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## MEMORANDUM

**TO:** District Superintendents, Charter School Directors and Board Chairs

**CC:** LEA Business Administrators and IT Directors

**FROM:** Scott Jones,   
Deputy Superintendent of Operations

**DATE:** September 21, 2020

**SUBJECT:** October 1 UTREx Data Submission

Utah State Board of Education (USBE) Rule 277-484 requires a *complete update* of data as of October 1 to be submitted and finalized in the UTREx system *by October 10*. Because October 10, 2020 falls on a weekend, Rule 277-484 allows for LEAs to submit finalized data on the next business day, which is Tuesday, October 13, 2020. This deadline allows for a specific window of time to correct technical errors and check data quality before moving forward with a final data set for budgeting. Please be aware that the rule does NOT allow extensions for UTREx updates beyond these timelines.

As you know, many of the student data elements collected in the October 1 data are used in funding formulas for the Minimum School Program (MSP) and for the legislative budget estimates each year. LEAs are responsible for their data submissions. Please ensure your LEA's data submissions are complete, accurate, and finalized by the October 13 submission date. This includes reviewing the count of foreign exchange students and economically disadvantage or free and reduced lunch students. Starting October 1, the USBE will be monitoring daily LEA submissions, resolving technical errors, and checking data quality. If the USBE identifies an LEA that is not submitting daily or resolving its data validation errors, the USBE Deputy Superintendent of Operations, Scott Jones, will call the District Superintendent or Charter Director and Board Chair to ask for their cooperation. Furthermore, LEAs who do not submit data will be subject to the provisions outlined in R277-114, which could include corrective actions brought before the Board of Education or result in reductions of funding. LEAs who request data changes after the December submission window is closed may be charged for the time it takes to modify data if data changes are granted.

Following are this year's deadlines for the October 1 data submission:

- **Tuesday, September 29, 2020 by 5:00 p.m. MDT** All historical update requests must be submitted, otherwise there is no guarantee that they can be completed by October 10.
- **Tuesday, October 13, 2020 by 5:00 p.m. MDT**– Complete Finalized Update of UTREx Data as of October 1 Required. This is your LEA's *final submission*.

Significant data points to review:

- Total enrollment counts
- Count of foreign exchange students
- Economically disadvantage or free and reduced lunch indicators
- District of residence errors are cleared
- English learner counts
- Graduation and dropout data
- Special education event dropout data

Data submitted to the USBE serves as statements of assertion by the LEAs who are ultimately responsible for the quality of its data. LEA data, IT, programmatic, and financial personnel are expected to have reviewed the October 1 data for accuracy and validity *before* it is submitted to the USBE. If your LEA becomes aware of any issues with your data submission, *contact the USBE before the October 13, 2020 deadline.*

The following individuals may be contacted if you have questions or concerns:

Reporting Issues:	Aaron Brough, Data and Statistics Coordinator	(801) 538-7922
	Calista Glenn, Research Consultant	(801) 538-7951
	Lindsay Jaynes, Research Consultant	(801) 538-7619
	Malia Mcilvenna, Research Consultant	(801) 538-7731
Data Submissions:	UTREx Support	(801) 538-7800
Finance Questions	Patrick Lee, School Finance Director	(801) 538-7667
	Jacob Houtrouw, MSP Administrator	(801) 538-7670
	Kirin McInnis, Research Consultant	(801) 538-7674