Need Help?

USBE UTREx Help Desk

(801) 538-7800
utrexhelp@schools.utah.gov

Reporting Issues

datastatisticshelp@schools.utah.gov

Finance Questions

financial.operations@schools.utah.gov

UTREx Information Page

Documentation

- UTREx - Data Specification
- UTREx - Graduation Rate Training
- UTREx - Record Exchange Web Service Specification

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.