

Need Help?

USBE UTREx Help Desk

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utrexhelp@schools.utah.gov

Reporting Issues

datastatisticshelp@schools.utah.gov

Finance Questions

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Documentation

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Frequently Asked Questions

**When was the UTREx Data Specification document last updated?**

The *UTREx Data Specification* document was last updated on **05/03/2017**

**How do I search for a student in UTREx?**

You can search for a student using the *Find Students* link if you know at least one of the following: the Student's last name, first name, middle name, date of birth, SSID, or organization.

**Can I edit student information through the UTREx web interface?**

To protect the accuracy of the data, you cannot edit any student information. That data has to be edited in the source system and sent through the data collector.

**What membership information can I see?**

Users can view the Demographic, Enrollment, SCRAM, YIC etc. information that pertains to a student.

**How do I know which students are actively registered?**

The Reports section of the UTREx web interface gives you access to several reports related to student details.

**How do I download membership data?**

You can download student membership data in comma delimited file (.csv) format from the Reports section of UTREx.

**Once the Data Collector validates the data, does the system do any additional validations?**

Level 2 validations are performed on data submitted to the state. These validations check data across years and LEAs.

**How do I correct errors generated by Level 2 validations?**

Level 2 errors must be corrected through changes in the source system or the Historical Update feature of UTREx

**How do organizations get access to UTREx?**

Each LEA must have at least one Data Gateway user assigned as "LEA Admin". Please contact UTREx Help.

**How do I as a user get access to the UTREx web interface?**

LEA Admin users have the ability to create accounts and grant access to the UTREx web interface.

**How do I request a change or enhancement to UTREx?**

Please contact UTREx Help for suggestions and enhancements to UTREx.