

Data Flow Standards / SIS Policy

Purpose: As a public charter school, AAI is funded based on data submitted the Utah State Board of Education (USBE) and relies on much of the same data for the purposes of carrying out its education mission. These data are submitted to USBE's UTREx system via AAI's student information system (SIS). This policy applies to AAI administration and technology staff to provide a uniform policy for inputting, updating, maintaining, and reporting data into AAI's SIS and submitting that data to UTREx.

Policy: It is the policy of the American Academy of Innovation to maintain accurate and reliable data for LEA, local, and state reporting. In order to maintain accurate and reliable data AAI will adhere to the following practices and procedures.

Milestones: There are several key milestones for data to be "finalized" in the UTREx system. Among these key dates are the following:

1 October	UTREx/Data Clearinghouse File Upload for Fall Enrollment
1 December	UTREx/Data Clearinghouse File Upload for December 1 Child Count enrollment report (SCRAM)
1 July	Year End UTREx/Data Clearinghouse upload

There are myriad other data reporting requirements, but those are covered elsewhere.

Data Sources: There are a several sources for SIS data. The following table summarizes the basic categories and the responsible party at AAI.

Registration data, including demographics and household information	Registrar
Existing transcript and other previous school data	Registrar
Schedule	Counselor
Special Education, if applicable	Special Education Director
Behavior/Incident Reporting	Student Services
Economically Disadvantaged/FRAM	FRAM coordinator
Fees	Fees coordinator

These roles are important because the same parties are responsible for updates and any changes that may be required.

Data Review: Data review is an ongoing process by virtue of specific reviews and updates, e.g., Special Education records, as well as specific reviews during enrollment periods, updates to family/household structures, and other events.

An element of the ongoing data review is also the period review of UTREx submission data and any errors that are identified. UTREx Fatal Errors impact updates to various data throughout the system, while UTREx Warnings provide additional insight into the data being submitted.

Errors and necessary updates that are found as a result of ongoing reviews and updates are directed to the party responsible for data area cited above. Errors and necessary updates that are found as a result of a UTREx submission yielding Fatal Errors or Warnings are forwarded by the Data Manager to the appropriate party for resolution.

Should errors continue to appear, additional review may be cited to AAI administration to designate additional support for resolution.

System Issues: Some errors are not the result of incorrect data input or update but are the result of an error with SIS treatment of the data, e.g., incorrect calculation or incorrect allocation, or within the UTREx system.

AAI's Data Manager is responsible for determining the source for any System Issues and working with the appropriate parties to a resolution. This will typically be done by an initial review of the "Examine Data" which is the complete data submitted to UTREx.

Should there be an issue with that data, the Data Manager will escalate the issue with the SIS vendor to determine where the issue is and how best to resolve it. Should the Examine Data show the correct data are being transmitted to UTREx, a ticket will be opened within the USBE support ticketing system to identify the issue. Any and all tickets are to be monitored to confirm progress and determine if additional information or details are required. A ticket will not be closed until there is a resolution to the issue at hand.

Contact Persons: Data Manager, School Director

Statutory Reference: Utah R277.484. Data Standards