

1 **R277. Education, Administration.**

2 **R277-484. Data Standards.**

3 **R277-484-1. Authority and Purpose[, and Oversight Category].**

4 (1) This rule is authorized by:

5 (a) Utah Constitution Article X, Section 3, which vests general control and
6 supervision over public education in the Board;

7 (b) Subsection 53E-3-401(4), which allows the Board to make rules to execute
8 the Board's duties and responsibilities under the Utah Constitution and state law;

9 (c) Subsection 53E-3-401(8)(a), which allows the Board to take corrective action
10 against an education entity that fails to comply with Board rules; and

11 (d) Subsection 53E-3-511(8), which requires the Board to ensure LEA inclusion
12 of data in an LEA's Student Information System.

13 (2) The Superintendent shall perform certain data collection related duties
14 essential to the operation of statewide educational accountability and financial systems
15 as mandated in state and federal law.

16 (3) The purpose of this rule is to:

17 (a) support the operation of required educational accountability and financial
18 systems by ensuring timely submission of data by LEAs;

19 (b) support the provision of equal opportunity for students;

20 (c) support accuracy, efficiency, and consistency of data; and

21 (d) ensure maintenance of basic contact and demographic information for each
22 LEA and school.

23 ~~[(4)(a) This Rule R277-484 is categorized as Category 3 as described in Rule
24 R277-111.~~

25 ~~——(b) Notwithstanding Subsection (4)(a), individual requirements contained in the
26 rule or incorporated by reference into the rule may be categorized separately in
27 accordance with program resources and responsibilities.]~~

28

29 **R277-484-2. Definitions.**

Draft 1 – with previous amendments

Approved Dec 4, 2025 Board
Published Jan 1, 2026 Bulletin
1st Effective Feb 9, 2026

30 As used in this rule and the Board Reporting Deadline Table incorporated by
31 reference in this rule:

32 (1) "Annual Financial Report" means an account of LEA revenue and
33 expenditures by source and fund sufficient to meet the reporting requirements specified
34 in Subsections 53E-3-301(3)(d) and (e).

35 (2) "Annual Program Report" means an account of LEA revenue and
36 expenditures by source and program sufficient to meet the reporting requirements
37 specified in Subsections 53E-3-301(3)(d) and (e).

38 (3) "Comprehensive Administration of Credentials for Teachers in Utah Schools"
39 or "CACTUS" means the online licensing database maintained by the Superintendent,
40 which will be phased out and replaced by USIMS.

41 (4) "Contact information" means the name, title, email address, and phone
42 number for a designated individual.

43 (5) "Data Warehouse" means the database of demographic information, course
44 taking, and test results maintained by the Superintendent on all students enrolled in
45 Utah schools.

46 (6) "Designated individual" means:

47 (a) an LEA governing board chair;

48 (b) a local administrator;

49 (c) a business administrator; or

50 (d) a school principal.

51 (7) "Governing board chair" means the chair or president of an LEA governing
52 board.

53 (8) "LEA" includes, for purposes of this rule, the Utah Schools for the Deaf and
54 the Blind.

55 (9) "LEA demographic information" means:

56 (a) the LEA name;

57 (b) the LEA number;

58 (c) the physical address;

Draft 1 – with previous amendments

Approved Dec 4, 2025 Board
Published Jan 1, 2026 Bulletin
1st Effective Feb 9, 2026

- 59 (d) the website;
60 (e) a phone number; and
61 (f) the LEA's grade range.

62 (10) "Local administrator" means a district superintendent or charter school
63 director.

64 (11) "MSP" means Minimum School Program, the set of state supported K-12
65 public school funding programs.

66 (12) "New School" for purposes of Rule R277-484 means any school that
67 receives a unique institutional identifier, including:

68 (a) a newly created school;

69 (b) a reopened school;

70 (c) schools that have changes in:

71 (i) charter authorizers; or

72 (ii) a change in a school's LEA's affiliation;

73 (d) the creation of a satellite school as defined in Subsection 53G-5-303(1)(b); or

74 (e) a split in an LEA or a split in a school to accommodate additional grade
75 ranges;

76 (13) "Private School Entity" means an educational entity that:

77 (a) maintains a physical presence within Utah;

78 (i) if the school only provides online instruction, the school's primary
79 headquarters shall be located in Utah; and

80 (b) possesses a valid business license issued by the Utah Department of
81 Commerce.

82 (14) School for the purpose of this rule means an entity with a unique
83 institutional identifier.

84 [~~(12)~~](13) "School demographic information" means:

85 (a) the school name;

86 (b) the school number;

87 (c) the physical and mailing address;

- 88 (d) the website;
89 (e) a phone number;
90 (f) the school type; and
91 (g) the school grade range.

92 ~~[(13)]~~(14) "Schools interoperability framework" or "SIF" means an open global
93 standard for seamless, real time data transfer and usage for Utah public schools.

94 ~~[(14)]~~(15) "Student achievement backpack" has the same meaning as that term
95 is defined in Subsection 53E-3-511(1)(d).

96 ~~[(15)]~~(16) "Student information system" or "SIS" means a student data collection
97 system used for Utah public schools.

98 ~~[(16)]~~(17) "Utah eTranscript and Record Exchange" or "UTREx" means a system
99 that allows individual detailed student records to be exchanged electronically between
100 public education LEAs and the Board, and allows electronic transcripts to be sent to any
101 post-secondary institution, private or public, in-state or out-of-state, that participates in
102 the etranscript service.

103 (18) "Utah Schools Information Management System or USIMS" has the same
104 meaning as that term is defined in Subsection R277-312-2(6).

105 ~~[(17)]~~(19) "Utah Student Record Store" has the same meaning as that term is
106 defined in Subsection 53E-3-511(1)(d).

107 ~~[(18)]~~(20) "Year" means both the school year and the fiscal year for a Utah LEA,
108 which runs from July 1 through June 30.

109

110 **R277-484-3. Inclusion of Private School Entities in CACTUS or USIMS.**

111 (1) For data collection and management, the USBE shall include private school
112 entities in CACTUS or USIMS that meet the criteria outlined in this section.

113 (2) To be included in CACTUS or USIMS, a private school entity shall
114 demonstrate a connection to USBE oversight or Educator Licensing through one or
115 more of the following:

116 (a) participation in the Carson Smith Scholarship Program;

- 117 (b) the submission of Preschool Early Education Program (PEEP) scores;
118 (c) accreditation and the provision of special education services;
119 (d) accreditation and the operation of an Alternate Pathway to Professional
120 Educator License (APPEL) program;
121 (e) seeking USBE oversight due to the receipt of Individuals with Disabilities
122 Education Act (IDEA) funds;
123 (f) accredited private schools employing educators holding a valid Utah educator
124 license and seeking to record educator assignments within CACTUS or USIMS; or
125 (g) participation in any program with the USBE that requires inclusion in
126 CACTUS or USIMS.

127

128 **R277-484-~~[3]~~4. Incorporation by Reference of Board Reporting Deadline Table.**

129 (1) This rule incorporates by reference the Board Reporting Deadline Table
130 dated June 6, 2024.

131 (2) A copy of the Board Reporting Deadline Table is located at:

132 (a) <http://schools.utah.gov/administrativerules/documentsincorporated>; and

133 (b) the Utah State Board of Education - 250 East 500 South, Salt Lake City,
134 Utah - 84111.

135

136 **R277-484-~~[4]~~5. Deadlines for Data Submission.**

137 (1) An LEA shall submit student level data to the Board through UTREx.

138 (2) An LEA shall submit teacher assignment and salary data to the Board
139 through CACTUS or USIMS.

140 (3) An LEA shall, by 5 p.m. Mountain Standard Time on the date specified in the
141 Board Reporting Deadline Table, submit reports in the format specified by the
142 Superintendent.

143 (4) If a deadline in the Board Reporting Deadline Table falls on a weekend or
144 state holiday in a given year, an LEA shall submit the report on the next business day
145 following the date specified in the Board Reporting Deadline Table.

146 (5) An LEA shall assign an individual to oversee compliance with this rule.

147 (6) A new school as defined in Subsection R277-484-2(12) shall meet the
148 deadline submission requirements required of LEAs, as outlined in the Board Reporting
149 Deadline Table, Notice of School Opening, in Subsection R277-484-4(2)(a).

150

151 **R277-484-[5]6. Adjustments to Deadlines.**

152 (1) An LEA may seek an extension of a deadline to ensure continuation of
153 funding and provide more accurate information to allocation formulas by submitting a
154 written request to the Superintendent no later than 24 hours before the specified
155 deadline in Board Reporting Deadline Table.

156 (2) An extension request shall include:

157 (a) The reasons for the extension request;

158 (b) The signatures of the LEA business administrator and local administrator;

159 and

160 (c) The date by which the LEA proposes to submit the report.

161 (3) If an LEA requests an extension under Subsection (1), the Superintendent
162 may do any of the following after taking into consideration the pattern of LEA
163 compliance with reporting deadlines and the urgency of the need for the data to be
164 submitted:

165 (a) Approve the request and allow the MSP fund transfer process to continue; or

166 (b) Deny the request and stop the MSP fund transfer process; or

167 (c) Recommend corrective action to the Board in accordance with Rule R277-

168 114.

169 (4) If, after receiving an extension, an LEA fails to submit the report by the
170 designated date, the MSP fund transfer process shall be stopped and the procedures
171 described in Section R277-484-7 shall apply.

172 (5) An extension shall apply only to the specific reports and dates for which an
173 extension was requested.

174 (6) The Superintendent may not extend deadlines for the following reports:

- 175 (a) AFR;
176 (b) APR;
177 (c) Mid-year or Final CACTUS or USIMS updates;
178 (d) a Financial Audit Report; or
179 (e) any UTREx updates.
180 (7) Notwithstanding Subsection (6)(e), if an LEA identifies significant errors in a
181 UTREx update, the Superintendent may grant the LEA an extension of no more than
182 eight calendar days to file a new update.
183

184 **R277-484-[6]7. Official Data Source and Required LEA Compatibility.**

- 185 (1) The Superintendent shall load operational data collections into the Data
186 Warehouse as of the submission deadlines specified.
187 (2) The Data Warehouse shall be the sole official source of data for annual:
188 (a) school performance reports required under Section 53E-5-204;
189 (b) determination of state and federal accountability reports; and
190 (c) submission of data files to the U.S. Department of Education.
191 (3) The Superintendent shall maintain a database of LEA and school:
192 (a) demographic information;
193 (b) openings;
194 (c) closures; and
195 (d) contact information for designated individuals.
196 (4)(a) An LEA shall use an SIS approved by the Superintendent to ensure
197 compatibility with Board data collection systems.
198 (b) The Superintendent shall maintain a list of approved student information
199 systems.
200 (5) Before the Superintendent granting approval for an LEA to initiate or replace
201 a student information system that was not previously approved, the LEA shall:

Draft 1 – with previous amendments

Approved Dec 4, 2025 Board
Published Jan 1, 2026 Bulletin
1st Effective Feb 9, 2026

202 (a) send written request for approval to the Superintendent no later than
203 November 15 of the year before the year the LEA proposes to use the SIS for
204 production software;

205 (b) submit documentation to the Superintendent that the new or modified student
206 information system is SIF certified;

207 (c) submit documentation to the Superintendent that an SIF agent can meet the
208 UTREx specifications profile for Vertical Reporting Framework (VRF) and eTranscripts;

209 (d) ensure that a new student information system can generate valid data
210 collection by submitting a~~[n-actual]~~ file to the Superintendent for review;

211 (e) ensure that the new student information system can generate the Statewide
212 Student Identifier (SSID) request file by submitting a~~[n-actual]~~ file to the Superintendent
213 for review.

214 (6)(a) The Superintendent shall review documentation and grant or deny an LEA
215 submission under Subsection (4) within 30 calendar days.

216 (b) The Superintendent may require an approved replacement system ~~[shall]~~ to
217 run in parallel to a state-approved system for a period of at least three months and be
218 able to generate duplicate reports to previously generated information.

219 (7) An LEA shall submit daily updates to the Board Clearinghouse using School
220 Interoperability Framework (SIF) objects defined in the UTREx Clearinghouse
221 specification.

222 (8) An LEA shall electronically submit all public high school transcripts requested
223 by a public education post-secondary school if the post-secondary school is capable of
224 receiving transcripts through the electronic transcript service designated by the
225 Superintendent.

226 (9) No later than June 30, 2017, an LEA shall ensure that data collected in the
227 Utah Student Record Store for a Student Achievement Backpack is integrated into the
228 LEA's SIS and is made available to a student's parent or guardian and an authorized
229 LEA user in an easily accessible viewing format.

230 (10) Failure to comply with any of the requirements of this Section R277-484-5
231 may result in a recommendation for corrective action in accordance with Rule R277-
232 114.

233

234 **R277-484-[7]8. Adjustments to Summary Statistics Based on Compliance Audits.**

235 (1) To allocate MSP funds and projecting enrollment, the Superintendent may
236 modify LEA level aggregate membership and fall enrollment counts on the basis of the
237 values in the Membership and Enrollment audit reports, respectively, when an audit
238 report review team agrees that an adjustment is warranted by the evidence of an audit.

239 (2) An audit report review team shall make a determination under Subsection (1)
240 within 60 working days of the authorized audit report deadline.

241 (3) The Superintendent may only adjust values downward if an audit report is
242 received after an authorized deadline.

243

244 **R277-484-[8]9. Financial Consequences of Failure to Submit Reports on Time.**

245 (1) If an LEA fails to submit a report by its deadline as specified in Board
246 Reporting Deadline Table, consistent with procedures outlined in Rule R277-114, the
247 Superintendent may recommend corrective action, including stopping the LEA's MSP
248 funds transfer process, unless the LEA has obtained an extension of the deadline in
249 accordance with the procedure described in Section R277-484-4.

250 (2) The Superintendent may recommend loss of up to 1.0 WPU from
251 Kindergarten or Grades 1-12 programs, depending on the grade level and aggregate
252 membership of the student, in the current year Mid-Year Update for each student whose
253 prior year immunization status was not accounted for in accordance with Section 53G-9-
254 302 as of June 15.

255

256 **KEY: data standards, reports, deadlines**

257 **Date of Last Change: 2026[August 7, 2024]**

258 **Notice of Continuation: November 5, 2021**

Draft 1 – with previous amendments

Approved Dec 4, 2025 Board
Published Jan 1, 2026 Bulletin
1st Effective Feb 9, 2026

259 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53E-3-301(d) and**
260 **(e); 53E-3-401; 53E-3-401(8)(a); 53E-3-511(8)**
261