



Utah State Board of Education

GUIDE FOR REVIEWING SPECIAL EDUCATION EVENT DROPOUT RATE DATA

A UTAH STATE BOARD OF EDUCATION TECHNICAL
ASSISTANCE DOCUMENT

August 2026

REVIEWING SPECIAL EDUCATION EVENT DROPOUT RATE DATA

WHAT IS AN EVENT DROPOUT RATE?

The Special Education **Event Dropout Rate** (also known as the **Single-Year Dropout Rate**) measures the percentage of students with Individualized Education Programs (IEPs) in grades 7 through 12+ who leave school during a specific school year by dropping out. The rate is calculated by dividing the total number of dropouts by the total number of students with IEPs enrolled in grades 7–12+ during that school year.

WHO COUNTS AS A DROPOUT?

A student is categorized as an “event dropout” if they leave school for any of the following reasons:

- **Official Dropout:** Explicitly leaving school as a dropout without transferring or continuing education elsewhere.
- **Expelled:** Being removed from school due to an expulsion, and not re-enrolling anywhere before the end of the school year.
- **Unknown/Withdrawn:** Leaving school with no documentation of a transfer to another educational institution.
- **General Education Development (GED) Seekers:** Exiting school to take the GED but failing to complete it by October 1 of the following year.
- **Adult Education:** Transferring to Adult Education without earning a diploma by the October 1 deadline.
- **Summer Dropouts:** Students who exit school with plans to transfer or finish the school year and are expected to return to school the next year but fail to return or re-enroll in any Utah public school by October 1 of the next year. These are often students who exited a Local Education Agency (LEA) with a transfer code or a retained senior code but have not re-enrolled in a state LEA.

- **Graduation Pending:** Students who ended the school year with the intent to complete graduation requirements over the summer but have not completed graduation requirements by October 1 of the following year.

HOW CAN I FIND OUT WHICH SPECIAL EDUCATION (SPED) STUDENTS ARE SHOWING UP AS DROPOUTS?

The **Dropout Event Summary for SPED** report, accessed through Data Gateway Utah eTranscript and Record Exchange (UTREx) Special Education Reports, lists the students who are showing up as dropouts for the prior school year. LEA special education administrators should have the “Special Education LEA User” role to access Special Education Reports. Special education administrators should be looking at this report throughout the month of September each year and have until the October 1 UTREx data submission deadline to identify and address any errors. The process of tracking down students and/or updating their exit codes from the prior school year takes time, so it is important to start working on this early in September. Additionally, some students may require a historical update or statewide student identifier (SSID) merge request, which has a deadline of September 21, so special education administrators should treat September 21 as their deadline for identifying and making or requesting changes.

HOW DO I ACCESS MY LEA’S DROPOUT EVENT SUMMARY FOR SPED REPORT?

1. Contact your LEA Data Gateway Administrator to gain access if needed.
2. Log into the [Data Gateway](#) early and often throughout the month of September to view the “Dropout Event Summary for SPED” report.
3. Go to My Tools- UTREx Special Education Reports. Under “October Reports” download the Dropout Event Summary for SPED report as a Comma-Separated Values (CSV) file.

4. Review the report to check for exit codes or high school completion status codes that need to be updated for students showing up as “Summer Dropouts”.
5. Follow up with students showing up as “summer dropouts” and try to find out where they went or why they are showing up as a summer dropout. Some possibilities include that the student:
 - a. Transferred to another LEA but hasn’t enrolled yet or there is a problem with the enrollment record (new SSID assigned, enrolled as a non-attender, no membership reported, or the enrollment record is blocked by a fatal error—a validation error that prevents a record from loading into UTREx),
 - b. Moved out of state or transferred to Private or Homeschool (including students receiving the Utah Fits All scholarship) and need their exit code updated.
 - c. The student was expected to return to school but hasn’t returned (attempt dropout recovery).
6. If the student was incorrectly coded and their code needs to be changed, work with your Data Gateway Administrator to submit an [S1-X record or Historical Update Request](#) to change the student’s code for the prior school year. Reference the [federal code document](#) for graduation and dropout codes and use the code that most accurately reflects the student's situation at the time of exit.
7. For further information on how to submit an S1-X record, historical update, and/or SSID mergers refer to the technical assistance documents on this [Padlet](#).
8. Complete all S1-X records by the **October 1 UTREx data submission deadline**. Historical update requests and SSID merge requests must be submitted by September 21.
9. For more information on how to interpret your Dropout Event Summary for SPED report and determine needed changes in coding reference this [Padlet](#).

ADDITIONAL CONSIDERATIONS

1. **October 1 UTREx Data Submission Deadline and Finalizer Window:** Utah State Board of Education (USBE) Rule 277-484 requires a complete data submission as of October 1. The data submission must be *finalized* in the UTREx system by 5:00 p.m. on October 5 (unless the 5th falls on a weekend, then the deadline is the next business day). LEAs have the discretion to finalize their October 1 data any time during the October 1 finalizer window, which usually extends from October 1 through the deadline. As such, LEA staff working on making data updates and submitting S1-X records for the October 1 submission are advised to be in good communication with their Data Gateway Administrator regarding plans for finalizing the data. If any changes to data are made or S1-X records are entered in your SIS after data has been finalized they will not be reflected in the official October 1 data unless the data is *re-submitted* to UTREx and *re-finalized* before the October 1 submission deadline.
2. **S1-X Record:** It's not enough to change the student's code for the prior school year in your student information system (SIS). The change must be entered in UTREx, and UTREx only receives data from your SIS for the current school year. An S1-X record is submitted as part of your current year enrollment records, but the "resident status" is reported as "X" which tells UTREx that the record is for updating the prior year exit code and/or high school completion status. S1-X records can only be submitted for students who are not actively enrolled during the current school year. If the S1-X record is submitted successfully, the student should be removed from the dropout report within one day. S1-X records can be submitted at any time but must be included in your finalized October submission data to be reflected in official dropout rates.
3. **Historical update request:** If the student is enrolled during the current school year, but their prior year exit code and/or high school completion status needs to be updated, they must be updated manually by a UTREx developer. Your Data Gateway Administrator must request the update by filling out the historical update request form on Data Gateway. Historical

updates can take several weeks to complete, so requests must be submitted as early as possible. The deadline to request a historical update for guaranteed completion is September 21. Requests may be submitted later than the deadline, but there is no guarantee that they will be completed on time. [More information on historical updates.](#)

4. **SSID merges:** Sometimes LEAs assign new SSID numbers to students who already have an SSID. If that happens the student will remain on your LEA's dropout report and you'll need to request an SSID merge. To merge an SSID, the LEA where the student is currently enrolled must first seek approval from all LEAs where the student was previously enrolled, and they must agree to the merge before it can be done. For training and help with this, send a request to the help desk (the merge request will go through the help desk as well): apphelpdesk@schools.utah.gov. Once the merge is completed, it may take up to 24 hours to update in UTREx. Keep checking the Dropout Event Summary for SPED report within the next several days to make sure the student comes off the report. It sometimes takes a day or two for that to happen. The deadline to request an SSID merge for guaranteed completion is September 21. [More information on SSID merges.](#)

ADDITIONAL SUPPORT

For help with your dropout report or to determine which exit code or high school completion status to use, contact [Lavinia Gripentrog](#) or [Malia Mcilvenna](#). For help with S1-X records or historical update requests, contact Malia, or the [Data and Statistics](#) team. If students still appear on the dropout report more than two days after S1-X records are submitted successfully or after historical update or SSID merge requests are completed, please reach out to Malia for assistance.

DROPOUT EVENT DATA TIMELINE

Beginning of School Year through end of September: LEAs check their Dropout Event Summary for SPED Report in Data Gateway throughout the month of September to check for errors and follow up with students showing up as "summer dropouts"

September 21: Historical update and SSID merge requests are due

October 1 UTREx data submission deadline: S1-X records are due