollment a student has in any school during a school year. Each enrollment has an entry-date and exit-date. The student is in membership between those two dates, including the entry-date and the day preceding the exit-date.

A student may have multiple enrollments in the same school within a school year, however, the enrollments may not overlap. The entry-date in one school may precede the exit-date from another school.

Beginning for the December 1, 2011 UTREx submission:

Each enrollment in a school requires a unique S1 record.

The Entry Date is the first day of an enrollment.

The Exit Date is the day after the last day of enrollment.

If a student is exited from their S1 record, all associated S2 and S3 records must be exited as well.

If the total number of membership days reported ***within*** the LEA for a student exceeds 180 (with few exceptions, as outlined in Board Rule R277-419), then a Level I warning validation will be generated.

If the total number of membership days reported for a student by schools from different LEAs exceeds 180 + (10 * the number of times a student transfers between LEAs), then a Level II UTREx error will be generated (with few exceptions, as outlined in Board Rule R277-419).

- In order to update an exit code or high school completion status code for a student enrolled in the previous school year but not enrolled in the current school year, S1-Xsubmit an S1-X record. Instructions on how to enter an S1-X record can be found under the description for Resident Status.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
RECORD ID				S1=
SCHOOL NUMBER	SchoolInfo/StateProvinceId	0	SchoolInfo	School number
STUDENT NUMBER	StudentPersonal/LocalId	0	StudentPersonal	LEA assigned student number
LAST NAME	StudentPersonal/Name/LastName	0	StudentPersonal	Student last name
FIRST NAME	StudentPersonal/Name/FirstName	0	StudentPersonal	Student first name
MIDDLE NAME	StudentPersonal/Name/MiddleName	0	StudentPersonal	Student middle name or initial
BIRTH DATE	StudentPersonal/Demographics/Birthdate	0	StudentPersonal	Student birth date

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
SEX	StudentPersonal/Demographics/Gender (Required) Student's sex can be any letter (A-Z) but must match the sex category found on the person's official documentation (i.e., birth certificate).	0	StudentPersonal	This can be any letter (A-Z) but must match the sex category found on the person's official documentation (i.e., birth certificate)
ETHNICITY				Student ethnicity (Hispanic/Latino)?
AMER INDIAN/ALASKAN NATIVE	StudentPersonal/Demographics/RaceList	0	StudentPersonal	Race American Indian or Alaska Native?
ASIAN	StudentPersonal/Demographics/RaceList	0	StudentPersonal	Race Asian?
BLACK OR AFRICAN AMER	StudentPersonal/Demographics/RaceList	0	StudentPersonal	Race Black or African American?
HAWAIIAN/PACIFIC ISLANDER	StudentPersonal/Demographics/RaceList	0	StudentPersonal	Race Native Hawaiian or other Pacific Islander
WHITE	StudentPersonal/Demographics/RaceList	0	StudentPersonal	Race White?
GRADE LEVEL	StudentPersonal/MostRecent/GradeLevel	0	StudentPersonal	Student current grade level
ENTRY DATE	StudentSchoolEnrollment/EntryDate	0	StudentSchoolEnrollment	School entry date
EXIT DATE	StudentSchoolEnrollment/ExitDate	0	StudentSchoolEnrollment	School exit date
EXIT CODE	StudentSchoolEnrollment/ExitType/OtherCodeList/OtherCode[@Codeset='StateProvince']	0	StudentSchoolEnrollment	School exit code
SCHOOL MEMBERSHIP	StudentAttendanceSummary/DaysInMembership If StudentAttendanceSummary record is associated with a specific StudentSchoolEnrollment, then StudentAttendanceSummary/StudentSchoolEnrollmentRefId must be populated.	0	StudentAttendanceSummary	School aggregate membership

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
HIGH SCHL COMP STATUS	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions'] / StudentPersonalExtensions/HighSchlComplStatus	1	StudentPersonal	High School Completion status
PART-TIME	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ StudentSchoolEnrollmentExtensions/PartTimeHomeSchool	1	StudentSchoolEnrollment	Part-time indicator
TRIBAL AFFILIATION	StudentPersonal/Demographics/RaceList/Race/OtherCodeList[@CodeSet='StateProvince']	0	StudentPersonal	Indian tribal affiliation
LIMITED ENGLISH	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions'] / StudentPersonalExtensions/LimitedEnglish	1	StudentPersonal	Limited English Proficiency indicator
ECONOMIC DISADV	StudentPersonal/EconomicDisadvantage	0	StudentPersonal	Economic Disadvantaged
RESIDENT STATUS	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions'] / StudentPersonalExtensions/ResidentStatus	1	StudentPersonal	Resident Status code
PHONE NUMBER	StudentPersonal/PhoneNumberList/PhoneNumber	0	StudentPersonal	Student home phone number
MIGRANT	StudentPersonal/Migrant	0	StudentPersonal	Migrant student indicator
DAYS ATTENDED	StudentAttendanceSummary/DaysAttended If StudentAttendanceSummary record is associated with a specific StudentSchoolEnrollment, then StudentAttendanceSummary/StudentSchoolEnrollmentRefId must be populated.	0	StudentAttendanceSummary	Aggregate DAYS in attendance

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
EXCUSED ABSENCES	StudentAttendanceSummary/ExcusedAbsences	0	StudentAttendanceSummary	Aggregate number of days absent with a valid excuse that meet the threshold for truancy (as defined in Utah Code 53G-6-201)
UNEXCUSED ABSENCES	StudentAttendanceSummary/UnexcusedAbsences	0	StudentAttendanceSummary	Aggregate number of days absent without a valid excuse that meet the threshold for truancy (as defined in Utah Code 53G-6-201), excluding absences due to suspension
ABSENCES DUE TO SUSPENSION	StudentAttendanceSummary /SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ StudentAttendanceSummaryExtensions/AbsencesDueToSuspension	1	StudentAttendanceSummary	Aggregate number of days absent due to suspension that meet the threshold for truancy (as defined in Utah Code 53G-6-201) due to suspension
ENROLLMENT VALIDATION TYPE	StudentSchoolEnrollment /SIF_ExtendedElements/SIF_ExtendedElement [@Name='UTExtensions']/StudentSchoolEnrol lmentExtensions/EnrollmentValidationType	True	StudentSchoolEnrollment	Indicator of enrollment validation type, including 100% attendance validated, 100% learner validated, or mixed.
HOMELESS	StudentPersonal/Demographics/DwellingArrangement/OtherCodeList[@CodeSet='StateProvince']	0	StudentPersonal	Student's 'Homeless' status
FIRST ENROLL IN US	StudentPersonal/FirstUSEnrollment	0	StudentPersonal	Date first enrolled in U.S. school
ELL NATIVE LANGUAGE	StudentPersonal/Demographics/LanguageList/Language/LanguageType AND StudentPersonal/Demographics/LanguageList/Language/Code	0	StudentPersonal	Student's native or first language

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
ELL PARENT LANGUAGE	StudentPersonal/Demographics/LanguageList/Language/LanguageType AND StudentPersonal/Demographics/LanguageList/Language/Code	0	StudentPersonal	Parents language of preference
ELL MONITORED ENTRY DATE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions'] / StudentPersonalExtensions/ELLMonitoredDate	1	StudentPersonal	Date LIMITED ENGLISH change to 'F'
PARENT GUARDIAN FIRST NAME	StudentDemographicRecord/StudentContactSummary/ParentGuardian1/Name[@Type='04']/FirstName	False	StudentDemographicRecord	The first name of the parent or guardian of the student
PARENT GUARDIAN LAST NAME	StudentDemographicRecord/StudentContactSummary/ParentGuardian1/Name[@Type='04']/LastName	False	StudentDemographicRecord	The last name of the parent or guardian of the student
STUDENT PHYSICAL ADDRESS 1	StudentPersonal/AddressList/Address[@Type='0765']/Street/Line1	False	StudentPersonal	The first line of the student's physical address
STUDENT PHYSICAL ADDRESS 2	StudentPersonal/AddressList/Address[@Type='0765']/Street/Line2	False	StudentPersonal	The second line of the student's physical address
STUDENT PHYSICAL CITY	StudentPersonal/AddressList/Address[@Type='0765']/City	False	StudentPersonal	The city of the student's physical address
STUDENT PHYSICAL STATE	StudentPersonal/AddressList/Address[@Type='0765']/StateProvince	False	StudentPersonal	The state of the student's physical address
STUDENT PHYSICAL ZIP CODE	StudentPersonal/AddressList/Address[@Type='0765']/PostalCode	0	StudentPersonal	The zip code of the student's physical address
STUDENT MAILING ADDRESS 1	StudentPersonal/AddressList/Address[@Type='0123']/Street/Line1	False	StudentPersonal	The first line of the student's mailing address

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
STUDENT MAILING ADDRESS 2	StudentPersonal/AddressList/Address[@Type='0123']/Street/Line2	False	StudentPersonal	The second line of the student's mailing address
STUDENT MAILING CITY	StudentPersonal/AddressList/Address[@Type='0123']/City	False	StudentPersonal	The city of the student's mailing address
STUDENT MAILING STATE	StudentPersonal/AddressList/Address[@Type='0123']/StateProvince	False	StudentPersonal	The state of the student's mailing address
STUDENT MAILING ZIP CODE	StudentPersonal/AddressList/Address[@Type ='0123']/PostalCode	False	StudentPersonal	The zip code of the student's mailing address
MESA PROGRAM	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions'] / StudentPersonalExtensions/MESAProgram	1	StudentPersonal	Student involvement in MESA program
DISTRICT OF RESIDENCE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions'] / StudentPersonalExtensions/DistrictOfResidence	1	StudentPersonal	District of residence
SCHOOL OF RECORD	StudentSchoolEnrollment[@MembershipType]	0	StudentSchoolEnrollment	School is student's 'school of record'
GIFTED	StudentPersonal/GiftedTalented	0	StudentPersonal	"Gifted" student
504 SERVICES	StudentPersonal/Section504	0	StudentPersonal	Student received section 504 services
ELL INSTRUCTION TYPE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions'] / StudentPersonalExtensions/ELLInstructionType	1	StudentPersonal	ELL instruction type student receives
NCLB SCHOOL CHOICE	Indicates whether the student is enrolled in this school, outside of their assigned attendance area, by choice under the provisions of NCLB Title 1 Part A	1	StudentSchoolEnrollment	School out of area by choice

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
NCLB SUPP SERV LANG	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/NCLBSuppServLang	1	StudentPersonal	Recv'd Supplemental services in Language
NCLB SUPP SEV MATH	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/NCLSSuppServMath	1	StudentPersonal	Recv'd Supplemental services in Math
STATEWIDE STUDENT ID	StudentPersonal/StateProvinceId	0	StudentPersonal	Statewide student identifier
CUMULATIVE GPA	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/CumulativeGPA	1	StudentPersonal	Student's cumulative GPA
SPECIAL ED EXIT DATE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/SpecialEdExitDate	1	StudentPersonal	Date student exited Special Ed services
KINDERGARTEN TYPE	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/KindergartenType	1	StudentSchoolEnrollment	Kindergarten type (if student grade '00')
MILITARY CHILD	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/MilitaryChild	1	StudentPersonal	Is student a child of military
REFUGEE STUDENT	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/RefugeeStudent	1	StudentPersonal	Does student have refugee status?
IMMIGRANT	StudentPersonal/Immigrant	0	StudentPersonal	Is student an immigrant?

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
READ GRADE LEVEL	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions'] / StudentPersonalExtensions/ReadGradeLevel	1	StudentPersonal	Did the student have an Acadience Reading Benchmark composite score of “At or Above Benchmark” (mid-year)?
READING GRADE LEVEL - FALL	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions'] / StudentPersonalExtensions/ReadGradeLevelFall	1	StudentPersonal	Did the student have an Acadience Reading Benchmark composite score of “At or Above Benchmark” (fall)?
READING GRADE LEVEL - SPRING	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions'] / StudentPersonalExtensions/ReadGradeLevelSpring	1	StudentPersonal	Did the student have an Acadience Reading Benchmark composite score of “At or Above Benchmark” (spring)?
BEGIN YEAR ROGL COMPOSITE SCORE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions'] /StudentPersonalExtensions/BeginYearROGLCompositeScore	True	StudentPersonal	Early Literacy Program Beginning-of-year (BOY) reading composite score.
MID YEAR ROGL COMPOSITE SCORE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions'] /StudentPersonalExtensions/MidYearROGLCompositeScore	True	StudentPersonal	Early Literacy Program Middle-of-year (MOY) reading composite score.
END YEAR ROGL COMPOSITE SCORE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions'] /StudentPersonalExtensions/EndYearROGLCompositeScore	True	StudentPersonal	Early Literacy Program End-of-year (EOY) reading composite score.
READING INTERVENTION	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions'] / StudentPersonalExtensions/ReadingIntervention	1	StudentPersonal	Receiving reading intervention?
EARLY NUMERACY STATUS – BEG. OF YEAR	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions'] /StudentPersonalExtensions/EarlyNumeracyStatusBOY	True	StudentPersonal	The test result or a reason explaining the lack of an Acadience Mathematics result for the beginning of year test session.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
EARLY NUMERACY STATUS - MIDYEAR	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/EarlyNumeracyStatusMOY	True	StudentPersonal	The test result or a reason explaining the lack of an Acadience Mathematics result for the middle of year test session.
EARLY NUMERACY STATUS – END OF YEAR	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/EarlyNumeracyStatusEOY	True	StudentPersonal	The test result or a reason explaining the lack of an Acadience Mathematics result for the end of year test session.
EARLY NUMERACY INTERVENTION	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/EarlyNumeracyIntervention	True	StudentPersonal	At any time during the year did the student receive a mathematics remediation intervention?
RACE OBSERVER ID	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/RaceObserved	1	StudentPersonal	Was RACE self-identified or observer id?
ACCOMPANIED STUDENT	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/AccompaniedStudent	1	StudentPersonal	Parent/Guardian accompanied student?
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	LEA number
EARLY GRADUATE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/EarlyGrad	True	StudentPersonal	Does the student intend to graduate early in accordance with their SEOP?
EL PROFICIENCY ASSESSMENT	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/ELProficiencyAssessment	True	StudentPersonal	Pre-registered for the English Language Proficiency exam?
TITLE 1 MATH	StudentSchoolEnrollment/SIF_ExtendedElements/SIF_ExtendedElement\[@Name='UTExtensions'\]/StudentSchoolEnrollmentExtensions/Title1Math	True	StudentSchoolEnrollment	Title 1 Targeted Assistance Program - Additional Math services provided.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
TITLE 1 ELA	StudentSchoolEnrollment SIF_ExtendedElements/SIF_ExtendedElement\[@Name='UTExtensions'\]/StudentSchoolEnrollmentExtensions/Title1ELA	True	StudentSchool Enrollment	Title 1 Targeted Assistance Program - Additional ELA services provided.
TITLE 1 SCIENCE	StudentSchoolEnrollment /SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/Title1Science	True	StudentSchool Enrollment	Title 1 Targeted Assistance Program - Additional Science services provided.
TITLE 1 HEALTH	StudentSchoolEnrollment /SIF_ExtendedElements/SIF_ExtendedElement\[@Name='UTExtensions'\]/StudentSchoolEnrollmentExtensions/Title1Health	True	StudentSchool Enrollment	Title 1 Targeted Assistance Program - Student received Health/Dental assistance supported by Title 1 funds.
TITLE 1 ACADEMIC GUIDANCE	StudentSchoolEnrollment /SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/Title1AcademicGuidance	True	StudentSchool Enrollment	Title 1 Targeted Assistance Program - Student received Academic guidance assistance supported by Title 1 funds.
TITLE 1 SOCIAL STUDIES	StudentSchoolEnrollment /SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/Title1SocialStudies	True	StudentSchool Enrollment	Title 1 Targeted Assistance Program - Additional Social Studies services provided.
TITLE 1 VOCATIONAL	StudentSchoolEnrollment /SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/Title1Vocational	True	StudentSchool Enrollment	Title 1 Targeted Assistance Program - Student received vocational/career services supported by Title 1 funds.
TITLE 1 PARAPROS	StudentSchoolEnrollment /SIF_ExtendedElements/SIF_ExtendedElement\[@Name='UTExtensions'\]/StudentSchoolEnrollmentExtensions/Title1ParaPros	True	StudentSchool Enrollment	Student received services from SB81 funding of Title 1 ParaPros.
INTERGENERATIONAL POVERTY GRANT	StudentSchoolEnrollment /SIF_ExtendedElements/SIF_ExtendedElement\[@Name='UTExtensions'\]/StudentSchoolEnrollmentExtensions/IntergenerationalPovertyGrant	True	StudentSchool Enrollment	Student was a direct beneficiary of services supported by Intergenerational Poverty Grant.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
AFTER SCHOOL 21ST CENTURY	StudentSchoolEnrollment /SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/AfterSchool21CCLC	True	StudentSchool Enrollment	Student is a participant of Afterschool Program on or off site supported by 21st Century Community Learning Center Grant - 21 CCLC.
EL STATE SOFTWARE	StudentSchoolEnrollment /SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/ELStateSoftware	True	StudentSchool Enrollment	Student participated in State Provided EL Software.
EARLY CHILDHOOD READING STATE SOFTWARE	StudentSchoolEnrollment /SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSchoolEnrollmentExtensions/EarlyChildhoodReadingStateSoftware	True	StudentSchool Enrollment	Student participated in State Provided Early Childhood Reading Software.
PASSED CIVICS EXAM	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/PassedCivicsExam	True	StudentPersonal	Indicates if a student has passed a basic civics exam or an alternative civics exam as defined by Utah Code 53E-4-205 or Board Rule R277-700. Allows 'Y' or blank.
Biliteracy 1 Level	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/Biliteracy1Level	True	StudentPersonal	Students should be marked either "None (blank)" or "Intermediate-Mid (IM)". For the Seal of Biliteracy if they pass a board approved test with an Intermediate-Mid score or a language portfolio. Intermediate-Mid level means a level of language proficiency in terms of speaking, writing, listening in real world situations. See Board Rule R277-499.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
Biliteracy 1 Language	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/Biliteracy1Language	True	StudentPersonal	(Required if Biliteracy1Level = 'IM') Note 1: If present, it must be listed in the "Language Codes" section of this document.
Biliteracy 2 Level	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/Biliteracy2Level	True	StudentPersonal	Students should be marked either "None (blank)" or "Intermediate-Mid (IM)". For the Seal of Biliteracy if they pass a board approved test with an Intermediate-Mid score or a language portfolio. Intermediate-Mid level means a level of language proficiency in terms of speaking, writing, listening in real world situations. See Board Rule R277-499.
Biliteracy 2 Language	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/Biliteracy2Language	True	StudentPersonal	(Required if Biliteracy2Level = 'IM') Note 1: If present, it must be listed in the "Language Codes" section of this document.
WIDA_Screener_Score	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/WIDAScreenerScore	True	StudentPersonal	Score of WIDA Screener exam
WIDA_Screener_Date	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/WIDAScreenerDate	True	StudentPersonal	Date of WIDA Screener exam
GPS_Latitude	StudentPersonal/AddressList/Address[@Type ='0765']/GridLocation/Latitude	False	StudentPersonal	Latitude for the student's physical address in decimal format.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Short Description
GPS_Longitude	StudentPersonal/AddressList/Address[@Type ='0765']/GridLocation/Longitude	False	StudentPersonal	Longitude for the student's physical address in decimal format.
GeoCode	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/GeoCode[@AddressType ='0765']	True	StudentPersonal	Open Location Code, aka plus code, for the student's physical address.
Credible Threat	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/CredibleThreat	True	StudentPersonal	Most recent date when a student was flagged as a credible threat.
USDB Outreach Flag	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/USDBOutreachFlag	True	StudentPersonal	Received services from USDB.

Student Record (S1): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of a student record must always contain the record identifier "S1=".

LEA Number: **(Required)** The actual LEA number. This will be validated using the CACTUS database.

School Number: **(Required)** The actual school number. This will be validated against schools in the CACTUS database.

Student Number: **(Required)** The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, sex, and SSID will be compared to see if it's the same student, which makes it acceptable at the LEA level (not within a school).

Note: Student numbers will be routinely printed on reports, such as individual student test profiles, that the USBE returns to LEAs for use by teachers and parents. We, therefore, strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.

Last Name: **(Required)** Student's last name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 100 characters in length.

Only alpha characters (A-Z), SPACE, single quote (') and hyphens (-) are allowed. Left justified with trailing blanks.

First Name: **(Required)** Student's first name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 100 characters in length.

Only alpha characters (A-Z), SPACE, single quote (‘) and hyphens (-) are allowed. Left justified with trailing blanks.

Middle Name: **(Optional)** Student’s middle name or initial as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 100 characters in length.

Only alpha characters (A-Z), SPACE, single quote (‘) and hyphens (-) are allowed. Left justified with trailing blanks.

Birth Date: **(Required)** Student’s birth date as it appears on his/her birth certificate. Must include the century.

The format is YYYYMMDD.

Must be a valid date; can’t be current or future date. If calculated age is greater than 21 on July 1 of the school year the enrollment record will be blocked. If the student is in grade pre-k and the calculated age is less than 3 the membership must be 0. If the student does NOT have an S2 record AND is enrolled in kindergarten or a higher grade, calculated age cannot be less than 5 as of September 1 of the school year. Calculated age of a student enrolled in kindergarten or a higher grade without an S2 record may be 4 if Military Child is ‘Y’ [Utah Code53E-3-905(4)]

Note 1: Students under age 3 must have ZERO membership.

Note 2: If the student is age 22 as of July 1 of the school year, the student will not be permitted to enroll for the school year. If the student is age 21 as of July 1 the student can enroll and attend for the entire school year (see 53E-7-202).

Note 3: Birth date in the SIS and SSID must match. If not, it will trigger a level 1 fatal validation error.

Notes on birth certificates:

Statute (UCA 53G-6-603) states in subsection (1): "Upon enrollment of a student for the first time in a particular school, that school shall notify in writing the person enrolling the student that within 30 days he must provide either a certified copy of the student's birth certificate, or other reliable proof of the student's identity and age, together with an affidavit explaining the inability to produce a copy of the birth certificate."

Can an electronically submitted copy of a birth certificate be used for registering a student? Often, certified copies of birth certificates have a colored stamp and sometimes a mark imprinted on the paper showing it is a certified copy. Submitting an electronic copy of a certified birth certificate (especially if the electronic copy is black and white) would not have either indication it is certified; thus, an electronically submitted copy of a birth certificate may not meet the requirement for a “certified copy.”

Can an electronically submitted copy of a birth certificate be accepted as “Reliable Proof”? LEAs may deem an electronic (colored) version of a certified birth certificate to be sufficient "reliable proof" as long as it is accompanied by a notarized affidavit. Keep in mind, the intent of this law is to prevent “missing children” from being enrolled in school by someone who is not legally entitled to have custody of the child. As such, LEAs are advised to require the affidavit and an explanation of why they cannot produce the document in person. Thus, an electronic copy of a

certified birth certificate could be acceptable under this code provision. It depends on what the LEA deems reliable.

If another school/LEA has enrolled the student with the certified copy of the birth certificate and they send the birth certificate to the new school with the records or transfer request, does the new school still need to see the certified copy or other reliable proof from the parent? No. The transferee LEA should be able to rely on the transferring LEA's prior corroboration of the previously-submitted birth certificate. Courts in different states do that all the time regarding an order or judgment rendered in one state court and imported into another state's court (called "full faith and credit"). I see no reason why LEAs can't do the same.

Can the affidavit be a fillable form created by the LEA? Yes, however, the affidavit has to have an original signature and must be notarized.

Can the LEA decide what constitutes acceptable reasons for the affidavit. For example, if the LEA decides they will accept other reliable proof so that they can conduct registration electronically rather than in person, can they choose to accept an affidavit with the reasoning being "due to digital registration"? The LEA's discretion lies in determining what is reliable alternative proof of the student's identity and age. This statute does not give an LEA flexibility to reject a parent's explanation in the affidavit. In other words, the LEA can choose what meets the requirement for other reliable proof but cannot choose which reasons are acceptable or not.

Sex: (**Required**) Student's **sex** code. This can be any letter (A-Z) indicating **the student's sex, but must match the sex category found on the student's official documentation (i.e., birth certificate).** Defined codes are in the table below.

Code	Meaning
F	Female
M	Male
all other letters	Not defined by USBE

Note: **The sex reported in the SSID system and the sex submitted to UTREx (from the SIS) both have to match the student's birth certificate or official documentation used to enroll the student. Requests to update sex values in historic UTREx and USBE records (when there has been a legal change), should be submitted through the UTREx Historical Update Request system.**

Hispanic/Latino Ethnicity: (**Required**) Is the student a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin (regardless of race)?

Code	Meaning
Y	Yes
N	No

Note: Unlike the racial categories, this field cannot be left blank. If the student is NOT does not identify as Hispanic or Latino/Latina/Latinx ethnicity 'N' must be explicitly stated. If the student identifies as Hispanic or Latino/Latina/Latinx ethnicity enter 'Y'.

American Indian / Alaska Native: (See Notes after RACE WHITE field for requirements) Is this student a person having origins in any of the original peoples of North, Central, or South America?

Code	Meaning
Y	Yes
Blank	No

Asian: (See Notes after RACE WHITE field for requirements) Is this student a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam?

Code	Meaning
Y	Yes
Blank	No

Black or African American: (See Notes after RACE WHITE field for requirements) Is this student a person having origins in any of the original peoples of Africa, or black racial groups of other regions?

Code	Meaning
Y	Yes
Blank	No

Native Hawaiian or Other Pacific Islander: (See Notes after RACE WHITE field for requirements) Is this student a person having origins in any of the original peoples of Hawaii, Guam, Samoa, Tonga, or another Pacific Island?

Code	Meaning
Y	Yes
Blank	No

White: (See Notes listed next for requirements) Is this student a person having origins in any of the original peoples of Europe, the Middle East, or North Africa; or white racial groups of other regions?

Code	Meaning
Y	Yes
Blank	No

Ethnicity/Race Notes:

1. Hispanic/Latino must be Y or N. Additionally, at least one of the race fields (American Indian, Asian, Black, Pacific Islander, or White) must be Y. If a student, or parent on behalf of a student, refuses to self-identify, the school which enrolls the student must use a consistent "observer identification" methodology to determine both ethnic (Hispanic/Latino or not) and racial identity of the student.
2. If American Indian is Y, Tribal Affiliation cannot be blank.

3. For the purpose of summarizing race/ethnicity data to support the allocation of state funds, any student identified as Hispanic, American Indian, Asian, Black, or Pacific Islanders, singly or in combination with other categories (including White), will be considered a member of an "ethnic minority."

4. For summarizing race/ethnicity data to report basic demographic information to the federal government, a student:

   a. Identified as Hispanic/Latino will be counted in the Hispanic/Latino category.

   b. Not identified as Hispanic/Latino and identified with only one race will be counted in that racial category.

   c. Not identified as Hispanic/Latino but identified with two or more races will be counted in a "two or more races", or "multi-race" category.

5. This way of defining, collecting and reporting race/ethnicity data is based on a federal mandate as specified in the Federal Register, Vol. 72, No. 202, October 19, 2007, pp. 59266-59279, at: http://nces.ed.gov/forum/pub_2008802.asp

6. For guidance in implementing the mandate, including suggestions on how to conduct observer identification, LEAs are very strongly advised to consult Managing and Identity Crisis Forum to Implementing New Federal Race and Ethnicity Categories (Oct. 2008) at: http://nces.ed.gov/pubs2008/rediguide/ch4_3.asp

Grade Level: **(Required)** Student's current grade level.

Code	Grade Levels
-1 or PK	Pre-Kindergarten
00 - 12	Kindergarten through Grade 12

Note 1: If a student remains in school after their senior year, either because they are a retained senior or it is allowed by their IEP, their grade level would continue to be indicated as 12.

Note 2: During the actual database update process, an error will be generated, and the update stopped, if a student's grade level is outside of the grade high range for the school, as defined in CACTUS, under which the student is submitted. If the student is outside of the grade low range for the school, then a warning will be generated but the update will still be processed.

Age as of September 1st	Typical Age Based Grade Level
3	PK
4	PK
5	K
6	1
7	2
8	3
9	4
10	5
11	6
12	7
13	8
14	9

Age as of September 1st	Typical Age Based Grade Level
15	10
16	11
17-21	12

Entry Date: **(Required)** Date the student entered school this school year. The format is YYYYMMDD. The entry date cannot be prior to July 1st of the current school year.

Exit Date: **(Required if there is an Exit Code)** Day *following* the last day of school membership. It must include the century. The format is YYYYMMDD. If present, the date *must* be within the current school year (July 1 - June 30). If the student is still attending the school being reported in the SCHOOL (SC) record prior to this S1 record, or if the student is still attending the school at year-end, leave this field blank.

Note 1: If a student record (S1) contains an EXIT DATE prior to or on October 1 or prior to or on December 1; that student will NOT be included in the October 1 and/or the December 1 counts. An EXIT DATE of October 1 or December 1 means the last day was actually September 30 or November 30 respectively and therefore the student will not be counted.

Note 2: If a student is exited and then reentered into the school on the same day (for reasons such as they changed from full-time to part-time status, etc.), please be sure to exit and create new Scram (S2) and YIC (S3) records at the same time.

Note 3: Some SIS systems will add an extra day onto the exit date when submitting the date to UTREx. In such cases the exit date entered in the SIS system should be the last day the student attended. Please contact your LEA's SIS provider to learn how your SIS system handles exit dates.

Exit Code: **(Required if an Exit Date)** This code identifies the reason for the above exit date.

Exit Code	Reason
11	Early Graduate – 9th, 10th, or 11th Grade
AE	Transferred to Adult Education
AS	Adult Ed student for whom the LEA will retain responsibility and continue to provide SpEd services
CB	Early Graduate – Personalized, Competency-Based Learning (PCBL)
CH	Transferred from Charter to Home School
DE	Death
DO	Dropout
EX	Expelled
FE	Foreign Exchange Student
GE	GED
HE	Transferred to Higher Education, except UCAT/USTC
IB	Graduate – International Baccalaureate Education
OG	Other Graduate
PR	Promoted to the next grade level; expected to return to LEA

Exit Code	Reason
Q1	Early Graduate – 1st Quarter Senior Year
Q2	Early Graduate – 2nd Quarter Senior Year
Q3	Early Graduate – 3rd Quarter Senior Year
TC	Transferred out of country
TD	Transferred within the LEA
TH	Transferred to home school
TO	Transferred out of state
TP	Transferred to a Private School
TR	Transferred to a Charter School
TS	Transferred to a school in another USBE public LEA
TT	Transferred to another track within the school
T1	Early Graduate – 1st Trimester Senior Year
T2	Early Graduate – 2nd Trimester Senior Year
UC	Transferred to Utah System of Technical Colleges (formerly UCAT)
UN	Unknown
WD	Withdrawn – see note 4
WM	Withdrawn Medical
WP	Withdrawn from Preschool
Blank	If Exit Date is left blank

Exit Code Notes:

1. If the student is a senior (Grade Level = 12) and none of the exit codes apply, use the High School Completion Status field unless the senior is Part Time 'H' or 'P'. If a senior is Part Time 'H' or 'P', Exit code cannot be blank AND High School Completion Status can't be used (for a senior who has been marked part time 'H', enter an exit code of 'TH'; for part time 'P', enter an exit code of 'TP').
    a. Transfer to Homeschool for graduation: For students who are part-time homeschool students who must be excluded from the LEA graduation rate, exit the student with the TH or CH exit code and leave the high school completion status blank.
2. If any of the Early Graduate exit codes are used, see Note 5 under High School Completion Status.
3. Use 'DO' for students in any update who were dropped from membership under the 10-day rule (see Board Rule R277-419) and cannot be properly accounted for at the time of the update by any other exit code.
4. Use 'WD' only in a situation so serious that educational services can't be continued even under conditions of Board Rule R277-419. 'WD' is a dropout.
5. Use 'FE' for students who withdrew to, and actually did, formally enroll in school in another country as a foreign exchange student, or for foreign exchange students enrolled in your LEA that exited to return home.
6. Use 'OG' for students who exit as completers, or who aged out before the end of the school year, or for retained seniors who graduate prior to the end of the school year. If the Exit Code is 'OG', High School Completion Status must be 'GA', 'GC', 'GM', 'GR', 'GQ', 'CT', or 'AO'.
7. Use 'TC' for students who transferred out of the United States. Outlying areas (such as American Samoa, Guam, the Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands) are considered to be outside of the United States.

8. 'EX', unless updated before Oct 1 of the following school year (through S1-X record submission or historical update request) S1-Xwill count as a dropout.
9. Use 'GE' for students who exited the LEA to pursue a GED. 'GE' will count as a dropout. If the LEA receives notice that the student passed the GED before Oct 1, the LEA can change the student's high school completion status to 'GG'. 'GG' will count as an *Other Completer*, which is neither a dropout nor a graduate.
10. Use 'AE', 'HE', or 'UC', as appropriate, when the student leaves the K-12 system to enroll in another level of schooling without first having earned a high school diploma.
    a. *AE exit code is dropout no matter what the circumstances. For students exiting to Adult Ed for whom the LEA will retain responsibility and continue to provide SpEd services, don't exit the student with the exit code AE. Use the AS exit code.*
    b. *Use AE if the student is going to jail, and the jail has requested transcripts for the student. In Utah, Adult Education is the service provider for Adult Corrections (jails, prison, etc.) while Youth in Custody is the service provider for Juvenile Corrections.*
11. For students transferring to Job Corps: If the student transfers to either the Weber Campus Job Corps or the Clearfield Job Corps, use 'TP'. As of the 2019 school year both of these schools are considered to be private schools.
12. If Exit Code is 'WP', Grade Level must be PK.
13. Use 'UN' when the location or status of the student is unknown or uncertain. 'UN' will count as a dropout
14. The Transfer under NCLB rule was not renewed in ESSA, thus the TN exit code is obsolete.
15. CH versus TH transfer to homeschool codes: Districts should use the 'TH' exit code and Charters should use 'CH'. Documentation is required as outlined by Utah Code 53G-6-204:

    When a parent withdraws an enrolled school-age child from school for the purpose of home-schooling, or chooses not to enroll a school-age ch ild, the parent shall provide a one-time initial notification, that may include a letter of intent, to the local school board of the school-age child's district of residence.

    The district of residence holds the responsibility of maintaining the record of the notification. Charters must verify the student has registered as a home school student with their district of residence and should be able to produce written evidence of a good faith effort to do its part in properly accounting for the student.

16. Supplemental Services – When to use TP or CH/TH
    a. *If a student exits your LEA to enroll full-time in a Supplemental Service Program (they have the opportunity to graduate from that program) you need to use the Transfer to Private (TP) exit code.*
    b. *If the student exits your LEA but is just taking a handful of courses or to complete credit recovery for some courses but will not be enrolling full-time then you need to use the Transfer to Homeschool code (CH or TH) and a homeschool affidavit needs to be filed with the district of residence.*
17. Hospital or treatment facility, and serious medical conditions – When to use WM or TP
    a. *Use 'WM' when the student's medical condition is so serious it impedes any continuation of educational services. Requires documentation.*
    b. *You might use the WM code or the TP code when a student will be put in a hospital or other type of treatment facility to receive services for a health condition that is too severe for the LEA to continue to provide services, however, if the LEA is providing the services then the LEA should keep the student enrolled (see continuing enrollment measures in Board Rule R277-419).*

c. *Regardless of whether you use WM or TP the end result will be the same in terms of graduation and dropout rate calculations - both codes are excluded However, the LEA should consider whether they have adequate documentation to support the code used. Some considerations:*
   i. *Most residential treatment centers and Primary Children's are accredited, have educational resources available, and are not part of the USBE system, so they should be treated as a private institution – use TP*
   ii. *When a student is forced to leave schooling by a medical condition, where the student winds up isn't the issue – use WM because the medical condition is the reason the student exited the school*
   iii. *A parent may decide to move a student to a residential treatment based on their perceptions of the student's medical or health issues. Documentation of the medical issue might not be sufficient to justify use of the WM code – use TP*
   iv. *The school/state decides that the student should be placed in a residential treatment center. Documentation of the medical issue is sufficient to justify use of the WM code – use WM*

18. The '11' exit code is for students in 9th, 10th, and 11th grade who have graduated early from high school with a regular diploma.
19. The 'PR' exit code is for students who have completed the school year without exiting the school and are *promoted* to the next grade or otherwise expected to return the next year under the same LEA's responsibility. If exit date is blank exit code is not required by UTREx, however, some SISs don't permit blank exit codes at end of year, thus the PR exit code is an alternative to blank or null for student information systems which require an explicit exit code at year end. In general, use exit codes when necessary or helpful, although explicit coding of data rather than leaving blanks is generally a good idea.
20. Use 'CB' for reporting that a student is graduating early after participating in Personalized, Competency-Based Learning (PCBL). If the Exit Code is 'CB', High School Completion Status must be 'GA', 'GM', 'GR', or 'GQ' and the school must have the CBE flag marked in CACTUS. Contact Nathan Auck with questions about the PCBL program or to apply to participate, Nathan.Auck@schools.utah.gov. See the newly updated *Guide to Education Flexibility in Utah* here: https://www.schools.utah.gov/curr/pcbl/_pcbl_/GuideEducationFlexibilitiyUtah.pdf
21. Use 'IB' for reporting students who have completed the IB coursework and are taking the IB tests for an International Baccalaureate Diploma. If the Exit Code is 'IB', High School Completion Status must be 'GA', 'GM', 'GR', or 'GQ'. The school must be marked in CACTUS as IB.

For questions or further information about exit codes, high school completion statuses and graduation and dropout rates contact Calista Crays (801-538-7951); calista.crays@schools.utah.gov

For questions about how exit codes and high school completion statuses are used to identify "event dropout" for OSEP Indicator 2, or for how the OSEP indicator 1 graduation rate is calculated contact Malia Mcilvenna (801-538-7731); malia.mcilvenna@schools.utah.gov

School Membership: **(Required)** Regular student aggregated school membership. This field should be recalculated for each update and should reflect the total aggregate school membership for this school year, accurate up to the day you create the update file.

Membership days should be reported in 180-day equivalent days. Must be complete (right justify, zero fill). '000' is okay.

School Membership Notes:

1. Include only regular school membership days in this total. For self-contained Special Ed or YIC students, any self-contained membership days should NOT be included here. Report all self-contained membership days:

   Special Ed: on an 'S2' record with SCRAM Time = C
   YIC: on an 'S3 record with YIC Time = C

   For resource Special Ed or YIC students (Time = A or B), their membership in school is included on the 'S1' record and their membership in the resource program of Special Ed or YIC 'Time' is included on the 'S2' or 'S3' record.

2. If you have students (especially ELL students) that are attending private schools or are home schooled but are NOT actually receiving services (they are eligible to receive services you provide, but have not elected to do so) enter the three characters 'PVT' for Private School or 'HSC' for Home school in this field. All other membership (S2, etc.) must be zero. Also, Part Time must be BLANK. Any student with 'PVT' or 'HSC' here must be submitted under school 995 (private school)
   or 990 (home school).

   Do not use 'PVT' or 'HSC' here for private or home-schooled students that are actually receiving services. These students should be enrolled in a school other than 995 or 990 with membership greater than zero and Part Time should be 'H' or 'P'.

2. The sum of school membership (S1) and self-contained SCRAM membership (S2s with SCRAM Time = C) cannot exceed 180 days.
3. The sum of school membership (S1) and self-contained YIC membership (S3s with YIC Time = C) cannot exceed 180 days.

4. All blanks reported for Membership are transformed to '000' prior to UTREx Level 1 validation.

5. Membership cannot not be negative.

180 Day Equivalency Notes and Calculation Example:

1. Utah Code 53F-2-302 requires LEAs to report as half-day kindergarten all kindergarten students who do not attend an equivalent length of schedule as grades 1 through 3. See Kindergarten Type for more information on kindergarten type codes.
2. All membership for students in grades Kindergarten through 12 should be reported in 180 day equivalents.
   a. Historically the 180 day equivalency calculation was based on the requirement for students to receive 990 hours of instruction (see Board Rule R277-419 for more information on Pupil Accounting). Since 990 hours is no longer a requirement, LEAs must establish their own method for reporting a student's membership and attendance in 180 day equivalents.
   b. A traditional attendance validated school may still base their schedule on 990 hours of instruction, and thus, continue to use the historical method for calculating 180 day equivalency: total clock hours of instruction for which the student was enrolled during the school year divided by 990 hours and then multiplied by 180 days and finally rounded up to the nearest whole day. For example, if a student was enrolled for only 900 hours during the school year, the student's aggregate membership would be (900/990)*180, and the LEA would report 164 days.
3. A student's membership, attendance, and days absence should be reported using the same equivalency calculation.

1. Students with an Early Graduation Plan (with the Early Graduate flag marked) may exceed 180 days of membership and attendance. The method for calculating membership in excess of 180 days should follow the methodology for calculating 180 day equivalency.

High School Completion Status: (Optional except as indicated below) All students who are seniors (Grade Level = 12), and that are NOT exited must have one of the following codes indicating the final outcome of their schooling as of the last day of school. Also required if student is an early graduate (exit codes '11', 'CB', 'Q1', 'Q2', 'Q3', 'T1', 'T2') or school exit code is 'OG'.

Code	Meaning
AO	Aged out of special education
CT	Certificate of Completion
DO	Dropout
GA	State Defined Alternate Diploma – Only for students with the most significant cognitive disability (SWMSCD) ~~students with a Significant Cognitive Disability (SCD)~~, as defined in Board Rule R277-705, who have earned an Alternate Diploma, which is (1) standards-based, and (2) aligned with State requirements for the regular high school diploma
GC	Adult Education Secondary Diploma – Carnegie Units
GG	Utah High School Completion Diploma (GED)
GM	Basic High School Diploma Military - student did not meet requirements of GA, GR, or GQ, but satisfies other criteria provided specifically for military children. Utah Code 53E-3-901.
GP	Graduation Pending
GQ	Basic High School Diploma – Student met additional mathematic competency requirements as outlined in Utah Code 53E-4-206.
GR	Basic High School Diploma
RT	Retained Senior
RA	Retained Senior on path to an Alternate Diploma (see GA code)

High School Completion Status Notes:

1. Use of the 'GR', 'GA', and 'CT' codes is governed by Board Rule R277-705.

2. Use 'GP' for students who are enrolled in a summer program with the expectation of obtaining a high school diploma by October 1. 'GP', unless updated before Oct 1 of the following school year (through S1-X record submission or historical update request) will count as a dropout.

3. Use 'RT' for students in grade 11 or 12 who meet the criteria listed in Board Rule R277-419 for continuing to enroll beyond the age of 17 after one's cohort has graduated and who are expected to re-enroll in the following year, but are not on a path to receive an Alternate Diploma.

4. Use 'RA' for students in grade 11 or 12 who meet the criteria listed in Board Rule R277-419 and R277-705 for continuing to enroll beyond the student's cohort year and who are on a path to receive an Alternate Diploma. If 'RA' is used, the student must have the 1% flag marked in the associated SCRAM record, and the current school year must be equal to the student's cohort year (or reassigned cohort year). If a student is submitted with an RA code their cohort year will be reassigned. Once a student's cohort year has been reassigned the

only way the student can be included as a graduate in the four-year cohort graduation rate is with the GA code.

5. For the purpose of calculating graduation and dropout rates, 'CT' will count as an *Other Completer*, which is neither a dropout nor a graduate.

6. If an Early Graduation value is submitted in the Exit Code ('Q1', 'Q2', 'Q3', 'T1', 'T2', 11, or 'CB') you MUST supply one of the graduate codes (GA, GM, GR, or GQ) in the High School Completion Status. Information on the Early Graduate funding is available on the USBE website here: https://www.schools.utah.gov/curr/earlycollege?mid=1354&tid=4

7. If 'GA' is used, the student must have the 1% flag marked in the associated SCRAM record. 'GA' will count as a graduate.

8. Use 'DO' for seniors who did not exit and do not fit any other category.

9. For a senior who has been marked part time 'P' or 'H', leave the hs completion status blank and enter an exit code of 'TP' or 'TH'. See notes on exit codes.

10. If 'AO' is used, SCRAM Exit Reason must be 'D'.

11. If 'GM' is used, the Military Child status must be 'Y'.

12. The use of 'GC' and 'GG' are governed by Board Rule R277-733. The USBE Adult Education program will report these graduates to LEAs twice a year – July and September. 'GC' and 'GG' can't be used for early graduates.

13. To be awarded the Alternate Diploma a student must meet requirements in Board Rule R277-705. The Alternate Diploma is not a diploma based solely on meeting a student's IEP goals. Additional guidance on the state defined Alternate Diploma can be found in the ESSA Graduation Rate Guidance, January 2017 and on the USBE website here: https://www.schools.utah.gov/specialeducation/programs/secondarytransitiongraduation

14. When to use CT versus RT/RA

    For students who do not have an IEP, if the LEA is trying to decide between the CT code and the RT code, they should choose CT if the student will not return to school the next year, and they should choose RT if the student will return to school the next year. If a student has the CT code and does not have a Scram record the student will be blocked from getting into UTREx by a permanent exit fatal error (see the UTREx permanent exit validation error details).

    For students who have an IEP, if the LEA is trying to decide between the CT code and the RT code, they should choose CT regardless of whether the student will be returning to school the next year or not.

    For students who have an IEP who are on path to the Alternate Diploma, if the LEA is trying to decide between the CT code and the RA code, they should choose RA code so the student's cohort will be adjusted, and the student will remain eligible to be counted as a graduate with the Alternate Diploma in their adjusted four year cohort.

For questions or further information about exit codes, high school completion statuses and graduation and dropout rates contact Calista Crays (801-538-7951); calista.crays@schools.utah.gov

For questions about how exit codes and high school completion statuses are used to identify "event dropout" for OSEP Indicator 2, or for how the OSEP indicator 1 graduation rate is calculated contact Malia Mcilvenna (801-538-7731); malia.mcilvenna@schools.utah.gov

Part Time: **(Optional)** This is for indicating the status of a student who is enrolled for only part of the school day. Must be blank if 'PVT' or 'HSC' in school membership.

Code	Meaning
H	Home Schooled
P	Private School
S	"Stable" See Note 3
Blank	Not Part Time

Note 1: Use 'H' (Home Schooled) for a part time student:

a) whose family received a certificate in accordance with Utah Code 53G-6-204, exempting them from public school attendance, AND
b) who is enrolled in a public school for part of the day.

Note 2: Use 'P' (Private School) for a part time student:
a) who is enrolled in a private school AND
b) who is enrolled in a public school for part of the day.

Note 3: Use 'S' for all other part time students, including any student who:

a) is neither home schooled nor enrolled in a private school

b) is either enrolled in public school part time OR who is attending your school part time and attending another public-school part time

c) should not be identified as mobile due to having less than 160 days of membership

d) should be included in accountability despite having less than 160 days of membership

Note 4: Do not report a student as part-time if they are enrolled full time but attend less than a full day due to a release or exemption as allowed by Board Rule R277-419.

Tribal Affiliation: **(Required if American Indian/Alaska Native is 'Y')** This code indicates the Indian tribal affiliation of students.

Code	Meaning
G	Goshute
N	Navajo
P	Piute
S	Northwest Band Shoshone
U	Ute
O	Other
Blank	Not Applicable

Note 1: If American Indian/Alaska Native is 'Y', Tribal Affiliation cannot be blank. However, Tribal Affiliation may also be indicated even when American Indian/Alaska Native is NOT 'Y'.

Note 2: These are the five "federally recognized tribes" (or tribal groups) with agencies in Utah.

Limited English: **(Required if student is ELL)** This code identifies the student's English Language Learner (ELL) status.

Code	Meaning
Y	Yes, student is receiving English Learner services.
O	Student refused English Learner services even though they qualified.
F	Fluent – student has achieved fluency in English.
N	Tested and determined not to be in need of English learner services.
Blank	Not Applicable.

Note 1: If Limited English 'Y', 'O', or 'F' then must complete Native Language and Parent Language.

Note 2: If Limited English 'Y' or 'O' then ELL Instruction Type must be entered.

Note 3: If Limited English 'F' then ELL Monitored Entry Date must have a valid date. Students who are reported as 'F' need to have that designation continued on their S1 record for four school years beyond the school year in which they were initially determined as being a fluent ELL student. Students who are no longer in the four-year monitoring period may be submitted as 'F', but they will not be included in any EL counts. The number of years a student should be marked as monitored changed from two to four in the 2017-18 school year (Title 3 of the ESEA, as amended by ESSA [Section 3121(a)(5)]).

Note 4: During the school year that a student first tests fluent you will continue to report the student as Limited English Proficient ('Y' or 'O') and you will not submit an ELL Monitored Entry Date to UTREx. See notes on ELL monitored Entry Date.

Note 5: Students who are 'Y' or 'O' will be counted as ELL for the purpose of allocating federal funds. Students who are 'Y', 'O', or 'F' with an ELL Monitored Entry Date within the prior four years will be counted as ELL for the purposes of state accountability reporting.

Economic Disadvantaged: **(Required if student economically disadvantaged)** This code identifies the status of student with respect to "economic disadvantage."

Code	Meaning
F	Eligible for Free Lunch
R	Eligible for Reduced Price Lunch
Y	Economically Disadvantaged
Blank/NULL	NOT Economically Disadvantaged

Note 1: Community Eligibility Provision (CEP) or Provision II schools can not submit as a default 100% of their students as "Y". The actual status for students enrolled needs to be submitted either as a "F", "R", or "Y" according to the status of each student with respect to their "economic disadvantage" status. See https://www.fns.usda.gov/school-meals/income-eligibility-guidelines for income eligibility guidelines. You may also use "Y" for students who are eligible for a fee

waiver or siblings of "F" or "R" students enrolled in a school that does not offer a lunch program and are not otherwise accounted for.

Note 2: The Declaration of Household Income may be used voluntarily by charter schools that do not participate in the National School Lunch Program to determine if a student is "economically disadvantaged" for funding, programming, and accountability purposes.

Resident Status: **(Required)** This code identifies the resident status of all students.

Code	Meaning
A	Non-Utah Resident
B	Utah resident, but NOT district resident
C	District resident enrolled in another state
F	Non-U.S. resident enrolled as a F1 Foreign Exchange Student (non-funded)
J	Non-U.S. resident enrolled as a J1 Foreign Exchange Student (state funded)
U	Utah resident AND district resident
X	Change record (S1-X)

Note 1: Students with statuses A, F, or J will not be counted in membership or other student statistics that generate funding. J Foreign exchange students are not funded through the regular WPU.

Note 2: Foreign exchange students enrolling in the school under Utah Code 53G-6-707 (one-on-one exchanges) should be given a resident status of 'U' as they are eligible for regular funding. At the end of the year they should be still exited with an 'FE' code.

Note 3: Currently enrolled Charter school students who are not A, F, or J should be designated as U. The specific district is identified in the District of Residence field according to their permanent address. (The X resident status if for students who are not currently enrolled and may be used by Charters and Districts alike – see note 4 for more information).

Note 4: The 'X' Code replaces Exit Status (ES) Record, effective for the October 2012 submission. This residency denotes students not enrolled during the current SY in the LEA. Except for SSID, Student Name, LEA # and School #, Exit Code and ~~Graduation~~ High School Completion status, all of the other data is ignored. USBE will update the last enrollment record not affiliated with the 'X' record for reporting. Students with this status do not appear or count in any reports.

'X' Residency should be used to update students' high school completion status or exit code. If a student has a residency status of 'X' at a particular school, they should not have course records, SCRAM records, YIC records, incident records, etc. at the same school.

For updating graduation rates, if the high school completion status is not blank it will be used, otherwise the exit code will be used (if both are blank the student will be coded as 'UN', unknown, which is a dropout). All valid exit codes and high school completion status values can be submitted through S1-X records.

Phone Number: **(Conditionally Required)** This is the three-digit area code plus the seven-digit student home phone number. This field is numeric or left blank if no number is available. Since this is used by Special Education to facilitate monitoring of educational services provided to children with disabilities as required by federal law, there should be a phone number for each student who has an 'S2' record. This field is optional for all other students.

Note: If not blank, must contain ten digits.

Migrant: (Optional) A migrant student is a student who enrolled during the year AND has a Certificate of Eligibility (COE) form on file in the LEA.

Code	Meaning
Y	Migrant Student
Blank	Not Applicable

Note 1: Please direct questions about the COE to the USBE Migrant Education Specialist, Robert Palmer (801) 538-7629; Robert.Palmer@schools.utah.gov.

Days Attended: (Required) This represents the sum of days attended by the student in both regular settings (S1) and self-contained settings. A student should be counted as in attendance on a school day if the student was counted on the roll by a teacher as being "present":

Grades 1 - 6: at any time during the day
Grades 7 - 12: in at least one period of the day

BLANK is an error at year-end. If present, must be complete (right justify, zero fill); '000' is ok; can't be greater than the sum of school membership and self-contained SCRAM and YIC membership; BLANK is ok for October 1 and December 1, but if present, all above constraints apply. Days Attended should be reported in 180-day equivalent days.

Note 1: If the sum of Days Attended for all students associated with a school is less than 50% of total membership (the sum of regular and self-contained special education and self-contained YIC membership for all students) a warning will be generated.

Note 2: If the sum of Days Attended for all students associated with a school is 0, an error will be generated.

Note 3: If the student has the Early Graduate flag and is earning > 180 days of membership, days attended should be based on the same proration calculation. For example, if the student is taking one additional class and will earn 200 days of membership their days attended could equal 200 if the student has 100% attendance.

Excused Absences: (Required for K-12) This represents the sum of days absent with a valid excuse that meet the threshold for truancy. This sum should not include days absent due to suspensions. Absences included in this sum must meet definitions in Utah Code 53G-6-201 for absence, valid excuse, and truancy, including one of the following truancy absence thresholds:

For a student primarily enrolled in a face-to-face, or attendance validated, learning program: half, or more than half, of the school day.

For a student primarily enrolled in a learner verified, or learner validated, program: above the threshold of "the relevant amount of time under the LEA's policy regarding the LEA's continuing enrollment measure as it relates to truancy."

Excused Absences should be reported in 180-day equivalent days.

Note 1: BLANK is an error at year-end. If present, must be complete (right justify, zero fill); '000' is ok; can't be greater than the sum of school membership and self-contained SCRAM and YIC

membership; BLANK is ok for October 1 and December 1, but if present, all above constraints apply.

Note 2: If the sum of excused absences, unexcused absences, and absences due to suspension is greater than the sum of school membership, self-contained SCRAM, and self-contained YIC membership for the student, an error will be generated.

Note 3: If the sum of excused absences for all students associated with a school is 0, a validation warning will be generated.

Unexcused Absences: **(Required for K-12)** This represents the sum of days absent without a valid excuse that meet the threshold for truancy. **This sum should not include days absent due to suspensions**. Absences included in this sum do not meet the definition of valid excuse, but do meet definitions in Utah Code 53G-6-201 for absence and truancy, including one of the following truancy absence thresholds:

For a student primarily enrolled in a face-to-face, **or attendance validated**, learning program: half, or more than half, of the school day.

For a student primarily enrolled in a learner verified, **or learner validated**, program: above the threshold of "the relevant amount of time under the LEA's policy regarding the LEA's continuing enrollment measure as it relates to truancy."

Unexcused Absences should be reported in 180-day equivalent days.

Note 1: BLANK is an error at year-end. If present, must be complete (right justify, zero fill); '000' is ok; can't be greater than the sum of school membership and self-contained SCRAM and YIC membership; BLANK is ok for October 1 and December 1, but if present, all above constraints apply.

Note 2: If the sum of excused absences, unexcused absences, and absences due to suspension is greater than the sum of school membership, self-contained SCRAM, and self-contained YIC membership for the student, an error will be generated.

Note 3: If the sum of unexcused absences for all students associated with a school is 0, a validation warning will be generated.

Absences Due to Suspension: **(Required for K-12)** This represents the sum of days absent due to in or out of school suspension that meet the threshold for truancy. Absences included in this sum are due to in or out of school suspensions, and meet definitions in Utah Code 53G-6-201 for absence and truancy, including one of the following truancy absence thresholds:

For a student primarily enrolled in a face-to-face, **or attendance validated**, learning program: half, or more than half, of the school day.

For a student primarily enrolled in a learner verified, **or learner validated**, program: above the threshold of "the relevant amount of time under the LEA's policy regarding the LEA's continuing enrollment measure as it relates to truancy."

Absences Due to Suspension should be reported in 180-day equivalent days.

Note 1: BLANK is an error at year-end. If present, must be complete (right justify, zero fill); '000' is ok; can't be greater than the sum of school membership and self-contained SCRAM and YIC membership; BLANK is ok for October 1 and December 1, but if present, all above constraints apply.

Note 2: If the sum of excused absences, unexcused absences, and absences due to suspension is greater than the sum of school membership, self-contained SCRAM, and self-contained YIC membership for the student, an error will be generated.

Note 3: If the sum of absences due to suspension for all students associated with a school is 0, a validation warning will be generated.

Enrollment Validation Type: (Required at year-end for K-12 if membership > 10) Indicate each student's attendance validated or learner validated enrollment status (as defined in Board Rule R277-419). For a student who participates in a mix of attendance validated and learner validated courses, report the enrollment validation type as mixed.

Code	Meaning
A	100% Attendance Validated
L	100% Learner Validated
M	Mixed
S	100% Somewhere Else (See Note 2)

Note 1a: In all but one scenario the enrollment validation type should be based only on the courses provided by the school that is submitting the enrollment record. This includes when the student is taking SOEP, CE, and CTE courses. USBE receives information on these types of courses from the providing institutions, so your school does not need to consider these courses when determining the enrollment validation type that your school reports.

Note 1b: If a student takes courses through more than one school in your LEA but only one of the schools submits an enrollment record, the enrollment validation type should be based on all the courses provided by the LEA. For example, if the student physically attends courses in their primary school, and also takes courses taught through the LEA's online school, but only has an enrollment record from the primary school, that enrollment record should be reported as 'M'.

Note 2: If the school is claiming membership for the student but the student takes 100% of courses elsewhere, such as a student who attends school out of state or is institutionalized, report the student as S, somewhere else.

Note 3: For temporary school closures during which a school provides online instruction (e.g. due to a COVID-19 outbreak): report the enrollment validation type based on the intent/design of the school/course attendance and not on a temporary situation that is forced upon the school by circumstance.

Note 4: For classes where a student logs in through a computer, but their attendance is based on sitting in a seat (though in the remote location), report the student as Learner Validated. Though the enrollment is effectually being validated through attendance taking (via video conferencing, etc.) the student should be treated as Learner Validated because their participation doesn't strictly fit with the definition of physically attending school.

Attendance validated program *means a program within an LEA that consists of eligible, enrolled public school students who physically attend school in a brick and mortar school.*

Learner validated program *means a program within an LEA that consists of eligible, enrolled public school students where the student receives instruction through: (a) an online learning program; (b) a blended learning program; or (c) a personalized, competency based learning program.*

Homeless: **(Required)** Student's homeless status.

Code	Meaning
0	Not homeless
1	With another family member because of loss of housing or economic hardship
2	In a motel or hotel
3	In a shelter (emergency, transitional, or domestic violence)
4	In a car, park, campground, or public place
5	Somewhere without adequate facilities (running water, heat, electricity)

Note: Blank is an error at year-end. If present for December 1, it will be edited for the above values.

First Enroll in US: **(Required if Immigrant is 'Y')** Date that the student first enrolled in school in the U.S. Please complete this field only if the student was born outside of the United States. or if the student was born in the United States. but then immediately returned to live in their parent's native country outside of the United States. The first day of enrollment includes preschool if the student was at least 3 years of age at time of attendance. If the student turned 3 while attending preschool, mark the day they turned 3 as the first day enrolled in the United States.

Note: If the student was born in the United States do not mark the Immigrant field. If the student was born in the United States and is returning from their parent's native country to be enrolled in the United States for the first time so that their native language is not English, then this field can be entered for assessment purposes.

ELL Native Language: **(Required if Limited English is 'Y', 'O', or 'F')** Native or first language of student.

Note 1: If present, it must be listed in the "Language Codes" section of this document.

ELL Parent Language: **(Required if Limited English is 'Y', 'O', or 'F')** Parent (or guardian) language of preference spoken at home.

Note 1: If present, it must be listed in the "Language Codes" section of this document.

If you cannot find a language on the list, contact Calista Crays, 801-538-7951; calista.crays@schools.utah.gov.

ELL Monitored Entry Date: **(Required if Limited English is 'F')** The last day of the last school year in which the student was identified as Limited English 'Y' or 'O'. (Former ELL student exited an ELL program and entered monitoring). Format YYYYMMDD.

Cannot be blank if Limited English is 'F'. The year (YYYY) must be in a school year prior to the current one for which data is being reported.

Must be blank if Limited English is not 'F'.

Note: All entry dates must be of the format YYYY0630 (0630 as the MMDD portion).

Parent Guardian First Name: (Required) Parent or guardian's first name; can be up to 100 characters in length.

Only alpha characters (A-Z), SPACE, single quote ('), and hyphens (-) are allowed. Left justified with trailing blanks.

Parent Guardian Last Name: (Required) Parent or guardian's last name; can be up to 100 characters in length.

Only alpha characters (A-Z), SPACE, single quote ('), and hyphens (-) are allowed. Left justified with trailing blanks.

Student Physical Address 1: (Required) Student's physical address line 1.

Student Physical Address 2: (Optional) Student's physical address line 2. Blank OK.

Student Physical City: (Required) Student's physical city.

Student Physical State: (Required) Student's physical state code.

Student Physical Zip Code: (Required) First 5 digits of the zip code of the physical address at which the student resides while attending school.

Student Mailing Address 1: (Optional) Student's mailing address line 1.

Student Mailing Address 2: (Optional) Student's mailing address line 2.

Student Mailing City: (Optional) Student's mailing address city.

Student Mailing State: (Optional) Student's mailing address state code.

Student Mailing Zip Code: (Optional) First 5 digits of the zip code of the address at which the student receives mail.

GPS_Latitude: (Optional) Latitude for the student's physical address in decimal format. This field will be referenced if present.

GPS_Longitude: (Optional) Longitude for the student's physical address in decimal format. This field will be referenced if present.

GeoCode: (Optional) Open Location Code, aka plus code, for the student's physical address. This field will be referenced if present.

Note: The order that the various physical address fields are referenced is as follows:

Priority 1: Coordinates from GPS_Latitude/GPS_Longitude

Priority 2: An Open Location Code from GeoCode

Priority 3: GPS coordinates from Student Physical Address 1

Priority 4: An Open Location Code from Student Physical Address 1

Priority 5: An address from Student Physical Address 1

District of Residence: **(Required)** Intended use is for LEAs with numbers 01-40, 42, and charter schools. This is the Regular district number (01-40, 42) of the district in which the PERMANENT address of the student is located.

Code	Meaning
01 – 40, 42	Valid Utah district number

Required for all LEAS unless resident status is A (Non-Utah Resident), F (Non-U.S. resident enrolled as a F1 Foreign Exchange Student (non-funded)), J (Non-U.S. resident enrolled as a J1 Foreign Exchange Student (state funded)), or X (Change record (S1-X)). Must be complete; include a leading zero for district numbers lower than 10.

Note: Correct reporting by charter schools of district of residence is crucial for two major reasons; (1) projection of enrollment, which in turn drives legislative appropriation for public education; and (2) reallocation of revenue from districts to charter schools – both from local property tax ('local replacement') and NCLB formula (e.g. Title 1) grants – as required under state and federal statutes, respectively. Charter schools should use the following guidance in determining the district of residence:

Indicate the district in which the student would be residing if they were not attending the charter school. This does NOT necessarily mean the district within whose boundaries the charter school is located.

In some cases, this may legitimately be a district at some distance from the charter school, if the student has moved away from their parents to attend the charter school. If the student is a resident of another state, the charter school may leave this field blank.

District of Residence counts are displayed on the UTREx Summary Reports for each charter school. It is the responsibility of the district to follow up directly with the charter school where any concern arises as to the accuracy of the counts. However, it is the charter school's responsibility to inform the district in question as soon as a student from that district enrolls in the charter school. In short, inaccuracies in recording of district of residence should be resolved cooperatively among districts and charter schools on an ongoing basis before they become problems in reporting and allocation.

School of Record: **(Optional)** If this field is left blank, the school on the 'SC' record that this 'S1' follows can submit membership for the student and will be included in tie-breakers for determining the school that will have the student in their federal four-year graduation cohort as well accountability, EDFacts, and other reports.

Code	Meaning
N	NOT a school of record for the student
Blank	This is a school of record for the student

Note 1: Schools that are marked 'N' receive no membership for the student. The membership is not included on any reports or in any totals reported to school finance. LEAs submitting multiple active S1 records with school of record blank will generate a Level 1 Warning.

Note 2: Schools providing classes to students in the SOEP program must mark school of record 'N'.

Note 3: If school of record is marked 'N' the student will not be included in the school's federal four-year graduation cohort.

Note 4: While the school of record field is included as one of several tie-breakers for determining which school will have a student in certain rates and reports, it does not, in and of itself, function as a way for a school to be designated as a student's Primary School or Primary LEA.

Gifted: (Optional) Indicates if the student was identified by the LEA as being eligible for participation in a program for the gifted and talented.

Code	Meaning
Y	Gifted Student
Blank	Not applicable

Note: If the student was enrolled in an Advanced placement or Concurrent Enrollment course but was not formally identified as gifted by the LEA, leave this field blank.

504 Services: (Optional) The student received services under Section 504 of the Rehabilitation Act of 1973.

Code	Meaning
Y	Received 504 services
Blank	Not Applicable

ELL Instruction Type: (Required if Limited English is 'Y' or 'O'). The type of ELL instruction the student receives.

Code	Meaning
BIH	Heritage Language Instructional Programs
BIN	Native Language Support
BIT	Transitional Bilingual
BIW	Two-way Bilingual
DUL	Dual Language
ESL	English as a Second Language
IMP	Partial English Immersion
IMS	Structured English Immersion
IMT	Total English Immersion
SEI	Sheltered English Instruction
Blank	All Others

NCLB School Choice: (Optional) Indicates whether the student is enrolled in this school, outside of their assigned attendance area, by choice under the provisions of NCLB Title 1 Part A.

Code	Meaning
Y	Enrolled by choice under provisions of NCLB Title 1 Part A
Blank	Not Applicable

NCLB Supp Serv Lang: **(Optional)** Indicates whether the student received supplemental services in Language Arts, funded out of the LEA's NCLB Title 1 Part A allocation, by identifying the approved provider of that service. See the list of providers at the below.

NCLB Supp Serv Math: **(Optional)** Indicates whether the student received supplemental services in Mathematics, funded out of the LEA's NCLB Title 1 Part A allocation, by identifying the approved provider of that service. See the list of providers at the below.

Code	Meaning
A	Lindamood Bell
B	Connections After School
C	SMART
D	U of U Reading Clinic
E	HOSTS Learning
F	Prime Time Academy
G	Failure Free Reading
H	International Language Programs
I	Newton Learning
J	Utah Alliance of Boys and Girls Clubs
K	ANC Phonetic Reading
L	American Preparatory Academy
M	Catapult Online
N	Higher Ground Learning
O	Education 2020
Blank	Did not receive supplemental services

Statewide Student ID: **(Required)** The number assigned to the student using the Statewide Identifier (SSID) assignment process. MUST be a NUMERIC value greater than 1,000,000.

Note: There *must* be a LOCATION row in the SSID database for the submitting LEA and the SSID must be active (hasn't been merged away). If there is no location row or there is a location row but the SSID is not active, an error will be issued, and the update will be aborted.

Cumulative GPA: **(Required at year end for grades 9-12)** Cumulative GPA to three decimal places as you would provide it to a college when a student requests that a transcript be sent to an admissions office. This calculation is a standard GPA and not a weighted GPA.

Code	Meaning
'0000' to '4000'	Actual GPA (not weighted)
NGPA	No GPA – Students with the most significant cognitive disability or schools that do not give GPAs
Blank	Grades other than 9-12 ~~No GPA – severely disabled Special Ed Student or LEAs that do not give GPAs~~

For actual numeric GPA, DO NOT include the decimal as it is implied to be between positions 1 and 2. Acceptable values range from 0000 to 4000 (implied 0.000 to 4.000), where 4000 means 'A' and 0000 means 'F'. Blank is an error at year end (grades 9-12) and if present in October 1 and December 1 upload(s) (or grades other than 9-12), it will be fully edited.

Note 1: It is expected that a numeric Cumulative GPA will be sent in for all Special Ed students for whom ~~which~~ a GPA can be calculated (by all LEAs that calculate/maintain/give GPAs).

Note 2: GPA cannot be negative.

Special Ed Exit Date: **(Optional)** The date the student in special education has completely exited from all special education and related services. This exit date must be resubmitted each year for two years after exit date for student's score to count in special education subgroup. Exit date of more than two years will not be counted (if exits in school year 2007-2008, may be counted in special education subgroup in 2009 and 2010, but not in 2011 or beyond).

Format YYYYMMDD. Must be on or before school exit date; if this date is submitted, all S2s submitted must also have an exit date and the exit date on the S2s cannot be after this date. For question regarding use of this date, contact the SpEd Program Evaluation & Data Analysis Specialist, Malia Mcilvenna, (801-538-7731; malia.mcilvenna@schools.utah.gov).

Kindergarten Type: **(Required if Grade Level = 00)** Identifies the type of kindergarten program the student attends:

Code	Meaning
NN	Regular Half Day Kindergarten
FN	Full Day Kindergarten
Blank	Not Kindergarten (Grade Level is Not 00)

Constraint: If Grade Level is 00, must be one of the non-Blank values. Must be blank if Grade Level is not 00.

Note 1: Each student may only be reported in one distinct program type per S1 record submitted. If a student changes to a different kindergarten type the S1 record should be closed and a new S1 record submitted with the new kindergarten program type.

Note 2: These codes will be used for funding and must be reported accurately.

For questions regarding Kindergarten Type, contact Christine Elegante, K-3 Literacy and Kindergarten Education Specialist, 801-538-7782; christine.elegante@schools.utah.gov

Note 3: Beginning in the 2023-2024 school year Kindergarten Type codes have been simplified to include only two codes. The old codes collected information at a level of granularity that is no longer necessary. The unnecessary codes will be deprecated in the 2023-2024 school year.

Note 4: Starting in 2023, Kindergarten Type code will be used for WPU calculations. Students with a Regular Half Day Kindergarten (NN) will still receive 55% of their Average Daily Membership (ADM) while students with Full Day Kindergarten (FN) will be funded at 100% of the ADM.

Military Child: **(Optional)** Should be marked for all children of military parents as defined by the Interstate Compact on Educational Opportunity for Military Children (53E-3-902) (53E-3-910)

Code	Meaning
Y	Yes, military child

Code	Meaning
Blank	Not applicable

Military Child Notes:

1. A military child is defined in Utah Code 53E-3-903 as the child of an active-duty member of the uniformed services OR member or veteran of the uniformed services who are severely injured and medically discharged/retired for a period of one year after medical discharge/retirement OR member of the uniformed services who died on active duty.
2. "Active duty" means *full-time duty status* in the active uniformed Service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C Sections 1209 and 1211.
3. Those in the regular military are by definition always on full-time duty status. Otherwise, the key criterion for determining whether someone is full-time duty status is whether they are currently service in Title 10, Section 1209 status of the US Code. (An individual with Title 10 status may be assigned or deployed to any duty station at any time.) So, only those persons in the regular military and those Guard or Reserve members in Title 10 status are considered to be on full-time duty status. Unless in Title 10 status, non-full-time and part-time Guard and Reserve members are civil service employees and their children do NOT qualify for exceptional treatment with respect to enrollment or graduation. Guard and Reserve personnel who are classified as AGR (Active Guard Reserve) are considered full-time duty status ("active duty").

Refugee Student: (Optional) Identifies the student as having refugee status.

Code	Meaning
Y	Yes, refugee
Blank	Not applicable

Note: Determining a child is a refugee is contingent upon the LEA being provided one of the following:

a. I-94 Arrival-Departure Record Form
b. I-551 Permanent Resident Record
c. I-155 Permanent Resident Record
d. An Immigration Court Letter identifying the refugee (adult or unaccompanied minor) as the result of being in the U.S. due to asylum.

For questions or further information, contact Christelle Estrada (801-538-7888; christelle.estrada@schools.utah.gov).

Immigrant: (Required if student meets immigrant criteria) Indicates the student is an immigrant if the student meets all three of the following conditions:

1. Age is 3-21.
2. Not born in any State.
3. Has not attended one or more schools in any State for more than 3 full academic years (the 3 full academic years do NOT need to be consecutive).

Code	Meaning
Y	Immigrant
Blank	Not applicable

Note 1: The definition for "State" for Title 3 purposes only is as follows: Each of the 50 States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, and the Northern Marianna Islands.

Note 2: If 'Y' here, First Enroll in U.S. must be present

Note 3: The definition for "full academic year" for Title 3 immigrant purposes only is as follows: 160 days of membership starting with the first grade.

Note 4: Preschoolers and kindergarteners should be indicated as immigrant.

For information concerning the use of Immigrant, contact Christelle Estrada (801-538-7888; christelle.estrada@schools.utah.gov).

Read Grade Level: **(Conditionally Required)** For grades K, 1, 2, and 3, if the student does not have a mid-year test result in an Acadience Reading vendor return file, one of the following codes must be reported to explain the lack of a vendor test result for the mid-year test session (use "Read Grade Level - Fall" for the beginning of school year status and use "Read Grade Level - Spring" for the end of school year status.)

Code	Meaning
Y	Yes – Student was enrolled in grade K, 1, 2, or 3, has an Acadience Reading test result for the testing session, and had an "At or Above Benchmark" composite score.
N	No – Student was enrolled in grade K, 1, 2, or 3, has an Acadience Reading test result for the testing session, and had an "Below or Well Below Benchmark" composite score.
U	Untested – Student was enrolled in grade K, 1, 2, or 3 but was untested during the testing session.
E	First year EL student—English Learner enrolled in US for first year (First Enroll in US date is on or later than April 15 of the previous SY and EL status is 'Y' or 'O')
AY	Alternative/Yes – (Special Ed) Student was designated as "making adequate progress toward goal" or "achieved goal" using an alternative reading assessment. *
AN	Alternative/No – (Special Ed) Student was designated as "NOT making adequate progress toward goal" using an alternative reading assessment. *
S	Somewhere Else - Student was not enrolled in LEA during the testing session, was not in grades K-3 during the testing session, or student was medically excused during the entire testing window.
O	Parent Opt-Out – Student was opted out of K-3 reading testing as allowed by Utah Code 53G-6-803(9).
Blank	Not enrolled in grade K, 1, 2, or 3

**The need for an alternate assessment should be documented in the student's IEP/504/ or EL plan.*

Note 1: If a student is in grade K, 1, 2, or 3, and meets the rules to be included in accountability, but does not have an Acadience Reading vendor test result or a valid Read Grade Level code, then for accountability purposes the student will be treated as 'U', untested.

Note 2: If an 'E' is entered, 'First Enroll in US' must be present and 'Limited English' must be 'Y' or 'O'.

Note 3: Only in rare circumstances should a student be enrolled during the testing session and be untested 'U.'

Note 4: Code 'S' may be used for any of the following reasons:

Student was not enrolled in the LEA during the testing window;

Student was enrolled in a grade other than K,1,2,or 3 during the testing window, but was enrolled in grade K,1,2, or 3 at some other point during the year;

Student was a home school student enrolled in the LEA part-time and was not tested; or Student was medically excused during the entire testing window.

Note 5: Use 'O' if the student was opted out of K-3 reading (Acadience Reading) testing in accordance with Utah Code 53G-6-803. If a test was administered prior to the Opt-Out form being submitted, then enter the test result. Enter 'O' for tests that follow the Opt-Out form submission date.

Note 6: Each student should have only one designation within an LEA for each test session. If the student is enrolled in two or more schools within the LEA during a test session and the designations conflict apply the following rules to determine which designation to use:

1. If the student was opted out of testing in one of the schools enter 'O'.

2. If the student is a first year EL student enter 'E'.

3. If the student was tested, enter the test result. If the student was tested in more than one school in the LEA, enter the earliest in time result for that test session. If the student was given both an Acadience Reading and an alternative test, enter the Acadience Reading test result ('Y' or 'N').

4. If the student was not tested by any school within the LEA for a given test session and none of the other codes apply, enter 'U' (Untested).

For questions regarding reading on grade level, reading intervention, and Acadience Reading data elements, please contact a member of the USBE Elementary Language Arts team https://schools.utah.gov/curr/elaelementary.

For question regarding the early literacy alternate assessment, please contact Tracy Gooley, Special Education Assessment Specialist, (801)538-7887, tracy.gooley@schools.utah.gov

Read Grade Level - Fall: (Conditionally Required) For grades K-3, if the student does not have a beginning-of-year test result in an Acadience Reading vendor return file, one of the Read Grade Level codes must be reported to explain the lack of a vendor test result for the beginning-of--year test session (use "Read Grade Level" for the mid- year status and use "Read Grade Level - Spring" for the end-of-year status.)

For code table and notes see "Read Grade Level"

Read Grade Level - Spring: (Conditionally Required) For grades K-3, if the student does not have an end-of-year test result in an Acadience Reading vendor return file, one of the Read Grade Level codes must be reported to explain the lack of a vendor test result for the end-of--year test session (use "Read Grade

Level" for the mid- year status and use "Read Grade Level - Fall" for the beginning-of- year status.)

For code table and notes see "Read Grade Level"

Begin Year ROGL Composite Score: (Optional) For grades K-3, provide the student's beginning-of-year reading on grade level (ROGL) composite score. Value must be the actual composite score, entered as a whole number from '0' to '899'.

Note: Each student should have only one beginning-of-year composite score within an LEA. If the student is enrolled and tested in two or more schools within the LEA during the beginning-of-year test session and the composite scores conflict enter the composite score from the test that was administered earliest in time during the beginning-of-year testing session.

Mid-Year ROGL Composite Score: (Optional) For grades K-3 provide the student's middle-of-year reading on grade level (ROGL) composite score. Value must be the actual composite score, entered as a whole number from '0' to '899'.

Note: Each student should have only one mid-year composite score within an LEA. If the student is enrolled and tested in two or more schools within the LEA during the mid-year test session and the composite scores conflict enter the composite score from the test that was administered earliest in time during the mid-year testing session.

End Year ROGL Composite Score: (Optional) For grades K-3 provide the student's end-of-year reading on grade level (ROGL) composite score. Value must be the actual composite score, entered as a whole number from '0' to '899'.

Note: Each student should have only one end-of-year Acadience Reading composite score within an LEA. If the student is enrolled and tested in two or more schools within the LEA during the end-of-year test session and the composite scores conflict enter the composite score from the test that was administered earliest in time during the end-of-year testing session.

For questions regarding reading on grade level, reading intervention, and Acadience Reading data elements, please contact a member of the USBE Elementary Language Arts team https://schools.utah.gov/curr/elaelementary.

For question regarding the early literacy alternate assessment, please contact Tracy Gooley, Special Education Assessment Specialist, (801)538-7887, tracy.gooley@schools.utah.gov

Reading Intervention: **(Required for grades K-3)** Indicates whether the student was given a reading intervention in the LEA at any time during the school year. All LEAs must report Read Grade Level (begin-year, mid-year, and end-year) and Reading Intervention by April 15 or the first school day thereafter.

Code	Meaning
Y	Yes, student was enrolled in grade K-3 and DID receive a reading intervention.
N	No, Student was enrolled in grade K-3 and DID NOT receive a reading intervention.
Blank	Not in grade K-3 (can be blank for grades K-3 only if update is NOT year-end)

Note: This must be 'Y' or 'N' for all students in grade K, 1, 2, or 3 who were enrolled for at least 20 days, regardless of whether the student was designated as "Below Grade Level" or "At or Above Grade

Level" in reading because many students will receive interventions during the school year who may not be below grade level in reading.

For questions regarding reading on grade level, reading intervention, and Acadience Reading data elements, please contact a member of the USBE Elementary Language Arts team https://schools.utah.gov/curr/elaelementary.

Early Numeracy Status – Beg. of Year: (Conditionally Required) For grades K-3, if the student does not have a beginning of year test result in an Acadience Mathematics vendor return file, one of the following codes must be reported to explain the lack of a vendor test result for the beginning of year test session (use "Early Numeracy Status – Beg. of Year" for the beginning of school year status, use "Early Numeracy Status – Midyear" for the middle of school year status, and "Early Numeracy Status – End of Year" for the end of school year status.)

Code	Meaning
Y	Yes – Student was enrolled in grade K, 1, 2, or 3, has an Acadience Mathematics test result for the testing session, and had an "At or Above Benchmark" composite score.
N	No – Student was enrolled in grade K,1, 2, or 3, has an Acadience Mathematics test result for the testing session, and had an "Below or Well Below Benchmark" composite score.
U	Untested – Student was enrolled in grade K, 1, 2, or 3 but was untested during the testing session.
E	First year EL student—English Learner enrolled in US for first year (First Enroll in US date is on or later than April 15 of the previous SY and EL status is 'Y' or 'O')
M	Modified - student took the Acadience Mathematics assessment with a modification (used an accommodation that is not allowed or participated only in some sub measures of the assessment) **
AY	Alternative/Yes – (Special Ed) Student was designated as "making adequate progress toward goal" or "achieved goal" using an alternative early numeracy assessment. *
AN	Alternative/No – (Special Ed) Student was designated as "NOT making adequate progress toward goal" using an alternative early numeracy assessment. *
S	Somewhere Else - Student was not enrolled in LEA during the testing session, was not in grades K-3 during the testing session, or student was medically excused during the entire testing window.
O	Parent Opt-Out – Student was opted out of early numeracy testing as allowed by Utah Code 53G-6-803(9).
Blank	Not enrolled in grade K, 1, 2, or 3

**The need for an alternate assessment should be documented in the student's IEP/504/ or EL plan.*

*** Modified participation should be documented in the student's IEP/504/ or EL plan.*

Note 1: If a student is in grade K-3, and meets the rules to be included in accountability, but does not have an Acadience Mathematics vendor test result or a valid Early Numeracy Status code, then for accountability purposes the student will be treated as 'U', untested.

Note 2: If an 'E' is entered, 'First Enroll in US' must be present and 'Limited English' must be 'Y' or 'O'.

Note 3: Only in rare circumstances should a student be enrolled during the testing session and be untested 'U.'

Note 4: Code 'S' may be used for any of the following reasons:

Student was not enrolled in the LEA during the testing window;

Student was enrolled in a grade other than K-3 during the testing window, but was enrolled in grade K-3 at some other point during the year;

Student was a home school student enrolled in the LEA part-time and was not tested; or

Student was medically excused during the entire testing window.

Note 5: Use 'O' if the student was opted out of early numeracy (Acadience Mathematics) testing in accordance with Utah Code 53G-6-803. If a test was administered prior to the Opt-Out form being submitted, then enter the test result. Enter 'O' for tests that follow the Opt-Out form submission date.

Note 6: Each student should have only one status within an LEA for each test session. If the student is enrolled in two or more schools within the LEA during a test session and the statuses conflict apply the following rules to determine which status to use:

1. If the student was opted out of testing in one of the schools enter 'O'.

2. If the student is a first year EL student enter 'E'.

3. If the student was tested, enter the test result. If the student was tested in more than one school in the LEA, enter the earliest in time result for that test session. If the student was given both an Acadience Mathematics and an alternative test, enter the Acadience Mathematics test result ('Y' or 'N').

4. If the student was not tested by any school within the LEA for a given test session and none of the other codes apply, enter 'U' (Untested).

For questions regarding early numeracy programs, please contact Melissa Garber, Education Specialist Early Mathematics (K-5), (801)538-7617, melissa.garber@schools.utah.gov.

For questions regarding the Acadience Mathematics assessment data reporting elements, please contact a math assessment specialist, including Jared Wright and Teresa McEntire. https://schools.utah.gov/assessment/contact.

For questions regarding the early numeracy alternate assessment, please contact Tracy Gooley, Special Education Assessment Specialist, (801)538-7887, tracy.gooley@schools.utah.gov

Early Numeracy Status - Midyear: (Conditionally Required) For grades K-3, if the student does not have a middle of year test result in an Acadience Mathematics vendor return file, one of the following codes must be reported to explain the lack of a vendor test result for the middle of year test session (use "Early Numeracy Status – Beg. of Year" for the beginning of school year status, use "Early Numeracy Status – Midyear" for the middle of school year status, and "Early Numeracy Status – End of Year" for the end of school year status.)

For code table and notes see "Early Numeracy Status – Beg. of Year"

Early Numeracy Status - End of Year: (Conditionally Required) For grades K-3, if the student does not have an end of year test result in an Acadience Mathematics vendor return file, one of the following codes must be reported to explain the lack of a vendor test result for the end of year test session (use "Early Numeracy Status – Beg. of Year" for the beginning of school year status, use "Early Numeracy Status – Midyear" for the middle of school year status, and "Early Numeracy Status – End of Year" for the end of school year status.)

For code table and notes see "Early Numeracy Status – Beg. of Year"

Early Numeracy Intervention: (Required for grades 1-3) Indicates whether the student was given a mathematics remediation intervention in the LEA at any time during the school year.

Code	Meaning
Y	Yes, student was enrolled in grade K, 1, 2, or 3 and DID receive a mathematics remediation intervention.
N	No, Student was enrolled in grade K, 1, 2, or 3 and DID NOT receive a mathematics remediation intervention.
Blank	Not in grade K, 1, 2, or 3 (can be blank for grades K -3 only if update is NOT year-end)

Note: This must be 'Y' or 'N' for all students in grade K-3 who were enrolled for at least 20 days. A single status is submitted to UTREx indicating whether at any point during the year the student received an intervention.

For questions Early Numeracy Intervention, please contact Melissa Garber, Education Specialist Early Mathematics (K-5), (801)538-7617, melissa.garber@schools.utah.gov.

Race Observer ID: **(Required)** Indicate if the student's Race was determined by observer identification.

Code	Meaning
Y	Yes, race was determined by observer
N	No, race was self-identified

Accompanied Student: **(Required if Homeless)** This field is to supplement the Homeless field. It cannot be Blank if student is indicated as homeless.

Code	Meaning
Y	Yes, student is in the physical custody of a parent or guardian
N	No, student NOT in physical custody of a parent or guardian
Blank	Not homeless

Note: A homeless unaccompanied student is a student who is not in the physical custody of a parent or guardian and is homeless. There is no age range specified for an unaccompanied student in the law. The upper age range is determined by what a state defines as school aged, unless the child is in special education in which case, the upper age range is twenty-one (21) years of age. There is no lower age range. Therefore, as an example, a young child who not in the physical custody of a parent or guardian, but living with a caregiver, and is living in a situation that is not fixed, regular, and adequate, would be identified as a homeless unaccompanied student. For more information

and/or clarification, please contact Robert Palmer (801) 538-7629; Robert.Palmer@schools.utah.gov

Early Graduate: **(Optional)** Indicates that the student intends to graduate early in accordance with their SEOP. Only mark this field 'Y' if the student has an early graduation student education plan.

Code	Meaning
Y	Yes, student intends to graduate early
Blank	Student does not intend to graduate early

WIDA Screener Score: **(Conditionally Required)** If the student took the WIDA Screener exam this field must be complete. Valid values are decimal scores from 0.0-6.0 in increments of 0.5. Can be NULL if a student either has not or does not need to take the WIDA Screener exam.

WIDA Screener Date: **(Conditionally Required)** If the student took the WIDA Screener exam this field must be complete. Must be a valid date or DateTime in the yyyy-mm-dd format. Date of the WIDA Screener exam.

English Language Proficiency Assessment: (Optional) Indicates whether a student should automatically be pre-registered for the English language proficiency exam (WIDA ACCESS). This field must indicate pre-registration prior to the annual data extraction to be pre-registered. Students who are not pre-registered and need to take the English language proficiency exam will need manually enter their data at the time of testing.

Code	Meaning
Y	Yes, pre-register student for English language proficiency exam.
Blank	Student does not need to take exam.

Passed Civics Exam: **(Optional)** All students who graduate after January 1, 2016 must pass a basic civics exam in order to receive a high school diploma. This field is to be used to indicate when a student has passed the basic civics exam OR an alternative civics exam. If the student has a graduate high school completion status (GR, GQ, GM, or GA) it is expected that this field will have a 'Y'. For more details on the civics exam, see Utah Code 53G-10-204 or Board Rule R277-700.

Code	Meaning
Y	Yes, student has passed a basic or alternative civics exam.
Blank	Student has yet to pass a basic or alternative civics exam.

Program and Services Fields Update: The following fields are not used by any department or program in USBE. All of these fields may be left blank for all students. If there is value to your LEA in populating these fields in your SIS you may continue to do so, but USBE does not use any of this data.

MESA Program: **(Deprecated)** Identifies the degree of student involvement in the MESA (Math, Engineering, Science Achievement) program during the year.

Code	Meaning
A	Student joined MESA and met all LEA requirements to be recognized as having fully participated in the MESA program for the year.

Code	Meaning
B	Student joined MESA and participated in at least one MESA program for the year.
C	Student joined MESA but did not participate in any MESA activity
Blank	All others.

Note: **Prior to school year 2016 the MESA was a program sponsored by USBE. Granite School District is now in charge of this program. For information about the program visit the following websites: https://mesaut.org/; https://www.graniteschools.org/edequity/mesa-math-engineering-science-achievement/**

Title 1 Math: (Deprecated) Title 1 Targeted Assistance Program – Additional Math services provided (resets every new school year). Title 1 provides supplemental academic services to students most at risk of failure. The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental services in Math (i.e. pull out of regular class time to receive targeted academic assistance, tutor time, small group time, supplemental software/curriculum) at any time during the school year when such services are provided for through Title 1 funds (para-educator, classroom aid, software specific to supplement core curricula). LEA Federal Programs Director can address any questions.

Code	Meaning
Y	Yes, student participated in Tile I Math program
Blank	Student did not participate

Title 1 ELA: (Deprecated) Title 1 Targeted Assistance Program – Additional ELA services provided (resets every new school year). Title 1 provides supplemental academic services to students most at risk of failure. The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental services in English Language Arts (ELA) (i.e. pull out of regular class time to receive targeted academic assistance, tutor time, small group time, supplemental software/curriculum) at any time during the school year when such services are provided for through Title 1 funds (para-educator, classroom aid, software specific to supplement core curricula). LEA Federal Programs Director should be contacted with any questions.

Code	Meaning
Y	Yes, student participated in Tile I ELA program
Blank	Student did not participate

Title 1 Science: (Deprecated) Title 1 Targeted Assistance Program – Additional Science services provided (resets every new school year). Title 1 provides supplemental academic services to students most at risk of failure. The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental services in Science (i.e. pull out of regular class time to receive targeted academic assistance, tutor time, small group time, supplemental software/curriculum) at any time during the school year when such services are provided for through Title 1 funds (para-educator, classroom aid, software specific to supplement core curricula). The LEA Federal Programs Director should answer any questions.

Code	Meaning
Y	Yes, student participated in Tile I Science program
Blank	Student did not participate

Title 1 Health: (Deprecated) Title 1 Targeted Assistance Program – Student received Health/Dental assistance supported by Title 1 funds (resets every new school year). Title 1 provides supplemental academic services to students most at risk of failure. The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental services outlined in USC SEC. 1115(e)(2)(A) (health, nutrition, and other social services are not otherwise available to eligible children in a targeted assistance school) at any time during the school year, when such services are provided for through Title 1 funds when used as a last resort to provide such services when funds are not reasonably available from other public or private sources to provide such services. LEA Federal Program Directors can answer questions.

Code	Meaning
Y	Yes, student participated in Tile I Health program
Blank	Student did not participate

Title 1 Academic Guidance: (Deprecated) Title 1 Targeted Assistance Program – Student received Academic Guidance assistance supported by Title 1 funds (resets every new school year). The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental Academic Guidance services outlined in USC SEC. 1115(e)(2)(A) at any time during the school year, when such services are provided for through Title 1 funds when used as a last resort to provide such services when funds are not reasonably available from other public or private sources to provide such services. LEA Federal Program Directors can answer questions.

Code	Meaning
Y	Yes, student participated in Tile I Academic Guidance program
Blank	Student did not participate

Title 1 Social Studies: (Deprecated) Title 1 Targeted Assistance Program – Student received Social Studies assistance supported by Title 1 funds (resets every new school year). Title 1 provides supplemental academic services to students most at risk of failure. The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental services in Social Studies (i.e. pull out of regular class time to receive targeted academic assistance, tutor time, small group time, supplemental software/curriculum) at any time during the school year, when such services are provided for through Title 1 funds (para-educator, classroom aide, software specific to supplement core curricula). The LEA Federal Programs Director should answer any questions.

Code	Meaning
Y	Yes, student participated in Tile I Social Studies program
Blank	Student did not participate

Title 1 Vocational: **(Deprecated)** Title 1 Targeted Assistance Program – Student received Vocational/Career Services supported by Title 1 funds (resets every new school year). Title 1 provides supplemental academic services to students most at risk of failure. The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental Vocational/Career Services outlined in USC SEC. 1115(e)(2)(A) (health, nutrition, and other social services are not otherwise available to eligible children in a targeted assistance school) at any time during the school year, when such services are provided for through Title 1 funds when used as a last resort to provide such services when funds are not reasonably available from other public or private sources to provide such services. LEA Federal Program Directors can answer questions.

Code	Meaning
Y	Yes, student participated in Tile I Vocational program
Blank	Student did not participate

Title 1 ParaPros: **(Deprecated)** The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental academic assistance through state funded Title 1 paraprofessional staff (see Utah Code 53F-2-411) at any time during the school year (resets every new school year). The LEA Federal Programs Director should answer any questions.

Code	Meaning
Y	Yes, student received services from SB81 funding of Title 1 ParaPros
Blank	Student did not receive funding

Intergenerational Poverty Grant (IGP): (Deprecated) Intergenerational Poverty Grant (IGP) (resets every new school year). The Intergenerational Poverty Grant (IGP) provides out-of-school education services that assist students affected by intergenerational poverty in achieving academic success. The school counselor or registrar should mark this flag in the school SIS system when any student participates in before and/or after school supplemental services at any time during the school year, when such services are provided for through IGP funds. The LEA Federal Programs Director should answer any questions.

Code	Meaning
Y	Student was a direct beneficiary of services supported by the Intergenerational Poverty Grant (IGP).
Blank	Student did not receive grant.

After School 21st Century (CCLC): (Deprecated) 21st Century Community Learning Center Grant - 21 CCLC (resets every new school year). 21st Century Community Learning Centers (CCLC) provide supplemental academic services during out-of-school time periods. The school counselor or registrar should mark this flag in the school SIS system when any student participates in 21st CCLC after school

programs, when such services are provided for through 21st CCLC funds. There are over 100 program sites that should use this flag. The LEA Federal Programs Director should answer any questions.

Code	Meaning
Y	Yes, student participated in the After School Program supported by 21st Century Community Learning Center Grant (21 CCLC)
Blank	Student did not participate

EL State Software: (Deprecated) State Provided EL Software (resets every new school year). The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental services using Imagine Learning software when used for assisting English Learner (EL) students achieve Fluency in English, at any time during the school year. Since 2008, the USBE has provided this software at no cost to schools and LEAs to encourage EL learning. The LEA Federal Programs Director should answer any questions.

Code	Meaning
Y	Yes, student participated in State provided English Learner software.
Blank	Student did not participate

Early Childhood Reading State Software: (Deprecated) State Provided Early Childhood Reading Software (resets every new school year). The school counselor or registrar should mark this flag in the school SIS system when any student receives supplemental services using Imagine Learning software when used for assisting Early Childhood (grade K-3) students achieve fluency in English, at any time during the school year. Since 2012, the USBE has provided this software at no cost to schools and LEAs. The LEA Elementary Director should answer any questions.

Code	Meaning
Y	Yes, student participated in State provided Early Childhood Reading software
Blank	Student did not participate

Credible Threat Date: (Must be reported if applicable.) Required to report if a student has presented a credible threat. This date reflects the most **recent** date when a student who has presented a credible threat as defined in Utah Code Section 53G-8-807.

Date	Meaning
Date (YYYYMMDD)	The most **recent** date when a student was flagged as a credible threat.
Blank	No, this student has not presented a credible threat.

USDB Outreach Flag: (Must be reported if applicable.) Required to report if a student is receiving services from the Utah Schools for the Deaf and the Blind (USDB) while enrolled in their resident LEA.

Code	Meaning
Y	Yes, student is receiving services from the Utah Schools for the Deaf and the Blind (USDB).
Blank	The student is not receiving services from the Utah Schools for the Deaf and the Blind (USDB).

Student Record (S1): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Student Record	Identifying Fields				Student Number, Statewide Student ID, School Number, Entry Date	
S1	Student Number	Must be present	001	Err			
S1	Parent Guardian First Name	Must be present	S1.001w	Warn			
S1	Parent Guardian Last Name	Must be present	S1.001w	Warn			
		Max length = 10	005	Err			
		Must be numeric	002w	Warn			
		Not all zeros	024	Err			
		Must match Student Number in 'Student List' ('SL') records	S1.301	Err	Student Number mismatch - Student Record	The value [ColumnData] for Student Number is invalid because a matching record was not found in the Student List ('SL').	
		Dependency – Matching 'SL' record (on Student Number) must be valid	Dep	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		No duplicates within school with overlapping dates	S1.302	Err	Student has overlapping S1s - Student Record	Records for Student Number [ColumnData] are invalid because the student has at least two 'S1' records in the same school with overlapping dates	i.e., where next record begin date is on or before end date of earlier record
		No duplicates in same school where earlier record is still open (blank exit date)	S1.303	Err	Student has prior open S1 - Student Record	Records for Student Number [ColumnData] are invalid because the student has at least one prior 'S1' record in the same school that is still open (blank exit date).	
		No duplicates within school with contiguous dates (next record entry date is day after exit date of earlier record)	S1.304 w	Warn	Student has multiple contiguous S1s - Student Record	Records for Student Number [ColumnData] have a warning because the student has at least two 'S1' records in the same school where the later record follows the earlier one with no days between.	
S1	multiple (student number, school number, entry date)	A student cannot have two records in the same school with the same entry date.	S1.305	Err	Student has multiple S1`s at same school and same entry date - Student Record	Records for Student Number [ColumnData] are invalid because the student has more than one `S1` record in the same school and same entry date, which is not allowed.	
S1	Last Name	Must be present	001	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Only valid personal name characters	S1.022	Err	Only personal name chars allowed – [ColumnName] on [TableName]	The value [ColumnData] for Last Name is invalid because it contains characters other than those valid for personal names: A-Z, space, single quote, or hyphen.	
		Max length = 100	005	Err			
S1	First Name	Must be present	001	Err			
		Only valid personal name characters	022	Err			
		Max length = 100	005	Err			
S1	Middle Name	Blank OK					
	If present:	Only valid personal name characters	S1.022	Err	Only personal name chars allowed – [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it contains characters other than those valid for personal names: A-Z, space, single quote, or hyphen.	
		Max length = 100	005	Err			
S1	Birth Date	Must be present	001	Err			
		Exact length = 8	006	Err			
		Must be valid date	003	Err			YYYYMMDD
		Computed age cannot be greater than 21 on July 1 of the school year.	S1.309	Err	Invalid Birth Date (age > 22) - Student Record	The value [ColumnData] for Birth Date is invalid because the calculated age of the student is greater than 22.	Computed age is based on July 1 of the school year.

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Computed age cannot be less than 3 years if membership > 0	S1.310	Err	Invalid Birth Date (age < 3) - Student Record	The value [ColumnData] for Birth Date is invalid because the student has > 0 membership and the calculated age of the student is less than 3.	Computed age for these 3 checks is based on the date of the current submission.
	(Multi-record)	Warning if non-special-ed student (no S2 records) is older than 18 as of Sept 1	S1.380w	Warn	Warning - Birth Date (age > 19, not Special Ed) - Student Record	The value [ColumnData] for Birth Date has a warning because the student is not Special Ed (no 'S2' records) and the calculated age of the student is greater than 19 as of Sept 1.	Q: Constrain S2 by School Number or check across all schools? A: Constrain S2 by School Number
S1	Sex	Must be present	001	Err			
		Must be valid value	009	Err	Must be valid value – [ColumnName] on Student Record	The value [ColumnData] for [ColumnName] is invalid because it is not found in the table of valid values. Valid values for sex include: 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'Q', 'R', 'S', 'T', 'U', 'V', 'W', 'X', 'Y', 'Z'.	
S1	Ethnicity	Must be present	001	Err			
		Must be 'Y' or 'N'	009	Err			
S1	Race Indicators	Blank OK					
	If present:	Must be 'Y'	009	Err			Implement for each of the 5 race indicators

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	Multi-field	If Ethnicity = 'N', at least one of the 5 race indicators must be 'Y'	S1.311	Err	Ethnicity/Race is missing - Student Record	The ethnicity indicator (Hispanic) must be 'Y' or one of the race codes must be 'Y'. Invalid because Ethnicity is 'N' and all the race codes are blank.	
	Multi-field	If Ethnicity = 'Y', at least one of the 5 race indicators should be 'Y'	S1.316w	Warn	Race is missing - Student Record	At least one of the race codes should be 'Y' even if the Ethnicity indicator (Hispanic) is 'Y'. Warning because Ethnicity is 'Y' and all the race codes are blank.	
S1	Grade Level	Must be present	001	Err			
		Must be 'PK', '00', '01', '02', '03', '04', '05', '06', '07', '08', '09', '10', '11', or '12'	009	Err			Manifest changes '-1' if found in input to 'PK' for validation and upload
		If computed age on Sept 1 is greater than 5 and record exit date is blank or after Sept 1, grade level cannot be 'PK'	S1.317	Err	Age > 5; Grade 'PK' - Student Record	Invalid because the student is 6 years old or older (as of Sept 1) with a grade level of 'PK' and the student is active on or after Sept 1. For the student to be 6 years old as of Sept 1 and be in grade 'PK', the Exit Date must be equal to or prior to Sept 1 (Exit Date of Sept 1 indicates last day was Aug 31, which is OK).	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Student's grade level cannot be higher than the grade range of the school as indicated in CACTUS, unless 'PK'	S1.318	Warning	Grade Level Too High - Student Record	The value [ColumnData] for Grade Level is invalid because it is not `PK` and is higher than the grade range of the school as indicated in CACTUS.	Grade Level <> 'PK' AND (Grade Level > GRADE_HIGH) in REF_SCHOOL_LEA where SCHOOL_YEAR = manifest SchoolYear and SCHOOL_NUMBER = School Number.
		If the student's grade level is lower than the grade range of the school as indicated in CACTUS, a warning will be generated	S1.318w	Warn	Grade Level Too Low - Student Record	The value [ColumnData] for Grade Level may be invalid because it is not `PK` and is lower than the grade range of the school as indicated in CACTUS.	
S1	Entry Date	Must be present	001	Err			
		Must be valid date	003	Err			YYYYMMDD
		Exact length = 8	006	Err			
		Must be in current school year	S1.032	Err	Must be in current school year – [ColumnName] on [TableName]	The value [ColumnData] for Entry Date is invalid because it is not in the current school year.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Exit Date	If Exit Code exists then must be present	S1.319	Err	Exit Code but no Exit Date - Student Record	Invalid because [ColumnName] is present (value= [ColumnData]) but Exit Date is blank. Exit Date is required when Exit Code is present.	
	If present:	Must be valid date	003	Err			YYYYMMDD'
		Exact length = 8	006	Err			
		Must be in the current school year	S1.032 w	Warn	Should be in current school year – [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] has a warning because it is not in the current school year, between July 1 and the last day of school.	Replaced S1.382.
		Cannot be before ENTRY DATE	S1.320	Err	Exit Date before Entry Date - Student Record	Value of [ColumnData] for Exit Date is invalid because it is before the Entry Date.	
		Must be in the current school year	S1.322	Err	Exit Date not current year - Student Record	The value [ColumnData] for Exit Date is invalid because it is not in the current school year. It must be between July 1 and the day after the Last Day Of School indicated on the corresponding School ('SC') Record.	Use July 1 (SchoolYear Start property) through the day after Last Day Of School in 'SC' record
S1	Exit Code	Must be present if there is an Exit Date	S1.323	Err	Exit Date but no Exit Code - Student Record	Invalid because Exit Code is required when Exit Date is present; Student Record contains an Exit Date but Exit Code is blank.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be valid exit code	009	Err	Must be valid value - Exit Code on Student Record	The value [ColumnData] for Exit Code is invalid because it is not found in the table of valid values. Valid values for Exit Code include: '', '11', 'AE ', 'AS', 'CB', 'CH', 'DE ', 'DO ', 'EX ', 'FE', 'GE ', 'HE ', 'IB', 'OG', 'PR', 'Q1 ', 'Q2 ', 'Q3 ', 'T1 ', 'T2 ', 'TC ', 'TD', 'TH ', 'TN ', 'TO ', 'TP', 'TR', 'TS ', 'TT', 'UC', 'UN', 'WD', WM', 'WP'.	
S1	Exit Code, Grade Level (2)	If Exit Code = '11' then Grade Level must be 9, 10, or 11	S1.324	Err	Grade Level / Grad Code inconsistent - Student Record	Invalid because the student is designated an Early Graduate ([ColumnData]) but Grade Level is [ColumnData2]. Grade Level must be 9, 10, or 11 for Exit Code '11'.	
S1	Exit Code, Grade Level (2)	If Exit Code = 'WP' then Grade Level must be 'PK'	S1.325	Err	Exit Code 'WP', student not Pre-K - Student Record	The value [ColumnData] for Exit Code is invalid because the student's Grade Level must be 'PK' for Exit Code 'WP', but Grade Level is [ColumnData2] instead.	
S1	Exit Code, Grade Level (2)	If Exit Code = 'Q1', 'Q2', 'Q3', 'T1', or 'T2' then Grade Level must be 12	S1.327	Err	Grade Level / Grad Code inconsistent - Student Record	Invalid because the student is designated an Early Graduate ([ColumnData]) but Grade Level is [ColumnData2]. Grade Level must be 12 for Exit Codes 'Q1', 'Q2', 'Q3', 'T1', 'T2'.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	Exit Code	[ColumnName] = 'EX' with no Incident Record	S1.386	Err	Invalid because [ColumnName] is 'EX' and there is no corresponding Incident Record	[ColumnName] = 'EX' with no Incident Record	
S1	Exit Code, CBE flag (2)	If Exit Code = 'CB' then the school must be listed as a Competency Based Education provider in the CBE flag in CACTUS.	S1.400	Err	Invalid combination: [ColumnName], [ColumnName2]	Invalid because the value for [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2]. But when [ColumnName] = 'CB' then [ColumnName2] must be checked.	
S1	School Membership	Must be present	001	Err			If non-numeric ('PVT' or 'HSC'), copy value to School Membership Code and force Membership to zero in manifest.
		Must be numeric and less than or equal to 180. Students with the Early Grad Flag excluded.	012	Err			Make 180 a property

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Cannot be greater than the number of weekdays between the ENTRY DATE and the EXIT DATE. Students with the Early Grad Flag excluded.	S1.329 w	Warn	School Membership is too high - Student Record	Warning because the value [ColumnData] for School Membership is greater than the number of equivalent weekdays between the Entry Date and Exit Date. For blank exit dates the 'Last Day of School' in the 'SC' record is used. The Exit Date is defined as the day AFTER the student's last day.	If no Exit Date, use the last day of school ('SC' record). Calculate inclusive total days between Entry and Exit -1, and subtract weekend days.
		School Membership must be 0 if: Computed age < 5 as of Sept 1 And not Pre-K And not Special Ed (no 'S2' records) And not (Military Child = 'Y' and Sept 1 computed age = 4)	S1.376	Err	School Membership > 0, Age < 5 - Student Record	The value [ColumnData] for School Membership is invalid because the student is under 5 years of age as Sept. 1st, and not in special ed. Although these students should not be in school, records are accepted for those who are enrolled, but there can be NO membership. Exception: a MILITARY CHILD can be 4 as of Sept 1 and have membership.	
S1	School Membership Code	Blank OK					Populated only if School Membership non-numeric

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be one of: 'PVT', 'HSC'	009	Err			Internally generated from non-numeric School Membership entries before setting School Membership to zero
	School Membership Code, School Number (2)	If 'PVT' School Number must be 995, if 'HSC' School Number must be 990	S1.354	Err	Private/Home School Membership value doesn't match School Number - Student Record	The value [ColumnData] for School Membership is invalid because it is incorrect for the School Number, [ColumnData2]. School Number must be 995 for 'PVT' and 990 for 'HSC'.	See S1.375.
	School Membership Code, High School Completion Status (2), Exit Date (3), Exit Code (4)	If a senior and SIS As Of Date >= Last Day Of School in 'SC' record (year-end), must have Exit Date and Exit Code, and High School Completion Status must be blank	S1.355	Err	Private/Home School Senior, Invalid Exit - Student Record	Invalid because the value [ColumnData] for School Membership indicates student is part-time Home School or Private. High School Completion Status is not allowed for Home or Private schooled students so School Exit Date and Exit Code are required. For this student, Exit Date = [ColumnData3], Exit Code = [ColumnData4] and High School Completion Status = [ColumnData2].	Senior: Grade Level = 12. Year End: SIS As Of Date >= Last Day Of School in 'SC' record. Check for non-blank High School Completion Status independent of year end condition.

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	High School Completion Status	Must be present if school is student's school of record and student is not part time and Resident Status is not 'C', 'F' or 'J' and School Membership Code is blank and: a. Student is an Early or Other graduate, or b. Grade Level = 12 and SIS As Of Date >= Last Day Of School in 'SC' record and Exit Code is blank	S1.356	Err	[ColumnName] is required here - Student Record	Invalid because the value for [ColumnName] is blank but is required because the school is the school of record, the student is not part time, Resident status is not 'C', 'F' or 'J', and the student is an Early/Other graduate or the school year has ended and the student is a senior.	Use Exit Code to check if Student has graduated.
	If present:	Must be valid completion code	009	Err			
S1	High School Completion Status, Grade Level (2)	If 'RT' or 'RA' then GRADE LEVEL must be 11 or 12	S1.358	Err	[ColumnName] = 'RT' or 'RA', [ColumnName2] not '11' or '12' - Student Record	Invalid because the value [ColumnData] for [ColumnName] can only be used when [ColumnName2] = '11' or '12', but instead [ColumnName2] = [ColumnData2].	
S1	High School Completion Status	'RA' only valid if school year equals cohort year	S1.398	Err	'RA' is invalid [ColumnName] because student ineligible for cohort reassignment.	Student is ineligible for cohort reassignment because school year does not equal cohort year. [ColumnName] cannot be 'RA'.	If student is eligible for FAPE and is expected to return to school the next school year, use the RT (retained senior) high school completion status.

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	High School Completion Status	If 'GM' then Military Child must be 'Y'	S1.359	Err	[ColumnName] = 'GM', not Military Child - Student Record	Invalid because the value [ColumnData] for [ColumnName] can only be used if Military Child = 'Y', but Military Child is blank.	
S1	High School Completion Status, Exit Code (2)	If Exit Code = 'Q1', 'Q2', 'Q3', 'T1', or 'T2' then HS Completion Status must be 'GA', 'GR', 'GQ' or 'GM'.	S1.361	Err	Invalid combination: [ColumnName], [ColumnName2] - Student Record	Invalid because the value for [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2]. But when [ColumnName2] = 'Q1', 'Q2', 'Q3', 'T1' or 'T2' then [ColumnName] must be 'GA', 'GQ', 'GR' or 'GM'.	
S1	High School Completion Status, Exit Code (2), Grade Level (3)	If Exit Code = '11', Grade Level must be 9, 10, 11 and HS Completion Status must be 'GA', 'GR','GQ', or 'GM'. If grade level is 9, 10, 11 and HS Completion Status is 'GA', 'GR','GQ', or 'GM' then Exit Code must be '11'.	S1.362	Err	High School Completion Status not compatible with Exit Code - Student Record.	Invalid because the value for High School Completion Status = [ColumnData] with Exit Code = [ColumnData2] and Grade Level = [ColumnData3]. When Exit Code is '11' then Grade Level must be '9','10', or '11' and High School Completion Status must be 'GA', 'GR', 'GQ', or 'GM'.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	High School Completion Status, Exit Code (2)	If EXIT CODE = 'OG' then value must be 'GA', 'GR', 'GQ', 'CT', 'GC', or 'AO'	S1.363	Err	Invalid combination: [ColumnName], [ColumnName2] - Student Record	Invalid because the value for [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2]. But when [ColumnName2] = 'OG' then [ColumnName] must be **'**GA**'**, 'GR', 'GQ', 'CT', 'GC', or 'AO'.	
S1	Exit Code, IBE flag (2)	If Exit Code = 'IB' then the school must be listed as a International Baccalaureate Education provider in the IBE flag in CACTUS.	S1.409	Err	Invalid combination: [ColumnName], [ColumnName2]	Invalid because the value for [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2]. But when [ColumnName] = 'IB' then [ColumnName2] must be checked.	
S1	High School Completion Status, Exit Code (2)	If Exit Code = 'CB' or 'IB' then High School Completion Status must be 'GA', 'GM', 'GR', or 'GQ'.	S1.399	Err	Invalid combination: [ColumnName], [ColumnName2] - Student Record	Invalid because the value for [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2]. But when [ColumnName2] = 'CB' or 'IB' then [ColumnName] must be 'GA', 'GM', 'GR', or 'GQ'.	
S1	(Multi-record)	If High School Completion Status = 'GA' or 'RA' then student must have at least one 'S2' record where the 1% flag is marked 'Y' or resident status must be 'X'.	S1.395	Err	[ColumnName] = 'GA' or 'RA', and ResidentStatus is not 'X' OR no SCRAM where 1% flag is marked 'Y'.	Invalid because the value [ColumnData] for [ColumnName] can only be used for students with a scram record where the 1% flag is marked 'Y' or resident status must be 'X'.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	(Multi-record)	If last 'S2' has Exit Reason = 'D' then High School Completion Status must = 'AO', and if High School Completion Status = 'AO' then the last 'S2' for the student must have Exit Reason = 'D'	S1.379	Err	Invalid combination: [ColumnName] on Student Record - Exit Reason on SCRAM Record	Invalid because either the value [ColumnData] for [ColumnName] is not 'AO' and the last 'S2' Exit Reason = 'D', or [ColumnName] = 'AO' but the last 'S2' Exit Reason is not 'D'.	
S1	Part Time	Blank OK					
	If present:	Must be one of: 'H', 'P', 'S'	009	Err			
S1	Part Time, School Membership Code (2)	Must be blank if 'PVT' or 'HSC' in S1 Membership	S1.330	Err	Invalid combination: [ColumnName], School Membership - Student Record	Invalid because [ColumnName] = [ColumnData] and School Membership = [ColumnData2], but [ColumnName] must be blank if School Membership = 'PVT' or 'HSC'.	
	If present:	Must be 'D'	009	Err			
S1	Tribal Affiliation	Must be present if RACE 'Indian' indicator is 'Y'	S1.332	Err	[ColumnName] blank and RACE 'Indian' indicator = 'Y' - Student Record	Invalid because [ColumnName] is required when the RACE 'Amer. Indian/Alaska' indicator is 'Y'.	
	If present:	Must be one of: 'G', 'N', 'P', 'S', 'U', 'O'	009	Err			
S1	Limited English	Blank OK					
	If present:	Must be one of: 'Y', 'O', 'F', 'N'	009	Err			
S1	Econ Disadv	Blank OK					
	If present:	Must be one of: 'F', 'R', 'Y'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Resident Status If present:	Must be present Must be one of: 'A', 'B', 'C', 'F', 'J', 'U'	001 009	Err Err			
	Resident Status, Exit Code (2)	If 'F' or 'J' (foreign exchange) and EXIT CODE is present and not 'FE', issue a WARNING	S1.333w	Warn	Foreign exchange student, [ColumnName2] not 'FE' - Student Record	The record has a warning because [ColumnName] = [ColumnData], indicating a foreign exchange student, but [ColumnName2] = [ColumnData2] instead of the expected value 'FE'.	
S1	Phone Number	Blank OK					
	If present:	Must be numeric	002	Err			
		Exact length = 10	006	Err			
		Must meet North American Numbering Plan (NANP) rules.	S1.335	Err	Invalid Phone Number. First and fourth digits of the 10-digit phone number must be a digit between 2 and 9. All other digits can be between 0 and 9.	Invalid because the value [ColumnData] for [ColumnName] is not a valid North American phone number.	NANP numbering format: NXX-NXX-XXXX, where the Ns denote any of the digits 2–9, and the Xs denote any digit 0–9.
S1	Phone Number (1), S2 record	If student has a SCRAM Record, phone number cannot be blank	S1.406	Warn	Phone Number cannot be blank for students with an IEP.	The value [ColumnData1] for [ColumnName1] is not allowed when a SCRAM record is present for the student.	S1
S1	Migrant	Blank OK					
	If present:	Must be 'Y'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Migrant, LEA Number (2)	Migrant students should only be marked by the following LEAs: '02', '03', '04', '07', '12', '13', '14', '17', '19', '20', '23', '26', '27', '33', '37', '38', '39', '42'. List can change annually.	S1.381	Err	Migrant 'Y', not allowed in LEA - Student Record	Invalid because [ColumnName] = [ColumnData], but the reporting LEA, [ColumnData2], is not one of those allowed to have migrant students.	Use Lookup Table with custom rule, Fieldname = 'Migrant_LEA'
S1	Days Attended	Must be present when SIS As Of Date is >= Last Day Of School in 'SC' record ('000' is OK, but cannot be blank)	S1.364	Err	Must be present at year end - [ColumnName] on [TableName]	Invalid because [ColumnName] is required at year end but is blank	If student is in a private school force to '000' in manifest
	If present:	Must be numeric and >= 0 but <= 180. Students with the Early Grad Flag excluded.	007	Err	Value outside range - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not between [MinValue] and [MaxValue]	
			~~011~~	~~Err~~	~~Must match regular expression - Days Attended on Student Record~~	The value [ColumnData] for Days Attended is invalid because it does not conform to the regular expression definition.	The 011 validation has never been active for this field.
	~~If present:~~	~~Must be numeric and <= 180~~	~~012~~	~~Err~~	-		The 012 validation has never been active for this field.

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Days Attended, School Membership (2)	Cannot be greater than total membership in the school (S1 + S2 Time C + S3 Time C membership)	S1.365	Err	Days Attended > Membership - Student Record	The record is invalid because the value [ColumnData] for Days Attended is greater than the student's total membership in the school: [ColumnData2] plus any S2 and S3 self-contained membership.	For PK students, assume all S2 membership is self-contained (if no time code).
S1	Multi-record	Total Membership more than 30 days and attendance is 0.	S1.396	Warning	Total Membership greater than 30 and no attendance.	The attendance appears incorrect because the total membership is greater than 30 days and attendance is 0.	Please check that attendance is being reported for the student. Students with more than 10 (or 30) consecutive school days of unexcused absences should be exited.
S1	Excused Absences	Must be present when SIS As Of Date is >= Last Day Of School in 'SC' record ('000' is OK, but cannot be blank) and grade level is not PK	S1.401	Err	Must be present at year end - [ColumnName] on [TableName]	Invalid because [ColumnName] is required at year end but is blank	If student is in a homeschool (990), BIA school (992), or private school (995) force to '000' in manifest

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be numeric and >= 0 but <= 180	007	Err	Value outside range - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not between [MinValue] and [MaxValue]	
S1	Unexcused Absences	Must be present when SIS As Of Date is >= Last Day Of School in 'SC' record ('000' is OK, but cannot be blank) and grade level is not PK	S1.401	Err	Must be present at year end - [ColumnName] on [TableName]	Invalid because [ColumnName] is required at year end but is blank	If student is in a homeschool (990), BIA school (992), or private school (995) force to '000' in manifest
	If present:	Must be numeric and >= 0 but <= 180	007	Err	Value outside range - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not between [MinValue] and [MaxValue]	
S1	Absences due to Suspension	Must be present when SIS As Of Date is >= Last Day Of School in 'SC' record ('000' is OK, but cannot be blank) and grade level is not PK	S1.401	Err	Must be present at year end - [ColumnName] on [TableName]	Invalid because [ColumnName] is required at year end but is blank	If student is in a homeschool (990), BIA school (992), or private school (995) force to '000' in manifest
	If present:	Must be numeric and >= 0 but <= 180	007	Err	Value outside range - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not between [MinValue] and [MaxValue]	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Excused Absences, Unexcused Absences (2), Absences due to Suspension (3), School Membership (4)	The student's sum of excused absences, unexcused absences, and absences due to suspension cannot be greater than total membership in the school (S1 + S2 + S3 membership)	S1.402	Err	The sum of absences for the student is greater than the sum of membership, and grade level is not PK or school of record not 'N' - Student Record	The record is invalid because the sum of excused absences, unexcused absences, and absences due to suspension [ColumnData]+ [ColumnData2]+ [ColumnData3] is greater than the student's total membership in the school: [ColumnData4] plus any S2 and S3 self-contained membership.	PK students and School of Record 'N' enrollment records are excluded from this validation.
S1	Enrollment Validation Type	Must be present if student has more than 10 days total membership (S1+S2+S3) in the school, is not attending school out of state (Resident Status 'C'), grade level is not PK, and SIS As Of Date >= Last Day Of School in 'SC' record	S1.403	Err	[ColumnName] is required for students attending K-12	Invalid because the value for [ColumnName] is blank but is required because total membership > 10, resident status is not C, grade level is not PK, and SIS As Of Date >= Last Day Of School in 'SC' record	
	If present:	Must be valid Enrollment Validation Type	009	Err	Must be valid value - [ColumnName] on Student Record	The value [ColumnData] for [ColumnName] is invalid because it is not found in the table of valid values. Valid values for Enrollment Validation Type include: 'A', 'L', 'M', 'S'.	
S1	Homeless	Must be present	001	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be one of: ‘0’, ‘1’, ‘2’, ‘3’, ‘4’, ‘5’	009	Err	Must be valid value – [ColumnName] on [TableName]	The value '' for [ColumnName] is invalid because it is not found in the table of valid values. Valid values for [ColumnName] include: '0', '1', '2', '3', '4', '5'.	
S1	First Enroll in US	Must be present if IMMIGRANT is 'Y'	S1.336	Err	[ColumnName] blank and Immigrant = ‘Y’ - Student Record	Invalid because [ColumnName] is required when Immigrant = ‘Y’.	
		If present: Must be valid date	003	Err			
		Exact length=8	006	Err			YYYYMMDD
			12	Warn	Student has [ColumnName] date before birthday or after first enrollment date.	An EL student with code `Y`, `O`, or `F` has a `First Enroll in US` date that is before their birthdate or after their first school enrollment date.	
S1	First Enroll in US, Entry Date (2)	Must be less than or equal to school Entry Date.	S1.366	Err	[ColumnName] > [ColumnName2] - Student Record	[ColumnData] for [ColumnName] is invalid because it must be on or before the school Entry Date.	
S1	ELL Native Language, Limited English (2)	Must be present if Limited English is ‘Y’, ‘O’ or ‘F’, or if Immigrant is ‘Y’	S1.337	Err	Blank [ColumnName] for ELL or immigrant student - Student Record	Invalid because [ColumnName2] = [ColumnData2] and [ColumnName] is required when [ColumnName2] = ‘Y’, ‘O’ or ‘F’.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be in list of valid language codes	009	Err			Valid language codes should include English
S1	ELL Parent Language, Limited English (2)	Must be present if Limited English is 'Y', 'O' or 'F', or if Immigrant is 'Y'	S1.337	Err	Blank [ColumnName] for ELL or immigrant student - Student Record	Invalid because [ColumnName2] = [ColumnData2] and [ColumnName] is required when [ColumnName2] = 'Y', 'O' or 'F'.	
	If present:	Must be in list of valid language codes	009	Err	Must be valid value - ELL Parent Language on Student Record	The value [ColumnData] for ELL Parent Language is invalid because it is not found in the table of valid values. Valid values for ELL Parent Language include: 'ACE', 'ACH', 'AFR', 'AII', 'AKA', 'ALB', 'AMH', 'ANU', 'APA', 'ARA', 'ARM', 'ARP', 'ASE', 'AUS', 'BAQ', 'BEN', 'BNT', 'BOS', 'BUL', 'BUR', 'CAT', 'CEB', 'CHA', 'CHI', 'CHK'.	Valid language codes should include English
S1	ELL Monitored Entry Date, Limited English (2)	Must be present if Limited English is 'F', must be blank if Limited English is NOT 'F'	S1.339	Err	Invalid combination: [ColumnName], [ColumnName2] - Student Record	Invalid because [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2]. [ColumnName] must be present if [ColumnName2] = 'F', or it must be blank if [ColumnName2] is NOT 'F'.	
		Must be valid date	003	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Exact length = 8	006	Err			YYYYMMDD
		Date must be in a prior school year (June 30)	S1.340	Err	[ColumnName] not in prior school year - Student Record	[ColumnData] for [ColumnName] is invalid because it must be in a prior school year (June 30).	
		Month and day portion must be '0630'	S1.367	Err	Invalid month/day for [ColumnName] - Student Record	[ColumnData] for [ColumnName] is invalid because the month and day must be '0630'	
S1	PARENT GUARDIAN FIRST NAME	Must be valid value	009	Err	Must be valid value - [ColumnName] on Student Record	The value [ColumnData] for [ColumnName] should be provided if applicable.	
		Only valid personal name characters	S1.022	Err	Only personal name chars allowed – [ColumnName] on [TableName]	The value [ColumnData] for Last Name is invalid because it contains characters other than those valid for personal names: A-Z, space, single quote, or hyphen.	
		Max length = 100	005	Err	[ColumnName] may only be up to 100 chars	The [ColumnName] must be less than 100 characters.	
S1	PARENT GUARDIAN LAST NAME	Must be valid value	009	Err	Must be valid value - [ColumnName] on Student Record	The value [ColumnData] for [ColumnName] should be if applicable.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Only valid personal name characters	S1.022	Err	Only personal name chars allowed – [ColumnName] on [TableName]	The value [ColumnData] for Last Name is invalid because it contains characters other than those valid for personal names: A-Z, space, single quote, or hyphen.	
		Max length = 100	005	Err	[ColumnName] may only be up to 100 chars	The [ColumnName] must be less than 100 characters.	
S1	STUDENT PHYSICAL ADDRESS 1	Must be present	001	Err	Must be valid value - [ColumnName] on Student Record		
		Max length=100	005	Err			
S1	STUDENT PHYSICAL ADDRESS 2	Blank OK			Must be valid value - [ColumnName] on Student Record		
	If present:	the Max length is 100	005	Err			
S1	STUDENT PHYSICAL CITY	Must be present	001	Err	Must be valid value - [ColumnName] on Student Record		
		Max length = 24	005	Err			
S1	STUDENT PHYSICAL STATE	Must be present	001	Err	Must be valid value - [ColumnName] on Student Record		
		Max length = 2	005	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	STUDENT PHYSICAL ZIP CODE	Must be present	001	Err			
		Must be numeric	002	Err	Must be numeric – [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it contains non-numeric characters or embedded spaces.	
		Exact length = 5	006	Err	Incorrect data length - Student Zip Code on Student Record	The value [ColumnData] for Student Zip Code is invalid because it is not exactly '5' characters in length.	
		If a Utah resident (based on RESIDENT STATUS B, C, or U) zip code must start with '84' or equal '86033', '86044', '86503', '86053', '86535', '86514' (San Juan)	S1.341	Err	Invalid ZIP code - Student Record	[ColumnData] for [ColumnName] is invalid because the student is a Utah resident but the value is not a valid Utah ZIP code.	
S1	STUDENT MAILING ADDRESS 1	Blank OK					
	If present:	Max length = 100	005	Err			
S1	STUDENT MAILING ADDRESS 2	Blank OK					
	If present:	Max length = 100	005	Err			
S1	STUDENT MAILING CITY	Blank OK					
	If present:	Max length = 24	005	Err			
S1	STUDENT MAILING STATE	Blank OK					

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Max length = 2	005	Err			
S1	STUDENT MAILING ZIP CODE	Blank OK					
	If present:	Must be numeric	002	Err	Must be numeric – [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it contains non-numeric characters or embedded spaces.	
	If present:	Exact length = 5	006	Err	Incorrect data length - Student Zip Code on Student Record	The value [ColumnData] for Student Zip Code is invalid because it is not exactly '5' characters in length.	
S1	MESA program	Blank OK					
	If present:	Must be one of: ‘A’, ‘B’, ‘C’	009	Err			
S1	District of Residence	Must be present Exception: Student is attending from another state if Resident Status= ‘A’, ‘F’, ‘J’, or ‘X’	S1.368	Err	Blank [ColumnName] - Student Record	[ColumnName] is required.	
	If present:	Must be one of the regular districts: 01-40, 42	S1.369	Err	[ColumnName] not regular district - Student Record	[ColumnData] for [ColumnName] is invalid because it is not one of the regular districts, e.g. 1-40, 42.	
S1	School of Record	Blank OK					Blank indicates school of record
	If present:	Must be 'N'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	School of Record, School Number (2), Entry Date (3), Exit Date (4)	If student has more than one active S1 record with blank, please verify is correct	S1.342w	Warn	More than one school of record - Student Record	Warning because there may be more than one school of record for the student at the same time (i.e. where School of Record is blank). Ignore for traditional combined 'S1' records. Otherwise please verify the correct school of record for the student. [ColumnName2] [ColumnData2]: [ColumnName3] = [ColumnData3], [ColumnName4] = [ColumnData4].	
S1	Gifted	Blank OK					
	If present:	Must be 'Y'	009	Err			
S1	504 Services	Blank OK					
	If present:	Must be 'Y'	009	Err			
S1	ELL Instruction Type, Limited English (2)	Must be present if Limited English is 'Y' or 'O'	S1.343	Err	[ColumnName] is blank for ELL student - Student Record	[ColumnName] is required when Limited English is 'Y' or 'O'. Limited English = [ColumnData2] for this student.	
	If present:	Must be one of: 'BIH', 'BIN', 'BIT', 'BIW', 'DUL', 'ESL', 'IMP', 'IMS', 'IMT', 'SEI'	009	Err			
S1	NCLB School Choice	Blank OK					
	If present:	Must be 'Y'	009	Err			
S1	NCLB Supp Serv Lang	Blank OK					

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be one of: 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M', 'N' or 'O'	009	Err			
		Can only be present for following LEAs: Jordan, Salt Lake, San Juan, Wasatch, Washington	S1.370	Err	[ColumnName] not allowed for this LEA - Student Record	[ColumnData] for [ColumnName] is invalid because it must be blank for this LEA. [ColumnName] can only be present for certain LEAs.	List of allowed LEAs subject to change each year
S1	NCLB Supp Serv Math	Blank OK					
	If present:	Must be one of: 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M', 'N' or 'O'	009	Err			
		Can only be present for following LEAs: Canyons, Provo, Salt Lake, Wasatch	S1.371	Err	[ColumnName] not allowed for this LEA - Student Record	[ColumnData] for [ColumnName] is invalid because it must be blank for this LEA. [ColumnName] can only be present for certain LEAs.	List of allowed LEAs subject to change each year
S1	Statewide Student ID	Must be present	S1.001	Err	Must be present - Statewide Student ID on Student Record	Invalid because Statewide Student ID is required but is blank	
		Must be numeric and greater than or equal to 1,000,000	012	Err			
		Must match SSID in Student List ('SL')	S1.372	Err	[ColumnName] not in Student List - Student Record	[ColumnData] for [ColumnName] was not found in the Student List generated by the manifest. This is a manifest error and should be reported as a bug.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	SSID, First Name, Last Name, Birth Date	An SSID can only be used by a single student and must match the data in the SSID system.	S1.392	Warn	SSID in submission possibly in use by different student or does not match SSID system.	The SSID being submitted for this student may be in use by a different student or the submitted data does not match the data in the SSID system and may need to be updated.	Based on First Name, Last Name, and Birth Date
S1	Cumulative GPA	Must be present at Year End (As Of Date >= SC Last Day of School) for grades 9, 10, 11 and 12	S1.344	Err	Must be present at year end for high school student - [ColumnName] on Student Record	Invalid because [ColumnName] is blank but is required for grades 09 - 12 at year end.	
	If present:	Must be numeric between 0.000 and 4.000, or 'NGPA'	S1.345	Err	Invalid [ColumnName] - Student Record	[ColumnData] for [ColumnName] is invalid because it must be numeric between 0.000 and 4.000, or 'NGPA'.	
S1	Special Ed Exit Date	Blank OK					
	If present:	Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
		Cannot be after EXIT DATE (if there is a school Exit Date) and cannot be after Last Day of School in 'SC' record	S1.346	Err	Invalid [ColumnName] - Student Record	[ColumnData] for [ColumnName] is invalid because it is either after the school Exit Date or is after the Last Day of School in the 'SC' record.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
			S1.346 w	Warn	Unexpected Special Ed. Exit Date - Student Record	Warning on [ColumData] for [ColumnName] because it is either after the latest school Exit Date or is after the Last Day of School in the 'SC' record.	
S1	Kindergarten Type	Must be present (As Of Date >= SC Last Day of School) if GRADE LEVEL = '00'	S1.347	Err	Must be present for Kindergarten students - [ColumnName] on Student Record	Invalid because [ColumnName] is blank but is required for Kindergarten students.	
		Can't be present if GRADE LEVEL is NOT '00'	S1.373	Err	[ColumnName] present, student not Kindergarten - Student Record	[ColumnData] for [ColumnName] is invalid because the student is not in Kindergarten.	
	If present:	Must be one of: 'NN', 'FN'	009	Err			
S1	Military Child	Blank OK					
	If present:	Must be 'Y'	009	Err			
S1	Refugee Student	Blank OK					
	If present:	Must be 'Y'	009	Err			
S1	Immigrant	Blank OK					
	If present:	Must be 'Y'	009	Err			
		If 'Y', field FIRST ENROLL IN U.S. must be present	S1.348	Err	Immigrant, First Enroll in US blank - Student Record	Invalid because [ColumnName] = [ColumnData], so First Enroll in US is required, but it is blank for this student.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Reading Intervention	For grades K-3 must be present at Year End (As of Date >= SC Last Day of School) or if Read Grade Level = 'N'	S1.351	Err	Must be present at year end for grades 00-03 - [ColumnName] on Student Record	Invalid because [ColumnName] is blank but is required for students in grades 00 - 03 at year end.	Triggers only if student was enrolled for at least 20 days.
	If present:	Must be one of: 'Y', 'N'	009	Err			
S1	Early Numeracy Status – Beg. of Year If present:	Must be valid value	009	Err	Must be valid value - [ColumnName] on Student Record	The value [ColumnData] for [ColumnName] is invalid because it is not found in the table of valid values. Valid values for [ColumnName] include: 'Y', 'N', 'M', 'U', 'E', 'AY', 'AN', 'S', 'O'.	
S1	Early Numeracy Status – Midyear If present:	Must be valid value	009	Err	Must be valid value - [ColumnName] on Student Record	The value [ColumnData] for [ColumnName] is invalid because it is not found in the table of valid values. Valid values for [ColumnName] include: 'Y', 'N', 'M', 'U', 'E', 'AY', 'AN', 'S', 'O'.	
S1	Early Numeracy Status – End of Year If present:	Must be valid value	009	Err	Must be valid value - [ColumnName] on Student Record	The value [ColumnData] for [ColumnName] is invalid because it is not found in the table of valid values. Valid values for [ColumnName] include: 'Y', 'N', 'M', 'U', 'E', 'AY', 'AN', 'S', 'O'.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Early Numeracy Intervention	For grades K-3 must be present at Year End (As of Date >= SC Last Day of School).	S1.404	Err	Must be present at year end for grades 00-03 - [ColumnName] on Student Record	Invalid because [ColumnName] is blank but is required for students in grades 00 - 03 at year end.	Triggers only if student was enrolled for at least 20 days.
S1	Race Observer ID	Must be present	001	Err			
	If present:	Must be one of: 'Y', 'N'	009	Err			
S1	Accompanied Student, Home Status (2)	Must be present if Home Status > '0'	S1.374	Err	Must be present if [ColumnName2] not Zero - [ColumnName] on Student Record	Invalid because [ColumnName] is blank and [ColumnName2] = [ColumnData2]. [ColumnName] is required when [ColumnName2] is not ‘0’.	
	If present:	Must be one of: 'Y', 'N'	009	Err			
S1	LEA Number	Must be present	001	Err			
		Must match LEA Number in ‘DI’ records	040	Err			
		Matched ‘DI’ record (using LEA Number) must be valid	Dep	Err			
S1	Multi-record	The early graduate flag can only be marked for students in grades 6-12.	S1.394	Err	[Column Name] has been marked for a student in grades pk-5.	The record fails validation because the following expression evaluates to true: EarlyGrad = 'Y' and ((GradeLevel between '00' and '05') or (GradeLevel = 'PK' or GradeLevel = '-1'))	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	School Membership	Total membership cannot exceed 180 days except for students in grades 6-12 who have indicated they will be graduating early in accordance with their SEOP.	S1.383w	Warn	Total Membership more than 180	[ColumnData] for [ColumnName] has a warning because the sum of School Membership, Scram Membership and Yic Membership is more than 180	
S1	School Number	Must be present	001	Err			
		Must match School Number in 'SC' records	041	Err			
		Matched 'SC' record (using School Number) must be valid	Dep	Err			
S1	School Number (1), School Membership Code (2)	If School Number is 990 or 995, School Membership Code must be 'HSC' or 'PVT', respectively.	S1.375	Err	Invalid 990/995 School Number - Student Record	The value [ColumnData] for School Number is invalid because it is incorrect for the School Membership Code, [ColumnData2]. If School Number is`990` or `995`, School Membership Code must be `HSC` or `PVT` respectively and School Membership must be 0.	See S1.354.

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
			S1.376	Err	School Membership > 0, Age < 5 - Student Record	The value [ColumnData] for [ColumnName] is invalid because the student is in Kindergarten or above, NOT Special Ed, under 5 years of age as of the prior September 1st and had membership greater than zero (0). Although these students should not be in school, records are accepted for those who were enrolled - but there can be NO membership. Exception: a MILITARY CHILD can be 4 as of Sept 1 and have membership.	
S1	Multi-record	If student has more than 10 days total membership (S1+S2+S3) in the school, the student must have at least one 'AM' record with Membership > 0, unless grade level is pre-K or Resident Status = 'C' (out-of-state)	S1.377	Err	Total Membership > 10, no 'AM' records - Student Record	The record is invalid because the student has more than 10 days total membership ('S1'+'S2'+'S3') in the school but has no 'AM' records and is not Pre-K and not out of state (Resident Status = 'C'). At least one 'AM' record is required.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	Residence Status	If a student has a residency status of X at a particular school, they should not have course records, SCRAM records, YIC records, incident records, etc., at the same school.	S1.385	Err	[ColumnName] is X and student records exist	Invalid because [ColumnName] is X and the student has Scram, YIC, Course, or Incident Records	
S1	Passed Civics Exam	If a value is present, it must be 'Y'.	009	Err	If value entered, must be 'Y'.	Invalid because [ColumnName] = [Column Data]. Only 'Y' value permitted. Blank OK.	
S1	Multi-record	If a value is present in *either* of the Biliteracy Language *or* the Biliteracy Level fields, both fields must have a value. (i.e., If one field has an entry the other field must have one too).	S1.393	Err		Biliteracy1Languag Required if Biliteracy1Level = 'IM' and Biliteracy2Languag Required if Biliteracy2Level = 'IM'	
S1	GPS Latitude	If a value is present, it must be between -90.0 and 90.0 degrees.	S1.412 w	Warn	Invalid [ColumnName]	[ColumnData] for [ColumnName] is not a decimal between -90.0 and 90.0	
S1	GPS Latitude	If a value is present, it must be between 36.998888 and 42.001667 degrees.	S1.413 w	Warn	Invalid [ColumnName]	To be located in Utah, [ColumnData] for [ColumnName] should be a decimal between 36.998888 and 42.001667	
S1	GPS Longitude	If a value is present, it must be between -180.0 and 180.0 degrees.	S1.414 w	Warn	Invalid [ColumnName]	[ColumnData] for [ColumnName] is not a decimal between -180.0 and 180.0	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S1	GPS Longitude	If a value is present, it must be between -114.05 and -109.05 degrees.	S1.415 w	Warn	Invalid [ColumnName]	To be located in Utah, [ColumnData] for [ColumnName] should be a decimal between -114.05 and -109.05	
S1	GPS Latitude	Value length cannot exceed 20 characters.	S1.416 w	Warn	[ColumnName] exceeds maximimum length permitted.	[ColumnData] exceeds the maximum total length of 20 characters, including signs and decimal points, permitted for [ColumnName] input.	
S1	GPS Longitude	Value length cannot exceed 21 characters.	S1.417 w	Warn	[ColumnName] exceeds maximimum length permitted.	[ColumnData] exceeds the maximum total length of 21 characters, including signs and decimal points, permitted for [ColumnName] input.	
S1	GeoCode	Value must be an Open Location Code (aka Google Plus Code)	S1.418 w	Warn	Invalid [ColumnName] provided.	[ColumnData] for [ColumnName] may not be a valid Open Location Code (Google Plus Code).	
S1	**CredibleThreat**	**Must be valid date**	**003**	**Err**			**YYYYMMDD**
S1	**USDBOutreach Flag**	**Must be 'Y'**	**009**	**Err**			

Student List Record (SL): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
SL	Student Number	Must be present	001	Err			
SL	Student Number	Student number must be unique.	SL.501	Err	Must be unique identifier – Student Number on Student Record	Invalid because there is more than one student where Student Number = [ColumnData]. Student Number must always uniquely identify the same Last Name + First Name + Middle Name + Date of Birth + SSID.	
SL	Student Number	Total membership (S1+S2+S3) exceeds the maximum allowed days.	SL.505	Err	Total membership too high - Student Record	Invalid because total membership (S1+S2 or S1+S3) across all schools exceeds 360 + 10 x number of schools student was enrolled in (e.g. 370 if enrolled in one school, 380 if enrolled in 2 schools, etc.).	
SL	Last Name, First Name	Must be present	001	Err			
SL	Birthdate	Must be present	001	Err			
		The student's birthdate must match the value entered in the SSID system.	SL.506	Err	[ColumnName] on [TableName] does not match Birthdate in SSID System	[ColumnData] for Birthdate is invalid because it does not match the value in the SSID System.	
SL	Sex	Must be present	001	Err			
SL	Statewide Student ID	Must be present	SL.001	Err	Must be present – [ColumnName] on [TableName]	Invalid because Statewide Student ID is required but is blank	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		SSID must be unique.	SL.503	Err	Must be unique identifier – Statewide Student ID on Student Record	Invalid because there is more than one student where Statewide Student ID = [ColumnData]. Statewide Student ID must always uniquely identify the same Last Name + First Name + Date of Birth + Student Number.	
		SSID must be present and active in the SSID database.	SL.504	Err	Must be in SSID system – Statewide Student ID on Student Record	[ColumnData] for Statewide Student ID is invalid because it is not found in the SSID database or is not an active record.	
		SSID must be present and active in the SSID database.	SL.504w	Warn	Must be in SSID system – Statewide Student ID on Student Record	[ColumnData] for [ColumnName] is invalid because it is not found in the SSID database or is not an active record.	
SL	LEA Number	Must be present	001	Err			

SCRAM Record (S2)

SCRAM records are sent through the SIF as Student Participation records. In order to identify a participation object as a S2 or SCRAM record the Program Type field on the student participation SIF object must be set to the value 0270.

Record type 'S2=' (Required for all special education students) For each batch update, UTREx will expect an 'S2' records for each "SCRAM" student that has been in membership/enrolled within a school at any time during the current school year. This record identifies the SCRAM membership a student has had within a TIME code. For those students that may have multiple TIME codes during the year, multiple 'S2' records should be included in the update.

For more information, please contact the SpEd Program Evaluation & Data Analysis Specialist, Malia Mcilvenna, (801-538-7731; malia.mcilvenna@schools.utah.gov).

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Description
RECORD ID				S2=	SCRAM Record ID
STUDENT NUMBER	StudentPersonal/LocalId	0	StudentPersonal	Alpha	Student number
DISABILITY TYPE	StudentParticipation/ExceptionalityCategories/ExceptionalityCategory/Code	0	StudentParticipation	AU, BD, CD, DB, DD, HI, ID, MD, OH, OI, SL, TB, VI	Disability type
TIME	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/TimeCode	1	StudentParticipation	A, B, C	Time code
SCRAM ENTRY DATE	StudentParticipation/ProgramPlacementDate	0	StudentParticipation	Numeric 8.0: YYYYMMDD	SCRAM Entry Date
SCRAM EXIT DATE	StudentParticipation/ProgramExitDate	0	StudentParticipation	Numeric 8.0: YYYYMMDD	SCRAM Exit Date
SCRAM EXIT REASON	StudentParticipation/ProgramExitReason/OtherCodeList[@CodeSet='StateProvince']	0	StudentParticipation	A, D, M, P, S, X	SCRAM Exit Reason Code

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Description
SCRAM MEMBERSHIP	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/DaysInMembership	1	StudentParticipation	Numeric 3.0	SCRAM aggregate membership
REGULAR PERCENT	StudentParticipation/StudentSpecialEducationFTE	0	StudentParticipation	1, 2, 3	Percent in regular setting
ENVIRONMENT	StudentParticipation/LeastRestrictiveEnvironment/OtherCodeList[@CodeSet='StateProvince']	0	StudentParticipation	For Ages 3-5 in Preschool: C, F, G, J, K, R, S, I, M, P. For Ages 5-22 in grades K-12 ~~6-21~~: H, R, S, T, U, V, Y, P.	Educational environment
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alpha	LEA number
SCHOOL NUMBER	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	School number
IS ONE PERCENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/IsOnePercent	1	StudentParticipation	Y, Blank	A Student with the most significant cognitive disability (SWMSCD) ~~a Significant Cognitive Disability, (SCD),~~ as defined in Board Rule R277-705
EXTENDED SCHOOL YEAR	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement\[@Name='UTExtensions'\]/StudentParticipationExtensions/ExtendedSchoolYear		StudentParticipation	Y, Blank	Student is eligible for Extended School Year (ESY)

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Description
AA TEACHER ID LANGUAGE ARTS	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/TeacherList/Teacher[@Type='AAL1’]	1	StudentParticipation		The CACTUS ID of the teacher who will administer the Alternate Assessment (DLM) Language Arts assessment
AA TEACHER ID MATH	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/TeacherList/Teacher[@Type='AAM1']	1	StudentParticipation		The CACTUS ID of the teacher who will administer the Alternate Assessment (DLM) Math assessment
AA TEACHER ID SCIENCE	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/TeacherList/Teacher[@Type='AAS1']	1	StudentParticipation		The CACTUS ID of the teacher who will administer the Alternate Assessment (DLM) Science assessment

SCRAM Record (S2): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of a SCRAM record must always contain the record identifier ‘S2=’.

LEA Number: **(Required)** The actual LEA number. This will be validated using the CACTUS database.

School Number: **(Required)** The actual school number. This will be validated against the schools in the CACTUS database.

Student Number: **(Required)** Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blank. Don’t send in a student record with the student number equal to zero.

Note: For UTREx to store SCRAM membership, a student ‘S1’ record for each student having SCRAM data must also be present in the update. You must include the same student identification number on this SCRAM update record as you did on the ‘S1’ record. This number will be used as a key to find the student data so this SCRAM membership can be attached.

Disability Type: **(Required)** Identifies the type of disability for which the student is receiving Special Education and related services.

Code	Meaning
AU	Autism
BD	Emotional-Behavioral Disability
CD	Speech Language Impairment
DB	Deafblindness
DD	Developmental Delay
HI	Hard of Hearing/Deafness
ID	Intellectual Disability
MD	Multiple Disabilities
OH	Other Health Impairment
OI	Orthopedic Impairment
SL	Specific Learning Disability
TB	Traumatic Brain Injury
VI	Visual Impairment (including Blindness)

Constraint: Type 'DD' cannot be used for students older than 8 years of age. If the SCRAM record has an exit date, age is calculated as of the SCRAM exit date, so make sure that the SCRAM exit date is not after the student's 9th birthday. Otherwise, the student's age is calculated as of the submission date (except during submission windows when the age is temporarily frozen: between Oct 1 and 15 the age as of Oct 1 is used; between Dec 1 and 15 the age as of Dec 1 is used; and after the last day of school the age as of the last day of school is used). See S2.603 validation error.

Time: **(Required)** Summarizes the **minutes of special education and related services provided daily to a student in grades K-12**. This is used to allocate state special education funds. If a student changes Time code during the year, an 'S2' must be sent in for each one.

Pre-K students are not required to submit a time. Kindergarten through 12th grade students are required to submit a time. Time must be one of the following:

Code	Meaning
A	1-59 minutes of special education and related services for students in grades 1-12, or full day kindergarten; or 1-29 minutes of special education and related services for students in regular half day kindergarten. (Resource)
B	60-179 minutes of special education and related services for students in grades 1-12, or full day kindergarten; or 30-89 minutes of special education and related services for students in regular half day kindergarten. (Resource)
C	180 minutes or more of special education and related services for students in grades 1-12, or full day kindergarten; or 90 minutes or more of special education and related services for students in regular half day kindergarten. (Self-Contained)

Note 1: Some education models, such as virtual or learner validated programs, might have IEP service time written in terms of minutes per week or month. Convert the minutes per week and minutes per month to determine the average minutes per day using the following calculations:

- Minutes per week/5

- Minutes per month/20

Note 2: For students on a block schedule, if minutes differ between blocks, use the average of the two.

SCRAM Entry Date: (Required) This is the date the student first began receiving Special Education and related services within the current school year. This date must include the century. The format is YYYYMMD.

SCRAM Exit Date: (Required if there is a SCRAM Exit Code) This is the day *following* the last day the student received special education related services for a particular disability type. This date must also include the century. The format is YYYYMMDD. If the student is still receiving special education and related services, please leave this field blank. Determining inclusion or exclusion of the student for the December 1 reports using this date is the same as the school exit date (see 'S1' record – field Exit Date). If present, it must be within the current school year (July 1 – June 30).

A valid date must be present if SCRAM Exit Reason is entered.

SCRAM Exit Reason: (Required if there is a SCRAM Exit Date) This code identifies the reason this student exited special education and related services. A valid SCRAM Exit Reason must be entered if a SCRAM Exit Date is entered.

Code	Meaning
A	Returned to regular placement
D	Reached maximum age
M	Membership exit; student must be exited from membership due to unexcused absences
P	Promoted to the next grade level; expected to return to LEA
S	Service change
X	Exited school (not expected to return – e.g. transfer, dropout, graduate, etc.)
Blank	If SCRAM Exit Date is blank

Note 1: If SCRAM Exit Reason is D, High School Completion Status must be AO (Aged Out).

Note 2: The SCRAM Exit Reason P is for students who have completed the school year without exiting the school and are *promoted* to the next grade or otherwise expected to return the next year under the same LEA's responsibility. If SCRAM exit date is blank, SCRAM exit reason is not required by UTREx, however, some SISs don't permit blank SCRAM exit reasons at end of year, thus the P exit code is an alternative to blank or null for student information systems which require an explicit exit code at year end. In general, use exit codes when necessary or helpful, although explicit coding of data rather than leaving blanks is generally a good idea.

Note 3: The SCRAM Exit Reason X is for students who are exiting the school and are not expected to return. This includes students who are transferring, who dropped out, or who graduated. Do not use the X code at the end of the school year if the student is expected to return to the same school after the summer break (use the P code for this situation).

Note 4: The SCRAM Exit Reason A is for students who exit Special Education but will continue in enrollment in Regular Placement. Do not use the A code at the end of the school year if the

student is not expected to return to school after the summer break (use the X code for this situation).

Note 5: The SCRAM Exit Reason M is for situations when a student has become unengaged and the LEA can no longer claim membership for the student but must be prepared to provide a FAPE if the student returns to school. A student is unengaged if they have had 10 days of unexcused absences and the student has not transferred or exited due to parent choice. As allowed in R277-419 an LEA may keep an unengaged student in membership for up to 30 days if they are working to locate and engage the student. At the end of the 30 days if the student has not returned to school the LEA must exit the student with the M code. Depending on circumstances of the student's exit if the student returns to school after the 10 or 30 days the LEA may still be obligated to provide the student with a FAPE.

SCRAM Membership: (Required) SCRAM aggregate membership. This field should reflect the total aggregate days of membership within this SCRAM Time code accurate up to the day you create the UTREx update file. If a student moves from one SCRAM Time code to another during the year, then multiple 'S2' records should be included in the update, each one reflecting membership in a separate SCRAM Time code. SCRAM membership days should be reported in 180-day equivalent days (see School Membership notes for 180 equivalent calculation).

Must be complete (right justify, zero fill) blank is an error. It must be '000' if 'PVT' or 'HSC' is submitted in the 'S1' membership field, but it cannot be '000' if 'S1' membership is not 'PVT' or 'HSC'. Resource membership cannot be greater than School Membership (S1).

Note 1: Self-Contained membership days SHOULD NOT be included in the regular school membership total on the 'S1' record. Report Self-Contained membership days on this 'S2' record only.

School Membership (S1) [+] SCRAM Self-Contained membership (some S2s) cannot exceed 180 days.

For Special Education (Resource) students, their membership days in school are included on the 'S1' record and their membership in the resource program is included on the 'S2' record.

Note 2: Membership cannot be negative.

Regular Percent: (Required) Summarizes the amount of time the student is in a regular education class. This is used for federal reporting.

Pre-K students age 5 or younger are not required to submit a percent. Regardless of age, Kindergarten students are required to submit a percent. Regardless of grade, students age 6 or older are required to submit a percent. Percent must be one of the following:

Code	Meaning
1	At least 80% of the day
2	40 to 79% of the day
3	Less than 40% of the day
Blank	If the student is 5 or younger and enrolled in pre-k.

Environment: **(Required)** Identifies the type of educational setting in which the student receives special education and related services.

Starting with the 2020 school year students age 3 to 5 in Preschool and students age 4 or younger in K-12 must be reported with an Early Childhood Environment code. Early Childhood Environment Codes are as follows:

Early Childhood Environment Code	Early Childhood Environment Code Description
C	Non-Regular program, specifically separate Special Education Class
F	Regular program, 10+ hours per week, SPED service in EC Program
G	Regular program, 10+ hours per week, SPED service in other location
J	Regular program, < 10 hours per week, SPED service in EC Program
K	Regular program, < 10 hours per week, SPED service in other location
R	Public Residential
P	Parentally Placed in Private School
S	Public Separate School
I	Neither Regular nor Non-Regular program, Other Location
M	Neither Regular nor Non-Regular program, At Home

Starting with the 2020 school year students age 5 to 22 in K-12 and students age 6 or older in Preschool must be reported with a School Age Environment code. School Age Environment Codes are as follows:

School Age Environment Code	School Age Environment Code Meaning
H	Home Instruction/Hospitalized
R	Public Residential
S	Public Separate School
T	Private Residential Facility
U	Private Separate School
P	Parentally Placed in Private School
V	Regular School Setting
Y	Correctional Facility

All of the codes above, except “P”, assume placement by the LEA. If the student was enrolled in a private school at the initiative of the parent, the student must still be reported for the purpose of federal reporting. Students receiving the Carson Smith Scholarship or Equitable Services under the IDEA proportionate share requirement must be reported as ‘P — Parentally Placed in Private School’.

Note 1: Students reported as Parentally Placed in Private School are not included in December 1 Reports for state funding calculations. These students are submitted for federal reporting requirements only. As noted above, these students should be reported in the S1 membership field as “PVT” and should receive 000 membership days.

For more information, please contact the SpEd Program Evaluation & Data Analysis Specialist, Malia Mcilvenna, (801-538-7731; malia.mcilvenna@schools.utah.gov).

Note 2: "Age" used above is calculated as of the date of each submission. There are two scenarios when a student's Environment code must be changed on the student's birthday.

Scenario 1: For a 4-year-old kindergarten student turning 5, the scram record with the Early Childhood environment code must be closed on the last day that the student is age 4, and a new scram record must be opened on the student's 5th birthday. The scram record that is opened on the student's 5th birthday must include a School Age environment code, as well as a time and regular percent code.

Scenario 2: For a 5-year-old preschool student turning 6, the scram record with the Early Childhood environment code must be closed on the last day that the student is age 5, and a new scram record must be opened on the student's 6th birthday. The scram record that is opened on the student's 6th birthday must include a School Age environment code, as well as a time and regular percent code.

Is One Percent: **(Optional)** Indicates that the student has the most significant cognitive disability (SWMSCD), as defined in Board Rule R277-705. SWMSCD should ~~Indicates that the student has a significant cognitive disability (SCD), as defined in Board Rule R277-705. A student who has a SCD should~~ be marked 'Y'. A 'Y' in this field is used:

1. To indicate that the student has the most significant cognitive disability, ~~a Significant Cognitive Disability~~
2. To indicate that the student should be rostered for the DLM Alternate Assessment **in all content areas**,
3. To indicate that the student is eligible to participate in alternate assessments: PEEP, KEEP, Acadience Reading and Math, WIDA, NAEP,
4. To indicate that the student is eligible for the Alternate Diploma, and
5. To indicate that the student is eligible to receive instruction through the Alternate Academic Achievement Standards (Essential Elements).

Code	Meaning
Y	Student has the most significant cognitive disability ~~a Significant Cognitive Disability~~.
Blank	Student has not been identified as having the most significant cognitive disability ~~a Significant Cognitive Disability~~.

Note 1: A student who is marked 'Y' in the 'Is One Percent' field will not be included in a RISE ~~or Utah Aspire Plus~~ roster and will not have access to any of the formative, interim, or summative resources available through these test administration tools.

Note 2: A student whose Disability Type is BD or SL cannot be reported with 'Is One Percent' marked 'Y'. The definitions of these two disability types are not compatible with identification of Student with the most significant cognitive disability ~~a Significant Cognitive Disability~~ (see Utah Special

Education Rules). Starting in the 2023-2024 school year these combinations will trigger a fatal error S2.629.

Extended School Year: **(Optional)** Due at year end submission. Valid for grades Pre-K through 12. If the LEA is/was required by the student IEP team to provide Extended School Year (ESY) services at any time during the current school year enter 'Y' (a school year runs from July 1 through June 30). These services are typically provided during summer break but may also be provided during other breaks or off-track periods. For more information, please contact the SpEd Program Evaluation & Data Analysis Specialist, Malia Mcilvenna, (801-538-7731; malia.mcilvenna@schools.utah.gov) .

Code	Meaning
Y	Student received ESY services
Blank	Student did not receive ESY services

AA Teacher ID Language Arts: **(Conditionally Required)** The CACTUS ID of the teacher who will administer the Alternate Assessment (DLM) Language Arts assessment

Note 1: A validation warning will trigger if the SCRAM record has the 1% flag, the student is in grade 3-11, and the field is blank.

Note 2: A validation warning will trigger if the ID is not a valid ID in CACTUS.

AA Teacher ID Math: **(Conditionally Required)** The CACTUS ID of the teacher who will administer the Alternate Assessment (DLM) Math assessment

Note 1: A validation warning will trigger if the SCRAM record has the 1% flag, the student is in grade 3-11, and the field is blank.

Note 2: A validation warning will trigger if the ID is not a valid ID in CACTUS.

AA Teacher ID Science: **(Conditionally Required)** The CACTUS ID of the teacher who will administer the Alternate Assessment (DLM) Science assessment

Note 1: A validation warning will trigger if the SCRAM record has the 1% flag, the student is in grade 4-11, and the field is blank.

Note 2: A validation warning will trigger if the ID is not a valid ID in CACTUS.

SCRAM Record (S2): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
S2	SCRAM Record	Identifying Fields				Student Number, School Number, SCRAM Entry Date	
S2	Student Number	Must be present	001	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
		Must match Student Number in 'S1' records with corresponding School Number	042	Err	[ColumnName] Mismatch - Scram Record	The record is invalid because the [ColumnName] value [ColumnData] and the School Number value [ColumnData] do not match any Student Number/School Number value pair in the Student ('S1') Record.	
		Matching 'SL' record (on Student Number) must be valid	Dep	Err			
		Only one active S2 record for a student: no multiples with overlapping dates	S2.602	Err	Student has overlapping S2s - SCRAM Record	Records for Student Number [ColumnData] are invalid because the student has at least two 'S2' records in the same school with overlapping dates.	I.E. where next record begin date is on or before end date of earlier record, or earlier record is still open.
S2	Disability Type	Must be present	001	Err			
		Must be valid disability code: 'AU', 'BD', 'CD', 'DB', 'DD', 'HI', 'ID', 'MD', 'OH', 'OI', 'SL', 'TB', 'VI'	009	Err	Must be valid value – [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not found in the table of valid values. Valid values for [ColumnName] include: 'AU ', 'BD ', 'CD ', 'DB', 'DD ', 'HI ', 'ID ', 'MD ', 'OH ', 'OI ', 'SL ', 'TB ', 'VI '.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
		If 'DD' and SCRAM Exit Date is valid date, then student's ninth birthday must occur on or after the SCRAM Exit Date. If 'DD' and SCRAM Exit Date is blank/space, then student's ninth birthday must occur after the current date.	S2.603	Err	Age too high for [ColumnName] - SCRAM Record	Invalid because [ColumnName] = [ColumnData] and student's age is 9 or older with no Exit Date, or student turned 9 before Exit Date. This code can only be used on 'S2' records where student's age is 8 or younger.	Invalid Exit Date checked separately.
S2	Is One Percent (1), Disability Type (2)	If Is One Percent is 'Y', Disability Type cannot be 'BD' or 'SL'.	S2.629	Err	Invalid Is One Percent and Disability Type Combination.	The value [ColumnData] for [ColumnName] is not allowed when the [ColumnName2] is [ColumnData2]. If Is One Percent is 'Y', Disability Type cannot be 'BD' or 'SL'.	
S2	Scram Entry Date	The SCRAM entry date can't be before the earliest entry date in the student S1 record.	S2.626	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is prior to the earliest `S1` Entry Date for the student in the corresponding school	

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
		The SCRAM Entry Date cannot be on or after the School Exit Date on the student's most recent corresponding 'S1' record.	S2.605	Err	Invalid [ColumnName] – SCRAM Record	[ColumnData] for [ColumnName] is invalid because it is on or after the School Exit Date on the student's most recent corresponding 'S1' record.	
S2	SCRAM Time	Must be present if student is age 6 or older or in grade level K or higher. If blank, then student's sixth birthday must occur after the current date or student must be in grade level PK.	S2.604	Err	Must be present if age > 5 or grade > PK - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required if student is age 6 and older or in grade level K and higher	
		Must be blank if student is Pre-K	S2.623 w	Err	[ColumnName] present, student 'PK' - [TableName]	[ColumnData] for [ColumnName] has a warning because the student is grade level 'PK', and [ColumnName] should be blank for 'PK' students.	
	If present:	Must be one of: 'A', 'B', 'C'	009	Err			
S2	SCRAM Exit Date	Must be present if SCRAM Exit Reason not blank	S2.607	Err	Must be present if Exit Reason not blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required when SCRAM Exit Reason is present.	
	If present:	Must be valid date	003	Err			
		Exact length = 8	006	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
		Must be in current School Year (July 1 – day after Last Day of School in 'SC' record)	S2.609	Err	[ColumnName] not in School Year - SCRAM Record	[ColumnData] for [ColumnName] is invalid because it is not in the current School Year (July 1 - day after Last Day of School in 'SC' record).	
S2	SCRAM Exit Date, SCRAM Entry Date (2)	Cannot be prior to SCRAM Entry Date	S2.608	Err	Invalid [ColumnName] - SCRAM Record	[ColumnData] for [ColumnName] is invalid because it is before [ColumnName2], [ColumnData2].	
	(Multi-record)	If blank, School Exit Date (on most recent matching S1) must also be blank. Otherwise must be on or before School Exit Date (on most recent matching S1)	S2.627	Err	Invalid [ColumnName] - SCRAM Record	[ColumnData] for [ColumnName] is invalid because it is after the School Exit Date on the student's most recent corresponding 'S1' record, or it is blank ('S2' record active) and the School Exit Date is not blank ('S1' record closed).	Allow Scram Exit Date to be up to 3 days after S1 Exit Date on latest matching S1 record.
	(Multi-record)	Cannot be after Special Ed Exit Date on 'S1' record	S2.610	Err	Invalid [ColumnName] - SCRAM Record	[ColumnData] for [ColumnName] is invalid because it is after the Special Ed Exit Date on the student's corresponding 'S1' record.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
	(Multi-record)	The SCRAM entry date can't be before the earliest entry date in the student record.	S2.626	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is prior to the earliest 'S1' Entry Date for the student in the corresponding school.	
S2	SCRAM Exit Reason	Must be present if SCRAM Exit Date not blank	S2.611	Err	Must be present if Exit Date not blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required when SCRAM Exit Date is present.	
	If present:	Must be one of: 'A', 'D', 'M', 'P', 'S', 'X'	009	Err			
S2	(Multi-record)	At Year End (SIS As Of Date >= Last Day of School in 'SC' record), if SCRAM Exit Reason = 'D' then High School Completion Status in 'S1' must be 'AO'	S2.612	Err	Invalid combination: [ColumnName] on [TableName] - High School Completion Status on Student Record	Invalid because the value [ColumnData] for [ColumnName] requires High School Completion Status 'AO' on the student's corresponding 'S1' record.	
S2	SCRAM Membership	Must be present at Year End (SIS As Of Date >= Last Day of School in 'SC' record)	S2.613	Err	Required at year end - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the school year has ended.	
	If present:	Must be numeric and less than or equal to 180	012	Err			
	(Multi-record)	Must be > 0 at Year End (SIS As Of Date >= Last Day of School in 'SC' record) if 'S1' Membership not 'PVT' or 'HSC'	S2.614	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be greater than zero at year end if student's 'S1' membership is not 'PVT' or 'HSC'.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
	(Multi-record)	Must be 0 if 'S1' Membership = 'PVT' or 'HSC'	S2.615	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be zero if student's 'S1' membership is 'PVT' or 'HSC'.	
S2	(Multi-record)	If self-contained SCRAM record, Total Membership cannot exceed 180	S2.617	Err	[ColumnName] too high - [TableName]	Invalid because total membership ('S1'+'S2') for the school is greater than 180. This includes [ColumnData] for [ColumnName] on this self-contained 'S2' record plus other membership days in the same school.	Total membership = S1+S2 within same school (across all schools checked in SL.505)
S2	(Multi-record)	If resource SCRAM record, cannot exceed School Membership ('S1')	S2.618	Err	[ColumnName] too high - [TableName]	[ColumnData] for [ColumnName] is invalid because the total of SCRAM resource days for this student is greater than the student's total membership days in the school.	Use S1+ self-contained S3 for total membership
S2	Regular Percent	Must be present if student is age 6 or older or in grade level K or higher. If blank, then student's sixth birthday must occur after the current date or student must be in grade level PK.	S2.619	Err	Must be present if age > 5 or grade > PK - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required if student is age 6 and older or in grade level K and higher	
	If present:	Must be one of: '1', '2', '3'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
S2	Environment	Must be present	001	Err	Must be present - Environment on Scram Record	Invalid because Environment is required but is blank	
S2	Environment	If age 3 to 5 and grade Pre-K, or if age 4 and grade K-12, must be one of: 'C', 'F', 'G', 'J', 'K', 'R', 'S', 'I', 'M', or 'P'	S2.621	Err	Invalid Early Childhood Environment value - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not found in the table of valid values for students age 3 to 5 in Pre-K or for students age 4 in K-12.	
S2	Environment	If age 5 to 22 in K-12 or if age 6 or older in Pre-K, must be one of 'H', 'R', 'S', 'T', 'U', 'V', 'Y', or 'P'	S2.622	Err	Invalid School Age Environment value- [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not found in the table of valid values for students age 5 to 22 in K-12 or for students age 6 or older in Pre-K.	
S2	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
		Matching 'DI' record (on LEA Number) must be valid	Dep	Err			
S2	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
		Matching 'SC' record (on School Number) must be valid	Dep	Err			
S2	AA Teacher ID Language Arts	Must be present when "Is One Percent" = "Y" and grade level is between 3 and 11	S2.632	Warn	Student is flagged for Alternate Assessment rostering, but no teacher is reported	Enter the CACTUS ID of the teacher who will administer the Alternate Assessment Language Arts assessment	Validation will stop triggering if the SCRAM record has an exit date earlier than the collection date
S2	AA Teacher ID Language Arts	If Present, must be valid Teacher ID in CACTUS	043	Err	The [ColumName] [ColumnData] was not found in Cactus.	Must be valid ID in CACTUS.	
S2	AA Teacher ID Math	Must be present when "Is One Percent" = "Y" and grade level is between 3 and 11	S2.631	Warn	Student is flagged for Alternate Assessment rostering, but no teacher is reported	Enter the CACTUS ID of the teacher who will administer the Alternate Assessment Math assessment	Validation will stop triggering if the SCRAM record has an exit date earlier than the collection date
S2	AA Teacher ID Math	If Present, must be valid Teacher ID in CACTUS	043	Err	The [ColumName] [ColumnData] was not found in Cactus.	Must be valid ID in CACTUS.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description /Identifying Fields	Notes
S2	AA Teacher ID Science	Must be present when "Is One Percent" = "Y" and grade level is between 4 and 11	S2.633	Warn	Student is flagged for Alternate Assessment rostering, but no teacher is reported	Enter the CACTUS ID of the teacher who will administer the Alternate Assessment Science assessment	Validation will stop triggering if the SCRAM record has an exit date earlier than the collection date
S2	AA Teacher ID Science	If Present, must be valid Teacher ID in CACTUS	043	Err	The [ColumName] [ColumnData] was not found in Cactus.	Must be valid ID in CACTUS.	

Youth in Care (YIC) Record (S3)

YIC records are sent through the SIF as Student Participation records. In order to identify a participation object as a S3 or YIC record the Program Type field on the student participation SIF object must be set to the value 9999.

Record Type 'S3=' (Required for YIC students) The UTREx will expect an 'S3' record for each YIC student that has been in membership/enrolled within the YIC residential facility; self-contained YIC classroom, or has been provided YIC services while attending class in a mainstream setting (ISI-1 or ISI-2) in a regular high school at any time period covered by the upload. For those students that may have multiple Entry/Exit in the YIC setting, multiple 'S3' records should be included in the update. If a student changes Custody Type or Time code during the year, an 'S3' must be sent in for each one. Only 1 'S3' can be active for a student at any given time – for multiple, the Entry/Exit dates cannot overlap.

For information/clarification about usage of the data elements in the record please contact David Sollami David.Sollami@schools.utah.gov.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID				S3=	Youth in Care Record ID
STUDENT NUMBER	StudentPersonal/LocalId	0	StudentPersonal	Alpha	LEA assigned student number
CUSTODY TYPE	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/CustodyType	1	StudentParticipation	DCFS, DJJS, DHHS, BOIA	Custody Type
TIME	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/TimeCode	1	StudentParticipation	A, B, C	Time Code
ENVIRONMENT	StudentParticipation/LeastRestrictiveEnvironment/OtherCodeList[@CodeSet='StateProvince']	0	StudentParticipation	H, R, T, V	Educational environment
YIC ENTRY DATE	StudentParticipation/ProgramPlacementDate	0	StudentParticipation	Numeric 8.0: YYYYMMDD	YIC Entry Date
YIC EXIT DATE	StudentParticipation/ProgramExitDate	0	StudentParticipation	Numeric 8.0: YYYYMMDD	YIC Exit Date
YIC EXIT REASON	StudentParticipation/ProgramExitReason/OtherCodeList[@CodeSet='StateProvince']	0	StudentParticipation	A, D, P, S, X	YIC Exit Reason code
YIC MEMBERSHIP	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/DaysInMembership	1	StudentParticipation	Numeric 3.0	YIC aggregate membership

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alpha	LEA number
SCHOOL NUMBER	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	School number
EXCLUDE YIC MEMBER SHIP	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/ExcludeYICMembership	1	StudentParticipation	Y, Blank	
DJJS FACILITY	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/DJJSFacility	True	StudentParticipation	CVYC, CYH, CCYC, CUYC, DLYC, DADC, FVYC, GYC, MCYC, SCVDC, SCYC, SUYC, SMYC, WVDC, ALTA, DALTA, DSIN, DSIG, DSIO, GEM	Only YIC records with a "DJJS" Custody Type and a “C” Time Code are allowed to specify the DJJS Facility
RESIDENTIAL TREATMENT CENTER	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/RTCFacility	True	StudentParticipation	RTCA, RTCB, RTCD, RTCI, RTCJ, RTCM, RTCN, RTCNS, SHOS, RTCS, RTCSS, RTCT, RTCG	Only YIC records with a “C” Time Code are allowed to specify the Residential Treatment Center
IS NEGLECTED OR DELINQUENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/IsNeglectedAndDelinquent	True	StudentParticipation	N/D/Blank	Only YIC records with a "C" Time Code are allowed to specify that the student is Neglected and Delinquent

YIC Record (S3): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of the YIC record must always contain the record identifier 'S3='.

LEA Number: **(Required)** The actual LEA number. This will be validated using the CACTUS database.

School Number: **(Required)** The actual school number. This will be validated against the school number in the CACTUS database.

Student Number: **(Required)** Students numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Note: For the UTREx to store YIC membership, a student 'S1' record for each student having YIC data must also be present in the update. You must include the same student identification number on this YIC update record as you did on the 'S1' record. This number will be used as a key to find the student data so this YIC membership can be attached.

Custody Type: **(Required)** Identifies the type of custody under which the student is receiving services.

Code	Meaning
DCFS	Division of Child and Family Services
DJJS	Department of Juvenile Justice Services
DHHS	Other Division of Human and Health Services custody type
BOIA	Bureau of Indian Affairs

Time: **(Required)** Summarizes the amount of time the student is served.

Code	Meaning
A	1-59 minutes of Youth in Care and related services (ISI-1)
B	60-179 minutes of Youth in Care and related services (ISI-2)
C	180 minutes or more of Youth in Care and related services (Self-Contained)

Note 1: Codes 'A' (ISI-1) and 'B' (ISI-2) will be treated the same as SCRAM "Resource" as they relate to membership in that a day of YIC membership under codes 'A' and 'B' is also a day of school membership.

Note 2: Code 'C' will be treated the same as SCRAM "Self-Contained" as it related to membership in that a day of YIC membership under code 'C' is NOT a day of school membership. See Membership below.

Environment: **(Required)** Identifies the type of education setting in which the student receives youth in custody and related services.

Code	Meaning
H	Home Instruction/Hospitalized
R	Public Residential Facility
T	Private Residential Facility

Code	Meaning
V	Regular School Setting

YIC Entry Date: **(Required)** This is the date the student first began receiving YIC related services for this Custody Type and Time. This date must include the century. The format is YYYYMMD.

YIC Exit Date: **(Required if there is a YIC Exit Reason)** This is the day *following* the last day the student received YIC related services for a particular Custody Type and Time. This date must also include the century. The format is YYYYMMD. If the student is still receiving YIC related services or at year-end was still receiving services, please leave this field blank.

A valid date must be present if YIC Exit Reason is entered.

YIC Exit Reason: **(Required if there is a YIC Exit Date)** This code identifies the reason this student exited YIC services. A valid YIC Exit Reason must be entered if a YIC Exit Date is entered.

Code	Meaning
A	Returned to regular placement
D	Reached maximum age
P	Promoted to the next grade level; expected to return to LEA
S	Service change
X	Exited school
Blank	If YIC Exit Date is blank

Note 1: If YIC Exit Reason is D, High School Completion Status must be AO (Aged Out).

Note 2: The new YIC Exit Reason P is for students who have completed the school year without exiting the school and are *promoted* to the next grade or otherwise expected to return the next year under the same LEA's responsibility. If YIC exit date is blank, YIC exit reason is not required by UTREx, however, some SISs don't permit blank YIC exit reasons at end of year, thus the P exit code is an alternative to blank or null for student information systems which require an explicit exit code at year end. In general, use exit codes when necessary or helpful, although explicit coding of data rather than leaving blanks is generally a good idea.

YIC Membership: **(Required)** YIC aggregate membership. This field should reflect the total aggregate days of membership within this Custody Type and Time code accurate up to the day you create the UTREx update file. If a student moves from one Custody Type and/or Time code to another during the year, then multiple 'S3' records should be included in the update, each one reflecting membership in a separate Custody Type and Time code. Membership days should be reported in 180 equivalent days.

Note 1: School membership (S1) [+] self-contained YIC membership cannot exceed 180 days.

Is Neglected or Delinquent: **(Optional)** Used for Time code 'C' for YIC Students. Identifies a student receiving education services as funded by Title 1/D.

N = Neglected Student: Use N for Oak Springs School, and Utah State Hospital.

D = Delinquent Student: Use D for Secure Care Sites, including but not limited to Decker Lake, Slate Canyon, Iron County, Farmington Bay, and Millcreek.

Blank is allowed.

DJJS Facilities: (Optional) For Time Code 'C' for YIC students.

Code	Meaning
CVYC	Cache Valley Youth Center [Logan School District]
CYH	Canyonlands Youth Home [San Juan School District]
CCYC	Castle Country Youth Center [Carbon School District]
CUYC	Central Utah Youth Center [Sevier School District]
DLYC	Decker Lake Youth Center [Granite School District]
DADC	Dixie Area Detention Center [Washington School District]
FBYC	Farmington Bay Youth Center [Davis School District]
MCYC	Mill Creek Youth Center [Ogden School District]
NHBC	New Hope Behavior Center [Washington School District]
SLVDC	Salt Lake Valley Detention Center [Granite School District]
SCYC	Slate Canyon Youth Center [Provo School District]
SUYC	Southwest Utah Youth Center [Iron School District]
SMYC	Split Mountain Youth Center [Uintah School District]
WVDC	Weber Valley Detention Center [Ogden School District]
ALTA	Adult Living Transitional Achievement [Nebo School District]
DALTA	Day Adult Living Transitional Achievement [Nebo School District]
DSIN	Day Skills Intervention [Nebo School District]
DSIG	Day Skills Intervention [Granite School District]
DSIO	Day Skills Intervention [Ogden School District]
GEM	Gemstone [Granite School District]

Residential Treatment Centers: (Optional) For Time Code 'C' for YIC students.

Code	Meaning
RTCA	Residential Treatment Center [Alpine School District]
RTCB	Residential Treatment Center [Box Elder School District]
RTCD	Residential Treatment Center [Davis School District]
RTCI	Residential Treatment Center [Iron School District]
RTCJ	Residential Treatment Center [Jordan School District]
RTCM	Residential Treatment Center [Murray School District]
RTCN	Residential Treatment Center [Nebo School District]
RTCNS	Residential Treatment Center [North Sanpete School District]
SHOS	State Hospital Pediatric Unit [Provo School District]
RTCS	Residential Treatment Center [Salt Lake School District]
RTCSS	Residential Treatment Center [South Sanpete School District]
RTCT	Residential Treatment Center [Tooele School District]
RTCG	Residential Treatment Center [Granite School District]

YIC Record (S3): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S3	YIC Record	Identifying Fields				Student Number, School Number, YIC Entry Date	
S3	Student Number	Must be present	001	Err			
		Must match Student Number in 'S1' records with corresponding School Number	042	Err			
		Matching 'SL' record (on Student Number) must be valid	Dep	Err			
		Only one active S3 record for a student: no multiples with overlapping dates	S3.702	Err	Student has overlapping S3's - YIC Record	Records for Student Number [ColumnData] are invalid because the student has at least two 'S3' records in the same school with overlapping dates	i.e. where next record begin date is on or before end date of earlier record, or earlier record is still open.
S3	Custody Type	Must be present	001	Err			
		Must be one of: 'DCFS', 'DJJS', 'BOIA', 'DHHS'	009	Err			
S3	YIC Time	Must be present	001	Err			
		Must be one of: 'A', 'B', 'C'	009	Err			
S3	Environment	Must be present	001	Err		Invalid because Environment is required but is blank	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be one of: 'H', 'R', 'T', 'V'	009	Err	Must be valid value - Environment on YIC Record	The value [ColumnData] for [ColumnName] is invalid because it is not found in the table of valid values. Valid values for Environment include: 'H ', 'R ', 'T', 'V '.	
S3	YIC Entry Date	Must be present	001	Err			
		Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
	(Multi-record)	Must be on or after earliest S1 Entry Date for student in corresponding school	S3.714	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is prior to the earliest 'S1' Entry Date for the student in the corresponding school.	
		Must be before School Exit Date on most recent matching S1 record	S3.703	Err	Invalid [ColumnName] - YIC Record	[ColumnData] for [ColumnName] is invalid because it is on or after the School Exit Date on the student's most recent corresponding 'S1' record.	Match S1 record on Student Number and School Number.
S3	YIC Exit Date	Must be present if YIC Exit Reason not blank	S3.704	Err	Must be present if Exit Reason not blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required when YIC Exit Reason is present.	
	If present:	Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	YIC Exit Date, YIC Entry Date (2)	Cannot be prior to YIC Entry Date	S3.705	Err	Invalid [ColumnName] - YIC Record	[ColumnData] for [ColumnName] is invalid because it is before [ColumnName2], [ColumnData2].	
		Must be in current School Year (July 1 – day after Last Day of School in 'SC' record)	S3.706	Err	[ColumnName] not in School Year - [TableName]	[ColumnData] for [ColumnName] is invalid because it is not in the current School Year (July 1 - day after Last Day of School in 'SC' record).	
	(Multi-record)	If blank, School Exit Date (on most recent matching S1) must also be blank. Otherwise must be on or before School Exit Date (on most recent matching S1)	S3.715	Err	Invalid [ColumnName] - YIC Record	[ColumnData] for [ColumnName] is invalid because it is after the School Exit Date on the student's most recent corresponding 'S1' record, or it is blank ('S3' record active) and the School Exit Date is not blank ('S1' record closed).	Allow YIC Exit Date to be up to 3 days after S1 Exit Date on latest matching S1 record.
S3	YIC Exit Reason	Must be present if YIC Exit Date not blank	S3.707	Err	Must be present if Exit Date not blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required when YIC Exit Date is present.	
	If present:	Must be one of: 'A', 'D', 'P', 'S', 'X'	009	Err	Must be valid value - YIC Exit Reason on YIC Record	The value [ColumnData] for YIC Exit Reason is invalid because it is not found in the table of valid values. Valid values for YIC Exit Reason include: '', 'A ', 'D ', 'S ', 'X '.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	(Multi-record)	At Year End (SIS As Of Date >= Last Day of School in 'SC' record), if YIC Exit Reason = 'D' then High School Completion Status in 'S1' must be 'AO'	S3.708	Err	Invalid combination: [ColumnName] on [TableName] - High School Completion Status on Student Record	Invalid because the value [ColumnData] for [ColumnName] requires High School Completion Status 'AO' on the student's corresponding 'S1' record.	
S3	YIC Membership	Must be present at Year End (SIS As Of Date >= Last Day of School in 'SC' record)	S3.709	Err	Required at year end - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the school year has ended.	
	If present:	Must be numeric and less than or equal to 180	012	Err			
		Must be > 0 at Year End (SIS As Of Date >= Last Day of School in 'SC' record)	S3.710	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be greater than zero at year end.	
	(Multi-record)	If self-contained YIC record, Total Membership cannot exceed 180	S3.712	Err	[ColumnName] too high - [TableName]	Invalid because total membership ('S1'+'S3') for the school is greater than 180. This includes [ColumnData] for [ColumnName] on this self-contained 'S3' record plus other membership days in the same school.	Total membership = S1+S2 within same school (across all schools checked in SL.505)

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	(Multi-record)	If resource YIC record, cannot exceed School Membership ('S1')	S3.713	Err	[ColumnName] too high - [TableName]	[ColumnData] for [ColumnName] is invalid because the total of YIC resource days for this student is greater than the student's total membership days in the school.	
S3	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
		Matching 'DI' record (on LEA Number) must be valid	Dep	Err			
S3	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			
		Matching 'SC' record (on School Number) must be valid	Dep	Err			
S3	Exclude YIC Membership	Y for Exclude YIC Membership is invalid because it is only valid for Self-Contained (Time C) students.	S3.720	Err	Student has overlapping Time C Scram - YIC Record	(ColumnData) for Exclude YIC Membership is invalid because Time C Scram and Time C YIC records cannot overlap unless Exclude YIC Membership is set.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Y for Exclude YIC Membership is invalid because it is only valid for Self-Contained (Time C) students.	S3.719	Err			
S3	DJJS Facility	Only YIC records with a “DJJS” Custody Type are allowed to specify the DJJS Facility	S3.716	Err	Invalid [ColumnName] - YIC Record	[ColumnData] for [ColumnName] is invalid because a DJJS Facility is only valid for a DJJS Custody Type.	
S3	DJJS Facility	Only YIC records with a "C" Time Code are allowed to specify the DJJS Facility	S3.717	Err	(ColumnData) for DJJS Facility is invalid because a DJJS Facility is only valid for Self-Contained (Time C) students.		
S3	Is Neglected and Delinquent	Only YIC records with a "C" Time Code are allowed to specify that the student is Neglected and Delinquent	S3.718	Err	Invalid [ColumnName] - YIC Record	(ColumnData) for Neglected and Delinquent is invalid because 'Neglected and Delinquent' is only valid for Self-Contained (Time C) students.	
S3	Exclude YIC Membership	Must have SCRAM Time C to use Exclude YIC Membership	S3.721	Err	Exclude YIC Membership can only be set if there is a SCRAM Time C record for the same time period as the YIC record.		

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S3	Residential Treatment Center	Only YIC records with a "C" Time Code are allowed to specify the Residential Treatment Center	S3.717	Err	S3.717		

Section 504 Record (S4)

Board Rule R277-753, LEA Reporting Requirements for Section 504 Students has been repealed due to the passage of HB 42 (2021) that repealed the requirement for school districts and charter schools to report certain information related to Section 504. All validations related to the S4 record have been inactivated.

This means that LEAs are no longer required to report data in the 504 (S4) record. If submitted, data elements from the record will not be loaded into UTREx and will not be accessible for use by USBE for any purpose.

Section 504 records are optional. If submitted, they are sent through the SIF as Student Participation records. In order to identify a participation object as a S4 or Section 504 record the Program Type field on the student participation SIF object must be set to the value 3200.

Record Type 'S4=' (Required for students receiving accommodations under Section 504). If submitted, at least one disability type **should** be indicated. For students who have multiple disabilities for which they are receiving accommodations, indicate all disability types in a single 'S4' record. Only one 'S4' **should** be active for any enrollment (S1) record, however, a student may have overlapping 'S4' records in different schools or LEAs.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID				S4=	Section 504 Record ID
STUDENT NUMBER	StudentPersonal/LocalId	0	StudentPersonal	Alpha	LEA assigned student number
SECTION 504 ENTRY DATE	StudentParticipation/ProgramPlacementDate	0	StudentParticipation	Numeric 8.0: YYYYMMDD	Section 504 Entry Date
SECTION 504 EXIT DATE	StudentParticipation/ProgramExitDate	0	StudentParticipation	Numeric 8.0: YYYYMMDD	Section 504 Exit Date
SECTION 504 EXIT REASON	StudentParticipation/ProgramExitReason/OtherCodeList[@CodeSet='StateProvince']	0	StudentParticipation	A, S, X	Section 504 Exit Reason code
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alpha	LEA number
SCHOOL NUMBER	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	School number

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
AUTISM	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/Autism	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for Autism
BRAIN INJURY OR CONCUSSION IMPAIRMENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/BrainInjury	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for a brain injury or concussion impairment
HEARING IMPAIRMENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/HearingImpairment	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for a hearing impairment
LEARNING IMPAIRMENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/LearningImpairment	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for a learning impairment
MAJOR BODILY FUNCTION IMPAIRMENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/BodilyFunctionImpairment	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for a major bodily function impairment
MEDICAL IMPAIRMENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/MedicalImpairment	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for a medical impairment
MENTAL HEALTH IMPAIRMENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/MentalHealthImpairment	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for a mental health impairment

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
ORTHOPEDIC IMPAIRMENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/OrthopedicImpairment	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for an orthopedic impairment
OTHER IMPAIRMENT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentParticipationExtensions/OtherImpairment	True	StudentParticipation	Y/Blank	Student receives Section 504 accommodations for a disability or impairment not included in one of the eight categories

Section 504 Record (S4): Detailed Field Descriptions

Record ID: **(Deprecated)** The first three characters of the Section 504 record must always contain the record identifier 'S4='.

Student Number: **(Deprecated)** Students numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't' send in a student record with the student number equal to zero.

Note: For UTREx to store Section 504 membership, a student 'S1' record for each student having Section 504 data must also be present in the update. You must include the same student identification number on this Section 504 update record as you did on the 'S1' record. This number will be used as a key to find the student data so this Section 504 membership can be attached.

Section 504 Entry Date: **(Deprecated)** This is the date the student first began receiving Section 504 related services for this disability type (or combination of disability types). This date must include the century. The format is YYYYMMDD.

Section 504 Exit Date: **(Deprecated)** This is the day *following* the last day the student received Section 504 related services for a particular disability type (or combination of disability types). This date must also include the century. The format is YYYYMMDD. If the student is still receiving Section 504 related services or at year-end was still receiving services, please leave this field blank.

Section 504 Exit Reason: (Deprecated) This code identifies the reason this student exited Section 504 related services.

Code	Meaning
A	Returned to regular placement

Code	Meaning
P	Promoted to the next grade level; expected to return to LEA
S	Service change
X	Exited school
Blank	If YIC Exit Date is blank

Note 1: The new Section 504 Exit Reason P is for students who have completed the school year without exiting the school and are *promoted* to the next grade or otherwise expected to return the next year under the same LEA's responsibility. If Section 504 exit date is blank, Section 504 exit reason is not required by UTREx, however, some SISs don't permit blank Section 504 exit reasons at end of year, thus the P exit code is an alternative to blank or null for student information systems which require an explicit exit code at year end. In general, use exit codes when necessary or helpful, although explicit coding of data rather than leaving blanks is generally a good idea.

Autism: (Deprecated) Valid for grades Pre-K through 12. If the student has an Autism disability for which the school provided Section 504 accommodations enter 'Y'.

Code	Meaning
Y	Student received Section 504 accommodations for an Autism disability
Blank	Student did not receive Section 504 accommodations for this disability

Note: "Autism" means a disability of verbal, non-verbal or social interaction that substantially limits one or more major life activities and does not require specialized instruction under special education services.

Brain Injury or Concussion Impairment: (Deprecated) Valid for grades Pre-K through 12. If the student has a brain injury or concussion impairment for which the school provided Section 504 accommodations enter 'Y'.

Code	Meaning
Y	Student received Section 504 accommodations for a brain injury or concussion impairment
Blank	Student did not receive Section 504 accommodations for this disability

Note: "Brain injury impairment" or "Concussion impairment" means a short-term disability of the brain caused by an external physical force that substantially limits one or more major life activities, and which adversely affects a student's access to the student's education.

Hearing Impairment: (Deprecated) Valid for grades Pre-K through 12. If the student has a hearing impairment for which the school provided Section 504 accommodations enter 'Y'.

Code	Meaning
Y	Student received Section 504 accommodations for a hearing impairment
Blank	Student did not receive Section 504 accommodations for this disability

Note: "Hearing impairment" means a hearing disability that substantially limits one or more major life activity, which may require assistive technology but does not require specialized instruction under special education services.

Learning Impairment: (Deprecated) Valid for grades Pre-K through 12. If the student has a learning impairment for which the school provided Section 504 accommodations enter 'Y'.

Code	Meaning
Y	Student received Section 504 accommodations for a learning impairment
Blank	Student did not receive Section 504 accommodations for this disability

Note: "Learning impairment" means a learning disability, which includes, but is not limited to, dyslexia, dysgraphia, and dyscalculia, which substantially limits one or more major life activities, but does not require specialized instruction under special education services.

Major Bodily Function Impairment: (Deprecated) Valid for grades Pre-K through 12. If the student has a major bodily function impairment for which the school provided Section 504 accommodations enter 'Y'.

Code	Meaning
Y	Student received Section 504 accommodations for a major bodily function impairment
Blank	Student did not receive Section 504 accommodations for this disability

Note: "Major bodily function impairment" means an impairment to any of the following functions that adversely limit a student's access to the student's education: (a) immune system function; (b) normal cell growth; (c) genitourinary function; (d) bladder function; (e) brain function; (f) circulatory function; (g) endocrine function; (h) lymphatic function; (i) special sensory organ and skin function; (j) digestive function; (k) bowel function; (l) neurological function; (m) respiratory function; (n) cardiovascular function; (o) hemic function; (p) musculoskeletal function; and (q) reproductive function.

Medical Impairment: (Deprecated) Valid for grades Pre-K through 12. If the student has a medical impairment for which the school provided Section 504 accommodations enter 'Y'.

Code	Meaning
Y	Student received Section 504 accommodations for a medical impairment
Blank	Student did not receive Section 504 accommodations for this disability

Note: "Medical impairment" means a disability that is chronic or acute in nature, which may be active or in remission, and which substantially limits one or more major life activities, including but not limited to: (a) allergies; (b) asthma; (c) attention deficit disorder or attention deficit hyperactivity disorder; (d) chemical sensitivities; (e) diabetes; (f) epilepsy; (g) a heart condition; (h) hemophilia; (i) lead poisoning; (j) leukemia; (k) cancer; (l) arthritis; (m) nephritis; (n) rheumatic fever; (o) sickle cell anemia; (p) Tourette syndrome; (q) HIV/AIDS; or (r) an acquire brain injury adversely affecting a student's access to the student's education, which may result from health problems such as: (i) an hypoxic event; (ii) encephalitis; (iii) meningitis; (iv) brain tumor; or (v) stroke.

Mental Health Impairment: (Deprecated) Valid for grades Pre-K through 12. If the student has a mental health impairment for which the school provided Section 504 accommodations enter 'Y'.

Code	Meaning
Y	Student received Section 504 accommodations for a mental health impairment

Code	Meaning
Blank	Student did not receive Section 504 accommodations for this disability

Note: "Mental health impairment" means a mental disability that is chronic or acute in nature, and which substantially limits one or more major life activities, including, but not limited to: (a) anxiety; (b) attention deficit disorder or attention deficit hyperactivity disorder; (c) depression; (d) post-traumatic stress disorder; or (e) emotional or mental illnesses.

Orthopedic Impairment: (Deprecated) Valid for grades Pre-K through 12. If the student has an orthopedic impairment for which the school provided Section 504 accommodations enter 'Y'.

Code	Meaning
Y	Student received Section 504 accommodations for an orthopedic impairment
Blank	Student did not receive Section 504 accommodations for this disability

Note: "Orthopedic impairment" means a physical disability, which may be on-going or short term in nature, that substantially limits one or more major life activities, and which adversely affects a student's access to the student's education.

Other Impairment: (Deprecated) Valid for grades Pre-K through 12. If the student has an 'other' impairment for which the school provided Section 504 accommodations enter 'Y'.

Code	Meaning
Y	Student received Section 504 accommodations for an 'other' impairment
Blank	Student did not receive Section 504 accommodations for this disability

Note 1: "Other impairment" means any other disability not specifically defined in this rule, which substantially limits one or more major life activities.

Section 504 Record (S4): Errors

All validations on the S4 record were inactivated in response to HB 42

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
							Inactivated

Summer Electronic Benefits Transfer (SEBT) Record (S5)

The Summer Electronic Benefits Transfer (SEBT) program, as outlined in federal code (7 CFR 292.12), provides eligible students with benefits to purchase food during the summer months. Schools participating in the National School Lunch Program (NSLP) can submit SEBT records (S5) for eligible students or can indicate that a parent/guardian has opted out of data-sharing with the Department Of Workforce Services (DWS).

To identify a participation object as a S5 or SEBT record the Program Type field on the student participation SIF object must be set to the value 0257.

Record type 'S5=' (Required for all students to receive SEBT benefits). For each batch update, UTREx will expect an 'S5' record for each student receiving Free and Reduced Lunch that has been in membership/enrolled within a school at any point during the current school year (July 1 - June 30).

For more information, please contact Tammi Walker: Tammi.Walker@schools.utah.gov.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID		False	Student Participation	S5=	SEBT Record ID
STUDENT NUMBER	StudentPersonal/LocalId	False	Student Personal		LEA assigned student number
Free And Reduced-Price Eligibility Date	StudentParticipation/ProgramPlacementDate	False	StudentParticipation		Current school year free and reduced-price meal eligibility date (between July 1 and June 30).

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
Free And Reduced-Price Eligibility Source	StudentParticipation/ReferralSource/OtherCodeList	False	Student Participation	SNAP: SNAP DC, OTHER: Other DC, CATEGORICAL: Categorical Application, INCOME: Income Application, OVERRIDE: Override Application.	A valid eligibility source from the current school year.
DWS OPT-OUT	StudentParticipation/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensio ns']/StudentParticipationExtensions/DWSOptOut	True	Student Participation	Y, N, Blank	Indicates whether the household opted out of data sharing with DWS for the purpose of SEBT for the current school year. "Y" for yes, "N" for no, or blank if no information was provided (e.g., the parent/guardian did not submit a household application).

Summer Electronic Benefits Transfer (SEBT) Record (S5): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of the SEBT record must always contain the record identifier 'S5='.

Student Number: (Required) Students numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't' send in a student record with the student number equal to zero.

Free And Reduced-Price Eligibility Date: (Required) Current school year free and reduced-price meal eligibility date (between July 1 and June 30).

Free And Reduced-Price Eligibility Source: (Required) One of the following valid eligibility sources from the current school year.

Code	Meaning
SNAP	SNAP DC (Supplemental Nutrition Assistance Program)
OTHER	Other DC (Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservation (FDPIR), State Foster, Homeless, Migrant, Runaway, Medicaid-free or Medicaid-reduced)
CATEGORICAL	Categorical Application (SNAP, TANF, FDPIR, State Foster)
INCOME	Income Application
OVERRIDE	Application completed by a local school official, on behalf of a household or student, in limited use situations.

DWS OPT-OUT: (Optional) Indicates whether the household opted out of data sharing with DWS for the purpose of SEBT for the current school year. "Y" for yes, "N" for no, or blank if no information was provided (e.g., the parent/guardian did not submit a household application).

Code	Meaning
Y	Parent/guardian has opted out of sending SEBT data to DWS
N	Parent/guardian has not opted out of sending SEBT data to DWS.
Blank	No data available- parent/guardian did not submit a household application (sends to DWS).

Reporting Criteria

For USBE to report SEBT-eligible students to DWS, the following criteria must be met:

- Student Enrollment: The student must be enrolled in a school participating in the National School Lunch Program (NSLP) at any point during the current school year (July 1 - June 30).
- Free or Reduced-Price Meal Eligibility: The student must have a current 'F' or 'R' status for EconomicDisadv (S1 record). Eligibility carried over from the previous school year does not qualify a student for SEBT benefits.
- Complete Contact Information: A valid student address (MailingAddressLine1), parent/guardian first name (ParentGuardianFirstName), and parent/guardian last name (ParentGuardianLastName) must be submitted on the S1 record.
- Meal Benefit Application Details: A valid Free and Reduced-Price Eligibility Source and Eligibility Date must be provided.

- **Data Sharing Consent:** The household's free and reduced-price meal application must not indicate an opt out of data sharing with DWS for SEBT benefits.

Important Notes

Data Sharing: The parent or guardian completing the household application for free or reduced-price meals may opt out of data sharing. Parents or guardians who opt out of data sharing can still apply for SEBT through an application available on the DWS website: https://jobs.utah.gov/customereducation/services/sebt/

Carryover Period: Student's eligibility from the previous school year (before July 1) carries over for up to 30 operating days into the new school year, or until a new eligibility determination is made, whichever comes first [7 CFR245.6(c)(2)]. The 30 operating days begins on the first operating day of school. Operating days are the days on which reimbursable meals or milk are provided [7 CFR 245.2]. If eligibility is not determined within the carryover period, they are dropped to Full Pay status until they establish eligibility for the current school year.

Accurate and timely completion of the S5 record is crucial for program integrity and efficient benefit delivery to eligible students.

Summer Electronic Benefits Transfer (SEBT) Record (S5): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S5	FreeAndReducedPriceEligibilitySource	Must be valid value	009	Err	Must be valid value - [ColumnName] on [TableName]	The value [ColumnData] for Exit Code is invalid because it is not found in the table of valid values. Valid values for Source must be: * SNAP * OTHER * CATEGORICAL * INCOME *OVERRIDE	
S5	DWSOptOut	Must be 'Y' or 'N'	009	Err	Must be valid value - [ColumnName] on [TableName]		

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
S5	FreeAndReducedPriceEligibilityDate	Must be valid date (example: 2001-01-01)	003	Err	Must be valid date - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not a valid date	
S5	EconomicDisadv	If FreeAndReducedPriceEligibilitySource is NOT NULL, S1.EconomicDisadv must be ‘F’ or ‘R’	S5.1701w	Warn	Invalid [ColumnName].	[ColumnName] must be 'F' or 'R' for Free and Reduced Price benefits.	
S5	MailingAddressLine1, ParentGuardianFirstName, ParentGuardianLastName	If an S5 record is submitted, it must have a valid MailingAddressLine1, ParentGuardianFirstName, and DWSOptOut	S5.1702W	Warn	[ColumnData] is an invalid [ColumnName] status.	[ColumnData] for [ColumnName] is invalid because the student's receiving free or reduced-price benefits must include MailingAddressLine1, ParentGuardianFirstName, and ParentGuardianLastName.	

Course Master Record (AC)

'AC=' transactions are used to define a school's Course Master File. During the update, the Course and Section field is combined with the Period field to form a unique key for each class period within a school. Any duplicates will be flagged as errors.

Each class must have a unique value in the Course and Section fields. Course Master Records within a school having duplicate Course and Section field values will be assumed to be block classes and will be processed according to the following rules:

Rule	Definition
Single Course Master Record for Block Classes	An LEA may choose to report a non-CTE block class with only one Course Master Record along with its related Course Membership records. Except for CTE classes, the USBE Data Warehouse does not maintain block class data as separate periods.

Field	SIF Xpath Mapping	Valid Values	Short Description
RECORD ID		AC=	Course Master File ID
COURSE & SECTION	SchoolCourseInfo/CourseCode AND SectionInfo/CourseSectionCode	alphanumeric	Period taught
PERIOD	SectionInfo/ScheduleInfoList/ScheduleInfo/MeetingTimeList/MeetingTime/TimetablePeriod	alphanumeric 2.0 - Output as string	Period taught
WHERE TAUGHT DIST	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SectionInfoExtensions/WhereTaughtDist ** ALTERNATIVE MAPPING ** SchoolCourseInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SchoolCourseInfoExtensions/WhereTaughtDist	alphanumeric	LEA where course is taught

Field	SIF Xpath Mapping	Valid Values	Short Description
WHERE TAUGHT SCHL	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SectionInfoExtensions/WhereTaughtSchl ** ALTERNATIVE MAPPING ** SchoolCourseInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SchoolCourseInfoExtensions/WhereTaughtSchl	numeric 3.0 - Output as string	School where course is taught
TEACHER 1 ID	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SectionInfoExtensions/Teacher1ID	numeric 9.0 - Output as string	CACTUS ID of 'teacher of record'
SEMESTER LENGTH	SchoolCourseInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/SchoolCourseInfoExtensions/SemesterLength	1, 2, 3, 4, 5	Voc. Semester length
COURSE TITLE	SchoolCourseInfo/CourseTitle	alphanumeric	Course Title
CORE CODE	SchoolCourseInfo/StateCourseCode	numeric 11.0 - Output as string	Graduation core code
TEACHER 2 ID	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SectionInfoExtensions/Teacher2ID	numeric 9.0 - Output as string	CACTUS ID of 2nd teacher
TEACHER 3 ID	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SectionInfoExtensions/Teacher3ID	numeric 9.0 - Output as string\	CACTUS ID of 3rd teacher
COLLEGE GRANTING CR	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SectionInfoExtensions/CollegeGranting	numeric 2.0 - Output as string	College granting concurrent enrollment credit
WHERE TAUGHT CAMPUS	SectionInfo/LocationOfInstruction/Code	C, H	Where concurrent enrollment course is taught
INSTRUCT SETTING	SectionInfo/MediumOfInstruction/OtherCodeList[@CodeSet='StateProvince']	AV, BC, CC, EC, FF, IS, ON, OP	Instructional setting

Field	SIF Xpath Mapping	Valid Values	Short Description
TERM	SchoolCourseInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/SchoolCourseInfoExtensions/TermCode	YR, S1, S2, Q1, Q2, Q3, Q4, Q1Q2, Q2Q3, Q3Q4, Q4SU, SU, T1, T2, T3, T4, T5, T6, T1T2, T2T3, T3T1, T3T4, T4T5, T5T6, T6T1	Term the class is taught
CYCLE	SectionInfo/ScheduleInfoList/ScheduleInfo/MeetingTimeList/MeetingTime/TimetableDay	alphanumeric	Cycle the class is taught
LEA NUMBER	LEAInfo/StateProvinceId	alphanumeric	LEA number
SCHOOL NUMBER	SchoolInfo/StateProvinceId	numeric 3.0 - Output as string	School number
TEACHER 1 EMAIL	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SectionInfoExtensions/Teacher1Email	Valid e-mail address	School e-mail of 'teacher of record' / first teacher
TEACHER 2 EMAIL	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SectionInfoExtensions/Teacher2Email	Valid e-mail address	School e-mail of second teacher
TEACHER 3 EMAIL	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/ SectionInfoExtensions/Teacher3Email	Valid e-mail address	School e-mail of third teacher

Course Master Record (AC): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of a course master record must always contain the record identifier 'AC='.

LEA Number: **(Required)** The actual LEA number. This will be validated using the CACTUS database.

School Number: **(Required)** The actual school number. This will be validated against the schools in the CACTUS database.

Course & Section: **(Required)** This is the unique alphanumeric course + section number that is used to identify a unique class within a school (block classes are the exception). The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks.

Must be at least 2 characters in length.

Period: **(Required)** This is a two-digit field containing the class period. It should contain alphanumeric data and any leading zero should be included.

Note: The course/section and period fields are combined to form a 10-digit key that must be unique within each school. In other words, each individual class (period) that meets during the year must have a unique number (course/section + period). If more than one 'AC' record is found for a school with the same 10-digit key (course/section + period), a level 1 validation will trigger.

Where Taught District: **(Required for CTE; Core Code contains '11' in positions 7 and 8)** This field is to designate the LEA where the class is taught. This field is used in conjunction with Where Taught School. If Where Taught School is blank, this field must also be blank. If Where Taught School is not blank, this field cannot be blank even if the Where Taught School is within the same LEA. For district numbers for colleges and universities, see the list at the end of the AC record field descriptions.

If this field is NOT blank, Where Taught School cannot be blank.

If present, it will be validated against the CACTUS table of LEAs.

If the core code contains '11' in positions 7 and 8 the where taught district must be one of the Technical Colleges ('44', '45', '47', 48', '61', '62', '64', '65').

Where Taught School: **(Required for CTE; Core Code contains '11' in positions 7 and 8)** This field is to be used only if the class is taught at some other school. This other school includes schools in the same LEA or other LEAs as well as any type of online school. If the class is taught within the school for which you are generating transactions, please leave this field blank and UTREx will assume that it is taught within that school. For colleges and universities, this 3-digit school number is their 2-digit district number preceded with a '0'. For example, the district number for Salt Lake Community College is '49' and the school number is '049'. For school numbers for colleges and universities, see the list at the end of the AC record field descriptions.

If this field is NOT blank, Where Taught District cannot be blank.

If present, it will be validated against the CACTUS table of schools.

If the core code contains '11' in positions 7 and 8 the where taught school must be one of the Technical Colleges ('044', '045', '047', '048', '061', '062', '064', '065').

Teacher 1 ID: **(Required)** This is the CACTUS ID of the Teacher of Record assigned to the class.

This field is numeric and should be left justified. Entering all zeroes is not allowed. SSNs are not allowed. If this field contains 9 numbers, it will be assumed to be an SSN, triggering an error.

If core code contains '11' in positions 7 and 8 the CACTUS ID must be one of the Technical College CACTUS IDs ('218965', '218966', '218967', '218968', '218972', '218976', '218978', '229659').

Note 1: The teacher id does not necessarily have to be a teacher. It can be a counselor or student advisor. For "courses" such as Release Time or others where the teacher is not in CACTUS, enter the CACTUS ID of the faculty member who authorizes or approves these "courses".

Note 2: For a list of CACTUS IDs to use for colleges and universities, see the list at the end of the AC record field descriptions.

Note 3: Can be blank if the core code is the regular education, Pre-K code of '22-04-00-00-001'.

Note 4: Use of the generic CACTUS ID "10" will result in a fatal error unless the student is marked SOEP. This generic CACTUS ID is limited for use for SOEP courses and courses coming in under 990 (home school) and 995 (private school) only. Provider SOEP schools must have a valid CACTUS ID for their courses. Primary LEAs also have the option to use the Generic Core Codes and Cactus IDs for SOEP courses by specific provider. See Core Code.

Note 5: House Bill 447 passed during the 2025 legislation allows any CTE course to be taught by unlicensed educators. This includes all courses with numbering greater than 30-00-00-00-000 with the exception of 39-01-00-00-001 Digital Literacy.

The LEA can use the following information for teacher 1 ID: 820414

CTE courses taught at Utech centers or at universities should continue to use the generic codes associated with them.

Semester Length: **(CTE Classes Only – required)** This is a one-digit numeric code that indicates the time frame or length of a CTE class or in the case of a trimester school that the class duration is for a single trimester.

Code	Meaning
1	Class held first semester (90-day class)
2	Class held second semester (90-day class)
3	Single trimester class (60-day class)
4	Class held all year (180 days class)
5	Class held 1 quarter (45-day class)

Course Title: **(Required)** Normally this is the course title that your school uses to describe the course.

Core Code: **(Required)** This is the 11-digit core code used in CACTUS (will be validated against the CACTUS database). Must be an ACTIVE core code; core code is an error if inactive.

Elementary schools using multiple core codes for grades 3-6 must have a minimum of 5 Core Codes from each of the following (these students must be marked part time or a fatal error will be generated):

1. 22-01-88-XX-XXX (home room course)
2. 06-03-88-XX-XXX (language arts grades 3-5) or 06-02-XX-XX-XXX (language arts grade 6),
3. 07-01-XX-XX-XXX (math grades 3-6)
4. 08-10-88-XX-XXX (science grades 3-5) or 08-05-XX-XX-XXX (science grade 6)
5. 09-10-88-XX-XXX (social studies grades 3-5) or 09-09-00-00-010 (social studies grade 6)

For SOEP courses: Primary LEAs can use Generic Core Codes and Cactus IDs

Core Code	Description	Generic CACTUS ID
25-01-00-00-050	SOEP Washington Utah Online	769325
25-01-00-00-051	SOEP Canyons District	769326
25-01-00-00-052	SOEP Utah Virtual Academy	769327
25-01-00-00-055	SOEP Mountain Heights Academy	769330

25-01-00-00-059	SOEP Davis Connect 7-12	795093
25-01-00-00-060	SOEP Weber Innovations	819423

Other options for SOEP courses:

- Leave the course credit attempted/ credit earned 0
- Add the course (when completed) to the student's transcript
- It is not necessary to put it into the UTREx record
- LEAs can put all students in the same course
- Information on course taking patterns, teacher qualifications etc. will be pulled from the UTREx record associated with the provider

Note: The "Statewide Online Education Program" (SOEP) facilitates cross-LEA online enrollment. SEATS (Student Enrollment and Tracking System) is a data storage device storing contracts for SOEP services. SEATS should not be confused with the program it is associated with.

For questions regarding use of these core codes, please contact Kristin Campbell at (801) 538-7892 or Kristin.Campbell@schools.utah.gov.

Teacher 2 ID: **(Optional)** The CACTUS ID of a second teacher assigned to the course master record.

If present, must be all numeric and left justified. ALL ZEROES is invalid. Cannot be the same as field Teacher 1 ID. SSNs are not allowed. If field contains 9 numbers, it will be assumed to be an SSN and will be handled as an error.

Note: For CACTUS IDs of college and Technical College teachers, see the list at the end of the Course Master Record descriptions.

Teacher 3 ID: **(Optional)** The CACTUS ID of a third teacher assigned to the course master record.

If present, must be all numeric and left justified. ALL ZEROES is invalid. Cannot be the same as field Teacher 1 ID or Teacher 2 ID. SSNs are not allowed. If field contains 9 numbers, it will be assumed to be an SSN and will be handled as an error.

Note: For CACTUS IDs of college and Technical College teachers, see the list at the end of the Course Master Record descriptions.

TEACHER 1 EMAIL: **(Optional)** School e-mail of 'teacher of record' / first teacher. For school/work emails only. DO NOT PROVIDE PERSONAL E-MAIL ADDRESSES.

TEACHER 2 EMAIL: **(Optional)** School e-mail of second teacher. For school/work emails only. DO NOT PROVIDE PERSONAL E-MAIL ADDRESSES.

TEACHER 3 EMAIL: **(Optional)** School e-mail of third teacher. For school/work emails only. DO NOT PROVIDE PERSONAL E-MAIL ADDRESSES.

College Granting Credit: **(Required for concurrent enrollment; Core Code contains '13' in positions 7 and 8)** The two character "district" number of the college granting the college credit portion of the concurrent enrollment course. Will be validated against the following "district" numbers of the State's colleges:

Code	College
49	Salt Lake Community College

Code	College
50	Utah Valley State College
52	University of Utah
53	Utah State University
54	Weber State University
56	Southern Utah University
57	College of Eastern Utah
58	Utah Tech University
59	Snow College

Where Taught Campus: **(Required for concurrent enrollment; Core Code contains '13' in positions 7 and 8)** Where the concurrent enrollment course is taught. If a concurrent enrollment student must physically go onto a college campus to attend class, this field should be 'C', and otherwise it should be 'H'.

Note: When uncertain for courses such as IS or ON, base the determination on who is paying the instructor: the LEA (H) or the College (C).

Code	Meaning
C	College Campus
H	High School Campus
Blank	Not Applicable

Instructional Setting: **(Required if Core Code is designated for grades higher than 6)** The primary setting of delivery for the course.

Code	Meaning
BC	Broadcast – Course is taught via live or taped broadcast over open air, closed circuit, or cable television systems (e.g. KUED, KULC).
CC	Correspondence – Course is taught via hard or electronic copy or other media (CD, DVD, video cassette) and student works at own pace usually without an instructor present, but generally under supervision of the LEA. Includes "packet" programs.
EC	Early College – Course is taught by institution of higher education but does NOT qualify as concurrent enrollment. The specific delivery method will be available in USHE data.
AV	Interactive Audio/Video – Course is taught via remote interactive receiver sites or via streaming media technologies.
ON	Online (other than through the Electronic High School and students enrolled in SOEP-classes) – Course is taught through a website.
IS	Independent Study – Structured learning experience is recognized for credit, but is not under supervision of the LEA
FF	Face to Face – Course is taught primarily in person and usually in a conventional classroom or lecture hall.
OP	Online course for students under the Statewide Online Education Program Utah Code 53F-4-P5.

Term: **(Required)** This is the term the class is taught.

Code	Meaning
YR	Full Year
S1	First Semester
S2	Second Semester
Q1	First Quarter
Q2	Second Quarter
Q3	Third Quarter
Q4	Fourth Quarter
Q1Q2	First and Second Quarters
Q2Q3	Second and Third Quarters
Q3Q4	Third and Fourth Quarters
Q4SU	Fourth Quarter and Summer
SU	Summer
T1	First Trimester
T2	Second Trimester
T3	Third Trimester
T4	Fourth Trimester
T5	Fifth Trimester
T6	Sixth Trimester
T1T2	First and Second Trimesters
T2T3	Second and Third Trimesters
T3T1	First and Third Trimesters
T3T4	Third and Fourth Trimesters
T4T5	Fourth and Fifth Trimesters
T5T6	Fifth and Sixth Trimesters

Note: At least one LEA has school(s) with six terms – use the TX codes interchangeably to mean 'Trimester' or 'Term'. Use of T4-T6 should only be used for schools that have greater than 4 'terms' in a school year. For example, if 4 total terms, using quarter would be the appropriate designation.

Cycle: **(Required)** A cycle is defined as a day or days that repeat the same school schedule. Must be ALPHA (A-Z) or NUMERIC (0-9).

Examples of cycles with samples of possible 1-byte designations for UTREx submission below:

Code	MTWThF	MWF TTh	MWF	MWTh	MWFaFb
Alpha	L	M	N	O	P
Numeric	1	2	3	4	5
Combination	Q	R	7	8	Z

AC Record Reference:

District Nbr (Where Taught District ID)	School Nbr (Where Taught School ID)	College or University	Teacher CACTUS ID
44	044	Ogden Weber Technical College	218965
45	045	Bridgerland Technical College	218966
47	047	Uintah Basic Technical College	218967
48	048	Davis Technical College	218968
49	049	Salt Lake Community College	155727
50	050	Utah Valley University	155728
52	052	University of Utah	523141
53	053	Utah State University	155729
54	054	Weber State University	155730
55	055	Westminster	452384
56	056	Southern Utah University	155731
57	057	College of Eastern Utah	155732
58	058	Utah Tech University	155733
59	059	Snow College	155734
61	061	Mountainland Technical College	218972
62	062	Southwest Technical College	218976
64	064	Salt Lake/Tooele Technical College	218978
65	065	Dixie Technical College	229659

Course Master Record (AC): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	Course Master	Identifying Fields				School Number, Course Section, Period, Teacher 1 ID	
AC	Course Section	Must be present	001	Err			
AC	Course Section	Max length = 12	005	Err	Data length too long – [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is longer than '12' characters.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	Course Section	Must be at least 2 characters	AC.801	Err	Data length too short - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is shorter than two characters.	
AC	Period	Must be present	001	Err	Must be present – [ColumnName] on [TableName]	Invalid because Period is required but is blank	
AC	Period	Must be numeric	001	Err			
AC	Period	Exact length = 2	006	Err			
AC	Where Taught District, Where Taught School (2)	Must be present if Where Taught School is present	AC.802	Err	Required if [ColumnName2] present - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and [ColumnName2] = [ColumnData2]. [ColumnName] is required when Where Taught School is present.	
	If present:	Exact length = 2	006	Err			
AC	Where Taught District	Must be valid LEA in CACTUS	AC.803	Err	Must be valid LEA in CACTUS - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not found in CACTUS.	
AC	Where Taught District, Core Code (2)	Must be present if positions 7-8 of Core Code are '11'	AC.826	Err	Must be present for CTE UTech course - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and [ColumnName2] indicates a CTE UTech course. [ColumnName] is required for CTE UTech courses.	Positions 7-8 = '11' in Core Code indicates CTE UTech course.

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	Where Taught District, Core Code (2)	Must be one of: '44', '45', '47', 48', '61', '62', '64', '65' if positions 7-8 of Core Code are '11'	AC.827	Err	If [ColumnName2] indicates a CTE UTech course the [ColumnName] must be one of the Technical Colleges ('44', '45', '47', '48', '61', '62', '64', '65')	Invalid because [ColumnName2] indicates that this is a CTE UTech course and [ColumnData] is not a valid UTech [ColumnName] number.	Positions 7-8 = '11' in Core Code indicates CTE UTech course.
AC	Where Taught School, Where Taught District (2)	Must be present if Where Taught District is present	AC.804	Err	Required if Where Taught District present - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required when [ColumnName] is present.	
	If present:	Exact length = 3	006	Err			
AC	Where Taught School	Must be valid active record in CACTUS; must not be designated as 'closed' with a closure date prior to June 30 of current school year (SchoolYearEnd property)	AC.805	Err	Must be active valid school in CACTUS - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not found in CACTUS or the school is designated 'closed' prior to June 30 of the current school year in CACTUS	If closed June 30 or later of current school year, closure relates to next year; school is still active for current year.
AC	Where Taught School, Core Code (2)	Must be present if positions 7-8 of Core Code are '11'	AC.828	Err	Must be present for CTE UTech course - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and [ColumnName2] indicates a CTE UTech course. [ColumnName] is required for CTE UTech courses.	Positions 7-8 = '11' in Core Code indicates CTE UTech course.

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	Where Taught School, Core Code (2)	Must be one of: '044', '045', '047', '048', '061', '062', '064', '065' if positions 7-8 of Core Code are '11'	AC.829	Err	If [ColumnName2] indicates a CTE UTech course the [ColumnName] must be one of the Technical Colleges ('044', '045', '047', '048', '061', '062', '064', '065')	Invalid because [ColumnName2] indicates that this is a CTE UTech course and [ColumnData] is not a valid UTech [ColumnName] number.	Positions 7-8 = '11' in Core Code indicates CTE UTech course.
AC	Teacher 1 ID	Must be present unless Core Code = '22040000001'	AC.820	Err	Must be present unless regular PK course - Teacher 1 ID on [TableName]	Invalid because [ColumnName] is blank but is required. The only exception is if the Core Code is the regular Pre-K code of '22-04-00-00-001'.	
AC	Teacher 1 ID	Max length = 6	005	Err	Data length too long – Teacher 1 ID on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is longer than '6' characters.	
AC	Teacher 1 ID	Must be valid Id in CACTUS	043	Err	Must be valid ID in CACTUS - Teacher 1 ID on [TableName]	[ColumnData] for [ColumnName] is invalid because it is not found in CACTUS.	
AC	Teacher 1 ID	The generic CACTUS teacher ID (10) is only allowed at schools 990 and 995 or by students in OP courses.	AC.824	Err	Invalid value - Teacher 1 ID on Course Master Record	10 for [Teacher1] is invalid for use except for courses marked SOEP	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	Teacher 1 ID, Core Code (2)	Must be valid Teacher 1 ID, Core Code combination for certain core codes	AC.825	Err	Invalid value - [ColumnName] on [TableName]	Generic CACTUS ID [ColumnData] is invalid for core code [ColumnData2]	
AC	Teacher 1 ID, Core Code (2)	Must be one of: '218965', '218966', '218967', '218968', '218972', '218976', '218978', '229659' if positions 7-8 of Core Code are '11'	AC.830	Err	If [ColumnName2] indicates a CTE UTech course the [ColumnName] must be one of the Technical College CACTUS IDs ('218965', '218966', '218967', '218968', '218972', '218976', '218978', '229659')	Invalid because [ColumnName2] indicates that this is a CTE UTech course and [ColumnData] is not a valid UTech [ColumnName].	Positions 7-8 = '11' in Core Code indicates CTE UTech course.
AC	Course Title	Must be present	001	Err			
AC	Core Code	Must be present	001	Err		Invalid because Core Code is required but is blank	
AC	Core Code	Exact length = 11	006	Err	Incorrect data length - Core Code on Course Master Record	The value [ColumnData] for Core Code is invalid because it is not exactly '11' characters in length.	
AC	Core Code	Positions 1 & 2 cannot be '80'	AC.808	Err	Invalid value - [ColumnName] on [TableName]		

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	Core Code	Positions 9-11 cannot be '000'	AC.809	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because positions 9 & 11 cannot be '000'.	
AC	Core Code	Must be valid active record in CACTUS, with current school year included between effective date and retire date in CACTUS	AC.810	Err	Must be valid code in CACTUS - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is not found in CACTUS or because it is not an active record.	No record in REF_COURSE_CODE where CORE_CODE = Core Code and ACTIVE_FLAG = 'Y'. ACTIVE_FLAG set from USBE active_inactive flag.
AC	Core Code	Must have 'S' or 'B' in the 'valid for' column in CACTUS	AC.811	Err	Invalid for students - [ColumnName] on [TableName]	[ColumnData] for [ColumName] is invalid because the course is not intended for students. The valid_for flag must be 'S' or 'B', but it is not.	No record in REF_COURSE_CODE where CORE_CODE = Core Code and VALID_FOR in ('S', 'B') May include only 'S' and 'B' records in REF table; if so test is redundant.
AC	Teacher 2 ID	Blank OK					
	If present:	Max length = 6	005	Err			
AC	Teacher 2 ID	Must be different than Teacher 1 ID	AC.812	Err	Duplicate ID - [ColumnName] on [TableName]		

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	Teacher 2 ID	Must be valid ID in CACTUS	043	Err	Must be valid code in CACTUS - [ColumnName] on [TableName]	No record in REF_STAFF_ID where PERSON_ID = Teacher 2 ID.	Is invalid if not found in CACTUS or because it is not an active record.
AC	Teacher 2 ID		043	Err	Must be valid code in CACTUS - Teacher 2 ID on Course Master Record	[ColumnData] for [ColumnName] is invalid because it is not found in CACTUS or because it is not an active record.	
AC	Teacher 3 ID	Blank OK					
	If present:	Max length = 6	005	Err			
AC	Teacher 3 ID	Teacher 2 ID must not be blank	052	Err	Teacher 3 ID present and [ColumnName2] blank - Course Master Record	[ColumnData] for Teacher 3 ID is invalid because [ColumnName2] is blank. Teacher 3 ID must be blank if [ColumnName2] is blank.	
AC	Teacher 3 ID	Must be different than Teacher 1 ID and/or Teacher 2 ID	AC.815	Err	Duplicate ID - [ColumnName] on [TableName]		
AC	Teacher 3 ID	Must be valid Id in CACTUS	043	Err	Must be valid code in CACTUS - [ColumnName] on [TableName]	No record in REF_STAFF_ID where PERSON_ID = Teacher 3 ID.	
AC	College Granting CR	Must be present at Year End (As Of Date >= Last Day of School in 'SC' record) if positions 7-8 of Core Code are '13'	AC.817	Err	Must be present for Concurrent Enrollment course - [ColumnName] on [TableName]	Positions 7-8 = '13' in Core Code indicates concurrent enrollment course.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be one of: '49', '50', '52', '53', '54', '56', '57', '58', '59'	009	Err			
AC	Where Taught Campus	Must be present at Year End (As Of Date >= Last Day of School in 'SC' record) if positions 7-8 of Core Code are '13'	AC.818	Err	Must be present for Concurrent Enrollment course - [ColumnName] on [TableName]	Positions 7-8 = '13' in Core Code indicates concurrent enrollment course.	
	If present:	Must be one of: 'C', 'H'	009	Err			
AC	Instruct Setting	Must be present if Core Code is not an elementary core code (columns Grade Low and Grade High are not 00-06 or core code starts with '22')	AC.819	Err	Must be present for non-elementary courses - [ColumnName] on [TableName]	In manifest, if blank and Core Code is elementary, force to 'FF'. Elementary if cast(GRADE_LOW as int) <= 6 or cast(GRADE_HIGH as int) <= 6 in REF_COURSE_CODE where CORE_CODE = Core Code AND ACTIVE_FLAG = 'Y' Alternative (in use): Elementary if substring(Core Code, 1,2) = '22'	
	If present:	Must be one of: 'BC', 'CC', 'EC', 'AV', 'ON','OP', 'IS', 'FF'	009	Err			
AC	Instruct Hrs Sched	Blank OK				Obsolete record, no validations	
AC	Term	Must be present	001	Err			
AC	Cycle	Must be present	001	Err	Must be present – [ColumnName] on [TableName]		

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	LEA Number	Must be present	001	Err			
AC	LEA Number	LEA Number must match LEA Number in 'DI' records	040	Err			
AC	LEA Number	Matching 'DI' record (on LEA Number) must be valid	Dep	Err			
AC	School Number	Must be present	001	Err			
AC	School Number	School Number must match School Number in 'SC' records	041	Err			
AC	School Number	Matching 'SC' record (on School Number) must be valid	Dep	Err			
AC	Multi-field: Course, Section, Period (2), Lea Number (3) …	Course & Section + Period + Lea Number + School Number + Where Taught District + Where Taught School must be unique	AC.822	Err	Must be unique - [ColumnName], [ColumnName2] [ColumnName3] [ColumnName4] [ColumnName5] [ColumnName6] - [TableName]	Also: School Number (4), Where Taught District (5), Where Taught School (6)	
AC	Course, Section, Period (2), Lea Number (3)	AC record must have at least one corresponding AM record.	AC.823	Err	Must have at least one enrollment - [TableName]		

Course Membership Record (AM)

Record type 'AM=' (Required). 'AM' transactions are used to define a student's schedule. For every 'AM' transaction, there must be matching 'AC' (Course Master) record included in your upload file. For students whose Grade Level is 00, 01, or 02, there can be only one 'AM' record for any given period of time (determined using Entry and Exit dates).

Note 1: If the K-2 student is actually assigned to more than one teacher for a part of the school day or the week, identify the 'home room' teacher or 'teacher of record' in the Teacher 1 ID field and, optionally, identify up to two more teachers in the Teacher 2 ID and Teacher 3 ID fields in the 'AC' record.

Note 2: Each student with more than 10 days of total membership (school membership [+] self-contained membership) must have at least 1 'AM' record. The only exceptions are Pre-K students and students enrolled in the LEA but actually attend school out of state.

Note 3: Block Classes – you may submit an 'AM' record for each student in each reported period of a block class. See Course Master record notes.

CTE Classes: All of the individual 'AM' records will be retained.

Non-CTE Classes: Only the first 'AM' record that matches the retained 'AC' record (the one with the lowest Period number) will be retained. All others will be ignored. Therefore, it is imperative that all pertinent data (aggregate membership, entry and exit dates, days attended, credits attempted, grade earned, instruct hours) found in the retained 'AM' record apply to the entire class.

For example, an 'AM' record for a student that is associated with a Non-CTE 'AC' record is read with Course & Section of '12345678' and Period '01'. The same student's next 'AM' record is also Course & Section '12345678', but with Period '02'. This, by definition (see notes for the Course Master record), is a block class, so the second and all subsequent 'AM' records with the same Course & Section are ignored. Only the first 'AM' record will be retained for further processing because it matches the retained 'AC' record.

Field	SIF Xpath Mapping	Valid Values	Short Description
RECORD ID		AM=	Record ID
STUDENT NUMBER	StudentPersonal/LocalId	Alpha	Student number
COURSE NUMBER	SchoolCourseInfo/CourseCode AND SectionInfo/CourseSectionCode ** ALTERNATE MAPPING ** Agent provides combined value in either: SectionInfo/SectionCode OR SchoolCourseInfo/CourseCode (SectionInfo/CourseSectionCode must be blank).	Alpha	Course and section number

Field	SIF Xpath Mapping	Valid Values	Short Description
PERIOD		Alphanumeric 2.0 - Output as string	Period taught
COURSE ENTRY DATE	StudentSectionEnrollment/EntryDate	Numeric 8.0: YYYYMMDD	Course Entry Date
COURSE EXIT DATE	StudentSectionEnrollment/ExitDate	Numeric 8.0: YYYYMMDD	Course Exit Date
CREDITS ATTEMPTED	StudentSectionEnrollment/CreditsAttempted	Numeric 1.3	Number of ~~HS~~ credits attempted
GRADE EARNED	StudentGrade/Grade/Letter ** ALTERNATIVE MAPPING ** StudentSectionEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSectionEnrollmentExtensions/GradeEarned	PASS, P, FAIL, F, NOGRD, N, NG, or Numeric 1.4: 0.0000 - 4.0000	The grade earned for the course
ACTUAL MEMBERSHIP	StudentSectionEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSectionEnrollmentExtensions/CourseMembership	Numeric 3.0	Actual membership (CTE)
CONCURR ENROLLED	StudentSectionEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSectionEnrollmentExtensions/ConcurrEnrolled	Y, N	Student attempting college credit indicator
CREDITS EARNED	StudentGrade/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentGradeExtensions/CreditsEarned ** ALTERNATIVE MAPPING ** StudentSectionEnrollment/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentSectionEnrollmentExtensions/CreditsEarned	Numeric 1.3	Number of ~~HS~~ credits earned
LEA NUMBER	LEAInfo/StateProvinceId	Alpha	LEA number

Field	SIF Xpath Mapping	Valid Values	Short Description
SCHOOL NUMBER	SchoolInfo/StateProvinceId	Numeric 3.0 - Output as string	School number

Course Membership Record (AM): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of a student membership record must always contain the record identifier 'AM='.

LEA Number: **(Required)** The actual LEA number. This will be validated using the CACTUS database.

School Number: **(Required)** The actual school number. This will be validated against the school in the CACTUS database.

Student Number: **(Required)** Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Note: For the UTREx to store a student's course data, the student must also have an 'S1' record present in the update. You must include the same student identification number on this course update record as you did on the 'S1' record. This number will be used as a key to find the student data so this course data can be attached.

Course Number: **(Required)** This is an eight-digit numeric course + section number. The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks.

Period: **(Required)** This is a two-digit field indicating which period the class is being taught. It must be complete. Any leading zeroes should be included.

Note: The membership record's Course Number and Period fields will be combined to locate a matching AC record (using the Course & Section and Period field of the AC record).

Course Entry Date: **(Required)** This is the date the student first began instruction in the course. The format is YYYYMMDD.

Course Exit Date: **(Required)** This is the date *following* the last day of instruction in the course. The format is YYYYMMDD.
Cannot be blank at year-end.

Credit Attempted: **(Required for grades 9-12; SOEP Providers required for grades 6-12)** The amount of credit attempted for the period of time the 'AM=' record represents. A decimal is implied between the first and second character.

Must be complete for grades 9-12 and all numeric; '0000' is okay.

Grade Earned: **(Required for grades levels 9-12)** The grade the student earned for the period of time the 'AM=' record represents. If submitted, must be complete for numeric grade values. 'Pass/fail' grades and 'no grade' must be as shown below.

Code	Meaning
'0.000' to '4.000'	Actual grade
'Pass' or 'P'	Pass (for Pass/Fail type grade only)
'Fail' or 'F'	Fail (for Pass/Fail type grade only)
'NOGRD' or 'N' or 'NG'	No grade

Actual Membership: **(Required for CTE Courses)** Actual course membership is for CTE Courses only. This field should reflect the actual days of membership, not 180-day equivalent. If present, it must be complete (all numeric). CTE funding uses this field.

Concurrent Enrollment: **(Required for Concurrent Enrollment Courses)** Indicates whether or not the student is taking this class (deemed to be a concurrent enrollment class in the AC record) as a concurrent enrollment class for college credit or taking the class for just high school credit.

Code	Meaning
Y	Taking for college credit and high school credit
N	Taking for just high school credit
Blank	Class is not a concurrent enrollment class

Note: If the AC record this AM references has '13' in positions 7 and 8 of the Core Code, this cannot be left blank.

Credits Earned: **(Required for grades 9-12; SOEP Providers required grades 6-12)** The amount of credit earned for the period of time the 'AM' record represents. Must be complete and all numeric; '0000' is okay. Cannot exceed Credit Attempted.

Course Membership Record (AM): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AM	Course Membership	Identifying Fields				Student Number, School Number, Course Number, Period	
AM	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
		Matching 'SL' record (on Student Number) must be valid	Dep	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AM	Course Number	Must be present	001	Err			
		Max length = 12	005	Err			
		Must be at least 2 characters	AM.902	Err	Data length too short - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is shorter than two characters.	
AM	Period	Must be present	001	Err	Must be present – [ColumnName] on [TableName]	Invalid because Period is required but is blank	
		Must be alphanumeric	002	Err			Unused, removed to allow Kindergarten 'AM' & 'PM'
		Exact length = 2	006	Err			
AM	Course Entry Date	Must be present	001	Err			
		Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
		Must be on or after earliest S1 Entry Date for student in corresponding school	AM.903	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is prior to the earliest 'S1' Entry Date for the student in the corresponding school.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be before latest S1 Exit Date (if not open record) for student in corresponding school	AM.904	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is on or after the latest 'S1' Exit Date for the student in the corresponding school.	
AM	Course Exit Date	Must be present at Year End (SIS As Of Date >= Last Day of School in 'SC' record)	AM.905	Err	Required at year end - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the school year has ended.	
	If present:	Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
	Course Exit Date, Course Entry Date (2)	Cannot be before Course Entry Date	AM.906	Err	Prior to Entry Date - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is prior to [ColumnName2], [ColumnData2]	
		Must be in current school year (July 1 through the day after the Last Day of School in the 'SC' record)	AM.907	Err	[ColumnName] not in School Year - [TableName]	[ColumnData] for [ColumnName] is invalid because it is not in the current School Year (July 1 - day after Last Day of School in 'SC' record).	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		If blank, School Exit Date (on most recent matching S1) must also be blank. Otherwise must be on or before School Exit Date (on most recent matching S1)	AM.913	Err	Invalid [ColumnName] - [TableName]	[ColumnData] for [ColumnName] is invalid because it is after the School Exit Date on the student's most recent corresponding 'S1' record, or it is blank ('AM' record active) and the School Exit Date is not blank ('S1' record closed).	Allow Course Exit Date to be up to 3 days after S1 Exit Date on latest matching S1 record.
AM	Credits Attempted	Must be present if Year End (SIS As Of Date >= Last Day of School in 'SC' record) and 'S1' Grade Level is 09, 10, 11, or 12	AM.908	Err	Must be present at year end for high school student - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank, but is required for grades' 09' - '12' at year end.	
	If present:	Must be numeric	002	Err			
AM	Grade Earned	For grades 9-12, if credits earned is greater than 0 then grade earned is required.		Err	For grades 9-12, if credits earned>0 then Grade Earned is required.	Invalid because credits earned>0 but Grade Earned is blank. Grade earned is required for grades 9-12.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	If present, must be numeric between '0.0000' and '4.0000' or must be one of: 'P', 'F', 'N', 'NG'	AM.909	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be numeric between '0.0000' and '4.0000', or must be one of: 'P', 'F', 'N', 'NG'.	Manifest trims 'PASS', 'FAIL', 'NOGRD' to 'P', 'F', 'N' respectively
AM	Concurr Enrolled	Required Grades 9-12					
	If present:	Must be one of: 'Y', 'N'	009	Err			
		If a student is taking a concurrent enrollment course (the value '13' is in the 7th and 8th positions of the core code), then Concurr Enrolled cannot be blank	AM.920	Err	Student enrolled in Concurrent Course and [ColumnName] is blank	Invalid because student is enrolled in a course whose Core Code is marked concurrent but [ColumnName] is blank	
AM	Instruct Hrs Memshp	Blank OK					Obsolete record, no validations
AM	Instruct Hrs Attend	Blank OK					Obsolete record, no validations
AM	Credits Earned	Must be present if Year End (SIS As Of Date >= Last Day of School in 'SC' record) and 'S1' Grade Level is 09, 10, 11, or 12	AM.911	Err	Must be present at year end for high school student - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required for grades' 09' - '12' at year end.	
	If present:	Must be numeric	002	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	Credits Earned, Credits Attempted (2)	Cannot be greater than Credits Attempted	AM.912	Err	Credits Earned > Credits Attempted - [TableName]	[ColumnData] for [ColumnName] is invalid because it is greater than [ColumnName2], [ColumnData2] - which is not allowed.	
AM	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
AM	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			
AM	Multi-field (Course Number)	Course Number + Period + Lea Number + School Number must match with Course & Section + Period + LEA NUMBER + School Number in 'AC' record	AM.915	Err	No matching 'AC' Record - [TableName]	Invalid because there is no 'AC' record that matches this 'AM' record on Course Number [ColumnData], Period, LEA Number, and School Number.	
		Matching 'AC' record (in AM.915) must be valid - use Course Record ID	Dep	Err		Course Record Id is internally generated identifier similar to multi-field set used in AM.915	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AM	Multi-field (Course Number)	Multiple records for same student and same course cannot have overlapping course entry and exit dates	AM.916	Err	Student has overlapping 'AM' Records	'AM' Records with [ColumnName] = [ColumnData] for this student are invalid because there are multiple records with overlapping dates.	
AM	Multi-field (Course Number)	When student's grade level is 9-12, they cannot be enrolled in a course whose 11-digit Core Code starts with 22 (elementary course)	AM.918	Err	High School Student in Elementary course - [TableName]	[ColumnData] for [ColumnName] is invalid because it is an elementary course (Core Code starts with '22') and the student is in grade '09' or greater.	

Incident Record (I1)

Record Type 'I1=' All incident data submitted to UTREx must include all required fields in both the Incident (I1) and Incident Association (I2) records. Described here is the Incident Record ('I1') ~~Association ('I2') record~~. LEAs must submit updated incident data to UTREx daily. At least one 'I2' record must be submitted for each 'I1'. Each 'I2' record represents a different individual involved in the incident.

Additionally, every verified incident of harassment, sexual harassment, bullying, cyber-bullying, hazing, and retaliation must be reported for all offenders and ~~victims~~ subjects. **For example, if an I2 record with an "Offender" is entered, a corresponding I2 record with a "Subject" must also be entered."** A verified incident is defined as stated in R277-613-2(16).

Every incident that generates a removal from the student's regular education setting (including in-school suspension, out-of-school suspension, expulsion, removal to an alternative setting, and early release including when the school asks the parent to pick the student up early) must be submitted to UTREx.

All incidents that do not result in a removal should also be submitted to UTREx. Review discipline data for accuracy after the discipline period has ended since the number of days suspended/expelled that the student actually spent out of the classroom often changes.

All incident records ('I1', 'I2') will be attached to the school record ('SC') they follow.

~~For questions regarding incident and discipline data, please contact: Becca Rae, Prevention Specialist, Becca.Rae@schools.utah.gov, 801-538-7667; or Willie Chen, School Safety Data Analyst, willie.chen@schools.utah.gov, 385-295-7919~~

~~For questions regarding disciplines involving students receiving services under IDEA, please contact LauraLee Gillespie, Program Support Coordinator, Special Education, lauralee.gillespie@schools.utah.gov, 801-538-7866.~~

~~For questions regarding incidents where an **actual or perceived characteristic** (sex, race/color/national origin, disability, sexual orientation, or religion) was the alleged basis for the incident, please contact Holly Bell, Student and Family Rights Specialist, Holly.Bell@schools.utah.gov, 801-538-7828~~

Topic	Person	Role	Contact Information
Civil Rights and Discrimination	Holly Bell	Student and Family Rights Specialist	holly.bell@schools.utah.gov 801-538-7828
General Questions	Willie Chen	School Safety Data Analyst	willie.chen@schools.utah.gov 385-295-7919
	Levi Grisenti	School Safety and Security Specialist	levi.grisenti@schools.utah.gov 385-298-789
Special Education	LauraLee Gillespie	Program Support Coordinator	lauralee.gillespie@schools.utah.gov 801-538-7866

	Malia McIlvenna	Program Evaluation and Data Analysis	malia.mcilvenna@schools.utah.gov 801-538-7731
Emergency Safety Interventions (ESI)	Ashley Lower	Behavior Specialist	ashley.lower@schools.utah.gov 801-538-7611
Substance Use	Clarissa Stebbing	Prevention Specialist	clarissa.stebbing@schools.utah.gov 801-538-7821
Harassment and bullying	Becca Rae	Prevention and Behavior Specialist	becca.rae@schools.utah.gov 801-538-7667
Gang Prevention Program	Cuong Nguyen	Prevention Specialist	cuong.nguyen@schools.utah.gov 801-538-7790

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID				I1=	Record ID
INCIDENT ID	DisciplineIncident/IncidentNumber	0	DisciplineIncident	Numeric 10.0 - Output as string	Incident number
GANG RELATED	DisciplineIncident/RelatedToList/RelatedTo	0	DisciplineIncident	Y, N, U	Incident gang related?
INCIDENT DATE	DisciplineIncident/IncidentDate	0	DisciplineIncident	Numeric 8.0: YYYYMMDD	Incident date
INCIDENT DESCRIPTION	DisciplineIncident/IncidentDescription	0	DisciplineIncident		Incident description
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alpha	LEA number
SCHOOL NUMBER	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0	School number

Incident Record (I1): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of an Incident record must always contain the record identifier 'I1'.

Incident ID: **(Required)** Numeric value from 1 to 999999999 inclusive (0 [zero] is invalid) and each incident record does not need to be a unique value within the LEA nor does it necessarily need to be consecutive. This value will be used to match up with the student incident Association records ('I2') submitted for the school.

LEA Number: **(Required)** The LEA (school) number. This will be validated using the CACTUS database.

School Number: **(Required)** The School number. This will be validated using the CACTUS database.

Gang Related: **(Required)** Indicate if incident is gang related.

Code	Meaning
Y	Yes, gang related
N	No, not gang related

Incident Date: **(Required)** This is the date the incident occurred. The format is YYYYMMDD.

Incident Description: **(Required)** This is a description of the incident.

Incident Record (I1): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
I1	Incident	Identifying Fields				School Number, Incident Id	
I1	Incident Id	Must be present	001	Err			
		Must be numeric	002	Err			
		Must be unique within LEA	004	Err			Changed from within school to within LEA - UTREx May 4
		Max Length = 10	005	Err			
		Must have at least one matching 'I2' record	I1.1001		No matching 'I2' records - [TableName]	Record is invalid because there are no matching 'I2' records for [ColumnName] = [ColumnData].	Check only if not null.
I1	Gang Related	Must be present	001	Err			
		Must be one of: 'Y', 'N'	009	Err			
I1	Incident Date	Must be present	001	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be valid date	003	Err			
		Exact length = 8	006	Err			YYYYMMDD
I1	Incident Description	Must be present	001	Err			
		Max Length = 250	005	Err			
I1	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
		Matching 'DI' record (on LEA Number) must be valid	Dep	Err			
I1	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			
		Matching 'SC' record (on School Number) must be valid	Dep	Err			

Incident Association Record (I2)

Record Type 'I2=' All incident data submitted to UTREx must include all required fields in both the Incident (I1) and Incident Association (I2) records. Described here is the Incident Association ('I2') record. LEAs must submit updated incident data to UTREx daily. At least one 'I2' record must be submitted for each 'I1'. Each 'I2' record represents a different individual involved in the incident.

Additionally, every verified incident of harassment, sexual harassment, bullying, cyber-bullying, hazing, and retaliation must be reported for all offenders and subjects. **For example, if an I2 record with an "Offender" is entered, a corresponding I2 record with a "Subject" must also be entered."** A verified incident is defined as stated in R277-613-2(16).

Every incident that generates a removal from the student's regular education setting (including in-school suspension, out-of-school suspension, expulsion, removal to an alternative setting, and early release including when the school asks the parent to pick the student up early) must be submitted to UTREx.

All incidents that do not result in a removal should also be submitted to UTREx. Review discipline data for accuracy after the discipline period has ended since the number of days suspended/expelled that the student actually spent out of the classroom often changes.

Refer to the Appendix for additional information and guidance on Utah Code Sections and educator resources.

Topic	Person	Role	Contact Information
Civil Rights and Discrimination	Holly Bell	Student and Family Rights Specialist	holly.bell@schools.utah.gov 801-538-7828
General Questions	Willie Chen	School Safety Data Analyst	willie.chen@schools.utah.gov 385-295-7919
	Levi Grisenti	School Safety and Security Specialist	levi.grisenti@schools.utah.gov 385-298-789
Special Education	LauraLee Gillespie	Program Support Coordinator	lauralee.gillespie@schools.utah.gov 801-538-7866
	Malia McIlvenna	Program Evaluation and Data Analysis	malia.mcilvenna@schools.utah.gov 801-538-7731
Emergency Safety Interventions (ESI)	Ashley Lower	Behavior Specialist	ashley.lower@schools.utah.gov 801-538-7611
Substance Use	Clarissa Stebbing	Prevention Specialist	clarissa.stebbing@schools.utah.gov 801-538-7821

Harassment and bullying	Becca Rae	Prevention and Behavior Specialist	becca.rae@schools.utah.gov 801-538-7667
Gang Prevention Program	Cuong Nguyen	Prevention Specialist	cuong.nguyen@schools.utah.gov 801-538-7790

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID	03				I2=	Record ID
INCIDENT ID	10	DisciplineIncident/IncidentNumber	0	DisciplineIncident	Numeric 10.0 - Output as string	Incident number
STUDENT NUMBER	10	StudentPersonal/LocalId where StudentPersonalRefId = DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/StudentPersonalRefId	1	StudentPersonal	Alpha	Student number
CAUSED INCIDENT	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/CausedIncident	1	DisciplineIncident	Y, N	Did student cause the incident?
ALLEGED BASIS GENDER IDENTITY	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/AllegedBasisGender		DisciplineIncident	Y, N	Alleged basis for the infraction was sex or gender
ALLEGED BASIS RACE	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/AllegedBasisRace		DisciplineIncident	Y, N	Alleged basis for the infraction was race, color, or national origin

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
ALLEGED BASIS DISABILITY	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/AllegedBasisDisability		DisciplineIncident	Y, N	Alleged basis for the infraction was disability
ALLEGED BASIS SEXUAL ORIENTATION	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/AllegedBasisSexualOrientation		DisciplineIncident	Y, N	Alleged basis for the infraction was sexual orientation
ALLEGED BASIS RELIGION	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/AllegedBasisReligion		DisciplineIncident	Y, N	Alleged basis for the infraction was religion
INJURED	01	DisciplineIncident/OffenderList/Offender/Injury or DisciplineIncident/VictimList/Victim/Injury	0	DisciplineIncident	Y, N	Was student injured
GANG PREV PROG	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/GangPrevProg	1	DisciplineIncident	Y, N, U	In a gang prevention program?
PHYSICAL RESTRAINT	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/PhysicalRestraint		DisciplineIncident	Y, N	Was student physically restrained
SECLUSION	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/Seclusion		DisciplineIncident	Y, N	Was student put in seclusion
DISCIPLINE METHOD	01	DisciplineIncident/OffenderList/Offender/ActionList/Action/Code	0	DisciplineIncident	S, E	Suspended or Expelled
NUMBER OF DAYS	04	DisciplineIncident/OffenderList/Offender/ActionList/Action/Duration	0	DisciplineIncident	Decimal 000.0 – 180.0	How many days?

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
IN SCHOOL	01	DisciplineIncident/OffenderList/Offender/ActionList/Action/Code	0	DisciplineIncident	Y, N	In school or out of school?
SERVICES OFFERED	01	DisciplineIncident/OffenderList/Offender/ActionList/Action/Code	0	DisciplineIncident	Y, N	Services offered to student?
REFERRED TO POLICE	01	DisciplineIncident/OffenderList/Offender/ActionList/Action/PoliceNotification	0	DisciplineIncident	Y, N	Incident referred to police?
REFERRED TO COURT	01	DisciplineIncident/OffenderList/Offender/ActionList/Action/Code	0	DisciplineIncident	Y, N	Incident referred to court?
REFERRED TO PROGRAM	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/ReferredToProgram	1	DisciplineIncident	Y, N	Incident referred to a program?
ALTERNATIVE PLACEMENT	01	DisciplineIncident/OffenderList/Offender/ActionList/Action/Code or DisciplineIncident/OffenderList/Offender/ActionList/Action/AlternativeEducation	0	DisciplineIncident	Y, N	Alternative placement?
HEARING OFFICER REMOVAL	01	DisciplineIncident/OffenderList/Offender/ActionList/Action/Code	0	DisciplineIncident	Y, N	Removal by hearing officer?

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
PI INFRACTION TYPE	02	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/InfractionType and IncidentInvolvementList/IncidentInvolvement/InvolvementType	1	DisciplineIncident	01, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43 (see lookup values sheet)	Primary infraction type
PI WEAPON	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/WeaponType	1	DisciplineIncident	1, 2, 3, 4, 5, 6, 7, 8, 9 (see lookup values sheet)	Primary weapon
PI ROLE	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	O, V, B (see lookup values sheet)	Primary role

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
SI1 INFRACTION TYPE	02	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/InfractionType	1	DisciplineIncident	01, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43 (see lookup values sheet)	Secondary 1 infraction type
SI1 WEAPON	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/WeaponType	1	DisciplineIncident	1, 2, 3, 4, 5, 6, 7, 8, 9 (see lookup values sheet)	Secondary 1 weapon
SI1 ROLE	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	O, V, B (see lookup values sheet)	Secondary 1 role

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
SI2 INFRACTION TYPE	02	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/InfractionType	1	DisciplineIncident	01, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43 (see lookup values sheet)	Secondary 2 infraction type
SI2 WEAPON	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/WeaponType	1	DisciplineIncident	1, 2, 3, 4, 5, 6, 7, 8, 9 (see lookup values sheet)	Secondary 2 weapon
SI2 ROLE	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	O, V, B (see lookup values sheet)	Secondary 2 role

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
SI3 INFRACTION TYPE	02	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/InfractionType	1	DisciplineIncident	01, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43 (see lookup values sheet)	Secondary 3 infraction type
SI3 WEAPON	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/WeaponType	1	DisciplineIncident	1, 2, 3, 4, 5, 6, 7, 8, 9 (see lookup values sheet)	Secondary 3 weapon
SI3 ROLE	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	O, V, B (see lookup values sheet)	Secondary 3 role

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
SI4 INFRACTION TYPE	02	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	01, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43 (see lookup values sheet)	Secondary 4 infraction type
SI4 WEAPON	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/WeaponType	1	DisciplineIncident	1, 2, 3, 4, 5, 6, 7, 8, 9 (see lookup values sheet)	Secondary 4 Weapon
SI4 ROLE	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/IncidentInvolvementList/IncidentInvolvement/Role	1	DisciplineIncident	O, V, B (see lookup values sheet)	Secondary 4 role
LEA NUMBER	02	LEAInfo/StateProvinceId	0	LEAInfo	Alpha	LEA number
SCHOOL NUMBER	03	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	School number
CAUSED SERIOUS BODILY INJURY	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/CausedSeriousBodilyInjury	1	DisciplineIncident	Y, N	Caused serious bodily injury?

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
PHYSICAL ARREST FLAG	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/PhysicalArrestFlag	1	DisciplineIncident	Y, N	Indicates if student was physically arrested
SEARCH AND SEIZURE FLAG	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/SearchAndSeizureFlag	1	DisciplineIncident	Y, N	Indicates if student was searched by SRO or LEO
CRIMINAL CITATION FLAG	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/CriminalCitationFlag	1	DisciplineIncident	Y, N	Indicates if student was issued a criminal citation by an SRO or LEO
NON-CRIMINAL CITATION FLAG	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/NonCriminalCitationFlag	1	DisciplineIncident	Y, N	Indicates if student was issued a ticket by SRO or LEO
OTHER LAW ENFORCEMENT ACTIVITY	250	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/OtherLawEnforcement	1	DisciplineIncident		Open ended field to describe other law enforcement activities
RETALIATION	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/Retaliation	1	DisciplineIncident	Y, N	Indicates if the incident was a retaliation or an alleged retaliation as defined in Utah Code 53G-9-601.

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
ALTERNATIVE INTERVENTION	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/AlternativeIntervention	1	DisciplineIncident	Y, N	Alternative intervention was attempted
ESI PURPOSE	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/ESIPurpose	1	DisciplineIncident	S, P, A, O	Reason why an ESI was used. Select all that apply.
ESI DURATION	04	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/ESIDuration	1	DisciplineIncident	Decimal 000.0 – 480.0	How many minutes for ALL ESIs?
ESI OUTCOMES	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/ESIOutcome	1	DisciplineIncident	E, A, P, I, C, T, O	What happened after the ESI? Select all that apply.
ESI TRAINING OFFERED	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/ESITrainingOffered	1	DisciplineIncident	Y, N	ESI training offered to staff at school?
ESI TRAINING RECEIVED	01	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/ESITrainingReceived	1	DisciplineIncident	Y, N	ESI training received by staff involved in use of ESI?
NUMBER OF PHYSICAL RESTRAINTS	2	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/ESINumberOfPhysicalRestraints	2	DisciplineIncident	Numeric, 0 - 99	How many times was physical restraint used?

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
NUMBER OF SECLUSIONS	2	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/ESINumberOfSeclusions	2	DisciplineIncident	Numeric, 0 - 99	How many times was seclusion used?
ESI THRESHOLD	1	DisciplineIncident/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/DisciplineIncidentExtensions/StudentParticipantList/StudentParticipant/ESIThreshold	1	DisciplineIncident	Y, N	Were any ESIs over 30 minutes?

Incident Association Record (I2): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of an Incident Association record must always contain the record identifier 'I2='.

Incident ID: **(Required)** Numeric value from 1 to 9999999999 inclusive (0 [zero] is invalid) and each incident association record must have a matching 'I1' record preceding it (matching data element Incident ID in both records). **Individuals involved in the same incident must have the same Incident ID.**

LEA Number: **(Required)** The actual LEA (school) number. This will be validated using the CACTUS database.

School Number: **(Required)** The actual school number. This will be validated against the schools in the CACTUS database.

Student Number: (~~Conditionally~~ **Required)** Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero. ~~Every incident requires at least one student association.~~

Note: The student number here must match a student number submitted via an 'S1' record for the school.

~~**Condition:** Not required for every I2 record. At least one I2 record is required to have a student number per incident ID (I1 record).~~

Caused Incident: **(Required)** Indicate if this student was determined to have caused the incident.

Code	Meaning
Y	Yes, student caused the incident
N	No

PI Role: **(Required)** The primary role of the student in this incident. Required for every student (blank is not an option). Infraction types (sexual harassment, harassment, bullying, cyber-bullying, or hazing) and retaliation flag require both an offender(s) and a subject(s).

Code	Meaning
O	Offender
V	Subject
B	Both Offender and Subject

SI1 Infraction Type: **(Optional)** Indicate a secondary infraction type (or incident type) of the student in this incident. Blank is a valid option. See PI Infraction Type above for valid values.

SI Weapon: **(Optional)** Indicate a secondary weapon used in the incident. Blank is a valid option unless SI1 Infraction Type is present. See PI Weapon above for valid values.

SI1 Role: **(Optional)** Indicate a secondary role of the student in this incident. Cannot be present is SI1 Infraction or SI1 Weapon are blank.
Must be present if SI1 Infraction and SI1 Weapon are not blank. See PI Role above for valid values.

SI2 Infraction Type: **(Optional)** Indicate another secondary infraction type (or incident type) of the student in this incident. Blank is a valid option. Cannot be present if SI1 Infraction Type is blank. See PI Infraction Type above for valid values.

SI2 Weapon: **(Optional) Indicate** another secondary weapon used in the incident. Blank is a valid option unless SI2 Infraction Type is present. See PI Weapon above for valid values.

SI2 Role: **(Optional)** Indicate another secondary role of the student in this incident. Cannot be present if SI2 Infraction Type or SI2 Weapon is blank. Must be present if SI2 Infraction Type and SI2 Weapon are not blank. See PI Role above for valid values.

SI3 Infraction Type: **(Optional)** Indicate another secondary infraction type (or incident type) of the student in this incident. Blank is a valid option. Cannot be present in SI2 Infraction Type is blank. See PI Infraction Type above for valid values.

SI3 Weapon: **(Optional)** Indicate another secondary weapon used in the incident. Blank is a valid option unless SI3 Infraction Type is present. See PI Weapon above for valid values.

SI3 Role: **(Optional)** Indicate another secondary role of the student in this incident. Cannot be present if SI3 Infraction Type or SI3 Weapon is blank. Must be present if SI3 Infraction Type and SI3 Weapon are not blank. See PI Role above for valid values.

SI4 Infraction Type: **(Optional)** Indicate another secondary infraction type (or incident type) of the student in this incident. Blank is a valid option. Cannot be present if SI3 Infraction Type is blank. See PI Infraction Type above for valid values.

SI4 Weapon: **(Optional)** Indicate another secondary weapon used in the incident. Blank is a valid option unless SI4 Infraction Type is present. See PI Weapon above for valid values.

SI4 Role: **(Optional)** Indicate another secondary role of the student in this incident. Cannot be present if SI4 Infraction and SI4 Weapon are blank. Must be present if SI4 Infraction Type and SI4 Weapon are not blank. See PI Role above for valid values.

Civil Rights Violations

See Appendix for additional information regarding civil rights violations.

Alleged Basis Gender Identity: **(Required)** Indicate if there is an allegation that the incident is on the basis of the victim's actual or perceived sex or gender identity. Sex is as stated in the Student Record (S1). Additional information on sex or gender identity can be found in UCA 68-3-12.5, UCA 34A-5-102, and UCA 57-21-2.

Code	Meaning
Y	Yes
N	No

Alleged Basis Race: **(Required)** Indicate if there is an allegation that the incident is on the basis of the victim's actual or perceived race, color, or national origin. Additional information on national origin can be found in UCA 34A-5-102 and UCA 57-21-2.

Code	Meaning
Y	Yes
N	No

Alleged Basis Disability: **(Required)** Indicate if there is an allegation that the incident is on the basis of the victim's actual or perceived disability.

Code	Meaning
Y	Yes
N	No

Alleged Basis Sexual Orientation: **(Required)** Indicate if there is an allegation that the incident is on the basis of the victim's actual or perceived sexual orientation. Additional information on sexual orientation can be found in UCA 34A-5-102 and UCA 57-21-2.

Code	Meaning
Y	Yes
N	No

Alleged Basis Religion: **(Required)** Indicate if there is an allegation that the incident is on the basis of the victim's actual or perceived religion.

Code	Meaning
Y	Yes
N	No

Retaliation: **(Required)** Indicator of whether the incident was a verified retaliation, or an alleged retaliation. Retaliation means an act or communication intended:

(a) as retribution against a person for reporting bullying, cyber-bullying, or hazing; or

(b) to improperly influence the investigation of, or the response to, a report of bullying, cyber-bullying, or hazing.

See Jackson v. Birmingham Bd. of Educ., 544 U.S. 167, 173-74 (2005) for an intentional act in response to a protected action and as defined in Utah Code 53G-9-601.

Code	Meaning
Y	Yes
N	No

Note 1: If the I2 record is for a student who was the offender (Role ID = O or B), report 'Y' if the student stated, or there is evidence, that the incident was a retaliation.

Note 2: If the I2 record is for a student who was the subject (Role ID = V), report 'Y' if the incident was known or alleged to be a retaliation.

Caused Serious Bodily Injury: (Required) Indicate whether the student caused serious bodily injury. Serious Bodily Injury is defined in (18 USC Section 1365(h)(3)) thus: "A serious bodily injury involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty."

Code	Meaning
Y	Yes, student caused serious bodily injury
N	No

Injured: **(Required)** Indicate if this student was injured in the incident.

Code	Meaning
Y	Yes, student was injured
N	No

Gang Prevention Program: (Required) Indicate if this student was part of a gang prevention program at the time of the incident.

Code	Meaning
Y	Yes, student part of gang prevention program
N	No
U	Unknown

Emergency Safety Interventions (ESI)

See Appendix for additional information regarding ESIs.

Physical Restraint: **(Required)** Indicate if physical restraint was used. "Physical restraint" means a personal restriction that immobilizes or significantly reduces the ability of a student to move the student's arms, legs, body, or head freely.

Code	Meaning
Y	Yes
N	No

Seclusion: **(Required)** Indicate if seclusion was used. "Seclusion" means seclusionary time out that is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, including:

(i) placing a student in a locked room; or

(ii) placing a student in a room where the door is blocked by furniture or held closed by staff. See Appendix for additional information regarding emergency safety interventions (ESI).

Code	Meaning
Y	Yes
N	No

Alternative Intervention: **(Required if Physical Restraint or Seclusion is marked)** Indicate if an alternative intervention was attempted.

Code	Alternative Intervention Used
Y	Yes, an alternative intervention was attempted.
N	No

ESI Purpose: **(Required if Physical Restraint or Seclusion is marked)** Indicate why an ESI was used. **(Include all applicable codes.)**

Code	Outcome
S	Immediate and Significant Threat to Self
P	Immediate and Significant Threat to Another Student or Child
A	Immediate and Significant Threat to Adult
O	Other

Note 1: This field follows the XML List pattern for "Select All That Apply" features. To send multiple values, you must repeat the XML tag for each selection.

Example:

<ESIPurpose>S</ESIPurpose>

<ESIPurpose>P</ESIPurpose>

ESI Duration: **(Required if Physical Restraint or Seclusion is marked).** The total time, in minutes, that all ESIs were applied for the student during the incident, including physical restraints and seclusions.

Example: 1 physical restraint (10 min) + 2 seclusions (5 mins each) = 10 + 5 + 5 = 20 minutes

Number of Physical Restraints: **(Required if Physical Restraint or Seclusion is marked).** Indicate the number of physical restraints that were used during the incident.

Number of Seclusions: **(Required if Physical Restraint or Seclusion is marked).** Indicate the number of seclusions that were used during the incident.

ESI Threshold: **(Required if Physical Restraint or Seclusion is marked).** Indicate whether any ESI exceeded 30 minutes.

Code	Outcome
Y	Yes
N	No

ESI Outcomes: **(Required if Physical Restraint or Seclusion is marked) (Include all applicable codes.)** Indicate the outcome(s) of the incident. More than one outcome may apply. Please make sure any combination of outcomes are included.

Multidisciplinary team, or group of individuals from multiple disciplines who meet to assess a student's needs as defined in R277-100, will…

Code	Outcome
E	**External agency/professional** – refer student to support from an external agency/professional.
A	**Assessment** - Initiate their threat assessment process
P	**Plan** - Plan to review the student's current plan (e.g., Individualized Education Program (IEP), Behavior Intervention Plan (BIP)). This does not require a full or partial re-evaluation as defined by IDEA or Section 504 or the Rehabilitation Act.
I	**Internal support** - Consider additional internal support needs within the MTSS framework. This does not include formalized services, such as an IEP or Section 504 Plan.
C	**Current supports/services** - Evaluate the student's current supports/services (e.g., referral for special education services, referral for related services)
T	**Training** - Schedule staff training
O	**Other**

Note 1: This field follows the XML List pattern for "Select All That Apply" features. To send multiple values, you must repeat the XML tag for each selection.

Example:

<ESIOutcome>E</ESIOutcome>

<ESIOutcome>A</ESIOutcome>

ESI Training Offered: (Required if Physical Restraint or Seclusion is marked) Indicate if Comprehensive ESI training was offered to the staff involved in the use of an ESI prior to the time of the incident.

Code	Outcome
Y	Yes
N	No

ESI Training Received: (Required if Physical Restraint or Seclusion is marked) Indicate if the Comprehensive ESI training was received by the staff involved in the use of the ESI at the time of the incident.

Code	Outcome
Y	Yes
N	No

Disciplinary Actions

Discipline Method: **(Optional)** Indicate if this student was suspended or expelled.

Code	Meaning
S	Suspended
E	Expelled
Blank	Other or no discipline

Note 1: Utah Code dictates that certain infraction types "may be" grounds for suspension or expulsion (§ 53G-8-205.(1)), others "shall be" grounds for suspension or expulsion (§ 53G-8-205.(2)(a)), and a small subset of those "shall be" grounds for expulsion (§ 53G-8-205.(2)(b)). Please review Utah Code to ensure compliance.

Number of Days: **(Required if Discipline Method is marked)** The number of days the Discipline Method was in effect. Decimal value from 000.0 to 180.0 inclusive (000.0 is valid only if Discipline Method is blank. Conversely, if this field is not zero, the Discipline Method must be marked. This field may be reported in one-tenth increments (.1).

In School: **(Required)** Indicate if the Discipline Method was in school or out of school. Use 'N' if there was no discipline.

Code	Meaning
Y	In school
N	Out of school

Services Offered: **(Required)** Indicate if services were offered to the student.

Code	Meaning
Y	Yes, services were offered

Code	Meaning
N	No

Note 1: LEAs must provide services for students with disabilities receiving services under IDEA or Section 504 who are disciplined for more than 10 consecutive or cumulative days during the school year, to the extent required under 34 CFR § 300.530(d) and the Utah SpEd Rules V.C. during any subsequent days of removal that constitute a chance of placement.

Note 2: The 'Services Offered' flag for an Incident Association record is only valid if that record is also associated with a suspension or expulsion. Additionally, the correct 'Code' value for the SIF object 'Action' must be sent - a value of 3086 must be used to indicate an expulsion with services) or a value of 3101 must be used to indicate a suspension with services (these values are from the SIF Spec).

Alternative Placement: **(Required)** Indicate if alternative placement was provided/administered to the student for this incident.

Code	Meaning
Y	Yes, alternative placement provided
N	No

Hearing Officer Removal: **(Required)** Indicate if removal of the student was done by a hearing officer. Using 'Y' only applies to students with a SCRAM (S2) or Section 504 (S4) record and an error will be flagged if 'Y' here and there was no SCRAM (S2) or Section 504 (S4) record for the student.

Code	Meaning
Y	Yes, removal done by a hearing officer and student has SCRAM record.
N	No

Referrals and Law Enforcement Activity:

See 53E-3-516 and 53G-8-211 for additional information.

Referred to Court: **(Required)** Indicate if the incident was referred to court.

Code	Meaning
Y	Yes, referred to court.
N	No.

Referred to Program: **(Required)** Indicate if the student was referred to a program.

Code	Meaning
Y	Yes, student referred to a program.
N	No

Referred to Police: **(Required)** Indicate if incident was referred to police.

Code	Meaning
Y	Yes, incident referred to police
N	No.

Physical Arrest Flag: (Required) Indicator of whether, related to the incident, the student was physically arrested on school grounds while school is in session or during a school-sponsored activity.

Code	Meaning
Y	Yes
N	No

Search and Seizure Flag: (Required) Indicator of whether, related to the incident, the student was subject to a search and seizure by a School Resource Officer (SRO) or law enforcement officer (LEO) on school grounds while school is in session or during a school-sponsored activity.

Code	Meaning
Y	Yes
N	No

Criminal Citation Flag: (Required) Indicator of whether, related to the incident, the student was issued a criminal citation by an SRO or LEO on school grounds while school is in session or during a school-sponsored activity.

Code	Meaning
Y	Yes
N	No

Non-Criminal Citation Flag: (Required) Indicator of whether, related to the incident, the student was issued a ticket (non-criminal citation) by an SRO or LEO on school grounds while school is in session or during a school-sponsored activity.

Code	Meaning
Y	Yes
N	No

Other Law Enforcement Activity: (Optional) An open-ended field in which additional law enforcement activities, if any, can be described. Some examples include crisis intervention, mentorship, informal counseling, social welfare investigation, delinquency petition, issuance of summons, referral to probation officer, etc. on school grounds while school is in session or during a school-sponsored activity.

Infraction Codes

PI Infraction Type: **(Required)** The primary infraction type (or incident type) of the student in this incident. Required for every student (blank is not an option). Must be complete (leading zero if necessary). If "Weapon" is used as the incident type, then something other than "None" must be used in the PI Weapon field. Disruption or disruptive student behavior (53G-8-210) is an umbrella term that may refer to behavior that falls under numerous infraction codes. The infraction code that most closely fits the student behavior should be selected as the primary infraction type. **See Appendix for additional information regarding infraction codes.**

Code	Meaning
01	Physical Assault
03	Homicide
04	Fighting
05	Harassment
06	Sexual Harassment (includes sexual assault)
07	Terroristic Threat
08	Threat/Intimidation (causing fear or harm)
09	Robbery
10	Alcohol (Possession or Use)
11	Tobacco (Possession or Use)
12	Marijuana (Possession or Use)
13	Controlled substance (Possession or Use)
14	Uncontrolled substance (Possession or Use)
15	Distribution
24	Bullying toward a student
25	Disruption
26	Truancy
27	Other
28	Arson
29	Weapon
30	Cyber-bullying
31	Hazing
32	Abusive conduct (Bullying toward staff)
33	Academic dishonesty
34	Attendance policy violation
35	Burglary
36	Trespass
37	Dress code violation
38	Drug paraphernalia
39	Electronic device misuse
40	Vandalism or property damage
41	Larceny or theft
42	Inappropriate language
43	Defiance or disobedience

PI Weapon: **(Required)** Primary weapon used in the incident.

Code	Meaning
1	Handgun
2	Rifle
3	Shotgun
4	Other explosive device
5	Knife or other sharp object
6	Other object used as a weapon
7	Substance used as a weapon
8	Look alike
9	None

Incident Association Record (I2): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
I2	Incident Association	Identifying Fields				Student Number, School Number, Incident ID	
		Must be present	001	Err	Must be present - School Number on Incident Association Record	Invalid because School Number is required but is blank	
I2	Incident ID	Must be present	001	Err			
		Must match Incident ID in 'I1' records	I2.1101	Err	[ColumnName] mismatch - [TableName]	The value [ColumnData] for [ColumnName] is invalid because it does not match any Incident ID in the Incident ('I1') Record with the same School Number.	Must also match on School Number
		Matching 'I1' record must be valid	Dep	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
I2	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
		Matching 'SL' record (on Student Number) must be valid	Dep	Err			
		~~When present, must be unique.~~	~~I2.1106~~	~~Err~~	~~Must be unique per I1 record.~~	~~Multiple students can have I2 records for any given incident ID, but each student can only have one I2 record per incident ID.~~	
		~~Every I1 record requires at least one I2 record with a student number.~~	~~I2.TBD~~	~~Err~~	~~No student number for I1 record.~~	~~There must be at least one student number associated to each I1 record.~~	
~~I2~~	~~PI Role~~	~~Infraction codes of [sexual harassment, harassment, bullying, cyber-bullying, or hazing, retaliation] require two or more I2 records.~~	~~I2.TBD~~	~~Err~~	~~[infraction code] requires at least two I2 records.~~	~~The [infraction code] requires at least two I2 records. Only one I2 record was submitted.~~	~~I2~~
		~~Every I1 record requires at least one "Offender." ("Both" qualifies as an "Offender.")~~	~~I2.TBD~~	~~Err~~	~~Only offenders were submitted.~~	~~An I2 record requires a subject and only offenders were submitted.~~	~~Example Errors: (O - O) (O - -) (B - -)~~
		~~Every I1 record requires at least one "Subject." ("Both" qualifies as a "Subject.")~~	~~I2.TBD~~	~~Err~~	~~Only subjects were submitted.~~	~~An I2 record requires an offender and only subjects were submitted.~~	~~Example Errors: (V - V) (- - V) (- - B)~~
I2	Caused Incident	Must be present	001	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be one of: 'Y', 'N'	009	Err			
I2	Alleged Basis Gender	Must be present	001	Err			
	If Present	Must be one of: 'Y', 'N'	009	Err			
I2	Alleged Basis Race	Must be present	001	Err			
	If Present	Must be one of: 'Y', 'N'	009	Err			
I2	Alleged Basis Disability	Must be present	001	Err			
	If Present	Must be one of: 'Y', 'N'	009	Err			
I2	Alleged Basis Sexual Orientation	Must be present	001	Err			
	If Present	Must be one of: 'Y', 'N'	009	Err			
I2	Alleged Basis Religion	Must be present	001	Err			
	If Present	Must be one of: 'Y', 'N'	009	Err			
I2	Injured	Must be present	001	Err			
		Must be one of: 'Y', 'N'	009	Err			
I2	Gang Prevention Program	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Physical Restraint	Must be present	001	Err			
	If Present	Must be one of: 'Y', 'N'	009	Err			
I2	Seclusion	Must be present	001	Err			
	If Present	Must be one of: 'Y', 'N'	009	Err			
I2	Discipline Method	Blank OK					
	If present:	Must be one of: 'S', 'E'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
I2	Number of Days, Discipline Method (2)	Cannot be blank or zero if Discipline Method is present	I2.1103	Err	Required if [ColumnName2] present - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank or zero and [ColumnName2] = [ColumnData2]. [ColumnName] must be present and greater than zero if [ColumnName2] is not blank.	
	If present:	Must be numeric and <= 180	012	Err			
		Must be in increments of 0.1	I2.1105	Err	Must be in increments of .1 - [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because only single decimal increments are allowed.	
I2	Number of Days, Discipline Method (2)	Must be present	I2.1104	Err	[ColumnName] must be present	Invalid because [ColumnName] is blank and Number Of Days '1' is greater than zero.	
I2	In School	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Services Offered	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Referred to Police	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
I2	Referred to Court	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Referred to Program	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Alternate Placement	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Hearing Officer Removal	Must be present	001	Err			
		Must be one of: 'Y', 'N', 'U'	009	Err			
I2	Primary Infraction Type	Must be present	001	Err	Must be present - PI Infraction Type on Incident Association Record	Invalid because PI Infraction Type is required but is blank	
		Must be one of: '01', '03'-'15', '24'-'31'.	009	Err			
I2	Primary Weapon	Must be present	001	Err			
		Must be one of: '01' – '09'	009	Err			
I2	Primary Role	Must be present	001	Err			
		Must be one of: 'O', 'V', 'B'	009	Err			
I2	Secondary 1 Infraction Type	Blank OK					

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be one of: '01', '03'-'15', '24'-'31'.	009	Err			
I2	Secondary 1 Weapon	Must be present if Secondary 1 Infraction Type is present	051	Err			
		Must be blank if Secondary 1 Infraction Type is blank	052	Err			
	If present:	Must be one of: '01' – '09'	009	Err			
I2	Secondary 1 Role	Must be present if Secondary 1 Infraction Type is present	051	Err			
		Must be blank if Secondary 1 Infraction Type is blank	052	Err			
	If present:	Must be one of: 'O', 'V', 'B'	009	Err			
I2	Secondary 2 Infraction Type	Must be blank if Secondary 1 Infraction Type is blank	052	Err			
	If present:	Must be one of: '01', '03'-'15', '24'-'31'.	009	Err			
I2	Secondary 2 Weapon	Must be present if Secondary 2 Infraction Type is present	051	Err			
		Must be blank if Secondary 2 Infraction Type is blank	052	Err			
	If present:	Must be one of: '01' – '09'	009	Err			
I2	Secondary 2 Role	Must be present if Secondary 2 Infraction Type is present	051	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be blank if Secondary 2 Infraction Type is blank	052	Err			
	If present:	Must be one of: 'O', 'V', 'B'	009	Err			
I2	Secondary 3 Infraction Type	Must be blank if Secondary 2 Infraction Type is blank	052	Err			
	If present:	Must be one of: '01', '03'-'15', '24'-'31'.	009	Err			
I2	Secondary 3 Weapon	Must be present if Secondary 3 Infraction Type is present	051	Err			
		Must be blank if Secondary 3 Infraction Type is blank	052	Err			
	If present:	Must be one of: '01' – '09'	009	Err			
I2	Secondary 3 Role	Must be present if Secondary 3 Infraction Type is present	051	Err			
		Must be blank if Secondary 3 Infraction Type is blank	052	Err			
	If present:	Must be one of: 'O', 'V', 'B'	009	Err			
I2	Secondary 4 Infraction Type	Must be blank if Secondary 3 Infraction Type is blank	052	Err			
	If present:	Must be one of: '01', '03'-'15', '24'-'31'.	009	Err			
I2	Secondary 4 Weapon	Must be present if Secondary 4 Infraction Type is present	051	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be blank if Secondary 4 Infraction Type is blank	052	Err			
	If present:	Must be one of: '01' – '09'	009	Err			
I2	Secondary 4 Role	Must be present if Secondary 4 Infraction Type is present	051	Err			
		Must be blank if Secondary 4 Infraction Type is blank	052	Err			
	If present:	Must be one of: 'O', 'V', 'B'	009	Err			
I2	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
I2	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			
I2	Physical Arrest Flag	Must be present	001	Err			
		Must be one of: 'Y', 'N'	009	Err			
I2	Search and Seizure Flag	Must be present	001	Err			
		Must be one of: 'Y', 'N'	009	Err			
I2	Criminal Citation Flag	Must be present	001	Err			
		Must be one of: 'Y', 'N'	009	Err			
I2	Non-Criminal Citation Flag	Must be present	001	Err			
		Must be one of: 'Y', 'N'	009	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
I2	Other law enforcement activity	Max Length = 250	005	Err			
I2	Retaliation	Must be present	001	Err			
		Must be one of: 'Y', 'N'	009	Err			

Student Transcript Record (ST)

Record Type "ST=" (Required for all 9 – 12 grade students) Collected using UTREx and eTranscript manifest.

eTranscript submissions may be completed at any time based on student demand but it may be advisable to complete a weekly eTranscript submission. Since UTREx with Transcript manifest collects all UTREx data, a collection with this manifest suffices for the daily submission requirement.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID				ST=	Record ID
STUDENT NUMBER	StudentPersonal/LocalId	0	StudentPersonal	Alphanumeric	LEA-assigned student number
PARENT/GUARDIAN FIRST NAME	StudentDemographicRecord/StudentContactSummary/ParentGuardian1/Name[@Type='04']/FirstName	0	StudentDemographicRecord	No validation	First Name
PARENT/GUARDIAN LAST NAME	StudentDemographicRecord/StudentContactSummary/ParentGuardian1/Name[@Type='04']/LastName	0	StudentDemographicRecord	No validation	Last Name
STUDENT ENTRY DATE	StudentAcademicRecord/EnrollmentHistory/StudentSchoolEnrollmentData/EntryDate	0	StudentAcademicRecord	Numeric 8.0: YYYYMMDD	Date Student Entered High School
STUDENT EXIT DATE	StudentPersonal/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentPersonalExtensions/HighSchoolExitDate	1	StudentPersonal	Numeric 8.0: YYYYMMDD	Date student exited School
GRADUATION DATE	StudentAcademicRecord/AcademicPerformanceSummary/GraduationDate	0	StudentAcademicRecord	Numeric 8.0: YYYYMMDD - output as string	Graduation date if graduated
EXPECTED GRADUATION DATE	StudentAcademicRecord/AcademicPerformanceSummary/ProjectedGraduationDate	0	StudentAcademicRecord	Numeric 8.0: YYYYMMDD - output as string	Projected graduation date
DIPLOMA TYPE	StudentAcademicRecod/AcademicPerformanceSummary/GraduationDiplomaType	0	StudentAcademicRecod	Alpha	Basic, GED, Adult, or Certificate of Completion

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
CUMULATIVE CREDITS	StudentAcademicRecord/AcademicPerformanceSummary/TotalCreditsEarned	0	StudentAcademicRecord	Numeric 3.3	Total Credits Earned
CUMULATIVE UN-WEIGHTED GPA	StudentAcademicRecord/AcademicPerformanceSummary/CumulativeGPA	0	StudentAcademicRecord	Numeric 1.3 NULL Allowed	The average of all class grades based on a 4.0 scale, regardless of class level.
CUMULATIVE WEIGHTED GPA	StudentAcademicRecord/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentAcademicRecordExtensions/WeightedGPA	1	StudentAcademicRecord	Numeric 1.3	The average of all class grades based on a 4.0 scale. Accelerated classes may increase GPA up to a max of 5.0
CUMULATIVE GPA CREDITS	StudentAcademicRecord/AcademicPerformanceSummary/CumulativeGPACreditsEarned	0	StudentAcademicRecord	Numeric 3.3	The number of credits or credit hours used to calculate the GPA that the student has earned to the present time.
TOTAL CREDITS ATTEMPTED	StudentAcademicRecord/AcademicPerformanceSummary/TotalCreditsAttempted	0	StudentAcademicRecord	Numeric 3.3	Total credits attempted by the student
CLASS RANK	StudentAcademicRecord/AcademicPerformanceSummary/ClassRank	0	StudentAcademicRecord	Numeric 4.0	The rank order number of the student compared to other students in the grade level based on GPA.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
COHORT SIZE	StudentAcademicRecord/AcademicPerformanceSummary/ClassTotalNumber	0	StudentAcademicRecord	Numeric 4.0	The total number of students in the grade level to compare students against.
PERCENTILE RANK	StudentAcademicRecord/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/StudentAcademicRecordExtensions/PercentileRank	1	StudentAcademicRecord	Numeric 2.2	The student's percentile based upon student class rank and the number of students.
GRADE 9 CREDITS EARNED	StudentAcademicRecord/AcademicPerformanceHistory/TermPerformance/CreditsEarned	0	StudentAcademicRecord	Numeric 2.3	Total Credits Earned in 9th Grade
GRADE 9 GPA	StudentAcademicRecord/AcademicPerformanceHistory/TermPerformance/GPA	0	StudentAcademicRecord	Numeric 1.3	9th Grade GPA
GRADE 10 CREDITS EARNED	StudentAcademicRecord/AcademicPerformanceHistory/TermPerformance/CreditsEarned	0	StudentAcademicRecord	Numeric 2.3	Total Credits Earned in 10th Grade
GRADE 10 GPA	StudentAcademicRecord/AcademicPerformanceHistory/TermPerformance/GPA	0	StudentAcademicRecord	Numeric 1.3	10th Grade GPA
GRADE 11 CREDITS EARNED	StudentAcademicRecord/AcademicPerformanceHistory/TermPerformance/CreditsEarned	0	StudentAcademicRecord	Numeric 2.3	Total Credits Earned in 11th Grade
GRADE 11 GPA	StudentAcademicRecord/AcademicPerformanceHistory/TermPerformance/GPA	0	StudentAcademicRecord	Numeric 1.3	11TH Grade GPA
GRADE 12 CREDITS EARNED	StudentAcademicRecord/AcademicPerformanceHistory/TermPerformance/CreditsEarned	0	StudentAcademicRecord	Numeric 2.3	Total Credits Earned in 12th Grade
GRADE 12 GPA	StudentAcademicRecord/AcademicPerformanceHistory/TermPerformance/GPA	0	StudentAcademicRecord	Numeric 1.3	12th Grade GPA

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
STUDENT ADDRESS LINE 1	StudentPersonal/AddressList/Address[@Type='0765']/Street/Line1	0	StudentPersonal	Alpha-Numeric	Student Address
STUDENT ADDRESS LINE 2	StudentPersonal/AddressList/Address[@Type='0765']/Street/Line2	0	StudentPersonal	Alpha-Numeric	Student Address (Line 2)
STUDENT ADDRESS CITY	StudentPersonal/AddressList/Address[@Type='0765']/City	0	StudentPersonal	Alpha	Student City
STUDENT ADDRESS STATE CODE	StudentPersonal/AddressList/Address[@Type='0765']/StateProvince	0	StudentPersonal	Alpha	Student State
STUDENT ADDRESS COUNTRY	StudentPersonal/AddressList/Address[@Type='0765']/Country	0	StudentPersonal	Alpha	Student Country
LEA NAME	LEAInfo/LEAName	0	LEAInfo	Alpha	LEA Name
SCHOOL NAME	SchoolInfo/SchoolName	0	SchoolInfo	Alpha	School Name
SCHOOL ADDRESS	SchoolInfo/AddressList/Address[@Type='0765]/Street/Line1	0	SchoolInfo	Alpha	School Address
SCHOOL CITY	SchoolInfo/AddressList/Address[@Type='0765]/City	0	SchoolInfo	Alpha	School City
SCHOOL STATE	SchoolInfo/AddressList/Address[@Type='0765]/StateProvince	0	SchoolInfo	Alpha	School State
SCHOOL ZIP	SchoolInfo/AddressList/Address[@Type='0765]/PostalCode	0	SchoolInfo	Numeric, 9.0	School Zip
SCHOOL PHONE	SchoolInfo/PhoneNumberList/PhoneNumber[@Type='0096']/Number	0	SchoolInfo	Numeric, 10.0	School Phone
SCHOOL ACCREDITATION				Alpha	Accreditation Rating

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alphanumeric	State-assigned LEA number for submitting school. Must match DI record.
SCHOOL NUMBER				Numeric 3.0 - Output as string	State-assigned number for school submitting record. Must match School Number on S1 record where school is student's school of record.

Student Transcript Record (ST): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of a student transcript. Must always contain the record identifier "ST=".

LEA Number: **(Required)** The actual LEA number. This will be validated using the CACTUS database.

School Number: **(Required)** The actual school number. This will be validated against schools in the CACTUS.

Student Number: **(Required)** The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than
10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, sex, and SSID will be compared to see if it's the same student, which makes it acceptable at the LEA level (not within a school).

Note: Student numbers will be routinely printed on reports, such as individual student test profiles, that the USBE returns to LEAs for use by teachers and parents. We therefore strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.

Parent/Guardian First Name: (Optional) The first name of the student's parent or guardian. Blank ok.

Parent/Guardian Last Name: (Optional) The last name of the student's parent or guardian. Blank ok.

Student Entry Date: **(Optional)** Date the student entered high school. It must include the century. The format is entry date. The format is YYYYMMDD. Blank ok.

Student Exit Date: **(Required if exited from high school)** The day **following** the last day of school membership. If the student exited the same school multiple times, please use the last exit date. It must include the century. The format is YYYYMMDD. If present, the date **must** be within the current school year (July 1 - June 30).

Graduation Date: **(Required if graduated)** The graduation date for the term in which graduation requirements have been met.

Expected Graduation Date: (Required if NOT graduated) The Year and Month the student is expected to graduate.

Diploma Type: **(Required if graduated)** The type of diploma that the student has earned: Basic, GED, Adult, or Certificate of Completion.

Cumulative Credits: **(Required)** The total number of credits or credit hours that the student has earned during their entire academic experience.

Cumulative Un-Weighted GPA: **(Required)** The un-weighted GPA is the average of all class grades based on a 4.0 scale, peaking at 4.0.

Code	Meaning
'0000' to '4000'	Actual GPA (not weighted) ~~Yes, removal done by a hearing officer and student has SCRAM record.~~
'NGPA'	No GPA – Students with the most significant cognitive disability ~~severely disabled Special Ed student~~ OR LEAs that don't give GPA

For actual numeric GPA, DO NOT include the decimal. It is implied to be between positions 1 and 2. Acceptable values range from 0000 to 4000 (implied 0.000 to 4.000), where 4000 means 'A' and 0000 means 'F'.

Blank is an error at year end (grades 9-12). If present in October 1 and December 1 upload(s), or grades other than 9-12, it will be fully edited.

Note 1: It is expected that a numeric Cumulative GPA will be sent in for all Special Ed students for whom ~~which~~ a GPA can be calculated (by all LEAs that calculate/maintain/give GPAs).

Cumulative Weighted GPA: (Optional) The average of all class grades based on a 4.0 scale. Accelerated classes may increase GPA up to a max of 5.0. For example, one student enrolled in regular courses with three "B"s may have a 3.0 GPA while a student enrolled in advanced courses may have three "B"s and a GPA of 3.5. Blank ok.

Cumulative GPA Credits: (Required) The number of credits or credit hours used to calculate the GPA that the student has earned to the point in time the transcript was generated.

Total Credits Attempted: (Required) The amount of credit attempted for the period of time the record represents. A decimal is implied between the first and second character. Must be complete and all numeric. '0000' is okay.

Class Rank: (Required) The rank among others of the same year based on a numeric grade point average.

Cohort Size: (Required) The total number of students in the student's graduating class.

Percentile Rank: (Optional) The percentile that the student is based upon the class rank and the class size. Blank ok.

Grade 9 Credits Earned: (Required) The number of credits or credit hours the student earned during this session.

Grade 9 GPA: (Optional) The grade point average the student earned during this session. Blank ok.

Grade 10 Credits Earned: (Required if Grade Level > 9) The number of credits or credit hours the student earned during this session.

Grade 10 GPA: (Optional) The grade point average the student earned during this session. Blank ok.

Grade 11 Credits Earned: (Required if Grade Level > 10) The number of credits or credit hours the student earned during this session.

Grade 11 GPA: (Optional) The grade point average the student earned during this session. Blank ok.

Grade 12 Credits Earned: (Required if Grade Level > 11) The number of credits or credit hours the student earned during this session.

Grade 12 GPA: (Optional) The grade point average the student earned during this session. Blank ok.

Student Address Line 1: (Required) Student's address.

Student Address Line 2: (Optional) Student's address. Blank ok.

Student Address City: (Required) Student's city.

Student Address State Code: (Required) Student's state code.

Student Address Country: (Required if not US) Student's country. Blank ok.

LEA Name: (Required) LEA's (school) name.

School Name: (Required) School's name.

School Address: (Required) School's address.

School City: (Required) School's city.

School State: (Required) School's state code.

School Zip: (Required) The complete nine-digit zip code of the address at which the school resides. Must start with '84'.

School Phone: (Required) The school's complete ten-digit phone number.

School Accreditation: (Required) The status/rating of schools accredited by Northwest Accreditation Commission.

Student Transcript Record (ST): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
ST	Student Transcript	Identifying Fields				Student Number, School Number	
ST	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
		Matching 'SL' record (on Student Number) must be valid	Dep	Err			
		Transcript records should not be submitted along with an S1X record	ST.1613	Err	Record cannot be a historical update	Invalid because the student record has an 'X' in the residence status field. 'TC' records cannot be part of a historical update.	
ST	Parent/Guardian First Name	Blank OK					
		Max length = 16	005	Err			
ST	Parent/Guardian Last Name	Blank OK					
	If present:	Only valid personal name characters	022	Err			
		Max length = 20	005	Err			
ST	Student Entry Date	Blank OK					
	If present:	Must be valid date	003	Err			
		Can't be future date	030	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
ST	Student Exit Date	Required if student exited (i.e. if 'S1' High School Completion Status is not blank and no open 'S1' record exists)	ST.1601	Err	Required if student exited - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the student has exited high school. Required if 'S1' High School Completion Status is not blank and there are no open 'S1' records.	
		Must be blank if student not exited (i.e. if 'S1' High School Completion Status is blank and open 'S1' record exists)	ST.1602	Err	Must be blank if student not exited - [ColumnName] on [TableName]	Invalid because [ColumnName] = [ColumnData] and the student has not exited high school. Must be blank if 'S1' High School Completion Status is blank and an open 'S1' record exists.	
	If present:	Must be valid date	003	Err			
		Can't be future date	ST.030	Err	Can't be future date – [ColumnName] on [TableName]	The [ColumnData] for [ColumnName] is invalid because it is in the future.	
ST	Graduation Date	Must be present if High School Completion Status = 'GR', 'GQ', 'GM', 'GC', or 'GG'	ST.1603	Err	Required if student graduated - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the student has graduated (High School Completion Status on 'S1' record one of: 'GR', 'GQ', 'GM', 'GC', or 'GG').	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be valid date	003	Err			Partial date (YYYYMM or YYYY-MM), use custom validation
		Can't be future date	030	Err			Partial date (YYYYMM or YYYY-MM), use custom validation
ST	Expected Graduation Date	Must be present if Graduation Date not present	ST.1604	Err	Required if Graduation Date blank - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and Graduation Date is also blank.	
	If present:	Must be valid date	ST.003	Err	Must be valid date – [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not a valid date	Partial date (YYYYMM or YYYY-MM), use custom validation
		Must be future date if Graduation Date not present	ST.1605	Err	Must be future if Graduation Date blank - [ColumnName] on [TableName]	Invalid because [ColumnName] = [ColumnData] and Graduation Date is blank, so [ColumnName] must be a future date.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	Graduation Date, Expected Graduation Date (2)	Must be same as Graduation Date if Graduation Date is present	ST.1606	Err	Date mismatch - [ColumnName] on [TableName]	Invalid because [ColumnName] must equal [ColumnName2] if both are present, but [ColumnName] = [ColumnData] and [ColumnName2] = [ColumnData2].	
ST	Diploma Type	Must be present if High School Completion Status = 'GR', 'GQ', 'GM', 'GC', or 'GG'	ST.1607	Err	Required if student graduated - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank and the student has graduated (High School Completion Status on 'S1' record one of: 'GR', 'GQ', 'GM', 'GC', or 'GG').	
ST	Cumulative Credits	Must be present	001	Err			
		Must be numeric >= 0	012	Err			
ST	Cumulative Un-Weighted GPA	Must be present	001	Err			
	If present:	Must be numeric between 0.000 and 4.000, or 'NGPA'	ST.1608	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be numeric between 0.000 and 4.000, or 'NGPA'.	
ST	Cumulative Weighted GPA	Blank OK					
	If present:	Must be numeric >= 0	012	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be less than or equal to ‘5’	ST.012	Err	Must be less than or equal to'5' – [ColumnName] on Student Transcript Record	The value [ColumnData] for [ColumnName] is invalid because it is greater than '5' or is not numeric.	
ST	Cumulative GPA Credits	Must be present	001	Err			
		Must be numeric >= 0	012	Err			
ST	Total Credits Attempted	Must be present	001	Err			
		Must be numeric >= 0	012	Err			
ST	Class Rank	Must be present	001	Err			
		Must be numeric	002	Err			
	Class Rank, Cohort Size (2)	Must be between 1 and Cohort Size	ST.1609	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it must be between 1 and [ColumnData2] ([ColumnName2]).	
ST	Cohort Size	Must be present	001	Err			
		Must be numeric and greater than zero	012	Err			
ST	Percentile Rank	Blank OK					
	If present:	Must be numeric >= 0	012	Err			
		Must be numeric <= 100	012	Err			
ST	Grade 9 Credits Earned	Must be present if grade level greater than 09	ST.001w	Warn	Should be present – [ColumnName] on [TableName]	Warning because [ColumnName] is expected but is blank.	
		Must be numeric >= 0	012	Err			
ST	Grade 9 GPA	Blank OK					

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be numeric >= 0	012	Err			
		Must be numeric <= 4.0	012	Err			
ST	Grade 10 Credits Earned	Must be present if grade level greater than 10	ST.1610	Warn	Expected if grade > '09' - [ColumnName] on [TableName]	Warning because [ColumnName] is blank but is expected if grade level is greater than '09'.	
	If present:	Must be numeric >= 0	012	Err			
ST	Grade 10 GPA	Blank OK					
	If present:	Must be numeric >= 0	012	Err			
		Must be numeric <= 4.0	012	Err			
ST	Grade 11 Credits Earned	Must be present if grade level greater than 11	ST.1611	Warn	Expected if grade > '10' - [ColumnName] on [TableName]	Warning because [ColumnName] is blank but is expected if grade level is greater than '10'.	
	If present:	Must be numeric >= 0	012	Err			
ST	Grade 11 GPA	Blank OK					
	If present:	Must be numeric >= 0	012	Err			
		Must be numeric <= 4.0	012	Err			
ST	Grade 12 Credits Earned	Must be present if grade level is 12 and current date is after expected or actual graduation date	ST.1612	Warn	Expected if grade > '11' - [ColumnName] on [TableName]	Warning because [ColumnName] is blank but is expected if grade level is greater than '11'.	
	If present:	Must be numeric >= 0	012	Err			
ST	Grade 12 GPA	Blank OK					
	If present:	Must be numeric >= 0	012	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		Must be numeric <= 4.0	012	Err			
ST	Student Address Line 1	Must be present	ST.001	Err	Must be present – [ColumnName] on [TableName]	Invalid because [ColumnName] is required but is blank	
		Max length = 40	005	Err			
ST	Student Address Line 2	Blank OK					
	If present:	Max length = 40	005	Err			
ST	Student Address City	Must be present	001	Err			
		Max length = 24	005	Err			
ST	Student Address State Code	Must be present	001	Err			
		Max length = 4	005	Err			
ST	Student Address Country	Blank OK					
	If present:	Max length = 2	005	Err			
ST	LEA Name	Must be present	001	Err			
		Max length = 32	005	Err			
ST	School Name	Must be present	001	Err			
		Max length = 32	005	Err			
ST	School Address	Must be present	001	Err			
		Max length = 32	005	Err			
ST	School City	Must be present	001	Err			
		Max length = 24	005	Err			
ST	School State	Must be present	001	Err			
		Max length = 2	005	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
ST	School ZIP	Must be present	001	Err			
		Max length = 9	005	Err			
ST	School Phone	Must be present	001	Err			
		Exact length = 10	006	Err			
ST	School Accreditation	Max length = 80	005	Err			
ST	LEA Number	Must be present	001	Err			
		LEA Number must match LEA Number in 'DI' records	040	Err			
ST	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			

Transcript Assessments (TA)

Record Type "TA=" (Required for all 9 - 12 grade students) Collected using UTREx and eTranscript manifest.

Used for reporting LEA-based assessment scores for transcript records (ACT, SAT, AP). Reported for students in grades 9-12 by student's school of record. Populated from SRE data using UTREx with Transcript manifest. SAT and ACT data should be available. AP data will be provided if it is stored in the Assessments structure in the SIS.

eTranscript submissions may be completed at any time based on student demand but it may be advisable to complete a weekly eTranscript submission.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID				TA=	Record ID
STUDENT NUMBER	StudentPersonal/LocalId	0	StudentPersonal	Alphanumeric	LEA-assigned student number
TEST NAME	StudentAcademicRecord/AssessmentPerformanceHistory/Assessment/Name	0	StudentAcademicRecord	Alphanumeric	Assessment Name

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
TEST DATE	StudentAcademicRecord/AssessmentPerformanceHistory/Assessment/AdministrationDate	0	StudentAcademicRecord	YYYY-MM-DD	Date
SUBTEST	StudentAcademicRecord/AssessmentPerformanceHistory/Assessment/SubTestCategory	0	StudentAcademicRecord	Alphanumeric	Subject Category
TEST SCORE	StudentAcademicRecord/AssessmentPerformanceHistory/Assessment/TestScore	0	StudentAcademicRecord	Alphanumeric	Test Score Reported
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alphanumeric	State-assigned LEA number for submitting school. Must match DI record.
SCHOOL NUMBER	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	State-assigned number for school submitting record. Must match School Number on S1 record where school is student's school of record.

Transcript Assessments (TA): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of a Transcript Assessment record must always contain the record identifier "TA=".

Student Number: **(Required)** The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, sex, and SSID will be compared to see if it's the same student, which makes it acceptable at the LEA level (not within a school).

Note: Student numbers will be routinely printed on reports, such as individual student test profiles, that the USBE returns to LEAs for use by teachers and parents. We therefore strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.

Test Name: **(Required)** Assessment name, e.g. 'American College Test', as recorded in the SIS. ACT, SAT, and AP test data only.

Test Date: **(Required)** Date the assessment was administered, year is required.

Subtest: **(Optional)** The subtest or subject category of the assessment, e.g. 'English' or 'Composite'. Required for ACT and SAT. Blank ok.

Transcript Assessment (TA): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Field	Notes
TA	Transcript Assessments	Identifying Fields				Student Number, Course Title, Course Record Id, Grading Term	
TA	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
		Matching 'ST' record (on Student Number) must be valid	Dep	Err			
TA	Test Name	Must be present	001	Err			
		Max length = 80	005	Err			
		Warning if Test Name doesn't include one of: 'ACT', 'SAT', 'AP'	TA.1501	Err	Invalid value - [ColumnName] on [TableName]	Invalid because [ColumnData] for [ColumnName] must include one of: 'ACT', 'SAT', 'AP'.	Other identifying substrings may be added.
TA	Test Date	Must be present	001	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Field	Notes
		Must be valid date	003	Err			
TA	Subtest	Blank OK					
	If present:	Max length = 80	005	Err			
TA	Score	Must be present	001	Err			
		Max length = 10	005	Err			
TA	LEA Number	Must be present	001	Err		Invalid because LEA Number is required but is blank	
		LEA Number must match LEA Number in 'DI' records	040	Err			
TA	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			

Transcript Courses (TC)

Record Type "TC=" (Required for all 9 – 12 grade students) Collected using UTREx and eTranscript manifest.

Transcript Courses are submitted by the student's school of record and are used to report course information for transcripts including current, historical, and transfer courses by submitting courses that were not taken at a Utah public school.

eTranscript submissions may be completed at any time based on student demand but it may be advisable to complete a weekly eTranscript submission.

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID				TC=	Record ID
COURSE RECORD ID				Numeric 12.0	Course ID
STUDENT NUMBER	StudentPersonal/LocalId	0	StudentPersonal	Alphanumeric	LEA-assigned student number
COURSE NUMBER	StudentAcademicRecord/CourseHistory/Term/Courses/Course/SchoolCourseInfoData/CourseCode	0	StudentAcademicRecord	Alphanumeric	Local course number if available.
COURSE TITLE	StudentAcademicRecord/CourseHistory/Term/Courses/Course/SchoolCourseInfoData/CourseTitle	0	StudentAcademicRecord	Alphanumeric	Title of course, up to 20 characters.
CORE CODE	StudentAcademicRecord/CourseHistory/Term/Courses/Course/SchoolCourseInfoData/StateCourseCode	0	StudentAcademicRecord	Numeric 11.0 - Output as string	State Core code for Utah public school courses.
CREDITS EARNED	StudentAcademicRecord/CourseHistory/Term/Courses/Course/MarkingPeriods/MarkingPeriod/CourseCreditsEarned	0	StudentAcademicRecord	Numeric 1.3	Credits actually earned for the course.
CREDITS ATTEMPTED	StudentAcademicRecord/CourseHistory/Term/Courses/Course/MarkingPeriods/MarkingPeriod/CourseCreditsAttempted	0	StudentAcademicRecord	Numeric 1.3	Credits attempted by the student
GRADE LEVEL	StudentAcademicRecord/CourseHistory/Term/Courses/Course/MarkingPeriods/MarkingPeriod/GradeLevelWhenTaken	0	StudentAcademicRecord	State grade level codes	Student grade level when course taken
SCHOOL YEAR	StudentAcademicRecord/CourseHistory/Term/TermInfoData/SchoolYear	0	StudentAcademicRecord	Numeric 4.0 (YYYY)	Number Century and Year

Field	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
COURSE SCHOOL NAME	StudentAcademicRecord/SchoolAttendanceHistory/SchoolAttended/SchoolInfoData/SchoolName	0	StudentAcademicRecord	Alphanumeric	School name where course was taken
COURSE SCHOOL CODE	StudentAcademicRecord/SchoolAttendanceHistory/SchoolAttended/SchoolInfoData/NCESid	0	StudentAcademicRecord	Alphanumeric	School code/site number (district and state code) where course was taken
LEA NUMBER	LEAInfo/StateProvinceId	0	LEAInfo	Alphanumeric	State-assigned LEA number for submitting school. Must match DI record.
SCHOOL NUMBER	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	State-assigned number for school submitting record. Must match School Number on S1 record where school is student's school of record.

Transcript Course (TC): Detailed Field Descriptions

Record ID: **(Required)** The first three characters of a Transcript course record must always contain the record identifier "TC=".

Course Record ID: Internally generated ID for Transcript Grade reference.

Student Number: (**Required)** The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, sex, and SSID will be compared to see if it's the same student, which makes it acceptable at the LEA level (not within a school).

Note: Student numbers will be routinely printed on reports, such as individual student test profiles, that the USBE returns to LEAs for use by teachers and parents. We therefore strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.

Course Number: **(Optional)** Local course number if available. Corresponds to first part of COURSE NUMBER in AM record. This is an eight-digit numeric course and section number. The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks. Blank ok.

Course Title: **(Required)** Title of course, up to 40 characters. Use course title as found in SIS.

Core Code: **(Required)** This is the 11-digit Core Code used in CACTUS (will be validated against the CACTUS database). Must be an ACTIVE core code – it's an error if the code is inactive.

Credits Earned: **(Optional)** Required for grades 9-12, otherwise optional. Credits listed should be actual credits earned to date for course. Blank ok.

Credits Attempted: **(Optional)** Required for grades 9-12, otherwise optional. Credits attempted by the student (potential credits). Blank ok.

Grade Level: **(Required)** Student's current grade level.

Code	Meaning
09-12	For Grade 9-12

Note: During the actual database update process, an error will be flagged and the update stopped if a student's grade level is outside of the grade range for the school as defined in CACTUS, under which the student is submitted.

School Year: **(Required)** School year course was taken, designated by ending year (e.g. '2011' for the 2010-2011 school year).

Transcript Course (TC): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
TC	Transcript Courses	Identifying Fields				Student Number, Course Title, Course Record ID	
TC	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
		Matching 'ST' record (on Student Number) must be valid	Dep	Err			

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
TC	Course Number	Blank OK					
	If present:	Max length = 12	005	Err			
TC	Course Title	Must be present	001	Err			
	If present:	Max length = 20	005	Err			
TC	Core Code	Blank OK					
	If present:	Exact length = 11	006	Err			
		Positions 1 & 2 cannot be ‘80’	TC.1301	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because positions 1 & 2 cannot be ‘80’.	
		Positions 9-11 cannot be ‘000’	TC.1302	Err	Invalid value - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because positions 9-11 cannot be ‘000’.	
		Must be valid record in CACTUS	TC.1303	Err	Must be valid code in CACTUS - [ColumnName] on [TableName]	[ColumnData] for [ColumnName] is invalid because it is not found in CACTUS.	Assumes Core Codes from prior years are retained - use '_X' suffix on REF table.
TC	Credits Earned	Must be present if grade level is 9-12	TC.1304	Err	Must be present for high school student - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required for grades’ 09’ - ‘12’.	
	If present:	Must be numeric and less than 10.000	012	Err	Must be less than'10' – [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not less than '10' or is not numeric.	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	Credits Earned, Credits Attempted (2)	Must be less than or equal to Credits Attempted unless Credits Attempted is blank	TC.1305	Err	[ColumnName] > [ColumnName2] - [TableName]	[ColumnData] for [ColumnName] is invalid because it is greater than [ColumnName2], [ColumnData2] - which is not allowed.	
TC	Credits Attempted	Must be present if grade level is 9-12	TC.1306	Err	Must be present for high school student - [ColumnName] on [TableName]	Invalid because [ColumnName] is blank but is required for grades' 09' - '12'.	Renamed from TC.1304 (had in twice)
	If present:	Must be numeric and less than 10.000	012	Err			
TC	Grade Level	Must be present	001	Err			
		Must be one of: '07', '08', '09', '10', '11', '12'	009	Err			
TC	School Year	Must be present	001	Err			
		Must be numeric	002	Err			
		Exact length = 4	006	Err	Incorrect data length - School Year on Transcript Courses Record	The value [ColumnData] for School Year is invalid because it is not exactly '4' characters in length.	
TC	Course School Name	Must be present	001	Err			
		Max length = 32	005	Err			
TC	Course School Code	Blank OK					
	If present:	Must be numeric	002	Err			
		Exact length = 12	006	Err			
TC	LEA Number	Must be present	001	Err		Invalid because Lea Number is required but is blank	

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
		LEA Number must match LEA Number in 'DI' records	040	Err			
TC	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			
TC	(Multi-record)	Must have at least one associated TG record if Grade Level >= 9	TC.1307	Err	No Grade records for Course - [TableName]	Invalid because at least one grade record is required for each course taken in grades '09' - '12'. [ColumnName] = [ColumnData] but no grade records were found for this 'TC' record.	Renamed from TC.1305 (had in twice)
TC	(Multi-record)	Should have at least one associated TG record if Grade Level < 9 (warning only)	TC.1308	Warn	No Grade records for Course - [TableName]	Warning because no grade records were found for this 'TC' record and [ColumnName] = [ColumnData]. Grade record expected but not required for courses taken in grade levels less than '09'.	Renamed from TC.1306w Use error code TC.1308 for error message.

Transcript Grades (TG)

Record Type "TG=" (Required for all 9 – 12 grade students) Collected using **UTREx and eTranscript** manifest.

Used for reporting term grades earned in a course for transcript records. Populated using SRE data using UTREx with eTranscript manifest. At least one TG record required for each TC record.

eTranscript submissions may be completed at any time based on student demand, but it may be advisable to complete a weekly eTranscript submission.

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
RECORD ID	3				TG=	Record ID
STUDENT NUMBER	10	StudentPersonal/LocalId	0	StudentPersonal	Alphanumeric	LEA-assigned student number
COURSE RECORD ID	12				Numeric 12.0	Course ID
COURSE TITLE	20				Alphanumeric	Title of course, up to 50 characters.
GRADING TERM	10	StudentAcademicRecord/CourseHistory/Term/Courses/Course/MarkingPeriods/MarkingPeriod/TermInfoData/TermCode	0	StudentAcademicRecord	Alphanumeric	Grading term as recorded in SIS
CREDITS EARNED	4	StudentAcademicRecord/CourseHistory/Term/Courses/Course/MarkingPeriods/MarkingPeriod/CourseCreditsEarned	0	StudentAcademicRecord	Numeric 1.3	Credits actually earned for the course.
LETTER GRADE	5	StudentAcademicRecord/CourseHistory/Term/Courses/Course/MarkingPeriods/MarkingPeriod/MarkData/Letter	0	StudentAcademicRecord	Alphanumeric	As recorded in SIS, typically A, B, C…
LEA NUMBER	2	LEAInfo/StateProvinceId	0	LEAInfo	Alphanumeric	State-assigned LEA number for submitting school. Must match DI record.

Field	Length	SIF Xpath Mapping	Extended Element	SIF Object	Valid Values	Short Description
SCHOOL NUMBER	3	SchoolInfo/StateProvinceId	0	SchoolInfo	Numeric 3.0 - Output as string	State-assigned number for school submitting record. Must match School Number on S1 record where school is student's school of record.

Transcript Grades (TG): Detailed Field Descriptions

Record ID: **(Required)** Transcript Grades ("TG"), SIF-only. Used for reporting term grades earned in a course for transcript records.

Student Number: **(Required)** The LEA assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Edited for uniqueness within school AND LEA. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, sex, and SSID will be compared to see if it's the same student, which makes it acceptable at the LEA level (not within a school).

Note: Student numbers will be routinely printed on reports, such as individual student test profiles, that the USBE returns to LEAs for use by teachers and parents. We therefore strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.

Course Record ID: Internally generated ID for Transcript Grade reference.

Course Title: **(Required)** Title of course, up to 50 characters. Use course title as found in SIS.

Grading Term: **(Optional)** Grading term as recorded in SIS (e.g. Storecode in PowerSchool). Does not need to match term info values, grades will be listed by ordinal position.

Credits Earned: **(Optional)** Required for grades 9-12, otherwise optional. Credits listed should be actual credits earned to date for course. Blank ok.

Letter Grade: **(Required)** As recorded in SIS, typically A, B, C... Any value up to 5 characters is accepted if found in standard or submitted grade scale.

Transcript Grades (TG): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
TG	Transcript Grades	Identifying Fields				Student Number, Course Title, Course Record ID, Grading Term	
TG	Student Number	Must be present	001	Err			
		Must match student number in 'S1' record with corresponding School Number	042	Err			
TG	Course Record ID	Must be present	001	Err			
		Must match Course Record ID in 'TC' records	TG.1401	Err	[ColumnName] mismatch - [TableName]	[ColumnData] for [ColumnName] is an internal manifest value that was not found in the 'TC' record. This is a manifest error and should be reported as a bug.	Retain this validation
		Matching 'TC' record (on Course Record Id) must be valid	Dep	Err			Retain this dependency
TG	Course Title	Copied from TC, no validations					
TG	Grading Term	Blank OK					
	If present:	Max length = 10	005	Err			
TG	Credit Earned	Blank OK					Use to sum total credit earned for course.

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
	If present:	Must be numeric and less than 10.000	012	Err	Must be less than'10' – [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is not less than '10' or is not numeric.	
		Must be less than or equal to Credits Attempted in corresponding 'TC' record unless Credits Attempted is blank	TG.1402	Err	Invalid value - [ColumnName] on [TableName]	Invalid because [ColumnData] for [ColumnName] is greater than Credits Attempted on the corresponding 'TC' record, which is not allowed.	
TG	Letter Grade	Must be present	001	Err			
		Max length = 5	005	Err			
TG	LEA Number	Must be present	001	Err		Invalid because LEA Number is required but is blank	
		LEA Number must match LEA Number in 'DI' records	040	Err			
TG	School Number	Must be present	001	Err			
		School Number must match School Number in 'SC' records	041	Err			

Level 2 Validations

Exception Type	Error Status	Description	Tips/Guidelines for Resolving
Permanent Exit	Fatal	Triggered if a student was exited from a district with the reason code of DE; or with a HS completion code of GR, GQ, G3, GM, GC, or AO; or is not Special Ed and has a HS Completion code of GG or CT. YIC Time C students are exempt from this validation unless exit code DE or HS completion status AO.	A historical update form will need to be submitted for the student with the change in exit code or high school completion status change.
New SSID	Warning	Triggered when an LEA submits a student with a new SSID but the student had been submitted by an LEA with a different SSID in the past. UTREx matches based on First, Last, and Middle Names, Date of Birth, and sex.	Contact the other LEA to investigate. If this is the same student, contact USBE to merge the 2 SSIDs. The lower number will become the new SSID. If it is 2 separate students, contact USBE to have them separated.
Student School Membership	Warning	Triggered when the total regular membership (s1) is greater than 180. Students transferring LEAs will be given an additional 10 days for every new LEA to which they transfer. Students transferring to or from a year-round school may have up to 205 days. Students transferring to or from a school with a schedule approved under board rule R277-419) may have up to 220 days. If the membership for a student is not fixed to be within the eligible number of days, at the end of the school year USBE will prorate the membership proportionate to the amount that each LEA has claimed.	Students are no longer allowed to receive more membership days than their eligible membership (per board rule R277-419). If a student is attending multiple LEAs, then the LEAs must work together to ensure that membership is claimed correctly by each LEA, and the total membership is not more than allowed for the student.
Student Grade Level Inconsistency	Warning	Triggered when a student's reported grade level in the current year differs by 2 grade levels from the previous year.	Mostly occurs due to a typo or otherwise inaccurate historical data. If the student has legitimately skipped a grade(s), this warning may be ignored.
Student Grade Level Inconsistency	Fatal	Triggered when a student's reported grade level in the current year differs by 3 or more grade levels from the previous year.	Mostly occurs due to a typo or otherwise inaccurate historical data.

Exception Type	Error Status	Description	Tips/Guidelines for Resolving
Dual SCRAM	Warning	Triggered when a student has active SCRAM records in two schools at the same time (neither school has an exit date on the scram record). The error will remain a warning until the 19th day. Students may only have one SCRAM record at a time.	Only one school can have an IEP for a student at a time. Please work out with the other school who should have the IEP.
Dual SCRAM	Fatal	Triggered when a student has active SCRAM records in two schools at the same time (neither school has an exit date on the scram record). The error will become fatal on the 20th day. Students may only have one SCRAM record at a time.	Only one school can have an IEP for a student at a time. Please work out with the other school who should have the IEP.
First Enroll in US	Fatal	Triggered when a student has a 'First Enroll in US' date that is before their birthdate or after their first school enrollment date.	Ensure that the student's 'First Enroll' in US date is after their birthdate and prior to their first school enrollment date.
Invalid Address	Fatal	This validation triggers when a student's address cannot be validated and therefore used to check the district of residence field.	Please check the student's address to make sure it is valid.
Invalid District of Residence	Fatal	This validation triggers when a student's address is not within the boundaries of the district of residence reported.	Please check within which district's boundaries the student lives.
Dual Kindergarten	Warning	Triggered when a student has Kindergarten enrollment records in two LEAs at the same time. The error will remain a warning until the 19th day. According to R277-419 A kindergarten student may only enroll in one LEA at a time.	A kindergarten student may only enroll in one LEA at a time. Please work with the parent and the other LEA to determine which enrollment should persist.
Dual Kindergarten	Fatal	Triggered when a student has Kindergarten enrollment records in two LEAs at the same time. The error will become fatal at the 20th day. According to R277-419 A kindergarten student may only enroll in one LEA at a time.	A kindergarten student may only enroll in one LEA at a time. Please work with the parent and the other LEA to determine which enrollment should persist.
Essential Elements Inconsistency	Warning	Triggered when a student is enrolled with Essential Elements course codes but does not have any SCRAM record for the current school year that is marked with Is One Percent = 'Y'	Work with the LEA that holds the IEP to determine if the Is One Percent status is reported to UTREx correctly, or whether Essential Elements courses are appropriate for the student

Exception Type	Error Status	Description	Tips/Guidelines for Resolving
UFA Cross Enrolled	Fatal	This error will trigger if a student currently has active enrollments in one or more public schools while being awarded UFA. The student is enrolled with UFA through a UFA Providing LEA (school number 993) and a public education school (school numbers not 9xx). Cross Enrollment must be resolved (no longer enrolled in public education and UFA at the same time) within 10 business days, or the student loses UFA eligibility.	Parent choice: The parent/student chooses whether to remain in public education courses or receive UFA scholarship funds. • Action required: Resolve by ending one of the overlapping enrollments (public education enrollment/courses or UFA/993 enrollment). • PII-safe communication: Responses should avoid PII; use confirmation-style language when applicable. Example: “This is a confirmation that your child’s information doesn’t align with any enrolled students at <your LEA name>.”

Language Codes:

All federal language codes now available to be sent in to UTREx.

Language	Code
Abkhazian	ABK
Achinese (Aceh)	ACE
Acoli	ACH
Adangme	ADA
Adyghe; Adygei	ADY
Afar	AAR
Afrihili	AFH
Afrikaans	AFR
Afro-Asiatic languages	AFA
Ainu	AIN
Akan	AKA
Akkadian	AKK
Albanian	ALB
Algonquian languages	ALG
Altaic languages	TUT
American Sign Language	ASE
Amharic	AMH
Angika	ANP
Anuak (Anywa(k))	ANU
Apache	APA
Arabic	ARA
Aragonese	ARG
Arapaho	ARP
Arawak	ARW
Armenian	ARM
Aromanian; Arumanian; Macedo-Romanian	RUP
Artificial languages	ART
Assamese	ASM
Assyrian Neo-Aramaic	AII
Asturian; Bable; Leonese; Asturleonese	AST
Athapascan languages	ATH

Language	Code
Australian native languages (Kamilarai, Pama-Nyugan, Gunwinyquan)	AUS
Austronesian languages	MAP
Avaric	AVA
Avestan	AVE
Awadhi	AWA
Aymara	AYM
Azerbaijani	AZE
Balinese	BAN
Baltic languages	BAT
Baluchi	BAL
Bambara	BAM
Bamileke languages	BAI
Banda languages	BAD
Bantu	BNT
Basa	BAS
Bashkir	BAK
Basque	BAQ
Batak languages	BTK
Beja; Bedawiyet	BEJ
Belarusian	BEL
Bemba	BEM
Bengali	BEN
Berber languages	BER
Bhojpuri	BHO
Bihari languages	BIH
Bikol	BIK
Bini; Edo	BIN
Bislama	BIS
Blin; Bilin	BYN
Blissymbols; Blissymbolics; Bliss	ZBL
Bokmål, Norwegian; Norwegian Bokmål	NOB

Language	Code
Bosnian	BOS
Braj	BRA
Breton	BRE
Buginese	BUG
Bulgarian	BUL
Buriat	BUA
Burmese	BUR
Caddo	CAD
Cambodian (Khmer)	KHM
Cantonese	YUE
Catalan	CAT
Caucasian languages	CAU
Cebuano - Philippines	CEB
Celtic languages	CEL
Central American Indian Languages	CAI
Central K'iche'	QUC
Chagatai	CHG
Chamic languages	CMC
Chamorro	CHA
Chechen	CHE
Cherokee	CHR
Cheyenne	CHY
Chibcha	CHB
Chichewa	CHW
Chinese (other than Cantonese or Mandarin)	CHI
Chinook jargon	CHN
Chipewyan; Dene Suline	CHP
Choctaw	CHO
Chuukese (Trukese)	CHK
Chuvash	CHV
Classical Newari; Old Newari; Classical Nepal Bhasa	NWC
Classical Syriac	SYC
Coptic	COP

Language	Code
Cornish	COR
Corsican	COS
Cree	CRE
Creek	MUS
Creole English-based (other than Tok Pisin)	CPE
Creole French-based (other than Haitian)	CPF
Creole Portuguese-based	CPP
Creoles and pidgins	CRP
Crimean Tatar; Crimean Turkish	CRH
Croatian	SCR
Cushitic	CUS
Czech	CZE
Dakota	DAK
Danish	DAN
Dargwa	DAR
Dari (Eastern Farsi)	PRS
Delaware	DEL
Dholuo	LUO
Didinga	DID
Dinka	DIN
Divehi; Dhivehi; Maldivian	DIV
Dogri	DOI
Dogrib	DGR
Dravidian languages	DRA
Duala	DUA
Dutch (Flemish)	DUT
Dyula	DYU
Dzongkha	DZO
Eastern Frisian	FRS
Efik	EFI
Egyptian (Ancient)	EGY
Ekajuk	EKA
Elamite	ELX

Language	Code
English	ENG
Erzya	MYV
Eskimo-Aleut	XEA
Esperanto	EPO
Estonian	EST
Ewe	EWE
Ewondo	EWO
Fang	FAN
Fanti	FAT
Faroese	FAO
Fijian	FIJ
Filipino (Pilipino)	FIL
Finnish	FIN
Finno-Ugrian languages	FIU
Fon	FON
French	FRE
Friulian	FUR
Fulah	FUL
Gaelic; Scottish Gaelic	GLA
Galibi Carib	CAR
Galician	GLG
Ganda	LUG
Ga-Rankuwa	GAR
Gayo	GAY
Gbaya	GBA
Gbe(includes Ewe and Fun)	GBE
Geez	GEZ
Georgian	GEO
German	GER
Germanic languages	GEM
Gilbertese	GIL
Gokana	GKN
Gondi	GON
Gorontalo	GOR
Goshute	XGO
Gothic	GOT

Language	Code
Grebo (Globo)	GRV
Greek	GRE
Guarani	GRN
Gujarati	GUJ
Gwich'in	GWI
Haida	HAI
Haitian	HAT
Hakha Chin	CNH
Hausa	HAU
Hawaiian	HAW
Hebrew	HEB
Herero	HER
Hiligaynon	HIL
Himachali languages; Western Pahari languages	HIM
Hindi	HIN
Hiri Motu	HMO
Hittite	HIT
Hmong	HMN
Hopi	HOP
Hungarian	HUN
Hupa	HUP
Iban	IBA
Icelandic	ISL
Ido	IDO
Igbo (Ibo)	IBO
Ijo languages	IJO
Iloko	ILO
Inari Sami	SMN
Indic languages	INC
Indo-European languages	INE
Indonesia	IND
Ingush	INH
Interlingua (International Auxiliary Language Association)	INA

Language	Code
Interlingue; Occidental	ILE
Inuktitut	IKU
Inupiaq	IPK
Iranian languages	IRA
Irish	GLE
Iroquoian languages	IRO
Italian	ITA
Japanese	JPN
Javanese	JAV
Judeo-Arabic	JRB
Judeo-Persian	JPR
Kabardian	KBD
Kabyle	KAB
Kachin; Jingpho	KAC
Kakwa	KEO
Kalaallisut; Greenlandic	KAL
Kalmyk; Oirat	XAL
Kamba	KAM
Kannada	KAN
Kanuma	KNU
Kanuri	KAU
Karachay-Balkar	KRC
Kara-Kalpak	KAA
Karelian	KRL
Karen	KAR
Kashmiri	KAS
Kashubian	CSB
Kawi	KAW
Kazakh	KAZ
Khasi	KHA
Khoisan languages	KHI
Khotanese; Sakan	KHO
Kikuyu; Gikuyu	KIK
Kimbundu	KMB
Kinyarwanda	KIN
Klingon; tlhIngan-Hol	TLH

Language	Code
Komi	KOM
Kongo	KON
Konkani	KOK
Korean	KOR
Kosraean	KOS
Kpelle	KPE
Krahn	KRW
Kru	KRO
Kuanyama; Kwanyama	KUA
Kumyk	KUM
Kurdish	KUR
Kurukh	KRU
Kutenai	KUT
Kyrgyz	KIR
Ladino	LAD
Lahnda	LAH
Lamba	LAM
Land Dayak languages	DAY
Lao	LAO
Latin	LAT
Latvian	LAV
Lezghian	LEZ
Limburgan; Limburger; Limburgish	LIM
Lingala	LIN
Lithuanian	LIT
Lojban	JBO
Lower Sorbian	DSB
Lozi	LOZ
Luba-Katanga	LUB
Luba-Lulua	LUA
Luiseno	LUI
Lule Sami	SMJ
Lunda	LUN
Lushai	LUS

Language	Code
Luxembourgish; Letzeburgesch	LTZ
Maay (Maimai Rahanween)	YMM
Mabaan	MAB
Macedonian	MAC
Madi	MHI
Madurese	MAD
Magahi	MAG
Maithili	MAI
Makasar	MAK
Malagasy	MLG
Malay	MAY
Malayalam or Kairali	MAL
Maltese	MLT
Manchu	MNC
Mandar	MDR
Mandarin	CMN
Mandingo	MAN
Manipuri	MNI
Manobo languages	MNO
Manx	GLV
Maori	MAO
Mapudungun; Mapuche	ARN
Marathi	MAR
Mari	CHM
Marshallese	MAH
Marwari	MWR
Masai	MAS
Masalit	MLS
Mayan languages	MYN
Mende	MEN
Mi'kmaq; Micmac	MIC
Minangkabau	MIN
Mirandese	MWL
Mohawk	MOH
Moksha	MDF

Language	Code
Mongo	LOL
Mongolian	MON
Mon-Khmer languages	MKH
Montenegrin	CNR
Mortlockese	MRL
Mossi	MOS
Multiple languages	MUL
Munda languages	MUN
Mushungulu	XMA
Nahuatl languages	NAH
Nauru	NAU
Navajo	NAV
Ndebele, North; North Ndebele	NDE
Ndebele, South; South Ndebele	NBL
Ndonga	NDO
Neapolitan	NAP
Nepal Bhasa; Newari	NEW
Nepali	NEP
Ngambay	SBA
Nias	NIA
Niger-Kordofanian languages	NIC
Nilo Sarahan	SSA
Niuean	NIU
N'Ko	NQO
No linguistic content; Not applicable	ZXX
Nogai	NOG
Norse, Old	NON
North American Indian (other than any listed separately)	NAI
Northern Frisian	FRR
Northern Sami	SME
Norwegian	NOR

Language	Code
Norwegian Nynorsk; Nynorsk, Norwegian	NNO
Nubian	NUB
Nuer	NUS
Nyamwezi	NYM
Nyankole	NYN
Nyoro	NYO
Nzima	NZI
Occitan	OCI
Ojibwa	OJI
Oriya	ORI
Oromo	ORM
Osage	OSA
Ossetian; Ossetic	OSS
Otomian languages	OTO
Pahlavi	PAL
Paiute	XPI
Palauan	PAU
Pali	PLI
Pampanga; Kapampangan	PAM
Pangasinan	PAG
Papiamento	PAP
Papuan languages	PAA
Pedi; Sepedi; Northern Sotho	NSO
Persian (Farsi)	PER
Philippine languages	PHI
Phoenician	PHN
Pingelapese	PIN
Pohnpeian	PON
Polish	POL
Portuguese	POR
Prakrit languages	PRA
Punjabi	PAN
Pushto (Pashto)	PUS
Quechua	QUE
Rajasthani	RAJ

Language	Code
Rapanui	RAP
Rarotongan; Cook Islands Maori	RAR
Rohingya	RHG
Romance languages	ROA
Romanian	RUM
Romansh	ROH
Romany	ROM
Ronga	RNG
Rundi (Kirundi, Urundi)	RUN
Russian	RUS
Salishan languages	SAL
Samaritan Aramaic	SAM
Sami languages	SMI
Samoan	SMO
Sandawe	SAD
Sango	SAG
Sanskrit	SAN
Santali	SAT
Sardinian	SRD
Sasak	SAS
Scots	SCO
Selkup	SEL
Semitic languages	SEM
Serbian	SCC
Serer	SRR
Shan	SHN
Sherpa	XSR
Shona	SNA
Shoshone	SHH
Sichuan Yi; Nuosu	III
Sicilian	SCN
Sidamo	SID
Sign Languages	SGN
Siksika	BLA
Sindi	SND

Language	Code
Sinhalese	SIN
Sino-Tibetan languages	SIT
Siouan (Sioux)	SIO
Skolt Sami	SMS
Slave (Athapascan)	DEN
Slavic languages	SLA
Slovak	SLK
Slovenian	SLV
Sogdian	SOG
Somali	SOM
Songhai languages	SON
Soninke	SNK
Sorbian languages	WEN
Sotho, Southern	SOT
South American Indian languages	SAI
Southern Altai	ALT
Southern Sami	SMA
Spanish	SPA
Sranan Tongo	SRN
Standard Moroccan Tamazight	ZGH
Sukuma	SUK
Sumerian	SUX
Sundanese	SUN
Susu	SUS
Swahili	SWA
Swati	SSW
Swedish	SWE
Swiss German	GSW
Tagalog	TGL
Tahitian	TAH
Tai languages	TAI
Tajik	TGK
Tamashek	TMH
Tamil	TAM

Language	Code
Tatar	TAT
Telugu	TEL
Tereno	TER
Tetum	TET
Thai	THA
Tibetan	TIB
Tigre	TIG
Tigrigna (Tigrinya)	TIR
Timne	TEM
Tiv	TIV
Tlingit	TLI
Tohono O'odham (Papago)	OOD
Tok Pisin	TPI
Tokelau	TKL
Tonga (Nyasa)	TOG
Tongan	TON
Tsimshian	TSI
Tsonga	TSO
Tswana	TSN
Tumbuka	TUM
Tupi languages	TUP
Turkish	TUR
Turkmen	TUK
Tuvalu	TVL
Tuvinian	TYV
Twi	TWI
Udmurt	UDM
Uduk (Twampa)	UDU
Ugaritic	UGA
Uighur; Uyghur	UIG
Ukrainian	UKR
Umbundu	UMB
Uncoded languages	MIS
Undetermined	UND
Upper Sorbian	HSB
Urdu	URD

Language	Code
Ute	UTE
Uzbek	UZB
Vai	VAI
Venda	VEN
Vietnamese	VIE
Volapük	VOL
Votic	VOT
Wakashan languages	WAK
Walloon	WLN
Waray	WAR
Washo	WAS
Welsh	WEL
Western Farsi	PES
Western Frisian	FRY
Wolaitta; Wolaytta	WAL
Wolof (Gambian)	WOL

Language	Code
Xhosa	XHO
Yakut	SAH
Yao	YAO
Yapese	YAP
Yiddish	YID
Yoruba	YOR
Yupik languages	YPK
Zande languages	ZND
Zapotec	ZAP
Zaza; Dimili; Dimli; Kirdki; Kirmanjki; Zazaki	ZZA
Zenaga	ZEN
Zhuang; Chuang	ZHA
Zulu	ZUL
Zuni	ZUN

Utah State Board of Education

Incident Association Record (I2) Appendix

Civil Rights Violations: means bullying, cyber-bullying, harassment, or hazing that is targeted at a student based upon the student's or employee's identification as part of any group protected from discrimination under the following federal laws: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; or Title II of the Americans with Disabilities Act of 1990. See related fields:

- Discrimination flags: Alleged Basis Gender Identity; Alleged Basis Race; Alleged Basis Disability; Alleged Basis Sexual Orientation; Alleged Basis Religion
- Infraction codes: Harassment; Sexual Harassment; Bullying; Cyber-bullying; Hazing; Abusive conduct
- Other flags: Retaliation

Emergency Safety Interventions (ESI): The use of seclusion or physical restraint when a student presents an immediate danger to self or others as defined in UCA 53G-8-301. An emergency safety intervention is not for disciplinary purposes. ESIs should only be used in incidents where there is an immediate danger to self or others. Use the infraction code that most closely describes the behavior that led directly to the use of an ESI. See related fields:

- "Physical restraint" means a personal restriction that immobilizes or significantly reduces the ability of a student to move the student's arms, legs, body, or head freely.
- "Seclusion" means seclusionary time out that is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, including:
    - (i) placing a student in a locked room; or
    - (ii) placing a student in a room where the door is blocked by furniture or held closed by staff. See Appendix for additional information regarding emergency safety interventions (ESI).
- "Alternative interventions," in contrast to ESIs, focus on proactive, preventative, and de-escalation strategies to address challenging behaviors before they reach a crisis peak.
- "Incident outcomes" means the incident outcome decided by the multidisciplinary team for the incident that used an ESI. A multidisciplinary team is a group of individuals from multiple disciplines who meet to assess a student's needs as defined in R277-100.
- "Duration of ESI" means the number of minutes the ESI was in effect.
- "Purpose of ESI" means why an ESI was used.
- "Training **offered** to staff" means comprehensive ESI training was **offered** to staff at the school.
- "Training **received** by staff involved in ESI" means the comprehensive ESI training was **received** by the staff involved in the use of the ESI.

By Topic

Threats, Property, and Weapon-Related 07 – Terroristic threat 08 – Threat/intimidation 09 – Robbery 41 – Larceny or theft 28 – Arson 29 – Weapon 35 – Burglary 36 – Trespass 40 – Vandalism or property damage	**Harassment and Bullying** 05 – Harassment 06 – Sexual harassment (includes sexual assault) 24 – Bullying toward a student 30 – Cyber-bullying 31 – Hazing 32 – Abusive conduct (Bullying toward staff)
Bodily Harm 01 – Physical assault 03 – Homicide 04 – Fighting	**Attendance** 26 – Truancy 34 – Attendance policy violation
Substance Use 10 – Alcohol (Possession or Use) 11 – Tobacco/Nicotine (Possession or Use) 12 – Marijuana (Possession or Use) 13 – Controlled substance (Possession or Use) 14 – Uncontrolled substance (Possession or Use) 15 – Distribution 38 – Drug Paraphernalia	**Other Infractions** 25 – Disruption 33 – Academic dishonesty 37 – Dress code violation 39 – Electronic device misuse 42 – Inappropriate language 43 – Defiance/disobedience 27 – Other

By Incident Severity Levels

Infraction codes are categorized into four severity levels based on Utah Code, the Utah State Courts Classification of Criminal Offenses, and LEA administrator input.

Level 1 - Most Serious 01 – Physical assault 03 – Homicide 06 – Sexual harassment 07 – Terroristic threat 09 – Robbery 28 – Arson 29 – Weapon 31 – Hazing 35 – Burglary 40 – Vandalism	**Level 3 - Moderate** 04 – Fighting 10 – Alcohol 11 – Tobacco/Nicotine 12 – Marijuana 14 – Uncontrolled substance 24 – Bullying toward a student 25 – Disruption 30 – Cyber-bullying 32 – Abusive conduct 38 – Drug Paraphernalia
Level 2 - Serious 05 – Harassment 08 – Threat/intimidation 13 – Controlled substance	**Level 4 - Minor** 26 – Truancy 33 – Academic dishonesty 34 – Attendance violation

15 – Distribution 36 – Trespass 41 – Larceny or theft	37 – Dress code violation 39 – Electronic device misuse 42 – Inappropriate language 43 – Defiance/disobedience 27 – Other

Infraction Codes List

Code	Meaning	Definition
01	Physical Assault	An intentional act or attempt to do bodily injury to another with force or violence. Code: UCA 76-5-102 or UCA 76-5-103 Utah Resource(s): Least Restrictive Behavioral Interventions Technical Assistance Manual (LRBI) National Resource(s): Youth Violence Prevention
03	Homicide	An act causing the death of another human being. Report any act of physical violence that does not result in death as 'Physical Assault'. Code: UCA 76-5-201; UCA 76-5-2 National Resource(s): Office for Victims of Crime, Youth Violence Prevention
04	Fighting	When two or more people mutually engage in a physical altercation. Code: UCA 76-9-102 National Resource(s): Youth Violence Prevention
05	Harassment	"Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. When such harassment is based on race, color, national origin, sex, or disability, it violates the civil rights laws that the Office of Civil Rights (OCR) enforces" (OCR, 2010). Note: a. If harassment is based on a protected class, the appropriate alleged class discrimination indicator must be specified. b. If harassment occurs toward a staff member, report as "Abusive Conduct." **c. Individuals involved in the same incident must have the same Incident ID and a reciprocal entry. If an "Offender" is entered, a corresponding "Subject" must also be entered.**

Code	Meaning	Definition
		Code: UCA 76-5-106 National Resource(s): DOE Harassment Prevention Resources
06	Sexual Harassment (includes sexual assault)	Sexual harassment means conduct on the basis of sex that satisfies one or more of the following: a. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); OR b. Unwelcome [sexual] conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; OR c. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA). Use "Sexual Assault" infraction code for instances of sexual assault. Note: a. May be grounds for suspension or expulsion (UCA 53G-8-205, UCA 53G-8-209). **b. Individuals involved in the same incident must have the same Incident ID and a reciprocal entry. If an "Offender" is entered, a corresponding "Subject" must also be entered.** Code: Federal Register/Vol. 79, No. 202/Monday, October 20, 2014/Rules and Regulations Utah Resource(s): Child Sexual Abuse and Human Trafficking, The Rape Recovery Center National Resource(s): National Sexual Violence Resource Center, Rape, Abuse and Incest National Network (RAINN), Stop Sexual Assault in Schools (SSAIS); Office for Civil Rights (OCR), Title IX, Youth Violence Prevention
07	Terroristic Threat	A threat, whether expressed or implied, to commit an offense involving bodily injury, death, or substantial property damage and the actor: • Threatens the use of a firearm or weapon or hoax weapon of mass destruction; or • Acts with intent to: o Disrupt the regular schedule of the school or influence or affect the conduct of students, employees, or the general public at the school; or o prevent or interrupt the occupancy of the school or a portion of the school, or a facility or vehicle used by the school; or o intimidate or coerce students or employees of the school; or • Causes an official or volunteer agency organized to deal with emergencies to take action due to the risk to the school or general public.

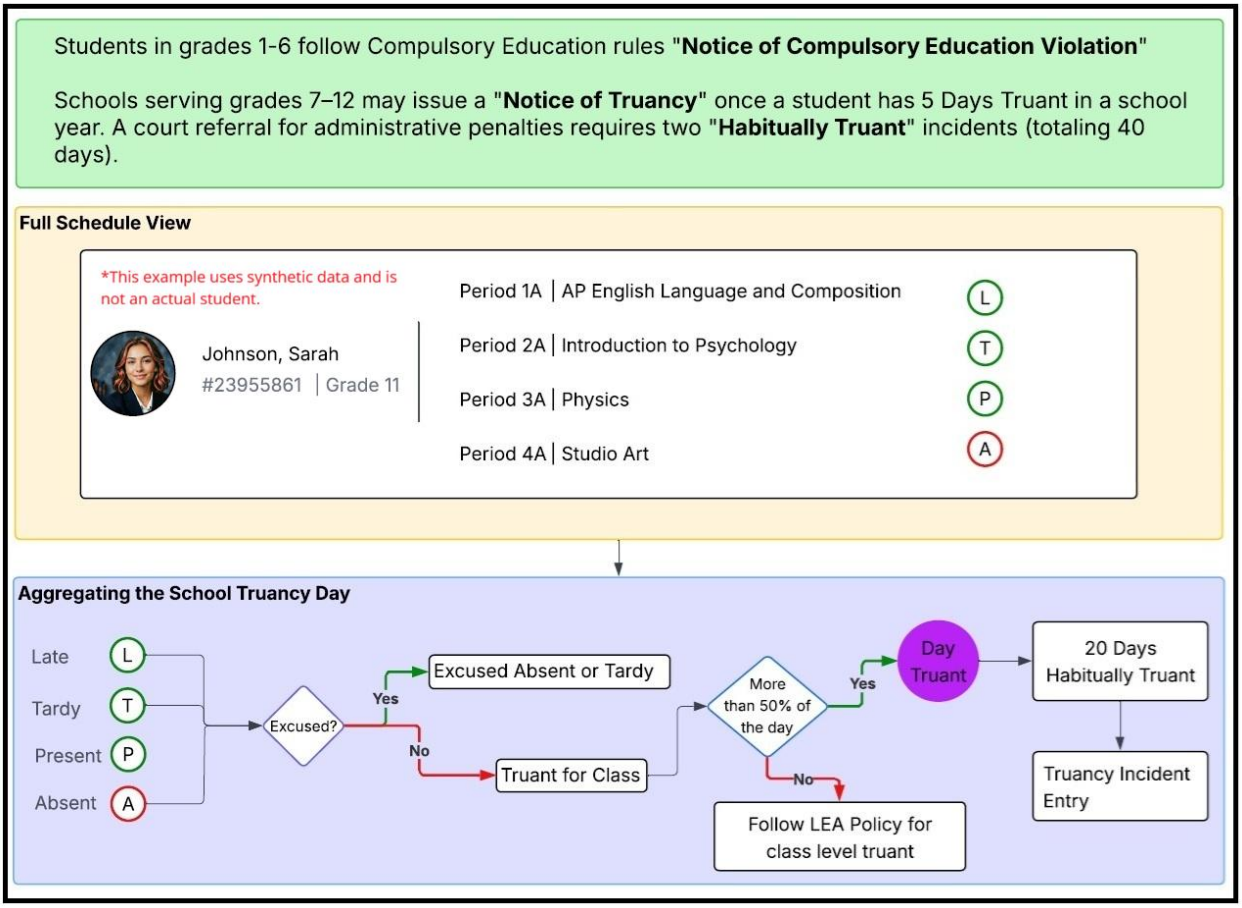
Code	Meaning	Definition
		Code: UCA 76-5-107.1, UCS 76-5-107.3 National Resource(s): Threat Assessment and Reporting, Federal Bureau of Investigation and Definitions, Office of the Director of National Intelligence, Readiness and Emergency Management for Schools (REMS), Youth Violence Prevention
08	Threat/Intimidation	A threat, whether expressed or implied, to commit an offense to place an individual in fear: of imminent serious bodily injury, substantial bodily injury, or death; or accompanied by a show of immediate force or violence, to do bodily injury to an individual. Report acts of terrorism under "Terroristic Threat." Code: UCA 76-5-107 National Resource(s): Threat Assessment and Reporting, Youth Violence Prevention
09	Robbery	Obtain or exercise unauthorized possession by intentionally taking someone else's personal property through threat/intimidation. Report other instances of unauthorized possession under "Larceny or Theft." Code: UCA 76-6-301
10	Alcohol (Possession or Use)	Possession or use of beer, liquor, or any product containing at least .5% of alcohol by volume as defined in UCA 32B-1-102. May be grounds for suspension or expulsion. Report inappropriate usage or consumption of non-food grade alcohol (such as rubbing alcohol) under "Uncontrolled Substances." Code: UCA 32B-1-102, UCA 53G-8-205, UCA 53G-8-209 Utah Resource(s): Best Practices and Resources Library, Substance Use Prevention National Resource(s): Substance Abuse and Mental Health Services Administration (SAMHSA)
11	Tobacco or Nicotine (Possession or Use)	Possession or use of a tobacco or nicotine product (UCA 76-10-101). a. This includes all forms of delivery (e.g. cigarettes, pouches, chew, electronic cigarettes/vapes, etc.). b. Only include electronic cigarettes / vape pens, if the substance being used is known to be tobacco/nicotine. Code: UCA 53G-8-209, UCA 53G-8-203, UCS 76-9-1101 ~~UCA 76-10-104, UCA 76-10-105, UCA 76-10-101~~ Utah Resource(s): Best Practices and Resources Library, Substance Use Prevention

Code	Meaning	Definition
		National Resource(s): See through the Vape, Tobacco Education Resource Library, Tobacco Use Evidence-Based Resources, Substance Abuse and Mental Health Services Administration (SAMHSA)
12	Marijuana (Possession or Use)	Possession or use of any part of a plant belonging to the genus cannabis, including extracts, resin, and synthetic equivalents as defined in UCA 58-37-2. May be grounds for suspension or expulsion. a. This includes all forms of delivery (e.g. gummies, joints, resin, oil, powdered marijuana, electronic cigarettes/vapes, etc.) b. Only include electronic cigarettes / vape pens, if the substance being used is known to be marijuana. Code: UCA 58-37-2, UCA 53G-8-209, UCA 76-10-101 Utah Resource(s): Best Practices and Resources Library, Substance Use Prevention National Resource(s): Substance Abuse and Mental Health Services Administration (SAMHSA)
13	Controlled Substance (Possession or Use)	Possession or use of a controlled substance, including unauthorized use of prescription drugs or illicit drugs. May be grounds for suspension or expulsion. Alcohol, tobacco/nicotine, and marijuana should be reported under their respective infraction codes. Code: UCA 58-37-4 Utah Resource(s): Substance Use Prevention National Resource(s): One Pill Can Kill, Substance Abuse and Mental Health Services Administration (SAMHSA), U.S. Schedules of Controlled Substances
14	Uncontrolled substances (Possession or Use)	Possession or use of a substance that is not alcohol, marijuana, tobacco, nor a controlled substance. When the quantity, manner of use, or intended manner violates the use intended by the manufacturer. Examples include inhalants (such as glue, paint, and cleaning products); over-the-counter medicine (such as cold medicine and pain relievers); and imitation controlled substances (such as bath salts). Report alcohol, tobacco/nicotine, and marijuana under their respective infraction codes. Code: UCA 58-37b-6 Utah Resource(s): Substance Use Prevention National Resource(s): Substance Abuse and Mental Health Services Administration (SAMHSA)
15	Distribution	The sale or distribution of alcohol, marijuana, tobacco/nicotine, controlled or uncontrolled substance as defined in UCA 58-37-2, an imitation controlled substance defined in section UCA 58-37-2, or selling/distribution of drug paraphernalia as defined in UCA 58-37a-3. May be grounds for suspension or expulsion.

Code	Meaning	Definition
		Code: UCA 58-37-2, UCA 58-37a-3, UCA 58-37-4, UCA 32B-1-102, UCA 76-10-1104, UCA 76-10-1105 Utah Resource(s): Substance Use Prevention National Resource(s): Substance Abuse and Mental Health Services Administration (SAMHSA)
24	Bullying	"Student bullying" means bullying performed by one or more student(s) toward another student(s) that meets the following definition: a. with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or b. engaging in a single egregious act toward another student involving an imbalance of power, that: i. creates an environment that a reasonable person would find hostile; and ii. interferes with a student's educational performance, opportunities, or benefits. c. "Student bullying" does not mean instances of: i. ordinary teasing, horseplay, argument, or peer conflict; ii. reasonable correction of behavior by a school employee; or iii. reasonable coaching strategies and techniques by a school employee who is a coach. Staff bullying: Bullying performed by a school employee toward a student, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student, that: a. creates an environment that a reasonable person would find hostile, threatening, or humiliating; and b. substantially interferes with a student's educational opportunities c. "Staff bullying" does not mean instances of: i. ordinary teasing, horseplay, argument, or peer conflict; ii. reasonable correction of behavior by a school employee; or iii. reasonable coaching strategies and techniques by a school employee who is a coach. When reporting “Bullying Toward a Student,” the appropriate indicator must also be selected. a. “O” must be selected if the student is the offender who is bullying others. b. “V” must be selected if the student is the subject of the bullying. c. “B” must be selected if the student is both bullying and also being subject to bullying. For other instances of bullying: a. If bullying is based on a protected class, the appropriate alleged class discrimination indicator must be specified.

Code	Meaning	Definition
		b. If a student is found to be bullying a staff member, report as Abusive Conduct. c. If bullying occurs through electronic means, refer to "Cyber-bullying." d. If bullying occurs for the purpose of admission into an organization, refer to "Hazing." e. Staff-on-staff bullying should be reported to Human Resources and should not be included here. **f. Individuals involved in the same incident must have the same Incident ID and a reciprocal entry. If an "Offender" is entered, a corresponding "Subject" must also be entered.** Code: UCA 53G-9-601 Utah Resource(s): Bullying Prevention National Resource(s): Bullying - Rated Programs and Practices, National Center of Safe Supportive Learning Environments (NCSSLE), SchoolSafety.gov, StopBullying.gov, Youth Violence Prevention
25	Disruption	An incident that interrupts the school environment but is not inappropriate language or defiance/disobedience. 1. Report instances of the latter under "Inappropriate language" or "Defiance/disobedience." 2. Report general cellphone-related incidents under 'Electronic Device Misuse.' If bullying occurs on the electronic device, see 'Cyber-bullying.' 3. Report ESIs using Physical Restraint or Seclusion, not as Disruption. Code/Rule: UCA 53G-9-601, R277-608; H.B. 347 (2024) Utah Resource(s): SB170 (2025), LRBI Manual
26	Truancy	When a school-age child falls into one of the following categories, without a valid excuse: a. Absent for at least half of the school day ~~b. Absent for the relevant amount of time under the LEA's policy regarding the LEA's continuing enrollment measure as it relates to truancy.~~ If the school-age child is enrolled in a learner verified program, the relevant amount of time under the LEA's policy regarding the LEA's continuing enrollment measure as it relates to truancy. A school-age child may not be considered truant more than one time during one day. Report habitual truancy as truancy. "Habitual truancy" means the same as defined in 53G-8-211, a school-age child who: • is in grade 7 or above, unless the school-age child is less than 12 years old; • is subject to the requirements of Section 53G-6-202; and ○ is truant at least 20 days during one school year; or

Code	Meaning	Definition
		○ fails to cooperate with efforts on the part of school authorities to resolve the school-age child's attendance problem as required under Section 53G-6-206 Note: For students in grades 7-12, an LEA may enter an incident report of habitual truancy after a student accumulates 20 truancies, provided the LEA has issued a notice of truancy in alignment with state law and LEA policy. Use "Attendance policy violation" ~~for students intentionally missing (e.g. sluffing or skipping) class.~~ for attendance-related incidents that are not truancy. Code: UCA 53G-6-201, UCA 53G-6-202, UCA 53G-6-203, and R277-607. ~~National Resource(s): Student Engagement and Attendance Technical Assistance Center (SEAC)~~

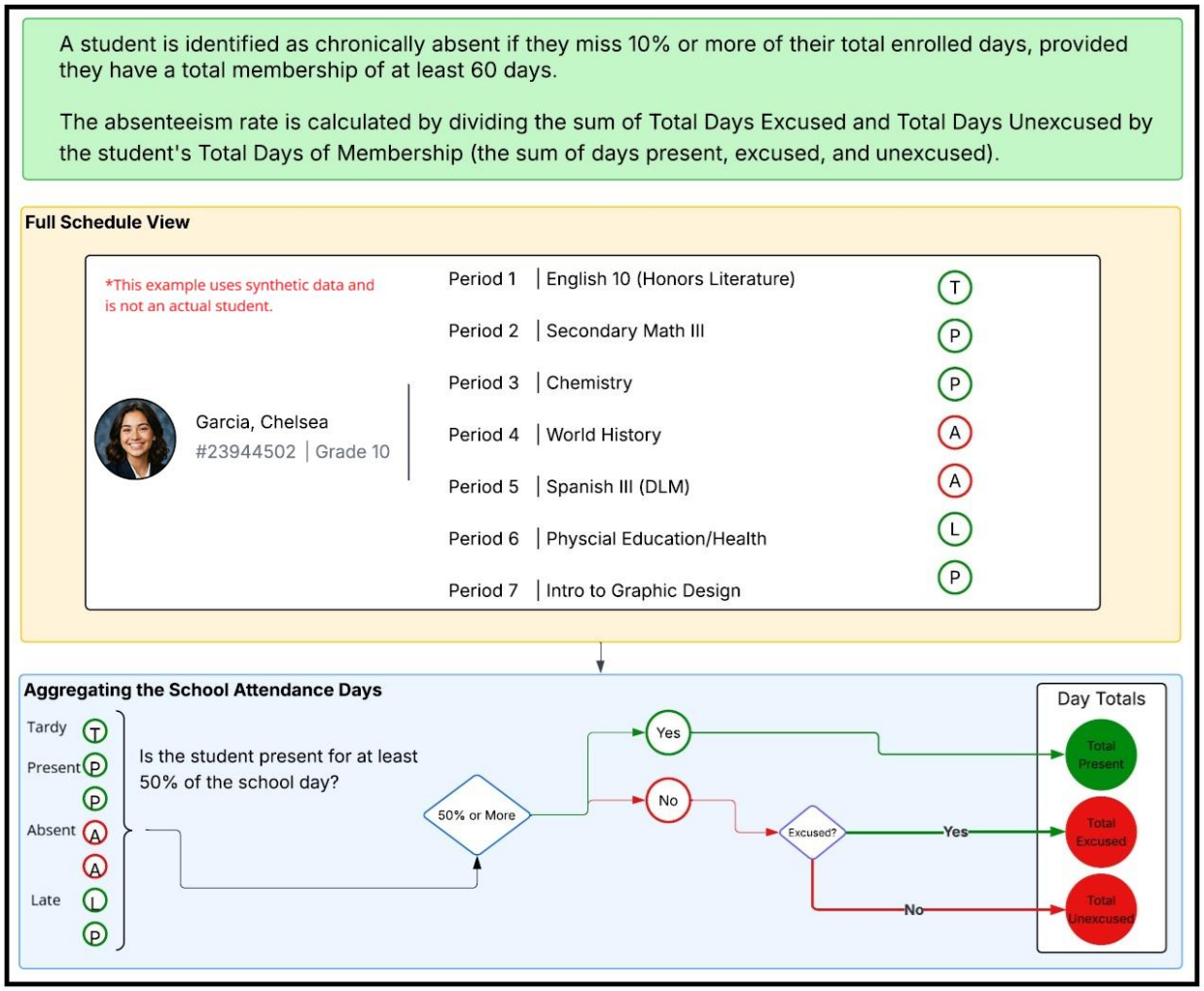


27	Other	Report incidents not specified from the provided infraction codes.
28	Arson	To unlawfully and intentionally damage property by means of fire or explosives. See UCA 76-6-102 for additional information.
29	Weapon	Possession, control, or actual or threatened use of a real weapon, look-alike weapon, or hoax weapon on school ground, including:

Code	Meaning	Definition
		a. Dangerous weapon (UCA 53-5a-101.5, UCA 76-11-101, UCA 76-11-211, UCA 76-11-205, UCA 76-11-207) i. Weapon, under IDEA, has the meaning given the term dangerous weapon under 18 U.S.C. 930(g)(2). 34 C.F.R. § 300.530(i)(4). Under the current definition in 18 U.S.C. 930(g)(2), dangerous weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocketknife with a blade of less than two and one half inches in length. b. Weapon of mass destruction, actual or hoax (UCA 76-15-302, UCA 76-15-303) c. Explosive, chemical, or incendiary device and parts (UCA 76-15-210) May be grounds for suspension or expulsion. Code: UCA 53-5a-101.5, UCA 76-11-101, UCA 76-11-211, UCA 76-11-205, UCA 76-11-207; UCA 76-15-302, UCA 76-15-303, UCA 76-15-210
30	Cyber-bullying	Cyber-bullying: a. using the Internet, a cell phone, or another electronic device b. to send or post text, video, or an image c. with the intent or knowledge, or with reckless disregard, d. that will hurt, embarrass, or threaten an individual, e. regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication Note: a. Report non-Internet/electronic bullying incidents under "Bullying Toward a Student" or "Hazing," depending on LEA policy. **b. Individuals involved in the same incident must have the same Incident ID and a reciprocal entry. If an "Offender" is entered, a corresponding "Subject" must also be entered.** Code: UCA 53G-9-601 Utah Resource(s): Bullying Prevention, Utah Parent Center National Resource(s): Bullying - Rated Programs and Practices, Bullying Resource Center, Center on PBIS, Cyberbullying Research Center, National Center for School Safety Bullying Prevention Guide, National Center of Safe Supportive Learning Environments (NCSSLE), SchoolSafety.gov, StopBullying.gov, Youth Violence Prevention - Bullying
31	Hazing	Hazing is when a student: • commits an act or causes another to commit an act toward a school employee or student

Code	Meaning	Definition
		• that endangers the mental or physical health or safety of that employee or student • **for the purpose of participating in a school sponsored team, organization, program, club or event.** • Examples could include initiation, admission into, affiliation with, or holding office. Note: a. Report 'Cyber-bullying' for Internet/electronic bullying or "Bullying Toward a Student" for instances of bullying toward a student. **b. Individuals involved in the same incident must have the same Incident ID and a reciprocal entry. If an "Offender" is entered, a corresponding "Subject" must also be entered.** Code: UCA 53G-9-601 Utah Resource(s): Bullying Prevention, Utah Parent Center National Resource(s): Bullying - Rated Programs and Practices, Bullying Resource Center, Center on PBIS, Cyberbullying Research Center, National Center for School Safety Bullying Prevention Guide, National Center of Safe Supportive Learning Environments (NCSSLE), SchoolSafety.gov, StopBullying.gov, Youth Violence Prevention - Bullying
32	Abusive Conduct (Bullying toward staff)	Abusive conduct means a student directing bullying toward a staff member that meets the following definition: a. verbal, nonverbal, or physical conduct b. based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. A single act does not constitute abusive conduct and should be documented under harassment. For other instances of bullying: a. If a student is found to be bullying another student, report as "Bullying Toward a Student." b. Parent bullying toward a staff member should be referred to administration. ~~Note: Individuals involved in the same incident must have the same Incident ID and a reciprocal entry. If an "Offender" is entered, a corresponding "Subject" must also be entered.~~ Code: UCA 53G-9-601 Utah Resource(s): Bullying Prevention National Resource(s): Bullying - Rated Programs and Practices, National Center of Safe Supportive Learning Environments (NCSSLE), SchoolSafety.gov, StopBullying.gov, Youth Violence Prevention

Code	Meaning	Definition
33	Academic Dishonesty	As defined by LEA policy. Includes cheating, plagiarism, or inappropriate use of artificial intelligence.
34	Attendance policy violation	~~Unexcused absences or tardiness for less than half the school day, including failure to report to class, skipping class, coming to class excessively late, leaving school without authorization, or failure to comply with disciplinary sanctions imposed as a consequence for these behaviors.~~ Any absence that does not meet the definition of truancy, including skipping class, excessive tardiness, excessive excused absences, preventative attendance measures, or failure to comply with disciplinary sanctions imposed as a consequence for these behaviors. Report under "Truancy" if an ~~unexcused~~ absence is not excused with a valid excuse ~~occurs~~ for at least half a day or more. Code: UCA 53G-6-201, R277-607



35	Burglary	To enter or remain unlawfully in a building or any portion of a building with intent to commit: a felony; a theft; an assault on any person;

Code	Meaning	Definition
		lewdness (with or without involving a child); sexual battery; or voyeurism. Report under "Trespass" for other forms of unlawful entry. Utah Code: UCA 76-6-202
36	Trespass	To enter or remain unlawfully on or cause an unmanned aircraft (e.g. drone) to enter and remain unlawfully over property. Report under "Burglary" if the intent to commit or at least one of the following occurs: a felony; theft; an assault on any person; lewdness (with or without involving a child); sexual battery; or voyeurism. Code: UCA 76-6-206
37	Dress code violation	Violation of school dress code that includes standards for appropriate school attire as defined by LEA policy. A student may wear recognized items of cultural or religious significance as an adornment at a graduation ceremony. An LEA may not prohibit qualifying students from wearing tribal regalia as described in UCA 53G-4-412 and UCA 53G-4-414.
38	Drug paraphernalia	When the student has possession of drug paraphernalia, but there is not any substance associated with it. This includes items used or intended for use in the creation or use of a controlled substance, such as electronic cigarettes / vape pens, electric pipes, syringes, bongs, clips (e.g. roach clip), pipes, water pipes, etc. May be grounds for suspension or expulsion. Paraphrenalia that is found containing alcohol, marijuana, tobacco/nicotine, controlled substances, and uncontrolled substances should be reported under their respective infraction codes. Code: 58-37a-3 Utah Resource(s): Substance Use Prevention National Resource(s): Substance Abuse and Mental Health Services Administration (SAMHSA
39	Electronic Device Misuse	A student may not use a cellphone, smart watch, or emerging technology at a school during classroom hours as defined in UCA 53G-7-227. Report 'Vandalism' for damage to or interruption of a communication device; hacking (unauthorized access or interference to data or system); and/or misuse of any electronic device (e.g. computer) in relation to the school, school property, infrastructure, or resources, or persons associated with the school (UCA 76-6-703). Report 'Cyber-bullying' for Internet/electronic bullying or 'Bullying toward a student' for instances of bullying toward a student.

Code	Meaning	Definition
		Utah Code: UCA 53G-7-226 , UCA 76-6-108
40	Vandalism or property damage	A student who willfully defaces or otherwise damages any school property. This includes damage to or interruption of a communication device; hacking (unauthorized access or interference to data or system); and/or misuse of any electronic device (e.g. computer) in relation to the school, school property, infrastructure, or resources, or persons associated with the school (UCA 76-6-703). Code: UCA 53G-8-212, UCA 76-6-101, UCA 76-6-106, UCA 76-6-703
41	Larceny or theft	Obtain or exercise unauthorized control by intentionally taking someone else's personal property. If threat/intimidation occurs with theft, see "Robbery." Code: UCA 76-4-404.5 (Larceny or Theft)
42	Inappropriate language	The use of foul, profane, vulgar, or abusive language.
43	Defiance or Disobedience	Frequent or flagrant willful disobedience; defiance of proper authority

Deprecated Fields:

The following fields have been deprecated and are not used by any department or program in USBE. All of these fields may be left blank for all students. If there is value for your LEA in populating these fields in your SIS you may continue to do so, and may continue to submit them to UTREx. If submitted, data elements from the record will not be accessible for use by USBE data stewards for any purpose.

Field	Record	Date Deprecated	Related Validations/Notes
MESA Program	Student Record (S1)	July 2022	
Title 1 Math	Student Record (S1)	July 2022	
Title 1 ELA	Student Record (S1)	July 2022	
Title 1 Science	Student Record (S1)	July 2022	
Title 1 Health	Student Record (S1)	July 2022	
Title 1 Academic Guidance	Student Record (S1)	July 2022	
Title 1 Social Studies	Student Record (S1)	July 2022	
Title 1 Vocational	Student Record (S1)	July 2022	
Title 1 ParaPros	Student Record (S1)	July 2022	
Intergenerational Poverty Grant (IGP)	Student Record (S1)	July 2022	
After School 21st Century (CCLC)	Student Record (S1)	July 2022	
EL State Software	Student Record (S1)	July 2022	
Early Childhood Reading State Software	Student Record (S1)	July 2022	
Record Id	Section 504 Record (S4)	October 2021	
Student Number	Section 504 Record (S4)	October 2021	
Section 504 Entry Date	Section 504 Record (S4)	October 2021	
Section 504 Exit Date	Section 504 Record (S4)	October 2021	
Section 504 Exit Reason	Section 504 Record (S4)	October 2021	
Lea Number	Section 504 Record (S4)	October 2021	
School Number	Section 504 Record (S4)	October 2021	
Autism	Section 504 Record (S4)	October 2021	
Brain Injury Or Concussion Impairment	Section 504 Record (S4)	October 2021	
Hearing Impairment	Section 504 Record (S4)	October 2021	
Learning Impairment	Section 504 Record (S4)	October 2021	
Major Bodily Function Impairment	Section 504 Record (S4)	October 2021	
Medical Impairment	Section 504 Record (S4)	October 2021	

Field	Record	Date Deprecated	Related Validations/Notes
Mental Health Impairment	Section 504 Record (S4)	October 2021	
Orthopedic Impairment	Section 504 Record (S4)	October 2021	
Other Impairment	Section 504 Record (S4)	October 2021	

Revisions History:

- July 2026
  - New field on the Student Record (S1). Display name Credible Threat Date, technical name Credible Threat. This date reflects the most **recent** date when a student who has presented a credible threat as defined in Utah Code Section 53G-8-807.
    - A new validation is associated with this field to ensure a valid date is entered, format YYYYMMDD.
  - New field on the Student Record (S1) named USDB Outreach Flag. This field indicates if a student is receiving services from the Utah Schools for the Deaf and the Blind (USDB) while enrolled in their resident LEA.
    - A new validation is associated with this field to ensure only valid values are entered.
  - Several minor updates and edits to sections of the Incident Record (I1), Incident Association Record (I2), and the Incident Association Record (I2) Appendix.
  - Alternate Assessment Teacher ID validations have been assigned error IDs, previously these were TBD. See S2.632, S2.631, and S2.633.
  - Clarity added to the short and detailed descriptions of the Credits Attempted and Credits Earned fields on the Course Membership Record (AM) to ensure the reporting requirements for SOEP are included. No validations will be added due to this change.
  - The field High School Completion Status was incorrectly referred to as "Graduation Completion Status" in note 4 of the Resident Status field detailed description, this has been corrected.
  - Updated instances of "students with a significant cognitive disability" to "students with the most significant cognitive disability."
  - Added more clarity to the specific ages and grades that can use certain valid values in the Environment field on the SCRAM Record (S2)
  - Updated the Cumulative GPA codes table on the Student Record (S1) to include all valid values, for better clarity, and to update language to student first language.
  - Corrected an incorrectly placed definition on the Cumulative Un-Weighted GPA table on the Student Transcript Record (ST).
  - Removed one instance of "Utah Aspire Plus" since that assessment is no longer being administered.
- May 2026 (special edit)
  - Note: This edit was only to update changes made to the Emergency Safety Intervention (ESI) fields.
  - Updated Emergency Safety Intervention (ESI) fields to include SIF mapping. These are now available in UTREx for use. These include:
    - Alternative Intervention
    - ESI Purpose
    - ESI Duration

        - ESI Outcomes
        - ESI Training Offered
        - ESI Training Received
    - The addition of 3 new Emergency Safety Intervention (ESI) fields:
        - Number of physical restraints
        - Number of Seclusions
        - ESI Threshold

- January 2026
    - The addition of a UFA cross-enrolled Level 2 fatal error. This error will trigger if a student is enrolled in public education courses while being awarded UFA. No student can be denied public education at an LEA. In cases of cross-enrollment, eligibility for UFA would be suspended until the issue is resolved, and with it being a level 2 fatal error it will not prevent the student from loading but will prevent funding.
    - The addition of a validation that has been active in UTREx but was not previously displayed in the specifications. Warning S1.001w on the parent guardian field has now been added to the specifications.
    - Updated note 5 on the teacher ID 1 detailed field description in the AC Record.
    - Updated the SOEP Generic Core Codes and CACTUS IDs table.
    - Updated broken links to administrative rules throughout the document.
    - Added a new valid value to the Free and Reduced-Price Eligibility Source field on the S5 record. The new valid value is OVERRIDE meaning "Application completed by a local school official, on behalf of a household or student, in limited use situations."
    - Added additional clarity to the note about the use of disability type 'DD' and the S2.603 validation on the disability type field under the disability type table.
    - Updated validation S1.310 error description so that membership cannot be > 0 if age is < 3 regardless of migrant status.
    - Updated note 15 under the exit code notes section under the S1 exit code table.
    - Updated the contact for questions regarding disciplines involving students receiving services under IDEA to LauraLee Gillespie, Program Support Coordinator, Special Education, lauralee.gillespie@schools.utah.gov, 801-538-7866.
    - Upcoming: New Emergency Safety Intervention (ESI) fields are still yet to be added to UTREx functionally, please do not use them yet. These include:
        - Alternative Intervention
        - ESI Purpose
        - ESI Duration
        - ESI Outcomes
        - ESI Training Offered
        - ESI Training Received

- Upcoming: New infraction codes added to the PI Infraction Type table. Please do not use these new codes yet. These include:
  - 32 – Abusive conduct
  - 33 – Academic dishonesty
  - 34 – Attendance violation
  - 35 – Burglary
  - 36 – Trespass
  - 37 – Dress code violation
  - 38 – Drug paraphernalia
  - 39 – Electronic device misuse
  - 40 – Vandalism
  - 41 – Larceny or theft
  - 42 – Inappropriate language
  - 43 – Defiance or disobedience

- July 2025
  - Additions and updates to the Incident Association Record (I2). Including the addition of a new Incident Association Record (I2) Appendix at the end of this document.
  - Addition of validations to the Summer Electronic Benefits Transfer (SEBT) Record (S5).
  - The S1.338 validation was consolidated into the S1.337 validation.
  - Corrected validation S1.395 to match what was happening in code to allow for exception if resident status = 'X'.
  - Validation S1.362 has been updated to include HS status completion code 'GM.'
  - District of Residence field requirement and S1.368 validation updated to exclude Residence Statuses F, J, and X.
  - The S1.351 reading intervention validation has been updated to only trigger if a student has at least 20 days of membership. This matches what the S1.404 early numeracy intervention validation currently does.
  - Changed the name of the "Level 2 Exceptions" section of this document to "Level 2 Validations."
  - Addition of a new "Deprecated Fields" Section at the end of this document to note fields that are no longer used by USBE but may still be submitted to UTREx if an LEA finds value in filling them. They can otherwise be left blank.
    - All fields on the Section 504 Record (S4) and several on the Student Record (S1) have been changed from "optional" to "deprecated" to use clearer terminology. These fields have not been used by USBE for multiple years already.
  - Age validation changes
    - Validation S1.535 "Computed age cannot be less than 18 months if MIGRANT flag is 'Y'" has been removed.
    - Upcoming: Validation S1.310 will be updated to membership cannot be > 0 if age is < 3

regardless of migrant status.

- Read Grade Level and Early Numeracy fields now include kindergarten per Board Rule R277-406.
  - S1.351 and S1.404 validations now include kindergarten.
- Addition of 3 new fields on the SCRAM Record (S2) to collect teacher CACTUS IDs of the teachers who administer the Alternate Assessment (DLM) to students.
  - 6 new validations have been created for these new fields to check if a teacher has been assigned to administer the alternate assessment(s) and that the entered CACTUS IDs are present in CACTUS as a valid CACTUS ID.
- Addition of 3 new fields on the Course Master Record (AC) to collect teacher e-mail. This is to collect school/work e-mails only. DO NOT PROVIDE any personal emails in these fields.
  - Upcoming: Validations will be placed on these 3 new fields to check for e-mail formatting.
- The error codes for 3 Course Master Record (AC) validations have been updated; validations AC.813, AC.806, and AC.816 are all now listed as 043.
- Addition of a new valid value in the S1 exit code field, AS - Adult Ed student for whom the LEA will retain responsibility and continue to provide SpEd services.
- Instances of Title I and Title III have been standardized to be Title 1 and Title 3.
- Upcoming: Changes related to Utah Fits All (UFA):
  - School number 993 will become a valid value in CACTUS to identify students which are eligible for UFA.
  - The addition of a cross-enrolled Level 2 fatal error. This error will trigger if a student is enrolled in public education courses while being awarded UFA. No student can be denied public education at an LEA. In cases of cross-enrollment, eligibility for UFA would be suspended until the issue is resolved, and with it being a level 2 fatal error it will not prevent the student from loading but will prevent funding.
- ~~Upcoming: Per 53E-3-511 (7a) the addition of two new fields related to course section level attendance will be available for submission by the December 2025 UTREx submission. These fields will be student level data and likely be part of the Course Membership record. The new fields for submission will be:~~
  - ~~**Course Section Attendance Days –** The number of days the student attended a section of a course for which they are enrolled. How attendance is counted will be based on individual LEA policies and this data will be used for trending purposes~~
  - ~~**Course Section Attendance Days Possible** – This is the total number of attendance days possible for a given course section for which a student is enrolled. Similar to Membership Days, it is the total number of days possible from the time the student has enrolled in the class section until the end of the course~~
  - ~~Submissions can be made on a **daily and adjusted/updated on a weekly basis** to allow for any reconciliation that schools may need to make to a student's course level attendance.~~
- Note: Updates to the standard for maintaining, collecting, and presenting federal data on race

and ethnicity based upon the recommendations from the Office of Management and Budget (OMB) will be built into the forthcoming USIMS data collection system rather than UTREx.

- January 2025
  - The addition of three new fields related to free and reduced-price meal eligibility. These new fields will be available by the December 2024 UTREx submission. The fields are: Free and Reduced-Price Eligibility Date, Free And Reduced-Price Eligibility Source, and DWS OPT-OUT.
  - The creation of a new record type to house these new fields, the Summer Electronic Benefits Transfer (SEBT) Record (S5).
  - The addition of a validation that has been active in UTREx but was not previously displayed in the specifications. Error S1.393 is now in the specs.
  - The level 2 Invalid District of Residence and Invalid Address validations will become fatal errors for all LEAs on February 3, 2025.
  - Updated the SpEd Program Evaluation & Data Analysis Specialist contact to Malia Mcilvenna (801-538-7731; malia.mcilvenna@schools.utah.gov).
  - Updated the incident record contact to Casey Dupart (School Psychology/Behavior Support Specialist, Special Programs, casey.dupart@schools.utah.gov, 801-538-7804).
  - Updated the Early Mathematics Specialist contact to Melissa Garber (801)538-7617, melissa.garber@schools.utah.gov).
  - Updated Dixie State University name to Utah Tech University.
  - Updated links to the USBE website and Board Rule throughout the document.
  - Clarification added to how the GPS Latitude, GPS Longitude, and GeoCode fields will be referenced. All three fields are optional and will be referenced if present.
  - The removal of references to R277-703 and the Centennial Scholarship funds. The scholarship no longer exists.
  - Updated the wording of the short descriptions for the fields READ GRADE LEVEL, READING GRADE LEVEL - FALL, and READING GRADE LEVEL – SPRING on the S1 record.
  - Upcoming: Read Grade Level and Early Numeracy fields will soon include kindergarten per Board Rule R277-406.
  - Upcoming: Updates to the standard for maintaining, collecting, and presenting federal data on race and ethnicity based upon the recommendations from the Office of Management and Budget (OMB).
- July 2024
  - The addition of two new Student Record (S1) fields related to the administration of the WIDA Screener exam. WIDA Screener Score and WIDA Screener Date. Please complete these fields if the student has completed the WIDA Screener exam.
  - The addition of three new Student Record (S1) fields related to student address. GPS Latitude, GPS Longitude, and GeoCode. All three fields are optional and will only be referenced if the Student Physical Address 1 line does not contain a valid address.

- The addition of seven new validations associated with the new student address related fields. S1.412w, S1.413w, S1.414w, S1.415w, S1.416w, S1.417, and S1.418w.
- The removal of two and the addition of one SOEP generic core codes primary LEAs can use.
- Clarification added to the description of the 'IB' exit code: "Use 'IB' for reporting students who have completed the IB coursework and are taking the IB tests for an International Baccalaureate Diploma."
- The following validation error IDs were incorrectly listed and have been corrected. The High School Completion Status cohort validation previously listed as S1.397 is now correctly listed as S1.398. The Exit Code CBE flag validation previously listed as S1.398 is now correctly listed as S1.400.
- Updated the prevention specialist contact to Becca Rae at Becca.Rae@schools.utah.gov
- Updated the USBE Migrant Education Specialist to Robert Palmer at Robert.Palmer@schools.utah.gov
- Upcoming: The addition of four new fields related to free and reduced-price meal eligibility. These new fields will be available by the December 2024 UTREx submission. These fields will be student level data and will likely be on the Student Record (S1). The new fields will be:
  - DWS SEBT Data Sharing Opt Out: Free and reduced-price meal application opt out by household for the current school year (July 1-June 30); LEAs will be tracking this information, but it is student level data that indicates if information can be shared with Department of Workforce Services for Summer Electronic Benefits Transfer eligibility. Value of "Y" for "yes" when the household has opted out of data sharing. Value of "N" for "no" when the household has not opted out of data sharing. Blank field if no information if applicable for students whose parent/guardian did not submit a free or reduced-price application.
  - Start Date of Free or Reduced-Price Eligibility: Date eligibility enrolled student was approved for free or reduced-price meal benefits by the school food authority for the current school year (July 1-June 30). MM/DD/YYYY. Do not include students determined free or reduced-price eligible in the prior school year with a 30-day carryover. CEP and Provision 2 students are not automatically free or reduced-price eligible (refer to Note 1 of the Economic Disadvantaged detailed field description). Students enrolled in a CEP or Provision 2 school must have a code under "Free or Reduced-Price Eligibility Source" to be reported to Department of Workforce Services for Summer Electronic Benefits Transfer eligibility.
  - ~~End Date of Free or Reduced-Price Eligibility: Date eligibility ended, during the current school year, for free or reduced-price meal benefits as determined by the school food authority. This could be due to verification activities or parent requests to opt out of benefits. If eligibility hasn't ended, the LEA may enter the date of June 30 of the current school year. MM/DD/YYYY. Do not include students determined free or reduced-price~~

~~eligible in the prior school year with a 30-day carryover. CEP and Provision 2 students are not automatically free or reduced-price eligible (refer to Note 1 of the Economic Disadvantaged detailed field description). Students enrolled in a CEP or Provision 2 school must have a code under "Free or Reduced-Price Eligibility Source" to be reported to Department of Workforce Services for Summer Electronic Benefits Transfer eligibility.~~

- Free or Reduced-Price Eligibility Source: Options will include-
  - SNAP DC (Supplemental Nutrition Assistance Program)
  - Other DC- (Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservation (FDPIR), State Foster, Homeless, Migrant, Runaway, Medicaid-free or Medicaid-reduced)
  - Categorical Application- (SNAP, TANF, FDPIR, State Foster)
  - Income Application
  - Blank- Student does not have an eligibility determination

Note 1: DC-information of eligibility comes from DWS, DHHS Department of Health, DHHS State Foster, FDPIR-Ute Indian Tribe, Homeless/Migrant/Runaway State or LEA Liaison.

Note 2: Application-Household Application for free or reduced-price meals.

Note 3: CEP and Provision 2 students are not automatically free or reduced-price eligible (refer to Note 1 of the Economic Disadvantaged detailed field description). Students enrolled in a CEP or Provision 2 school must have one of the above listed codes to be reported to Department of Workforce Services for Summer Electronic Benefits Transfer eligibility.

- January 2024
  - S3.717 validation is being added to the YIC Residential Treatment Center field. Only YIC records with a "C" Time Code are allowed to specify the Residential Treatment Center.
  - S3.716 validation has been active but was previously not included in this document. It has now been added.
  - The PI Infraction Type table has two additional codes: Cyber-Bullying- 30 and Hazing- 31.
    - Notes have been added below the table to define these new infraction codes and the preexisting code for Bullying- 24.
  - Updated the contact for incident and discipline data to Becca Rae.
  - Clarification added below the SCRAM Time Code table about how to calculate the minutes of special education and related services per day.
  - Clarification added below the SCRAM Time Code table about how to calculate the minutes of special education and related services per day.
  - Clarification added below the SOEP Core Code table to lessen confusion about the distinction between the SEATS data storage system and the SOEP course program.

- Clarification added to law enforcement actions to clarify that LEAs should only be entering law enforcement action incidents that occur on school grounds while school is in session or during a school-sponsored activity.
- All LEAs will now be required to include a District of Residence code. Previously it was required for charters and optional for regular districts. This affects the S1.368 and S1.369 validations. These are currently fatal for charters but will be warnings for districts thru July 2024 and will then become fatal for all LEAs. This change also affects the level 2 Invalid District of Residence and Invalid Address validations. These validations will become fatal for all LEAs in the 2024-2025 SY but will remain a warning for districts thru July 2024.
- S1.347 validation is now required at all times in the school year, not just yearend.
- AM.917 validation has been disabled and will not longer trigger a warning.
- Updates and additions made to the 180 Day Equivalency Calculation notes.
- S1.396 validation updated to trigger a warning when a student has Total Membership greater than 30 days and attendance is 0. Previously it was 20 days.

- July 2023
  - Added 'How to Use This Document' and 'Use of Colored Text and Strikethroughs in This Document' introductory sections.
  - Added a new graduation exit code. The new code is 'IB', use 'IB' for reporting students who have completed the IB coursework and are taking the IB tests for an International Baccalaureate Diploma. If the Exit Code is 'IB', High School Completion Status must be 'GA', 'GR', 'GQ' or 'GM'. The school must be marked in CACTUS as IB. S1.409 validation for this exit code has been added as well.
    - S1.399 validation will now trigger on the 'CB' or 'IB' exit codes.
  - The PI Infraction Type code 24 – Bullying will be broken out into 3 separate infraction types: Bullying, Cyber-Bullying, and Hazing.
  - Updated language for some Incident Record codes. See 'Harassment, sexual' and 'Robbery'.
  - Updated the previously used term Competency Based Education (CBE) to Personal, Competency-Based Learning (PCBL).
  - Updated the title of the Fiscal Data and Access Coordinator, Tami Gear.
  - Updated the contact for incident and discipline data to Rita Brock.
- May 2023
  - Several updates to Youth in Care (YIC) Record (S3) including the addition of a Residential Treatment Center field and updated values for the DJJS Facilities field.
- February 2023
  - Removed the 'EN' Kindergarten Type code. Will be deprecated starting with the 2024 school year.
  - Updated the S1.335 validation to better enforce North American Numbering Plan (NANP) rules for phone numbers.

- Added S1.406 validation on phone number that is applied conditionally. Validation will be in effect starting with the 2024 school year.
- AM.919 validation is not active and will be deleted from the Specifications.
- Added S2.629 validation on is_one_percent field. A student whose Disability Type is BD or SL cannot be reported with 'Is One Percent' marked 'Y'. Validation will be in effect starting with the 2024 school year.
- Added new level 2 validation: Essential Elements Inconsistency.

- January 2023
  - UBSE Special Education Rules have changed, allowing students to be identified with a disability type of Developmental Delay (DD) until they turn 9. The S2.603 validation has been updated to trigger starting on the student's ninth birthday instead of their eight birthday.
  - Added SCRAM Exit Reason code "M" for Membership exit; student must be exited from membership due to unexcused absences.
- September 2022
  - Changed how Community Eligibility Provision (CEP) or Provision II schools can report their economically disadvantaged students. CEP or Provision II schools can not submit as a default 100% of their students as "Y".
- July 2022
  - Added information about the new Retaliation field, including SIF Mapping, Detailed Field Description, and Validations.
  - Updated the note about the 12 Services Fields. The data from these fields are not used by any Department or Program within USBE and may be left entirely blank for all students.
  - Added information about the 180-day equivalency calculation for reporting membership and attendance.
- June 2022
  - Updated S1.402 validation – will no longer trigger on records marked school of record = no
- May 2022
  - Changed the field "gender" to "sex". Sex refers to the student's biological status and is typically assigned at birth. This should match the sex category found on the student's official documentation (i.e., birth certificate) and entered into SSID.
  - Updated Kindergarten Type, which has been simplified to include only three codes. The old codes collected information at a level of granularity that is no longer necessary.
- April 2022
  - Updated language introducing the I1 (Incident) and I2 (Incident Association) records to reflect changes in law regarding incident data that is required to be reported to UTREx. Updated contact information for questions regarding incident data.
  - Added a clarifying note about Incident Discipline Methods.
- March 2022

  - Added information on new guardian name, physical address, and mailing address fields, including SIF mapping, field description and notes, and validations.
  - Expanded on note 1, and added notes 3 and 4 for the new Enrollment Validation Type field.
- January 2022
  - Added SIF mapping information for new SRO data collection items.
- November 2021
  - Added detailed field descriptions and validation information for new SRO data collection items.
- October 2021
  - Updated the Section 504 record (S4 record) to reflect that LEAs are not required to submit this data. All validations related to the 504 record have been turned off.
  - LEAs should continue to update and submit the 504 Services Flag in the S1 record.
  - Added a clarifying note to the Incident Association Services Offered Field.
- September 2021
  - Added information about the four new Early Numeracy fields, including SIF mapping, field description and notes, and validations.
  - Added Appendix A: Q&A on Reporting Economic Disadvantage Status to UTREx
- August 2021
  - Added information about Generic Core Codes and Cactus IDs for Primary LEAs reporting SOEP courses.
  - Updated S1 exit code note 17 about when to use WM versus TP for students exiting school to go to a residential treatment center.
- July 2021
  - Added information about the new Enrollment Validation Type field, including SIF mapping, field description and notes, and validations (S1.403 and S1.009).
  - Added a note and table with valid core code & teacher 1 ID combinations that are limited by the AC.825 validation.
  - Added notes clarifying when it is appropriate to use the SCRAM Exit Reasons A and X.
  - Added a note 3 for birth date, and information on a forthcoming new level 1 fatal validation error that will trigger if birth date does not match in SIS and SSID.
- June 2021
  - Added clarification about exit codes for seniors who are part time homeschool or part time private school students.
  - Updated the instructions for using the Part Time S code.
- May 2021
  - G3 code to be deprecated in SY2022. With the exception of the Permanent Exit validation, all references to G3 edited to be stricken from the document (edited with strike through font – stricken references will actually be deleted in a future version of the Specifications).
- April 2021

- Expanded notes on birth certificates.

- March 2021
  - Added information on three new absence fields (excused absences, unexcused absences, and absences due to suspension) and related SIF mapping and validations S1.401, S1.402, SC.209w, SC.210w, and SC.211w
  - Updated some information on the validations for Days Attended.
  - Added notes on birth certificates.
- October 2020
  - Added information on a new level 1 fatal validation error: S1.305
  - Updated the validation level for S1.318, which has been changed to a warning
  - Updated the validation level for AM.917, which has been changed to a warning
- June 2020
  - Added information on the forthcoming 'CB' exit code for early graduates from a Competency Based Education program, and forthcoming new validations (1, 2) related to the CB exit code.
- March 2020
  - Added preliminary information on five forthcoming new validations (1, 2, 3, 4, 5) related to CTE Utech courses (courses with '11' in positions 7 and 8 of the core code) and the Where Taught District, Where Taught School and Teacher 1 ID fields in the Course Membership record.
  - Added information about SIF object submission requirements for S2, S3, and S4 records
  - ~~Clarified that the M and F gender codes are defined, and all other letters are undefined (see June 2021 updates – defined gender codes updated to include F, M, N, P, and T)~~ [See May, 2022 updates.]
- July 2019
  - Updated the S1 Exit Code notes to include more information about transfer to homeschool codes (TH and CH) and required documentation.
- June 2019
  - Updated the S1 Exit Code list to include the new "Promoted" (PR) code and removed the "Transfer Under NCLB" (TN) code which was not continued under ESSA.
  - Updated the S2 Exit Reason list to include the new "Promoted" (P) code.
  - Updated the S3 Exit Reason list to include the new "Promoted" (P) code.
  - Updated the S4 Exit Reason list to include the new "Promoted" (P) code.
  - Added a new validation S1.398: a fatal error that triggers when a student is not in their cohort year and has been submitted with the RA high school completions status code.
  - Added information on new level 2 Dual Kindergarten warning and level 2 Dual Kindergarten fatal error.
  - Updated information on SCRAM Environment codes to reflect new Federal reporting requirements for 5-year-olds, which, starting in the 2019-20 school year, are now dependent on the grade level in which the 5 year old student is enrolled.

  - Updated validations S2.621 and S2.622 to reflect the changes in how SCRAM Environment codes are reported for 5-year-olds (starting in the 2019-20 school year).
  - Added clarifications about the functionality of the School of Record field.
- May 2019
  - Updated Exit Code Notes to reflect that LEAs should now use the TP code for students transferring to either of the Job Corps schools (Weber Basin or Clearfield)
- April 2019
  - Added new validation S1.396: a warning that triggers when a student has more than 20 days of total membership (regular+scram c+yic c) AND 0 days of attendance
- March 2019
  - Corrected SIF Xpath Mapping for 'Caused Serious Bodily Injury'
- December 2018
  - The S2.620 validation was deprecated several years ago but was not deleted from the specs. If a student is in PK and has a regular percent reported, we just ignore it. It was unnecessary to have this trigger a fatal error or even a warning. The item will be deleted in a future version of the specs and is crossed out for now.
- October 2018
  - Added SIF Xpath Mapping information for Incident Association fields, including 5 new 'Alleged Basis' fields, two new 'Emergency Safety Intervention' fields, and the 'Serious Bodily Injury' field.
- September 2018
  - Corrected a validation ID (from S4.704 to S4.703) [This validation has since been removed – see updates from October 2021]
  - Added a new validation ID S4.504 [This validation has since been removed – see updates from October 2021]
  - Added additional 009 validations for new 'alleged basis' and emergency safety interventions fields in the Incident Association Errors table
- August 2018
  - Made Clarifications in the Specs regarding Student School Membership level 2 warning to reflect that the calculation eligible membership for a student who transfers between LEAs is based on the number of LEAs in which a student is enrolled, with regular membership reported, (rather than on the number of schools).
  - Updated the Birth Date validation S1.309 to reflect new Utah law and Board Rule that establishes a single cutoff date for enrollment by a student who will turn 22 during the school year. If a student's calculated age is 21 as of July 1 of the school year the student will be allowed to enroll and attend school for the entire year.
  - Updated references to Utah Codes and Board Rules throughout document.
  - Updated contact persons and information throughout document

- Updated the Specs to include new high school completion status codes 'GA' (Alternate Diploma) and 'RA' (retained senior on path to an Alternate Diploma).
- Added a new validation (S1.395) that only allows the 'GA' and 'RA' codes to be submitted for students with a scram record with the 1% flag marked 'Y'.
- 'GA' is an allowable high school completions status for use when a student has an early graduate or 'OG' exit code submitted (S1.361, S1.362, and S1.363). These changes will be available in UTREx in the 2019 school year.
- 'RA' is an allowable high school completion status if the student is in grade 11 or 12 (S1.358).
- Updated the description for the 'is one percent' field in the S2 record to include a reference to new Board Rule, R277-705, defining a Significant Cognitive Disability (SCD)
- Updated the description for the 'is one percent' field in the S2 record to reflect that it's functional purpose has been extended from identifying students with a SCD who should take Alternate Assessments to also identifying students with a SCD who are eligible to be on path to an Alternate Diploma and to attain an Alternate Diploma, for whom a high school completion status of RA or GA may be submitted.

- April 2018
  - Updated Specs to reflect the change that Intellectual Disability is no longer referred to as "Mental Retardation" by the U.S. Department of Education. The announcement is available on the DOE IDEA website: News Release: https://sites.ed.gov/idea/final-regulations-replace-phrase-mental-retardation-with-intellectual-disability/
- February 2018
  - Updated language introducing the I1 (Incident) and I2 (Incident Association) records to reflect changes in guidance on entering this data. Updated contact information for questions regarding incident data.
  - Added preliminary information on seven new incident data fields (five to report allegations of discrimination as the basis for the incident, and two to collect information on behavior emergency safety interventions). LEAs must be able to submit data in these fields by the end of year upload of the 2018-2019 school year.
  - The S1.349 validation on the read grade level fields has been deprecated.
  - The S1.387 validation on the ROGL composite fields has been deprecated.
  - Updated the language for the Read Grade Level and ROGL Composite fields to reflect that they are no longer required fields.
  - Updated the information in the birth date field and the S1.310 birth date validation to allow records for students with calculated age less than 3 if membership is 0.
  - Updated the S1.337 and S1.338 validations to trigger for immigrant students
  - Updated the contact person for SCRAM questions.
  - Level 2 Validation 'First Enroll in US' will now trigger for all students with a First Enroll in US date entered.

- All federal language codes are now allowed to be submitted to UTREx. See updated Language code tables.
- Added SIF Mapping for the new Early Graduate field

- November 2017
  - Student Gender Collection Requirement Update
- August 2017
  - Added new S4 record for collecting 504 accommodations information per Board Rule R277-753. LEAs must be able to submit data in these fields by the end of year upload of the 2018-2019 school year.
  - Validation error IDs will be forthcoming.
- May 2017
  - Updated S1.366 validation error to allow first enroll in US date to be a future date (though it cannot be later than the school entry date.
  - Updated birth date calculated age information and the related validation (S1.309) to more accurately mirror the law regarding enrollment for students who turn 22. The change in the S1.309 validation will take effect in the 2018 school year. 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.
  - Updated SCRAM (S2) Environment codes so they are consistent throughout this document.
  - Updated language regarding SCRAM (S2) Time, Regular Percent, and Environment codes. The old language made it seem that these codes had to be entered in the scram record according to the calculated age of the student on Dec 1. Time codes are not age-based at all; rather, they are grade-based. Environment and Regular Percent requirements are dependent on both grade and age. The language was correct regarding grade-based requirements for these codes, but the age-based language was misleading. Environment and Regular Percent codes must be appropriate for the calculated age on any given day and must be changed on the student's 6th birth day.
  - Updated language regarding SCRAM (S2) Time codes regarding kindergarten minutes. Kindergarteners who are in full or extended day kindergarten should be treated similarly to students in grades 1-12 in assigning a Time code. Only students in regular half day kindergarten have different 'minutes' guidelines for assigning a Time code.
  - Added Language Code: Latin (LAT)
- April 2017
  - Grades Earned Updated: no longer optional, it is required Grades 9-12
  - Primary Enrollment and Concurrent Registration have been removed as Level 2 Validations
  - S1.337 (ELL native language) and s1.338 (ELL parent language) validations updated to be fatal errors year-round
  - Added description for ELL parent language, which was missing (this is not a new data field)

- Added Utah State Seal of Biliteracy Specifications
- Added Middle Name to attributes that must be unique when matching SSID Information

- January 2017
  - The Concentrator, Voc-Academ Disadv, and Tech Prep fields have been removed
  - New Level 1 Validation to ensure School Numbers are unique SC.208
  - Update to Student School Membership validation and tips/guidelines
- October 2016
  - Updated Permanent Exit Level 2 Descriptions.
  - Added Two New Validations based on the District of Residence Field.
  - GQ Code added to s1.363, st.1603 and st.1607 Validations
  - Permanent Exit Level Fatal 2 Error – GQ added as Acceptable Code
  - No Longer Collecting CIP Codes
- August 2016:
  - Removed from Student Record S1 Errors:
  - For grades other than 1-3, must be BLANK S1.352w Warn [ColumnName] present, student not grade 01-03 - Student Record Warning because [ColumnData] for [ColumnName] is not blank and the student is not in grades 01 - 03.
  - For grades other than 1-3, must be BLANK S1.350w Warn [ColumnName] present, student not grade 01-03 - Student Record Warning because [ColumnData] for [ColumnName] is not blank and the student is not in grades 01 - 03.
  - Reading on Grade Level: Updates to S and E Code Descriptions and Notes
  - New Graduation Code– GQ
  - Updates to the High School Completion Status Notes
  - Dropout Recovery Program: Due to changes enacted by ~~Utah Code 53A-15-19~~, these fields will no longer be populated for the 2015-16 school year.
- February 2016:
  - Added new Passed Civics Exam field and validation to the Student (S1) record.
  - Added new validation S1.392 to check that a submitted SSID is not in use by another student and matches the SSID database.
  - Removed the 'Duplicate SSID' Level 2 validation, which has been replaced by the new S1.392 validations.
  - Revised text to reflect recent changes to the YIC (Youth in Care) program name.
  - Removed all references to flat files, which are no longer accepted by UTREx.
- January 2016:
  - Updated notes for the Migrant, Read Grade Level, and Military Child fields on the Student (S1) record.
  - Added an Errors section for the Student List (SL) record immediately following the S1 Errors

pages.

- Added new validation SL.506 to check a student's birthdate and gender against the SSID system.