



Utah System of Technical Colleges DATA DICTIONARY

July 1, 2018 through June 30, 2019 (FY 2019)

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Introduction

The Utah System of Technical Colleges (USTC) Data Dictionary outlines core reports and data elements essential to accurate reporting to legislative and other external stakeholders. The Data Dictionary is considered systemwide policy and is approved annually by the USTC Board of Trustees.

File Descriptions

- **Data Submission:** The USTC Data Submission is designed to assist technical colleges in meeting reporting requirements for most external stakeholders (e.g., the Council on Occupational Education [COE], the Integrated Postsecondary Educational Data System [IPEDS], the Utah State Legislature, etc.). This file is designed to be wholly self-contained, meaning that college staff should not need to view prior or later years' data, nor to keep paper or manual electronic files to successfully fulfill reporting requirements. The USTC Data Submission contains demographic, enrollment, and course records for all students enrolled during a temporal snapshot (usually the fiscal year or a quarter thereof).
- **Completers File:** The USTC Completers File lists all certificates issued during a temporal snapshot. Though the Data Submission file should be sufficient to fulfill external reporting requirements, the Completers File provides additional information on technical college graduates and their awards received.
- **Perkins Student Submission:** The Perkins Student Submission lists all students enrolled during a temporal snapshot and is submitted in fulfillment of requirements consequent to the federal grant established under the Carl D. Perkins Career and Technical Education Act of 2006. These data are submitted to the Office of the Commissioner of Technical Education annually, then forwarded to the Utah State Board of Education (USBE) by October 31st of each year for evaluation of Perkins Grant performance indicators (e.g., 3P1 – Retention).
- **Perkins Industry Exams:** Also forwarded to USBE with the Perkins Student Submission is a data file containing industry certification exams taken and recorded in technical college information systems during a temporal snapshot. This information is used to supplement a data match with the Division of Occupational and Professional Licensing, used in the calculation of the Perkins 1P1 – Technical Skill Attainment indicator.
- **Perkins Placement Information:** Also forwarded to USBE with the Perkins Student Submission is a data file containing employment information relative to students enrolled during a temporal snapshot. This information is used to supplement a data match with the Department of Workforce Services (DWS), used in the calculation of the Perkins 4P1 – Placement indicator.
- **Custom Fit Reports #1 and #2:** Lastly, Custom Fit reports #1 and #2 respectively contain information on companies contracting with technical colleges for employee training during a temporal snapshot through the Custom Fit program, and the individuals receiving said training.

Any or all data submissions described above may be submitted to the Utah Data Research Center (UDRC), Utah's Statewide Longitudinal Data System established under Utah Code Title 35A, Chapter 14. Data therein are matched against data collected from the Utah System of Higher

Education, Utah State Board of Education, Utah Department of Workforce Services, Utah Department of Health, and other data providers as may be added in the future. Upon collection and matching of individual-level records, data in the UDRC are de-identified and made available to researchers seeking to inform public policy decisions.

FY 2019 Data Collection Schedule

Report	Temporal Snapshot	Collection Opens	Collection Closes
IPEDS Registration <ul style="list-style-type: none"> Registration Report Mapping Institutional ID IC Header 	(varies; see IPEDS survey instructions)	August 8, 2018	
Quarter 1 Data Submission <ul style="list-style-type: none"> Data Submission File Completers File Custom Fit Reports #1 & #2 	July 1 – September 30, 2018	October 1, 2018	October 15, 2018
Perkins Data Submission <ul style="list-style-type: none"> Student Submission Industry Examinations Prior Year Placement Info 	July 1, 2017 – June 30, 2018 July 1, 2017 – June 30, 2018 July 1, 2016 – June 30, 2017	October 1, 2018	October 15, 2018
IPEDS Fall Surveys <ul style="list-style-type: none"> Institutional Characteristics 12-Month Enrollment Completions 	(varies; see IPEDS survey instructions)	September 5, 2018	October 17, 2018
Final Prior Year Data Submission <ul style="list-style-type: none"> Data Submission File Completers File 	July 1, 2017 – June 30, 2018	November 19, 2018	December 3, 2018
Quarter 2 Data Submission <ul style="list-style-type: none"> Data Submission File Completers File Custom Fit Reports #1 & #2 	July 1 – December 31, 2018	January 1, 2019	January 15, 2019
IPEDS Winter Surveys <ul style="list-style-type: none"> Student Financial Aid Graduation Rates 200% Graduation Rates 	(varies; see IPEDS survey instructions)	December 12, 2018	February 13, 2019
IPEDS Spring Surveys <ul style="list-style-type: none"> Fall Enrollment Finance Human Resources 	(varies; see IPEDS survey instructions)	December 12, 2018	April 10, 2019
Quarter 3 Data Submission <ul style="list-style-type: none"> Data Submission File Completers File Custom Fit Reports #1 & #2 	July 1, 2018 – March 31, 2019	April 1, 2019	April 15, 2019
Quarter 4 Data Submission <ul style="list-style-type: none"> Data Submission File Completers File Custom Fit Reports #1 & #2 	July 1, 2018 – June 30, 2019	July 15, 2019	July 31, 2019

Secure File Transfer Protocol

All data submissions described above contain sensitive student data and, as such, must be submitted to the Office of the Commissioner of Technical Education via secure file transfer protocol (SFTP). To submit data via SFTP, please do the following:

1. Download an SFTP client that supports FTPES ([Filezilla](#) is recommended).
2. After opening the SFTP client, connect to host ftp.northstarmis.org.
 - a. When prompted, you may either specify port 21 or leave the field blank.
 - b. Select a server type requiring FTPES – FTP over explicit TLS/SSL.
 - c. Select a normal logon type.
 - d. Colleges' usernames are as follows: "ftp.northstarmis.org[username here]".
Note that there is a "bar" (|) between the host site and a college's username.
 - e. Connect to the SFTP using your unique password.

The Office of the Commissioner shall require regular password updates of all SFTP users. Colleges may contact the Office of the Commissioner of Technical Education for help remembering usernames or resetting passwords.

Additional Explanations

Full-time equivalent (FTE) will be determined by dividing a technical college's membership hours as defined in USTC Policy 201, Membership Hour Reporting, by 900. A college's FTE calculation will vary based on the reporting standards of each agency requiring it (e.g., IPEDS), as each agency may identify students/groups that are eligible for reporting exclusions.

Data Elements

The following data elements are defined herein and are required within the specified submission files *in the order that they appear in the following table* unless specified in an external stakeholder's own data dictionaries (i.e., Perkins). Data definitions are consistent with reporting requirements issued by external agencies/administrators including IPEDS, COE, Perkins Grant, and WIOA with its associated Eligible Training Provider List. Note that column names may differ in the Perkins data submissions from what is shown below due to USBE grant requirements. Please consult the Perkins Data Dictionary as necessary.

Pg.	Element Name	Element #	Field Name	Data Submission	Completers File	Perkins Student Submission	Perkins Industry Exams	Perkins Placement Information
7	Technical College Code	U-1	U_INST	Yes	Yes	Yes	Yes	
8	Report Year	U-2	U_YEAR	Yes	Yes	Yes	Yes	
9	Report Number	U-3	U_RPT_NUM	Yes	Yes			
10	Student ID	U-4	U_ID	Yes	Yes	Yes	Yes	Yes
11	Student SSN	U-5	U_SSN	Yes	Yes	Yes	Yes	Yes
12	Statewide Student Identification Number	U-6	U_SSID	Yes		Yes		
13	Last Name	U-7	U_LAST_NAME	Yes	Yes	Yes	Yes	
14	First Name	U-8	U_FIRST_NAME	Yes	Yes	Yes	Yes	
15	Middle Initial	U-9	U_MIDDLE	Yes		Yes		
16	Suffix	U-10	U_SUFFIX	Yes				
17	Maiden Name	U-11	U_MAIDEN	Yes				
18	Birthdate	U-12	U_BIRTH_DT	Yes				
19	Gender	U-13	U_GENDER	Yes	Yes	Yes		
20	Residence Status, Ethnicity, Race	U-14	U_RESIDENCE_N U_ETHNIC_H U_RACE_MULTI	Yes	Yes	Yes		

Pg.	Element Name	Element #	Field Name	Data Submission	Completers File	Perkins Student Submission	Perkins Industry Exams	Perkins Placement Information
			U_RACE U_ETH_RACE_U					
23	Student's Age	U-15	U_AGE	Yes				
24	Zip Code	U-16	U_CURR_ZIP	Yes				
25	County Code	U-17	U_COUNTY_APPRES	Yes				
27	State	U-18	U_STATE_APPRES	Yes				
30	Grade Level	U-19	U_GRADE_LEVEL	Yes		Yes		
31	Secondary School	U-20	U_HS	Yes				
32	Enrollment Objective	U-21	U_ENRL_OBJ	Yes	Yes			
34	Full/Three-quarter/Part/Less than Part-time Status	U-22	U_PT_FT	Yes		Yes		
35	First Time Date	U-23	U_FIRST_DATE	Yes				
36	First Time Type	U-24	U_FIRST_TYPE	Yes				
37	Schedule Start Date	U-25	U_START_DATE	Yes				
38	Schedule Stop Date	U-26	U_STOP_DATE	Yes				
39	Exit Code	U-27	U_EXIT_CODE	Yes				
41	Exit Date	U-28	U_EXIT_DATE	Yes				Yes
42	Licensure Required	U-29	U_LIC_REQ	Yes				
43	Licensure Status	U-30	U_LIC_EXAM	Yes				
44	Verified Outcome status	U-31	U_OUTCOME	Yes				Yes
47	Verification Date	U-32	U_OUT_DT	Yes				Yes
48	CIP Code	U-33	U_PRG_CIP U_DEL_CIP U_COMP_CIP	Yes	Yes	Yes		
53	Area of Study	U-34	U_SUBJ	Yes	Yes			
54	Class Number	U-35	U_NUM	Yes				
55	Class Title	U-36	U_TITLE	Yes				
56	Delivery Method	U-37	U_DEL_METH	Yes				
57	Instruction Type	U-38	U_INSTRUCT_TYPE	Yes				
58	Site Type	U-39	U_SITE_TYPE	Yes				
61	Scheduled Hours	U-40	U_SCHEDULED_HRS	Yes		Yes		
62	Expected Hours	U-41	U_EXPECTED_HRS	Yes		Yes		
63	Program Category Type	U-42	U_CAT_TYPE	Yes	Yes			
64	Program Teach-out	U-43	U_TEACH_OUT	Yes				
65	Hours Required for Certificate	U-44	U_REQ_HRS	Yes	Yes			
66	Hours Enrolled in Certificate	U-45	U_ENRLD_HRS		Yes			
67	Certificate Completion Date	U-46	U_COMP_DATE		Yes			
68	Certificate Conferral Date	U-47	U_ISSUE_DATE		Yes	Yes		
69	CIP Name	U-48	U_CIP_NAME		Yes			
70	Training Start Date	U-49	U_TRAINING_START		Yes			
71	Training Duration	U-50	U_WEEKS_APART		Yes			
72	Age Upon Certificate Conferral	U-51	U_COMP_AGE		Yes			
73	Economically Disadvantaged Status	U-52	U_DISADV			Yes		
74	Student Limited English Proficiency Status	U-53	U_LEP			Yes		
75	Student Disability Status	U-54	U_DISABLED			Yes		
76	Displaced Homemaker	U-55	U_DIS_HOME			Yes		
77	Single Parent	U-56	U_SINGLE_PARENT			Yes		
78	CTE Participant	U-57	Participant			Yes		
79	CTE Concentrator	U-58	Concentrator			Yes		
80	CTE Completer	U-59	Completer			Yes		
81	Pell Grant Recipient	U-60	U_PELL			Yes		
82	BIA Recipient	U-61	U_BIA			Yes		

Pg.	Element Name	Element #	Field Name	Data Submission	Completers File	Perkins Student Submission	Perkins Industry Exams	Perkins Placement Information
83	WIOA/DWS Sponsored Student	U-62	U_WIOADWS			Yes		
84	Industry Certification Exam Name	U-63	ExamAttempted				Yes	
85	Date Attempted	U-64	DateAttempted				Yes	
86	Industry Exam Outcome	U-65	Passed				Yes	

UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-01**

ELEMENT NAME: Technical College Code

FIELD NAME: U_INST

FIELD FORMAT: CHAR(2)

DEFINITION: The code used to identify the Utah System of Technical Colleges technical college.

Field Value	Field Attributes and Examples	Effective Date
45	Bridgerland Technical College – Logan	July 1, 2006
48	Davis Technical College – Kaysville	July 1, 2006
65	Dixie Technical College – St. George	July 1, 2006
61	Mountainland Technical College – Lehi	July 1, 2011
44	Ogden-Weber Technical College – Ogden	July 1, 2006
62	Southwest Technical College – Cedar City	July 1, 2006
64	Tooele Technical College – Tooele	July 1, 2010
47	Uintah Basin Technical College – Roosevelt	July 1, 2006

COMMENTS: Last modified June 8, 2016.

REFERENCE: Northstar Campus Detail Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-02**

ELEMENT NAME: Report Year

FIELD NAME: U_YEAR

FIELD FORMAT: CHAR(4); "YYYY"

DEFINITION: The academic year for which the data are being reported.

Field Value	Field Attributes and Examples	Effective Date
2007	The academic year of the extract data (the academic year begins July 1 and ends June 30; academic year 2007 begins July 1, 2006 and ends June 30, 2007).	July 1, 2006

COMMENTS: Last modified September 2005.

REFERENCE: In Northstar the U_YEAR field is populated based on the date parameters entered when generating the Data Submission and Completers reports.

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-03**

ELEMENT NAME: Report Number

FIELD NAME: U_RPT_NUM

FIELD FORMAT: CHAR(1)

DEFINITION: The report number for the data submission, as listed in the submission schedule.

Field Value	Field Attributes and Examples	Effective Date
1	July 1 to September 30 of the reporting year	July 1, 2006
2	July 1 to December 31 of the reporting year	July 1, 2006
3	July 1 to March 31 of the reporting year	July 1, 2006
4	July 1 to June 30 of the reporting year	July 1, 2006

COMMENTS: Last modified September 2005.

REFERENCE: In Northstar the U_RPT_NUM field is populated based on the date parameters entered when generating the Data Submission and Completers reports.

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-04**

ELEMENT NAME: Student ID

FIELD NAME: U_ID

FIELD FORMAT: CHAR(10)

DEFINITION: Unique identifier which is generated by the USTC technical college for each enrolled student. An institutionally defined number is 10 digits in length. Student ID numbers should be unique collegewide and systemwide (i.e., students at two different technical colleges should not have the same student ID number; the same student attending two different technical colleges should have two separate ID numbers). This student ID will print on reports and is never the student's Social Security Number.

Field Value	Field Attributes and Examples	Effective Date
<Student Specific>	Institutionally given number	July 1, 2006

COMMENTS: Last modified May 17, 2018.

REFERENCE: Northstar Student Demographics Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-05**

ELEMENT NAME: Student SSN

FIELD NAME: U_SSN

FIELD FORMAT: CHAR(9); no hyphens

DEFINITION: Unique Social Security Number (SSN) of an enrolled student.

Field Value	Field Attributes and Examples	Effective Date
<Student Specific>	Social Security Number (without hyphens)	July 1, 2006
<blank>	The student did not provide an SSN upon enrollment.	July 1, 2006

COMMENTS: Social Security Numbers shall be used to facilitate student tracking except in the rare case that a student does not have an SSN (i.e., international student), in which the institutionally defined identification number ([U-04](#)) will be used. The student's SSN is used for data matching between the technical college and the Utah State Board of Education (for Perkins Grant purposes), the Department of Workforce Services (for placement calculations), and the Utah System of Higher Education (for COE reporting purposes). SSNs shall also be used for reporting to the Internal Revenue Service for student financial aid (1098-T) purposes.

SSNs shall be valid and adhere to the following standards adopted by the Social Security Administration:

- SSNs shall not begin with “000”, “666”, or “900” through “999”.
- SSNs’ fourth and fifth digits shall not be “00”.
- SSNs shall not end with “0000”.

Last modified June 8, 2016.

REFERENCE: Northstar Student Demographics Form
www.socialsecurity.gov

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-06**

ELEMENT NAME: Statewide Student Identification Number

FIELD NAME: U_SSID

FIELD FORMAT: VARCHAR(11)

DEFINITION: Utah State Board of Education (USBE) Statewide Student Identification Number (SSID), which is issued to each USBE public education student upon entry into Utah's public education system.

Field Value	Field Attributes and Examples	Effective Date
<Student Specific>	1094317 (example)	July 1, 2006
<blank>	If student was not a Utah student or SSID was unknown	July 1, 2006

COMMENTS: These numbers were first issued in 2006, so students with birthdates beginning in approximately 1987 would be the first "seniors" issued an SSID. This number is available from each high school and/or district. The original length of this identifier was seven digits long, though it will eventually grow to eleven digits. Last modified June 8, 2016.

REFERENCE: Northstar Student Demographics Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-07**

ELEMENT NAME: Last Name

FIELD NAME: U_LAST_NAME

FIELD FORMAT: UPPER(VARCHAR(50))

DEFINITION: The legal surname or family name of the student.

Field Value	Field Attributes and Examples	Effective Date
<student specific>	Last name of student	July 1, 2006

COMMENTS: Last modified May 13, 2010.

REFERENCE: Northstar Student Demographics Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-08**

ELEMENT NAME: First Name

FIELD NAME: U_FIRST_NAME

FIELD FORMAT: UPPER(VARCHAR(50))

DEFINITION: The legal first given name of the student.

Field Value	Field Attributes and Examples	Effective Date
<student specific>	First name of student	July 1, 2006

COMMENTS: Last modified May 13, 2010.

REFERENCE: Northstar Student Demographics Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-9**

ELEMENT NAME: Middle Initial

FIELD NAME: U_MIDDLE

FIELD FORMAT: UPPER(CHAR(1))

DEFINITION: The middle initial of the student.

Field Value	Field Attributes and Examples	Effective Date
<student specific>	Middle initial of the student	July 1, 2006
<blank>	The student does not have a known middle name or initial.	July 1, 2006

COMMENTS: Middle initials shall not be accompanied by periods. Last modified June 8, 2016.

REFERECE: Northstar Student Demographics Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-10**

ELEMENT NAME: Suffix

FIELD NAME: U_SUFFIX

FIELD FORMAT: UPPER(CHAR(5))

DEFINITION: The abbreviated suffix accompanying a student's legal name.

Field Value	Field Attributes and Examples	Effective Date
<student specific>	The suffix of the student	July 1, 2006
<blank>	The student's name does not have an applicable suffix.	July 1, 2006

COMMENTS: Suffixes shall not utilize periods (i.e., "JR" instead of "JR."). Last modified June 8, 2016.

REFERECE: Northstar Student Demographics Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-11**

ELEMENT NAME: Maiden Name

FIELD NAME: U_MAIDEN

FIELD FORMAT: UPPER(VARCHAR(50))

DEFINITION: The maiden name of the student (if applicable).

Field Value	Field Attributes and Examples	Effective Date
<student specific>	The maiden name of the student	July 1, 2006
<blank>	The student does not have a known maiden name.	July 1, 2006

COMMENTS: Last modified March 29, 2012.

REFERECE: Northstar Student Demographics Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-12**

ELEMENT NAME: Birth Date

FIELD NAME: U_BIRTH_DT

FIELD FORMAT: CHAR(8); "YYYYMMDD"

DEFINITION: The student's date of birth.

Field Value	Field Attributes and Examples	Effective Date
YYYY	Year of birth (i.e., a student born in 1978 will have 1978 listed)	July 1, 2006
MM	Calendar month of birth (i.e., 01 – January; 02 – February; etc.)	July 1, 2006
DD	Day of the month of student's birth (i.e., valid between 01 and 31)	July 1, 2006

COMMENTS: The student's age is part of the IPEDS Fall Enrollment and Completions surveys; age cannot be determined without a birthdate. Additionally, age is to be considered upon determination of a student's status as secondary or postsecondary in accordance with USTC Policy 205.5.1. Technical colleges shall not enter placeholder dates of birth into student information systems to bypass information system requirements. Last modified May 13, 2010.

REFERENCE: Northstar Student Demographics Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-13**

ELEMENT NAME: Gender

FIELD NAME: U_GENDER

FIELD FORMAT: UPPER(CHAR(1))

DEFINITION: A code indicating the student's gender.

Field Value	Field Attributes and Examples	Effective Date
M	Male	July 1, 2006
F	Female	July 1, 2006
N	Unspecified	July 1, 2006

COMMENTS: Student gender is used for reporting to IPEDS and Perkins Grant administrators, as well as college and USTC reporting. Last modified June 8, 2016.

REFERENCE: Northstar Student Demographics Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-14**

ELEMENT NAME: Residence Status, Ethnicity, and Race

FIELD NAME: U_RESIDENCE_N, U_ETHNIC_H, U_RACE_MULTI, U_RACE,
U_ETH_RACE_U

FIELD FORMAT: UPPER(CHAR(1)) for each column

DEFINITION: The residence, ethnic, and racial categories used to classify students.

U_RESIDENCE_N

Field Value	Field Attributes and Examples	Effective Date
N	<i>Non Resident Alien:</i> A person who is not a citizen or national of the United States and who is in this country on a visa or a temporary basis and does not have the right to remain indefinitely. No further ethnic or racial information is reported for students identified as non-resident aliens.	June 15, 1998
<blank>	The student is not a non-resident alien as defined above.	June 15, 1998

U_ETHNIC_H

Field Value	Field Attributes and Examples	Effective Date
H	<i>Hispanic or Latino:</i> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. No further racial information is reported for students identified as Hispanic.	February 24, 1999
<blank>	The student does not identify as Hispanic or Latino as defined above.	February 24, 1999

U_RACE_MULTI

Field Value	Field Attributes and Examples	Effective Date
1	The student identifies as multiracial (i.e., belonging to more than one of the following racial groups [definitions are provided below]: Asian, Black or African American, American Indian or Alaskan Native, Native Hawaiian or Pacific Islander, and White).	February 24, 1999
0	The student does not identify as multiracial as defined above.	February 24, 1999

U_RACE

Field Value	Field Attributes and Examples	Effective Date
A	<i>Asian:</i> A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent including for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	February 24, 1999
B	<i>Black or African American:</i> A person having origins in any of the Black racial groups of Africa.	February 24, 1999
I	<i>American Indian or Alaskan Native:</i> A person having origins in any of the original peoples of North America and South America (including Central America) and who maintains cultural identification through tribal affiliation or community attachment.	February 24, 1999
P	<i>Native Hawaiian or Pacific Islander:</i> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	February 24, 1999
W	<i>White:</i> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	February 24, 1999

U_ETH_RACE_U

Field Value	Field Attributes and Examples	Effective Date
U	<i>Unknown:</i> The student's residence/ethnic/racial classification is unknown.	June 15, 1998
<blank>	The student's residence/ethnic/racial classification is known.	

COMMENTS: Student residency, ethnicity, and racial information is required for IPEDS and Perkins Grant reporting, as well as college and USTC reporting. Definitions are drawn from IPEDS, as are procedures for categorizing students. If a student identifies as a non-resident alien, no ethnic or racial information is reported. If a student is a legal resident of the United States and identifies as Hispanic, no further racial information is reported. Hence, U_RACE_MULTI will always have a value of zero for both non-resident and Hispanic students. While certain data reporting requirements (i.e. IPEDS, Perkins, etc.) require a multiracial indicator alone, all reports generated within Northstar shall include the specific races selected. Last modified June 8, 2016.

REFERENCE: Northstar Student Demographics Form
[IPEDS Glossary– Race/Ethnicity](#)

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-15**

ELEMENT NAME: Student's Age

FIELD NAME: U_AGE

FIELD FORMAT: INT(3)

DEFINITION: The age of the student as of September 1 of the reporting year.

Field Value	Field Attributes and Examples	Effective Date
29	Student is 29 years old as of September 1 of the reporting year.	July 1, 2015

COMMENTS: This is a calculated field based upon the student's date of birth as provided in [U-12](#). Last modified June 8, 2016.

REFERENCE: Data Element [U-12](#)

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-16**

ELEMENT NAME: Zip Code

FIELD NAME: U_CURR_ZIP

FIELD FORMAT: CHAR(5)

DEFINITION: The postal code of the student's current address while attending classes.

Field Value	Field Attributes and Examples	Effective Date
<valid US postal code>	ZIP code associated with student's current address (does not include hyphens nor the ZIP code extension [i.e., final four digits of USPS codes]).	July 1, 2006
<blank>	Zip code is unknown.	July 1, 2006

COMMENTS: While colleges may collect the ZIP code extension in the student information system, data submission files shall not include this information. Used to monitor commuter movement at USTC Colleges. Last modified May 17, 2018.

REFERENCE: Northstar Student Demographics Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-17**

ELEMENT NAME: County Code

FIELD NAME: U_COUNTY_APPRES

FIELD FORMAT: UPPER(CHAR(5))

DEFINITION: The Utah county code indicating the student's county of residence as described at the time of first application to the USTC college.

Field Value	Field Attributes and Examples	Effective Date
UT001	Beaver	July 1, 2005
UT003	Box Elder	July 1, 2005
UT005	Cache	July 1, 2005
UT007	Carbon	July 1, 2005
UT009	Daggett	July 1, 2005
UT011	Davis	July 1, 2005
UT013	Duchesne	July 1, 2005
UT015	Emery	July 1, 2005
UT017	Garfield	July 1, 2005
UT019	Grand	July 1, 2005
UT021	Iron	July 1, 2005
UT023	Juab	July 1, 2005
UT025	Kane	July 1, 2005
UT027	Millard	July 1, 2005
UT029	Morgan	July 1, 2005
UT031	Piute	July 1, 2005

Field Value	Field Attributes and Examples	Effective Date
UT033	Rich	July 1, 2005
UT035	Salt Lake	July 1, 2005
UT037	San Juan	July 1, 2005
UT039	Sanpete	July 1, 2005
UT041	Sevier	July 1, 2005
UT043	Summit	July 1, 2005
UT045	Tooele	July 1, 2005
UT047	Uintah	July 1, 2005
UT049	Utah	July 1, 2005
UT051	Wasatch	July 1, 2005
UT053	Washington	July 1, 2005
UT055	Wayne	July 1, 2005
UT057	Weber	July 1, 2005
UT097	<i>Out of state, out of U.S.</i>	June 15, 1998
UT099	<i>Out of state, in the U.S.</i>	June 15, 1998
<blank>	Student's county of origin is unknown.	June 11, 2015

COMMENTS: Last modified May 17, 2018.

REFERENCE: Northstar Student Demographics Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-18**

ELEMENT NAME: State Code

FIELD NAME: U_STATE_APPRES

FIELD FORMAT: UPPER(CHAR(2))

DEFINITION: The state code indicating the student's state of residence as described at the time of first application to the USTC college, if one is available. "XX" is entered if the student is from outside the United States.

Field Value	Field Attributes and Examples	Effective Date
AK	Alaska	July 1, 2006
AL	Alabama	July 1, 2006
AR	Arkansas	July 1, 2006
AS	American Samoa	July 1, 2006
AZ	Arizona	July 1, 2006
CA	California	July 1, 2006
CO	Colorado	July 1, 2006
CT	Connecticut	July 1, 2006
DC	District of Columbia	July 1, 2006
DE	Delaware	July 1, 2006
FL	Florida	July 1, 2006
FM	Federated States of Micronesia	July 1, 2006
GA	Georgia	July 1, 2006
GU	Guam	July 1, 2006
HI	Hawaii	July 1, 2006
IA	Iowa	July 1, 2006
ID	Idaho	July 1, 2006

Field Value	Field Attributes and Examples	Effective Date
IL	Illinois	July 1, 2006
IN	Indiana	July 1, 2006
KS	Kansas	July 1, 2006
KY	Kentucky	July 1, 2006
LA	Louisiana	July 1, 2006
MA	Massachusetts	July 1, 2006
MD	Maryland	July 1, 2006
ME	Maine	July 1, 2006
MH	Marshall Islands	July 1, 2006
MI	Michigan	July 1, 2006
MN	Minnesota	July 1, 2006
MO	Missouri	July 1, 2006
MS	Mississippi	July 1, 2006
MT	Montana	July 1, 2006
MP	Northern Mariana Islands	July 1, 2006
NC	North Carolina	July 1, 2006
ND	North Dakota	July 1, 2006
NE	Nebraska	July 1, 2006
NH	New Hampshire	July 1, 2006
NJ	New Jersey	July 1, 2006
NM	New Mexico	July 1, 2006
NV	Nevada	July 1, 2006
NY	New York	July 1, 2006
OH	Ohio	July 1, 2006
OK	Oklahoma	July 1, 2006
OR	Oregon	July 1, 2006

Field Value	Field Attributes and Examples	Effective Date
PA	Pennsylvania	July 1, 2006
PR	Puerto Rico	July 1, 2006
PW	Palau	July 1, 2006
RI	Rhode Island	July 1, 2006
SC	South Carolina	July 1, 2006
SD	South Dakota	July 1, 2006
TN	Tennessee	July 1, 2006
TX	Texas	July 1, 2006
UT	Utah	July 1, 2006
VA	Virginia	July 1, 2006
VI	Virgin Islands, U.S.	July 1, 2006
VT	Vermont	July 1, 2006
WA	Washington	July 1, 2006
WI	Wisconsin	July 1, 2006
WV	West Virginia	July 1, 2006
WY	Wyoming	July 1, 2006
XX	Outside the 50 states, the District of Columbia, and territories here specified.	July 1, 2006
<blank>	Student's state of origin is unknown.	June 11, 2015

COMMENTS: Last modified May 17, 2018.

REFERENCE: Northstar Student Demographics Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-19**

ELEMENT NAME: Grade Level

FIELD NAME: U_GRADE_LEVEL

FIELD FORMAT: CHAR(2)

DEFINITION: Student's grade level while enrolled.

Field Value	Field Attributes and Examples	Effective Date
07	Student is currently in the seventh grade.	July 1, 2011
08	Student is currently in the eighth grade.	July 1, 2011
09	Student is currently in the ninth grade.	July 1, 2006
10	Student is currently in the tenth grade.	July 1, 2006
11	Student is currently in the eleventh grade.	July 1, 2006
12	Student is currently in the twelfth grade.	July 1, 2006
13	Student is an adult (postsecondary).	July 1, 2006

COMMENTS: Last modified May 13, 2010.

REFERENCE: Northstar Enrollment Periods Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-20**

ELEMENT NAME: Secondary School

FIELD NAME: U_HS

FIELD FORMAT: UPPER(CHAR(6))

DEFINITION: The high school and special secondary school codes which uniquely identify each secondary institution. Where district codes are unknown, the school's ACT code is substituted. Where neither code is known, the Office of the Commissioner of Technical Education will assign a unique code to be used until a USBE-sanctioned code is discovered.

District Code	ACT Code	High School Names	School District	School Type	Effective Date
42-702	450402	Alta High School – Sandy	Canyons	Regular	7/1/2003
<blank>	<blank>	The student is not a secondary student as defined in Policy 205.5.1.			7/1/2015

For the full secondary school list, please see [Appendix B](#).

COMMENTS: Last modified May 17, 2018.

REFERENCE: Northstar Enrollment Periods Form

School ACT codes can be found at

<http://www.act.org/content/act/en/products-and-services/the-act/registration/high-school-codes-lookup.html>.

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-21**

ELEMENT NAME: Enrollment Objective

FIELD NAME: U_ENRL_OBJ

FIELD FORMAT: UPPER(CHAR(1))

DEFINITION: The student's objective behind enrolling at a technical college.

Field Value	Field Attributes and Examples	Effective Date
1	Certificate Seeker: The student is not a secondary student who is enrolled in an approved program and who has indicated intent to earn a program certificate (205.5.2.1).	July 1, 2013
2	Occupational Student: The student is employed and is seeking training with the intent to advance in (Career Advancement) or maintain (Continuing Occupational Education) one's current employment, differentiated by using the program category type (U-42). Those enrolled in courses that are part of COE-approved programs shall be classified as Career Advancement Students under USTC Policy 205.5.2.2, while those enrolled in stand-alone courses shall be classified as Continuing Occupational Education Students under 205.5.3.	July 1, 2017
3	Senior Citizen: The student is a senior citizen enrolled under audit waiver (204.7.1).	July 1, 2013
6	Basic Skills: The student is enrolled in basic instruction in areas such as reading, language arts, and mathematics that are necessary for student success in a chosen career and technical education or job-related program (200.6.4)	July 1, 2013
7	Personal Interest Student: The student is enrolled for personal interest reasons that are unrelated to a career.	July 1, 2012
J	Job Re-entry: The student is unemployed and is seeking short-term training to re-enter the workforce.	July 1, 2013
S	Secondary: The student meets the definition of "Secondary student" under R277-419 (205.5.1).	July 1, 2013

“Below the Line” Objectives (i.e., not included in annual legislative and other reporting)

Field Value	Field Attributes and Examples	Effective Date
8	Assessment: An individual enrolled solely for assessment services.	July 1, 2006

COMMENTS: Enrollment objectives are used to classify students for legislative and other stakeholder reporting. Last modified May 17, 2018.

REFERENCE: Northstar Enrollment Periods Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-22**

ELEMENT NAME: Full/Three-quarter/Half/Less-than-half-time Status

FIELD NAME: U_PT_FT

FIELD FORMAT: UPPER(CHAR(1))

DEFINITION: The full/three-quarter/half/less-than-half-time status of the student.

Field Value	Field Attributes and Examples	Effective Date
F	Full-time	July 1, 2006
Q	Three-quarter-time	July 1, 2015
P	Half-time	July 1, 2006
L	Less-than-half-time	July 1, 2006

COMMENTS: Last modified May 17, 2018.

REFERENCE: Northstar Enrollment Periods Form

Full-time – a student enrolled for 24 or more contact hours per week (≥ 24).

Three-quarter-time – a student enrolled for greater than or equal to 18 and fewer than 24 contact hours per week (≥ 18 and < 24). Half-time – a student enrolled for greater than or equal to 12 and fewer than 18 contact hours per week (≥ 12 and < 18). Less-than-half-time – a student enrolled for fewer than 12 contact hours per week (< 12).

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-23**

ELEMENT NAME: First Time Date

FIELD NAME: U_FIRST_DATE

FIELD FORMAT: CHAR(8); "YYYYMMDD"

DEFINITION: The date on which the student's status as a first-time postsecondary student is determined by the college.

Field Value	Field Attributes and Examples	Effective Date
20010415	The date the student's status as a first-time postsecondary student is determined (e.g., April 15, 2010)	July 1, 2006
<blank>	The student does not have a first-time date because the student has not yet enrolled in postsecondary education (i.e., first time type [U-24] is "HS"), or because the student has received prior postsecondary education from another institution (i.e., first time type is "CS").	July 1, 2015

COMMENTS: Last modified May 18, 2017.

REFERENCE: Northstar Student Demographics Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-24**

ELEMENT NAME: First Time Type

FIELD NAME: U_FIRST_TYPE

FIELD FORMAT: UPPER(CHAR(2))

DEFINITION: The student's entry status upon enrollment at a USTC college.

Field Value	Field Attributes and Examples	Effective Date
FH	First time student – undergraduate (within 12 months of high school): A student who is entering postsecondary education for the first time within 12 months after graduation from high school. Note that if an adult student never graduated from high school, he/she is assigned a value of "FH" if he/she is less than 12 months removed from when the student <i>should have</i> graduated.	July 1, 2012
FF	First time student – undergraduate (not within 12 months of high school): A student who is entering postsecondary education for the first time, not within 12 months after graduation from high school. Note that if an adult student never graduated from high school, he/she is assigned a value of "FF" if he/she is 12 or more months removed from when the student <i>should have</i> graduated.	July 1, 2012
CS	Continuing Student: A student who is enrolling at a USTC college who has previously been enrolled in postsecondary education.	July 1, 2012
HS	High School Student: A student who is enrolling at a USTC campus and currently meets the USTC definition of a secondary student (USTC policy 205.5.1).	July 1, 2012
<blank>	The student's entry status is unknown.	July 1, 2015

COMMENTS: IPEDS definition of "First-time student (undergraduate)": *A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits or a postsecondary formal award earned before graduation from high school).* Last modified July 8, 2016.

REFERENCE: Northstar Student Demographics Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-25**

ELEMENT NAME: Schedule Start Date

FIELD NAME: U_START_DATE

FIELD FORMAT: CHAR(8); "YYYYMMDD"

DEFINITION: The date a student started a specific class schedule.

Field Value	Field Attributes and Examples	Effective Date
20010415	The date a student began a specified class (e.g., April 15, 2001)	July 1, 2006

COMMENTS: Last modified May 16, 2013.

REFERENCE: Northstar Schedule Detail Start Date

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-26**

ELEMENT NAME: Schedule Stop Date

FIELD NAME: U_STOP_DATE

FIELD FORMAT: CHAR(8); "YYYYMMDD"

DEFINITION: The date a student ended a specific class schedule.

Field Value	Field Attributes and Examples	Effective Date
20010415	The date a student ended a specified class (e.g., April 15, 2001)	July 1, 2006

COMMENTS: Last modified May 13, 2013.

REFERENCE: Northstar Schedule Detail Stop Date

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-27**

ELEMENT NAME: Exit Code

FIELD NAME: U_EXIT_CODE

FIELD FORMAT: UPPER(CHAR(1))

DEFINITION: A student's status upon exiting a program or the college.

Field Value	Field Attributes and Examples	Effective Date
P	Graduate: A student who has qualified for and been awarded a Program Certificate on his or her transcript by the college registrar.	July 1, 2017
N	Non-Graduate: A student who has exited a program of the college prior to completion of a Program Certificate, or who has exited a course that is not part of a COE-approved program prior to successful completion of the course.	July 1, 2017
C	Course Completer: A student who has successfully completed a course that is not part of a COE-approved program, and hence does not meet the definition of "Graduate" above. Secondary Students (USTC Policy 205.5.1), Continuing Occupational Education Students (205.5.3), and Students Enrolled in Other Training (205.5.4) may receive this exit code.	July 1, 2013
<blank>	The student's exit code has not yet been determined.	July 1, 2015

"Below the Line" codes (i.e., not included in annual legislative and other reporting)

Field Value	Field Attributes and Examples	Effective Date
R	Refund: A student who has withdrawn from his or her program prior to the 100% refund deadline (and is consequently not included in annual college headcounts), and is thus documented as an allowable subtraction under COE policies.	July 1, 2018

COMMENTS: *For insight into how exit and outcome code information entered into the student information system will impact COE, legislative, and other reporting, please see [Appendix C](#).* Last modified May 17, 2018.

REFERENCE: Northstar Enrollment Periods Form
USTC Policy 205.6

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-28**

ELEMENT NAME: Exit Date

FIELD NAME: U_EXIT_DATE

FIELD FORMAT: CHAR(8); "YYYYMMDD"

DEFINITION: The date upon which a student exited from a program or the college.

Field Value	Field Attributes and Examples	Effective Date
20010415	Student withdrawal/completion date is April 15, 2001.	July 1, 2006
<blank>	The student's exit date is unknown (i.e., not yet determined).	July 1, 2015

COMMENTS: For secondary student reported in Perkins Grant data submissions, this field is used to denote the date of the student's completion. Last modified June 8, 2016.

REFERENCE: Northstar Enrollment Periods Form Stop Date

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-29**

ELEMENT NAME: Licensure Required

FIELD NAME: U_LIC_REQ

FIELD FORMAT: UPPER(CHAR(1))

DEFINITION: Binomial variable indicating whether the specified program requires state or national licensure (i.e. Plumbing, Electrician, CDL, Cosmetology, Practical Nursing, CNA, etc.), the rate of licensure being reported to the Council on Occupational Education.

Field Value	Field Attributes and Examples	Effective Date
Y	The specified program requires state or national licensure.	July 1, 2018
N	The specified program does not require state or national licensure.	July 1, 2018

COMMENTS: Last modified May 17, 2018.

REFERENCE: Northstar Program Outcomes Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-30**

ELEMENT NAME: Licensure Status

FIELD NAME: U_LIC_EXAM

FIELD FORMAT: UPPER(CHAR(2))

DEFINITION: The status of a student who is in a program which requires state or national licensing (i.e. Plumbing, Electrician, CDL, Cosmetology, Practical Nursing, CNA, etc.).

Field Value	Field Attributes and Examples	Effective Date
TP	Took exam – passed	July 1, 2006
TF	Took exam – did not pass	July 1, 2006
<blank>	The student has not taken or is not required to take a licensure exam.	July 1, 2015

COMMENTS: Last modified May 17, 2018.

REFERENCE: Northstar Certifications/Licensure Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-31**

ELEMENT NAME: Student Outcome Status

FIELD NAME: U_OUTCOME

FIELD FORMAT: UPPER(CHAR(1))

DEFINITION: A student's outcome code consequent to enrollment in an instructional program. Outcome status is evaluated for each program into which a student enrolls.

Field Value	Field Attributes and Examples	Effective Date
R	Related, Non-military Employment: Employment in a field related to instruction.	July 1, 2013
M	Related Military: Military service in a field related to instruction.	July 1, 2013
U	Unrelated, Non-military Employment: Employment in a field not related to instruction.	July 1, 2013
D	Unrelated Military: Military service in a field not related to instruction.	July 1, 2013
E	Continued Education (External, no Articulation): Enrollment at another postsecondary educational institution upon leaving a USTC college, for which there is not a valid articulation agreement.	July 1, 2013
G	Continued Education (External, with Articulation): Enrollment at another postsecondary educational institution upon leaving a USTC college, for which there is a valid articulation agreement.	July 1, 2017
I	Continued Education (Internal): Enrollment in another COE-approved program at the USTC college, or in the same program offered at a different COE-approved site.	July 1, 2013
S	Seeking Employment: Seeking employment in any field.	July 1, 2013
VB	Unavailable (Behavioral Dismissal): Documented as being dismissed from a program due to behavioral problems.	July 1, 2018
VD	Unavailable (Deceased): Documented as being unavailable for employment because of death.	July 1, 2018
VH	Unavailable (Health-related): Documented as being unavailable for employment because of situations such as pregnancy, other serious health-related issues, or caring for ill family members.	July 1, 2018
VI	Unavailable (Incarceration): Documented as being unavailable for employment because of incarceration.	July 1, 2018
VM	Unavailable (Military Activation): Documented as being unavailable for employment because of military duty activation or relocation (for those students who are active National Guard or military before and during program enrollment).	July 1, 2018

Field Value	Field Attributes and Examples	Effective Date
VS	Unavailable (Foreign Aid/Religious Service): Documented as being unavailable for employment because of service with a foreign aid service of the federal government (e.g., the Peace Corps) or an official church mission.	July 1, 2018
K	Unknown Status: After repeated attempts, the college is unable to collect student outcome information.	July 1, 2013
F	Refused Employment: Failure to keep interview appointments, enrollment in a program of instruction strictly for personal use, or refusal of an employment offer in the field of instruction.	July 1, 2013
C	Carnegie Credit: (Can be used for enrollment objective of S – Secondary only) The student was recommended or eligible to receive Carnegie credit toward high school graduation.	July 1, 2018
A	Not Applicable: No verification is needed due to the student failing to obtain competencies sufficient to obtain related employment or failing to be eligible or recommended to receive Carnegie credit (secondary students only).	July 1, 2006
B	Re-enrolled: Student has re-enrolled in the same program at the same COE-approved site as previously enrolled.	July 1, 2013
X	Refused Follow Up: Unwillingness to provide outcome information.	July 1, 2013
<blank>	For students enrolled in COE-approved program a blank outcome code indicates that the student's outcome has not yet been determined. For students enrolled in non-COE-approved programs (i.e., stand-alone courses), a blank outcome code is expected (though not required) as collection of outcome information is not required by the accrediting body.	July 1, 2015

COMMENTS: Student outcomes may be identified by any means available to a college. These may include: (1) Instructors reporting the information via training outcome forms; (2) Student surveys or phone conversations with former students or students' sponsoring organizations; (3) DWS employment records verification; (4) USHE data matches showing continuing education; etc. Institutions must retain documentation for audit sampling purposes. Colleges shall define the period necessary for verification of a student's outcome. Student outcomes should be recognized in the fiscal year in which they were identified. This system recognizes that students attending for different enrollment objectives may have multiple outcomes within the same fiscal year, depending upon student enrollment patterns. Last modified May 17, 2018.

Note that in Northstar's Student Outcomes Form, users are required to select the training plan to which they are attaching a newly-recorded outcome. The student information system timestamps every new outcome entered and reports this information under U_OUT_DT ([U-32](#)). Within each training plan, Northstar selects the *most recently entered* student outcome to report in generated data submission files, without regard to whether the outcome is employment, education, military, unavailable, etc.

For insight into how exit and outcome code information entered into the student information system will impact COE, legislative, and other reporting, please see [Appendix C](#).

For a matrix of acceptable enrollment objective, exit code, and outcome code value combinations, please see [Appendix D](#).

REFERENCE: Northstar Student Outcomes Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-32**

ELEMENT NAME: Verification Date

FIELD NAME: U_OUT_DT

FIELD FORMAT: CHAR(8); "YYYYMMDD"

DEFINITION: The date the college verifies the outcome of a student.

Field Value	Field Attributes and Examples	Effective Date
20010510	The student's employment was verified on May 10, 2001.	July 1, 2006
<blank>	The student's outcome has not yet been determined.	July 1, 2015

COMMENTS: Last modified June 8, 2016.

REFERENCE: Northstar Student Outcomes Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data – Version: 07/01/2018

Element: **U-33**

ELEMENT NAME: Program CIP Code, Area of Delivery CIP, and Graduation CIP

FIELD NAME: U_PRG_CIP, U_DEL_CIP, U_COMP_CIP

FIELD FORMAT: 6 digits per category

DEFINITION: **Program CIP** – the unique classification for a specific **Area** of study as listed in the USTC CIP Matrix.

Area of Delivery CIP – the unique classification for the **department** that delivers the course as listed in the USTC CIP Matrix

Graduation CIP – the unique classification for the specific certificate awarded.

CIP	CIP Description	Effective Date	Perkins Approved?
010104	Farm/Farm and Ranch Management	July 1, 2006	Yes
010306	Dairy Husbandry and Production	July 1, 2006	Yes
010605	Landscaping and Groundskeeping	July 1, 2006	Yes
010906	Livestock Management	July 1, 2006	Yes
030199	Natural Resources Conservation and Research, Other	July 1, 2009	Yes
100202	Radio and Television Broadcasting Technology/Technician	July 1, 2006	Yes
100399	Graphic Communications, Other	July 1, 2010	Yes
110101	Computer and Information Sciences, General	July 1, 2006	Yes
110201	Computer Programming/Programmer, General	July 1, 2006	Yes
110801	Web Page, Digital/Multimedia & Information Resources Design	July 1, 2006	Yes
110901	Computer Systems Networking and Telecommunications	July 1, 2006	Yes
111003	Computer and Information Systems Security/Information Assurance	September 1, 2018	
111005	Information Technology Project Management	July 1, 2018	Yes
120401	Cosmetology/Cosmetologist, General	July 1, 2006	Yes
120402	Barbering/Barber	July 1, 2008	Yes
120407	Hair Styling/Stylist and Hair Design	July 1, 2018	Yes
120409	Aesthetician/Esthetician and Skin Care Specialist	July 1, 2008	Yes
120410	Nail Technician/Specialist and Manicurist	July 1, 2008	Yes
120413	Cosmetology, Barber/Styling, and Nail Instructor	July 1, 2006	Yes
120501	Baking and Pastry Arts/Bakery/Pastry Chef	July 1, 2015	Yes
120503	Culinary Art/Chef Training	July 1, 2013	Yes
120504	Restaurant, Culinary, and Catering Management/Manager	July 1, 2008	Yes
120505	Food Preparation/Professional Cooking/Kitchen Assistant	July 1, 2006	Yes

CIP	CIP Description	Effective Date	Perkins Approved?
120506	Meat Cutting/Meat Cutter	July 1, 2006	Yes
131319	Technical Teacher Education	July 1, 2006	Yes
131501	Teacher Assistant/Aide	July 1, 2006	No
141801	Materials Engineering	July 1, 2006	Yes
150305	Telecommunications Technology/Technician	July 1, 2006	Yes
150401	Biomedical Technology/Technician	July 1, 2010	Yes
150406	Automation Engineer Technology/Technician	July 1, 2015	Yes
150503	Energy Management and Systems Technology/Technician	July 1, 2011	Yes
150505	Solar Energy Technology/Technician	February 1, 2011	Yes
150507	Environmental Engineering Tech/Environmental Technology	July 1, 2006	Yes
150508	Hazardous Materials Management & Waste Tech/Technician	July 1, 2006	Yes
150607	Plastics Engineering Technology	July 1, 2015	Yes
150613	Manufacturing Technology/Technician	July 1, 2009	Yes
150701	Occupational Safety and Health Technology/Technician	July 1, 2015	Yes
150702	Quality Control Technology/Technician	July 1, 2012	Yes
150703	Industrial Safety Technology/Technician	July 1, 2007	Yes
150901	Mining Technology/Technician	July 1, 2006	Yes
150903	Petroleum Technology/Technician	July 1, 2006	Yes
151302	CAD/CADD Drafting and/or Design Technology/Technician	July 1, 2006	Yes
161601	American Sign Language (ASL)	July 1, 2006	No
190709	Child Care Provider/Assistant	July 1, 2006	Yes
220301	Legal Administrative Assistant/Secretary	July 1, 2006	Yes
220302	Legal Assistant/Paralegal	July 1, 2006	Yes
320101	Basic Skills and Development/Remedial Education, General	July 1, 2010	No
320109	Second Language Learning	July 1, 2006	No
320199	Basic Skills and Development/Remedial Education, Other	July 1, 2014	No
430107	Criminal Justice/Police Science	July 1, 2006	Yes
430203	Fire Science/Fire-fighting	July 1, 2006	Yes
430302	Crisis/Emergency/Disaster Management	July 1, 2015	No
460000	Construction Trades, General	April 30, 2018	Yes
460101	Mason/Masonry	July 1, 2006	Yes
460201	Carpentry/Carpenter	July 1, 2006	Yes
460301	Electrical and Power Transmission Installation/Installer, General	July 1, 2008	Yes
460302	Electrician	July 1, 2006	Yes
460403	Building/Home/Construction Inspection/Inspector	July 1, 2006	Yes
460406	Glazier	July 1, 2006	Yes
460408	Painting/Painter and Wall Coverer	July 1, 2006	Yes
460502	Pipefitting/Pipefitter and Sprinkler Fitter	July 1, 2016	Yes
460503	Plumbing Technology/Plumber	July 1, 2006	Yes
470104	Computer Installation and Repair Technology/Technician	July 1, 2006	Yes
470105	Industrial Electronics Technology/Technician	July 1, 2006	Yes

CIP	CIP Description	Effective Date	Perkins Approved?
470201	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	July 1, 2006	Yes
470303	Industrial Mechanics and Maintenance Technology	July 1, 2006	Yes
470603	Autobody/Collision and Repair Technology/Technician	July 1, 2006	Yes
470604	Automobile/Automotive Mechanics Technology/Technician	July 1, 2006	Yes
470605	Diesel Mechanics Technology/Technician	July 1, 2006	Yes
470606	Small Engine Mechanics and Repair Technology/Technician	July 1, 2009	Yes
470608	Aircraft Power Plant Technology/Technician	July 1, 2006	Yes
470611	Motorcycle Maintenance and Repair Technology/Technician	July 1, 2009	Yes
470612	Vehicle Emissions Inspection & Maintenance Tech/Technician	July 1, 2009	Yes
470699	Vehicle Maintenance and Repair Technologies, Other	July 1, 2006	Yes
480303	Upholstery/Upholsterer	July 1, 2017	No
480501	Machine Tool Technology/Machinist	July 1, 2006	Yes
480506	Sheet Metal Technology/Sheetworking	July 1, 2006	Yes
480508	Welding Technology/Welder	July 1, 2006	Yes
480511	Metal Fabricator	July 1, 2016	No
480703	Cabinetmaking and Millwork	July 1, 2006	Yes
490101	Aeronautics/Aviation/Aerospace Science & Technology General	July 1, 2007	Yes
490102	Airline/Commercial/Professional Pilot and Flight Crew	July 1, 2007	Yes
490202	Construction/Heavy Equipment/Earthmoving Equipment Operation	July 1, 2010	Yes
490205	Truck & Bus Driver/Commercial Vehicle Operator and Instructor	July 1, 2010	Yes
490207	Flagging and Traffic Control	July 1, 2009	No
499999	Transportation and Materials Moving, Other	July 1, 2006	Yes
500402	Commercial and Advertising Art	July 1, 2006	Yes
500408	Interior Design	July 1, 2006	Yes
500713	Metal and Jewelry Arts	July 1, 2007	Yes
510000	Health Services/Allied Health/Health Sciences, General	July 1, 2006	Yes
510601	Dental Assisting/Assistant	July 1, 2006	Yes
510699	Dental Services and Allied Professions, Other	July 1, 2007	Yes
510703	Health Unit Coordinator/Ward Clerk	July 1, 2007	Yes
510707	Health Information/Medical Records Technology/Technician	October 1, 2013	Yes
510708	Medical Transcription/Transcriptionist	July 1, 2006	Yes
510709	Medical Office Computer Specialist/Assistant	April 16, 2013	Yes
510713	Medical Insurance Coding Specialist/Coder	July 1, 2006	Yes
510716	Medial Administrative/Executive Assistant and Medical Secretary	July 1, 2006	Yes
510801	Medical/Clinical Assistant	July 1, 2006	Yes
510802	Clinical/Medical Laboratory Assistant	July 1, 2006	Yes
510805	Pharmacy Technician/Assistant	July 1, 2006	Yes
510806	Physical Therapy Aide	July 1, 2007	Yes
510808	Veterinary/Animal Health Tech/Technician & Veterinary Asst.	July 1, 2006	Yes
510810	Emergency Care Attendant (EMT Ambulance)	July 1, 2006	Yes

CIP	CIP Description	Effective Date	Perkins Approved?
510899	Allied Health and Medical Assisting Services, Other [e.g., CPR/first aid/other short term medical]	July 1, 2010	Yes
510902	Electrocardiograph Technology/Technician	July 1, 2007	Yes
510904	Emergency Medical Technology/Technician (EMT Paramedic)	July 1, 2006	Yes
510907	Medical Radiologic Technology/Science - Radiation Therapist	July 1, 2006	Yes
510909	Surgical Technology/Technologist	July 1, 2006	Yes
510913	Athletic Training/Trainer	July 1, 2006	No
510999	Allied Health Diagnostic/Intervention/Treatment Professional/Other	July 1, 2008	Yes
511009	Phlebotomy Technician/Phlebotomist	July 1, 2006	Yes
511012	Sterile Processing Technology/Technician	July 1, 2017	No
511099	Clinical/Medical Laboratory Science & Allied Professions, Other	July 1, 2006	Yes
512602	Home Health Aide/Home Attendant	July 1, 2006	Yes
512603	Mediation Aide	July 1, 2017	Yes
513901	Licensed Practical/Vocational Nurse Training	July 1, 2009	Yes
513902	Nursing Assistant/Aide and Patient Care Assistant/Aide	July 1, 2009	Yes
520203	Logistics, Materials and Supply Chain Management	July 1, 2010	Yes
520204	Office Management and Supervision	May 2, 2017	No
520205	Operations Management and Supervision	July 1, 2015	Yes
520207	Customer Service Management	July 1, 2007	Yes
520208	E-Commerce/Electronic Commerce	July 1, 2006	Yes
520302	Accounting Technology/Technician and Bookkeeping	July 1, 2006	Yes
520401	Administrative Assistant and Secretarial Science, General	July 1, 2006	Yes
520408	General Office Occupations and Clerical Services	October 1, 2013	Yes
520409	Parts, Warehousing, and Inventory Management Operations	July 1, 2008	Yes
520411	Customer Service Support/Call Center/Teleservice Operation	July 1, 2010	Yes
520701	Entrepreneurship/Entrepreneurial Studies	February 1, 2012	Yes
520703	Small Business Administration/Management	July 1, 2009	Yes
520809	Credit Management	July 1, 2007	Yes
520899	Finance and Financial Management Services, Other	December 1, 2010	Yes
520901	Hospitality Administration/Management, General	July 1, 2007	Yes
521001	Human Resources Management/Personnel Administration, General	July 1, 2006	Yes
521401	Marketing/Marketing Management, General	July 1, 2006	Yes
521501	Real Estate	July 1, 2006	Yes
521601	Taxation	July 1, 2009	No
521801	Sales, Distribution and Marketing Operations, General	July 1, 2007	Yes
521902	Fashion Merchandising	July 1, 2006	Yes
521908	Business and Personal/Financial Services Marketing Operations, Other	July 1, 2008	Yes

CIP	Non-mission CIP Codes (i.e., <i>not to be reported in USTC data submission files</i>)	Effective Date	Perkins Approved?
000000	Distance Learning	July 1, 2006	No
004000	Driver's Education	July 1, 2006	No
005000	Class Offered Course not counted	July 1, 2006	No
090901	Spanish	July 1, 2006	No
131105	Assessment	July 1, 2015	No
139931	Custom Fit - State	July 1, 2006	No
139932	Custom Fit - Private	July 1, 2006	No
139933	STIT (Short Term Intensive Training)	July 1, 2006	No
270399	Math	July 1, 2006	No
320147	Career Development Guidance Placement	July 1, 2006	No
330103	Community Awareness	July 1, 2015	No

COMMENTS: Community interest courses (200.7) shall be entered into information systems for purposes of collecting course fees and other internal college operations, but shall be coded with CIP 33.0103 and shall not be reported in data submission files to USTC administration. Last modified May 17, 2018.

REFERENCE: U_PRG_CIP and U_COMP_CIP are taken from the same source on the Northstar Programs Form. The U_DEL_CIP field is taken from the Northstar Courses Form (if the college employs course-based scheduling) or the Northstar Programs Form (if the college employs program-based scheduling).

CIP codes are taken from the Classifications of Instructional Program (CIP) codes as published by the National Center for Education Statistics (NCES) 2010.

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-34**

ELEMENT NAME: Area of Study

FIELD NAME: U_SUBJ

FIELD FORMAT: UPPER(VARCHAR(100))

DEFINITION: The specific area of study or program in which the student is enrolled.

Field Value	Field Attributes and Examples	Effective Date
<Department Specific>	The specific name for the area of study in which the student is enrolled.	July 1, 2012

COMMENTS: Last modified April 20, 2012.

REFERENCE: Northstar Programs Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-35**

ELEMENT NAME: Class Number

FIELD NAME: U_NUM

FIELD FORMAT: UPPER(VARCHAR(10))

DEFINITION: The official class number or other identifier that serves to uniquely identify a course within the offering unit.

Field Value	Field Attributes and Examples	Effective Date
<Department Specific>	The course “Welding TIG2114” has the class number of “TIG2114”.	July 1, 2006
<blank>	The course does not have an applicable number (this may be the case when the student is enrolled at the program level rather than in individual classes).	July 1, 2015

COMMENTS: Last modified May 13, 2010.

REFERENCE: Northstar Courses Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-36**

ELEMENT NAME: Class Title

FIELD NAME: U_TITLE

FIELD FORMAT: UPPER(VARCHAR(100))

DEFINITION: An institutionally defined name of the course.

Field Value	Field Attributes and Examples	Effective Date
<Department Specific>	The name of the class in which the student is scheduled.	July 1, 2006

COMMENTS: Last modified April 20, 2012.

REFERENCE: Northstar Courses Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-37**

ELEMENT NAME: Delivery Method

FIELD NAME: U_DEL_METH

FIELD FORMAT: UPPER(CHAR(1))

DEFINITION: The method of delivery by which the preponderance of instruction is transmitted.

Field Value	Field Attributes and Examples	Effective Date
P	Face-to-Face: Course is taught primarily in person - classroom based. This includes workbook courses with instruction, and courses with technology-delivered components such as online syllabi, online lecture notes, slide presentations, or videotapes of live lectures. Technology may be providing administrative or logistical support to the class but does not significantly impact students' learning experience.	July 1, 2006
I	Online: Students access a website for course instructions, lectures, assignments and materials, and to communicate with the instructor and with other students. Internet courses may have face-to-face orientation sessions or exam reviews; however, time and place-specific requirements are minimal. Internet classes promote web-based interactivity between students and instructors, students and internet-based communities, and among students.	July 1, 2006
B	Blended: 49% or less of the required instructional hours is via distance education. The technology-delivered components in these courses, such as online chat sessions or online video lectures, significantly impact the learning experience and reduce the amount of classroom time.	July 1, 2009
L	Lockstep: A course where there is a defined entry and defined exit date (i.e., not open entry/open exit).	July 1, 2009
J	OJT/Extern: Student is receiving non-compensated, on-the-job training at the location of the employer.	July 1, 2016

COMMENTS: Last modified June 8, 2016.

REFERENCE: In Northstar if the campus refund policy is percentages deliver defined entry/exit as face to face otherwise deliver these session types as lockstep. See [Appendix F](#).

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-38**

ELEMENT NAME: Instructional Type

FIELD NAME: U_INSTRUCT_TYPE

FIELD FORMAT: UPPER(CHAR(3))

DEFINITION: Course Instruction Type

Field Value	Field Attributes and Examples	Effective Date
LEC	Regular classes without lab – standard, fixed classes where instruction occurs in a traditional classroom setting.	July 1, 2006
LEL	Regular classes with incorporated lab – standard, fixed classes where instruction occurs in a traditional classroom setting as well as in a laboratory setting.	July 1, 2006
SUP	Supervision at remote sites – faculty supervision at remote sites that generate hours (e.g., internships, clinical, student teaching, cooperative education).	July 1, 2006
INV	Individualized instruction – classes with no defined hours (e.g., directed readings, independent study/projects).	July 1, 2006
OTH	Other – all other instructional activity that generates hours.	July 1, 2006

COMMENTS: Last modified June 8, 2016.

REFERENCE: Northstar Course Sessions Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-39**

ELEMENT NAME: Site Type

FIELD NAME: U_SITE_TYPE

FIELD FORMAT: UPPER(VARCHAR(3))

DEFINITION: Code used to specify a site type where instruction originates.

Field Value	Field Attributes and Examples	Effective Date
A01	Course taught from the main college campus	July 1, 2006
BXX	<p>Course taught from other COE-approved sites</p> <p>B02 Bridgerland – Brigham City Campus (BC)</p> <p>B03 Bridgerland – Rich County Campus (RC)</p> <p>B06 Mountainland – Orem Campus</p> <p>B07 Mountainland – Spanish Fork Campus</p> <p>B09 Ogden-Weber – BDO Campus</p> <p>B13 Mountainland – Salt Lake City Campus (AGC)</p> <p>B21 Uintah Basin – Vernal Campus</p> <p>B25 Davis – Freeport East Building (Y16)</p> <p>B26 Davis – Freeport West Building (D5)</p> <p>B29 Southwest – Business and Technology Building</p> <p>B30 Southwest – Extension Campus (Auto)</p> <p>B31 Southwest – Kanab Campus</p> <p>B32 Southwest – Circle Four Farms Campus</p> <p>B36 Southwest – Richfield (CPL)</p> <p><u>Shuttered Sites:</u></p> <p>B01 Bridgerland – Bridgerland West</p> <p>B04 Mountainland – American Fork</p> <p>B08 Ogden-Weber – Roy Campus</p> <p>B10 Uintah Basin – Buckskin Hills</p> <p>B33 Dixie – Diesel Shop</p> <p>B34 Dixie – Emergency Response Training Center</p> <p>B35 Dixie – Dixie Commons Campus</p>	July 1, 2018
C / CXX	<p>Course taught from a public education Site (i.e., high school)</p> <p>C30 Mountainland – North Summit High School</p>	<p>July 1, 2006</p> <p>July 1, 2018</p>

Field Value	Field Attributes and Examples	Effective Date
	C31 Mountainland – Park City High School C32 Mountainland – South Summit High School C33 Mountainland – Wasatch High School C50 Southwest – Beaver HS Inst. Svc. Ctr. C51 Southwest – Bryce Valley HS Inst. Svc. Ctr. C52 Southwest – Escalante HS Inst. Svc. Ctr. C53 Southwest – Milford HS Inst. Svc. Ctr. C54 Southwest – Panguitch HS Inst. Svc. Ctr. C55 Southwest – Parowan HS Inst. Svc. Ctr. C56 Southwest – Valley HS Inst. Svc. Ctr. C70 Uintah Basin – Uintah HS C71 Uintah Basin – Manila HS C72 Uintah Basin – Uintah River HS <u>Shuttered Sites:</u> C73 Uintah Basin - Union HS	July 1, 2018 July 1, 2018 July 1, 2018 July 1, 2015 July 1, 2015 July 1, 2015 July 1, 2015 July 1, 2015 July 1, 2015 July 1, 2015 July 1, 2015 October 1, 2015 October 1, 2015 October 1, 2015 October 1, 2015
DXX	Course taught from a USHE campus D05 CEU D06 Snow College D07 Dixie State College D08 SLCC D09 UVU D10 U of U D11 USU D12 WSU D13 SUU	July 1, 2006
EXX	Course taught from correctional facility E01 Draper E02 Gunnison E03 Cedar City E04 Washington County Purgatory E05 Panguitch E06 Duchesne County Justice Center E07 Beaver E09 Davis County Jail E10 Mill Creek Youth Center (YIC) <u>Shuttered Sites:</u> E08 Daggett County Justice Center	July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2015 October 1, 2015 July 1, 2006

Field Value	Field Attributes and Examples	Effective Date
FXX	Course taught from another USTC college F02 Davis Technical College F03 Uintah Basin Technical College F04 Ogden-Weber Technical College F05 Bridgerland Technical College F06 Mountainland Technical College F07 Southwest Technical College F09 Tooele Technical College F10 Dixie Technical College Shuttered Sites: F08 Southeast Technical College	July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2010 July 1, 2006 July 1, 2006
G	Course taught from another owned site	July 1, 2006
H	Course taught from another leased site	July 1, 2006
Z	Course taught from an out-of-state site	July 1, 2006
O	Course is taught at other site (i.e., independent study)	July 1, 2006

COMMENTS: Last modified May 17, 2018.

REFERENCE: Northstar Course Sessions Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-40**

ELEMENT NAME: Scheduled Hours

FIELD NAME: U_SCHEDULED_HRS

FIELD FORMAT: FLOAT

DEFINITION: The total number of membership hours accrued during the reporting period for a student enrolled in a course with a verifiable schedule meeting the definitions and reporting requirements specified in USTC Policy 201.6.1 (open-exit schedule).

Field Value	Field Attributes and Examples	Effective Date
150.00	<i>Scheduled hours of participation:</i> Student was enrolled in a schedule in which students are provided verified periods of time to receive instruction without a fixed course or program completion time, and was scheduled to attend 150 hours of instruction during the reporting period.	July 1, 2011
0.00	Students who accrue membership hours for defined-length courses in U-41 . Zero hours are also reported for classes for which membership hours were counted up-front in a previous reporting period.	July 1, 2011

COMMENTS: Last modified May 17, 2018.

REFERENCE: See [Appendix F](#).
USTC Policy 201, Membership Hour Reporting

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-41**

ELEMENT NAME: Expected Hours

FIELD NAME: U_EXPECTED_HRS

FIELD FORMAT: FLOAT

DEFINITION: The total number of membership hours for a student enrolled in a defined-length course (such as online or blended courses), or for a course where tuition is paid in full up-front, meeting the definitions and reporting requirements specified in USTC Policy 201.6.2 (Defined-length Schedule).

Field Value	Field Attributes and Examples	Effective Date
150.00	<i>Expected hours of participation:</i> Student began an online, blended, or other class during the reporting period that fits the definition found in 201.06.2 and has an approved course length of 150 hours.	July 1, 2011
0.00	Students who accrue membership hours for verifiable schedules in U-40 . Zero hours are also reported for classes for which membership hours were counted up-front in a previous reporting period.	July 1, 2011

COMMENTS: Last modified May 17, 2018.

REFERENCE: [See Appendix F](#).

USTC Policy 201, Membership Hour Reporting

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-42**

ELEMENT NAME: Program Category Type

FIELD NAME: U_CAT_TYPE

FIELD FORMAT: UPPER(CHAR(3))

DEFINITION: The type of program or course in which a student is enrolled.

Field Value	Field Attributes and Examples	Effective Date
COE	COE-approved Program: The student is enrolled in a program (as defined in USTC Policy 200.4.1) accredited by the Council on Occupational Education.	July 1, 2015
JOB	COE-approved Job Upgrade Program: The student is enrolled in a program (as defined in USTC Policy 200.4.1) accredited and classified as a Job Upgrade program by the Council on Occupational Education.	July 1, 2018
EXE	COE-approved Program with CPL Exemptions: The student is enrolled in a program (as defined in USTC Policy 200.4.1) that is accredited by the Council on Occupational Education but that has received Exemptions from COE's minimum completion, placement, or licensure standards.	July 1, 2018
NON	Stand Alone Courses: The student is enrolled in a stand-alone course that is not part of a COE-approved program (i.e., Continued Occupational Education).	July 1, 2017

COMMENTS: Last modified May 17, 2018.

REFERENCE: Northstar Program Outcomes Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-43**

ELEMENT NAME: Program Teach-out

FIELD NAME: U_TEACH_OUT

FIELD FORMAT: UPPER(CHAR(1))

DEFINITION: Designation identifying approved certificate programs that are in teach-out as defined by the Council on Occupational Education, the enrollment and outcomes measures of which are not reported to COE.

Field Value	Field Attributes and Examples	Effective Date
Y	The approved program into which the student is enrolled is in teach-out.	July 1, 2018
N	The approved program into which the student is enrolled is not in teach-out.	July 1, 2018

COMMENTS: Last modified May 17, 2018.

REFERENCE: Northstar Program Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-44**

ELEMENT NAME: Required Hours for Certificate

FIELD NAME: U_REQ_HRS

FIELD FORMAT: INT(4)

DEFINITION: The total number of hours required for a Program Certificate. A Program Certificate is defined in USTC policy 200.4.3.

Field Value	Field Attributes and Examples	Effective Date
1530.00	The specified certificate program requires 1,530 hours of class time.	July 1, 2003

COMMENTS: Last modified May 13, 2010.

REFERENCE: Northstar Program Outcomes Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-45**

ELEMENT NAME: Hours Enrolled for Certificate

FIELD NAME: U_ENRLD_HRS

FIELD FORMAT: INT(4)

DEFINITION: The number of hours enrolled in pursuit of a Program Certificate. Program Certificates are defined in USTC policy 200.4.3.

Field Value	Field Attributes and Examples	Effective Date
1530.00	The student was enrolled for 1,530 hours in pursuit of the specified certificate.	July 1, 2003

COMMENTS: Last modified May 18, 2017.

REFERENCE: This field is derived by summing all membership hours accrued while enrolled under a specified training plan.

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-46**

ELEMENT NAME: Certificate Completion Date

FIELD NAME: U_COMP_DATE

FIELD FORMAT: CHAR(8); "YYYYMMDD"

DEFINITION: The date on which a student completes the requirements for a program certificate, as documented by the instructor. Program certificates are defined in USTC policy 200.4.3.

Field Value	Field Attributes and Examples	Effective Date
20040621	The student completed the requirements for a program certificate on June 21, 2004.	July 1, 2003

COMMENTS: Last modified May 18, 2017.

REFERENCE: Northstar Training Plans Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-47**

ELEMENT NAME: Certificate Conferral Date

FIELD NAME: U_ISSUE_DATE

FIELD FORMAT: CHAR(8); "YYYYMMDD"

DEFINITION: The date on which a program certificate was conferred (i.e., posted to a student's transcript). Program certificates are defined in USTC policy 200.4.3.

Field Value	Field Attributes and Examples	Effective Date
20040621	The program certificate was conferred on June 21, 2004.	July 1, 2003

COMMENTS: Last modified May 18, 2017.

REFERENCE: Northstar Training Plans Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-48**

ELEMENT NAME: CIP Name

FIELD NAME: U_CIP_NAME

FIELD FORMAT: UPPER(VARCHAR(150))

DEFINITION: The official name of the CIP code as maintained by NCES.

Field Value	Field Attributes and Examples	Effective Date
<Code Specific>	Example: WEB PAGE, DIGITAL/MULTIMEDIA AND INFORMATION RESOURCES DESIGN	July 1, 2012

COMMENTS: Last modified March 29, 2012.

REFERENCE: Northstar Programs Form

CIP code names can be found at <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>.

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-49**

ELEMENT NAME: Training Start Date

FIELD NAME: U_TRAINING_START

FIELD FORMAT: CHAR(8); "YYYYMMDD"

DEFINITION: The date on which coursework required for the specified program certificate was begun.

Field Value	Field Attributes and Examples	Effective Date
20040621	The student began coursework required for the specified program certificate on June 21, 2004.	July 1, 2015

COMMENTS: Last modified June 8, 2016.

REFERENCE: Northstar Training Plans Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-50**

ELEMENT NAME: Training Duration

FIELD NAME: U_WEEKS_APART

FIELD FORMAT: INT(3)

DEFINITION: The number of weeks between the training start date ([U-49](#)) and the date on which the certificate was completed ([U-46](#)).

Field Value	Field Attributes and Examples	Effective Date
24	The duration of the student's studies in pursuit of the specified program certificate was 24 weeks (i.e., the training start date and certificate completion date were 24 weeks apart).	July 1, 2015

COMMENTS: Last modified June 11, 2015.

REFERENCE: This field is derived using the training start ([U-49](#)) and program completion dates ([U-46](#)).

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-51**

ELEMENT NAME: Age Upon Certificate Conferral

FIELD NAME: U_COMP_AGE

FIELD FORMAT: INT(3)

DEFINITION: The student's age upon receiving the specified certificate (i.e., the student's age as of the date specified in [U-47](#)).

Field Value	Field Attributes and Examples	Effective Date
24	The student was 24 years old when he/she received the specified program certificate.	July 1, 2015

COMMENTS: This field is used in the IPEDS Completions survey, which asks for age demographics of students as of the date of program certificate conferral. Last modified June 11, 2015.

REFERENCE: This field is derived using the student's birth ([U-12](#)) and program completion dates ([U-46](#)).

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-52**

ELEMENT NAME: Economically Disadvantaged Status

FIELD NAME: U_DISADV

FIELD FORMAT: CHAR(1)

DEFINITION: Economically Disadvantaged: Economically disadvantaged family or individual means: a) family income is at or below national poverty level; b) participant or parent(s) or guardian of the participant is unemployed; c) participant or parent of participant is recipient of public assistance; or d) participant is institutionalized or under state guardianship. On the secondary level this can be operationally determined by a student participation in a free or reduced-price lunch program, AFDC (Aid to Families with Dependent Children), or a work-study program. On the postsecondary and adult level, this can be operationally determined by participation in the Basic Educational Opportunity Grant or similar financial and/or work-study program.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student is considered economically disadvantaged.	November 10, 2004
0	No, the student is not considered economically disadvantaged.	November 10, 2004

COMMENTS: Last modified November 10, 2004.

REFERENCE: Northstar Sensitive Info Form

State ATC/ATCSR SIS Reporting Procedures (updated September 3, 1999); page 3, paragraph 5 and page 4, paragraph 6.

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-53**

ELEMENT NAME: Student Limited English Proficiency Status

FIELD NAME: U_LEP

FIELD FORMAT: CHAR(1)

DEFINITION: The student is limited in English language skills such that he/she is unable to participate in or benefit from regular or special education school instructional programs and needs some kind of language training or assistance to succeed.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student has limited English proficiency.	November 10, 2004
0	No, the student is not limited in English proficiency (not LEP, ESL, or TOEFL student).	November 10, 2004

COMMENTS: Last modified November 10, 2004.

REFERENCE: Northstar Sensitive Info Form

State ATC/ATCSR SIS Reporting Procedures (updated September 3, 1999); page 4, paragraph 7.

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-54**

ELEMENT NAME: Student Disability Status

FIELD NAME: U_DISABLED

FIELD FORMAT: CHAR(1)

DEFINITION: Disabled: 1) Any individual who has been evaluated under part B of the Individuals with Disabilities Education Act and determined to be an individual with a disability who needs special education and related services; 2) Any individual who is considered disabled under section 504 of the Rehabilitation Act of 1973; or 3) Any individual who a) has a physical or mental impairment that substantially limits one or more of the major life activities of that individual; b) has a record of impairment described in paragraph "A" of this definition; or c) is regarded as having impairment.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student is disabled.	November 10, 2004
0	No, the student is not disabled.	November 10, 2004

COMMENTS: Last modified November 10, 2004.

REFERENCE: Northstar Sensitive Info Form
State ATC/ATCSR SIS Reporting Procedures (updated September 3, 1999); page 4, paragraph 8.

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-55**

ELEMENT NAME: Displaced Homemaker

FIELD NAME: U_DIS_HOME

FIELD FORMAT: CHAR(1)

DEFINITION: Any individual who A) is an adult; and B) has worked as an adult primarily without remuneration to care for the home and family, and for that reason has diminished marketable skills, has been dependent on public assistance or on the income of a relative but is no longer supported by such income, is a parent whose youngest dependent child will become ineligible to receive assistance under Aid to Families with Dependent Children within the next two years, or is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment, as appropriate; or C) is described in A or B above and is a criminal offender.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student is a displaced homemaker.	November 10, 2004
0	No, the student is not a displaced homemaker.	November 10, 2004

COMMENTS: Last modified November 10, 2004.

REFERENCE: Northstar Sensitive Info Form

State ATC/ATCSR SIS Reporting Procedures (updated September 3, 1999); page 3, paragraphs 5 and page 4, paragraphs 9 – 13.

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-56**

ELEMENT NAME: Single Parent

FIELD NAME: U_SINGLE_PARENT

FIELD FORMAT: CHAR(1)

DEFINITION: Any individual who A) is unmarried or legally separated from a spouse; and B) has a minor child or children of whom the parent has either custody or joint custody.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student is a single parent.	November 10, 2004
0	No, the student is not a single parent.	November 10, 2004

COMMENTS: Last modified November 10, 2004.

REFERENCE: Northstar Sensitive Info Form

State ATC/ATCSR SIS Reporting Procedures (updated September 3, 1999); page 3, paragraphs 5 and page 4, paragraphs 9 – 13.

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-57**

ELEMENT NAME: CTE Participant

FIELD NAME: Participant

FIELD FORMAT: CHAR(1)

DEFINITION: Any individual who has earned one or more credits or who have completed at least 30 membership hours in a Perkins-approved CTE program.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student is a CTE Participant.	July 1, 2017
0	No, the student is not a CTE Participant.	July 1, 2017

COMMENTS: Last modified May 18, 2017.

REFERENCE: This field is derived in consideration of membership hours (scheduled [[U-59](#)] + expected [[U-60](#)]) accrued under a specified training plan during the specified reporting period. USBE Postsecondary Perkins IV Data Dictionary - Updated July 31, 2016. Page 38.

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-58**

ELEMENT NAME: CTE Concentrator

FIELD NAME: Concentrator

FIELD FORMAT: CHAR(1)

DEFINITION: A postsecondary CTE Participant who: (1) completes at least 12 CTE credits within a single program area (program of study sequence) that is comprised of 12 or more academic and technical credits, and terminates in the award of an industry-recognized credential, certificate, or degree; (2) completes a program of study of 360 membership hours or greater that terminates in an industry-recognized credential, state-approved certificate, or a degree; or (3) completes a short-term CTE program sequence of less than 12 credits or 360 membership hours that terminates in an industry-recognized credential approved by the state.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student is a CTE Concentrator.	July 1, 2017
0	No, the student is not a CTE Concentrator.	July 1, 2017

COMMENTS: Once a student meets the definition of a CTE Concentrator, he/she will be put in a cohort and tracked/reported for Perkins accountability measures. Last modified May 18, 2017.

REFERENCE: This field is derived in consideration of membership hours (scheduled [[U-59](#)] + expected [[U-60](#)]) accrued under a specified training plan during the specified reporting period. USBE Postsecondary Perkins IV Data Dictionary - Updated July 31, 2016. Page 39.

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-59**

ELEMENT NAME: CTE Completer

FIELD NAME: Completer

FIELD FORMAT: CHAR(1)

DEFINITION: A postsecondary CTE Concentrator who: (A) completes a single program area (program of study sequence) that is comprised of 12 or more academic and technical credits, and receives an industry-recognized credential, certificate, or degree; (B) completes a program of study of 360 membership hours or greater, and receives an industry-recognized credential, state-approved certificate, or a degree; or (C) completes a short-term CTE program sequence of less than 12 credits or 360 membership hours and receives an industry-recognized credential approved by the state.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student is a CTE Completer.	July 1, 2017
0	No, the student is not a CTE Completer.	July 1, 2017

COMMENTS: Once a student meets the definition of a CTE Concentrator, he or she will be put in a cohort and tracked/reported for Perkins accountability measures. Last modified May 18, 2017.

REFERENCE: This field is derived using the certificate issue date ([U-47](#)) and a specified reporting period.

USBE Postsecondary Perkins IV Data Dictionary - Updated July 31, 2016. Page 40.

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: U-60

ELEMENT NAME: Pell Grant Recipient

FIELD NAME: U_PELL

FIELD FORMAT: CHAR(1)

DEFINITION: Pell grant recipients must be defined consistent with Pell guidelines with postsecondary/adult students enrolled at least half-time (based on the Pell definition of half-time), and have declared themselves as applied technology majors. *NOTE: if students are multiple recipients of Pell, BIA, or WIOA/DWS they must only be listed once in the following order: Pell, BIA, WIOA/DWS.

All information submitted by technical colleges is subject to audit. Any institution expected to receive more than a 10 percent increase in funding over the prior year (not counting any overall increase in the grant) will be audited. Financial records showing students' names, SSNs, and numbers of hours enrolled, and Pell records will be audited to determine eligibility for Pell.

The DWS referral will be the audit document to determine DWS recipients' eligibility. The date of referral will be used to determine the current eligibility for the year. Any student who was referred in the fiscal year will be counted in that period. If a recipient began in one fiscal year and was still being served in the next fiscal year, they will be counted in the year that he/she started unless it could be shown that he/she could not be counted in the previous year. A separate DWS referral will be required for each year a student is counted for Perkins funding.

75 % of the formula is allocated for Pell/BIA recipients and 25 % for WIOA/DWS recipients.

Documentation: Each recipient must maintain documentation from the service provider verifying each student's eligibility for services.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student received Pell funds.	November 10, 2004
0	No, the student did not receive Pell funds.	November 10, 2004

COMMENTS: When entering Pell data into Northstar, users should be careful that Pell dates do not overlap any enrollment period in which a student has enrollment objective indicating secondary status otherwise the Perkins submission will show secondary Pell recipients. Last modified June 8, 2016.

REFERENCE: Northstar Financial Aid or Sponsorships Forms

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-61**

ELEMENT NAME: BIA Recipient

FIELD NAME: U_BIA

FIELD FORMAT: CHAR(1)

DEFINITION: BIA recipients shall include all Native American postsecondary/adult students who are sponsored because of their economic need and who have declared themselves as applied technology education majors. *NOTE: if students are multiple recipients of Pell, BIA, or WIOA/DWS they must only be listed once in the following order: Pell, BIA, WIOA/DWS.

All information submitted by technical colleges is subject to audit. Any institution expected to receive more than a 10 percent increase in funding over the prior year (not counting any overall increase in the grant) will be audited. Financial records showing students' names, SSNs, and numbers of hours enrolled, and Pell records will be audited to determine eligibility for Pell.

The DWS referral will be the audit document to determine DWS recipients' eligibility. The date of referral will be used to determine the current eligibility for the year. Any student who was referred in the fiscal year will be counted in that period. If a recipient began in one fiscal year and was still being served in the next fiscal year, they will be counted in the year that he/she started unless it could be shown that he/she could not be counted in the previous year. A separate DWS referral will be required for each year a student is counted for Perkins funding.

75 % of the formula is allocated for Pell/BIA recipients and 25 % for WIOA/DWS recipients.

Documentation: Each recipient must maintain documentation from the service provider verifying each student's eligibility for services.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student was sponsored by BIA.	November 10, 2004
0	No, the student was not sponsored by BIA.	November 10, 2004

COMMENTS: Last modified June 8, 2016.

REFERENCE: Northstar Financial Aid or Sponsorships Forms

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: U-62

ELEMENT NAME: WIOA/DWS Sponsored Student

FIELD NAME: U_WIOADWS

FIELD FORMAT: CHAR(1)

DEFINITION: WIOA/DWS service recipients include all postsecondary/adult students receiving WIOA/DWS services. Students must be enrolled in applied technology education training. ***Colleges should not count secondary students or those who are assessed only!***

*NOTE: if students are multiple recipients of Pell, BIA, or WIOA/DWS they must only be listed once in the following order: Pell, BIA, WIOA/DWS.

All information submitted by technical colleges is subject to audit. Any institution expected to receive more than a 10 percent increase in funding over the prior year (not counting any overall increase in the grant) will be audited. Financial records showing students' names, SSNs, and numbers of hours enrolled, and Pell records will be audited to determine eligibility for Pell.

The DWS referral will be the audit document to determine DWS recipients' eligibility. The date of referral will be used to determine the current eligibility for the year. Any student who was referred in the fiscal year will be counted in that period. If a recipient began in one fiscal year and was still being served in the next fiscal year, they will be counted in the year that he/she started unless it could be shown that he/she could not be counted in the previous year. A separate DWS referral will be required for each year a student is counted for Perkins funding.

75 % of the formula is allocated for Pell/BIA recipients and 25 % for WIOA/DWS recipients.

Documentation: Each recipient must maintain documentation from the service provider verifying each student's eligibility for services.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student received WIOA/DWS services.	November 10, 2004
0	No, the student did not receive WIOA/DWS services.	November 10, 2004

COMMENTS: Last modified June 6, 2016.

REFERENCE: Northstar Financial Aid or Sponsorships Forms

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-63**

ELEMENT NAME: Industry Certification Exam Name

FIELD NAME: ExamAttempted

FIELD FORMAT: UPPER(VARCHAR(100))

DEFINITION: The Perkins-approved industry certification attempted by the specified student.

Field Value	Field Attributes and Examples	Effective Date
<Exam Specific>	Example: COMPTIA A+ ESSENTIALS	July 1, 2018

For the Industry Certification Exam list, please see [Appendix A](#).

COMMENTS: Successful completion of industry certifications contributes to each technical college's Perkins Grant 1P1 (Technical Skill Attainment) indicator. Exams must be approved for reporting in Perkins Grant data submissions in advance by the Perkins Executive Committee. Last modified May 17, 2018.

REFERENCE: Northstar Certifications/Licensure Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-64**

ELEMENT NAME: Industry Certification Exam Date

FIELD NAME: DateAttempted

FIELD FORMAT: CHAR(8); "YYYYMMDD"

DEFINITION: The date upon which the Perkins-approved industry certification exam ([U-63](#)) was attempted by the specified student.

Field Value	Field Attributes and Examples	Effective Date
20010510	The student attempted the specified Perkins-approved industry certification exam on May 10, 2001.	July 1, 2018

COMMENTS: Last modified May 17, 2018.

REFERENCE: Northstar Certifications/Licensure Form

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UTAH SYSTEM OF TECHNICAL COLLEGES

Data Element Dictionary

USTC Data -- Version: 07/01/2018

Element: **U-65**

ELEMENT NAME: Industry Certification Exam Outcome

FIELD NAME: Passed

FIELD FORMAT: UPPER(CHAR(1))

DEFINITION: Results of the specified Perkins-approved industry certification exam ([U-63](#)) attempt.

Field Value	Field Attributes and Examples	Effective Date
Y	The student passed the specified Perkins-approved industry certification exam.	July 1, 2018
N	The student did not pass the specific Perkins-approved industry certification exam.	July 1, 2018

COMMENTS: Last modified May 17, 2018.

REFERENCE: Northstar Certifications/Licensure Form

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Appendix A: Perkins-approved Industry Certifications List

Industry Certification	Exam Code
Adobe Certified Expert (ACE) Dreamweaver	201033
American Dental Coders- CDC-A Certification	201029
ASE Auto Automatic Transmission/Transaxle	201010
ASE Auto Brakes	201006
ASE Auto Electrical/Electronic Systems	201007
ASE Auto Engine Performance	201008
ASE Auto Engine Repair	201009
ASE Auto Heating and Air Conditioning	201012
ASE Auto Manual Drive Train and Axles	201011
ASE Auto Suspension and Steering	201005
ASE Collision Mechanical and Electrical	201016
ASE Collision Non-Structural Analysis and Damage Repair	201015
ASE Collision Painting and Refinishing	201013
ASE Collision Structural Analysis and Damage Repair	201014
ASE Diesel Heavy	201018
ASE Diesel Medium	201017
ASE T2 M/H Truck: Diesel Engines	
ASE T3 M/H Truck: Drive Train	
ASE T4 M/H Truck: Brakes	
ASE T5 M/H Truck: Suspension & Steering	
ASE T6 M/H Truck: Electrical/Electronic Systems	
ASE T7 M/H Truck: Heating, Ventilation, & A/C	
ASE T8 M/H Truck: Preventive Maintenance & Inspection	
AWS Certified Welder	201022
AWS Welding Level I	201019
AWS Welding Level II	201020
AWS Welding Level III	201021
Certified Dental Assistant-CDA	201025
Certified Electronic Health Records Specialist-CEHRS	201027
Certified Medical Administrative Assistant -CMAA	201028
Certified Medical Assistant-CMA	201023
Certified Professional Coder-CPC	201026
Certified Surgical Technologist-CST	201024
Cisco - Certified Network Associate	
Cisco - Interconnecting Cisco Networking Devices, Part 1	
Cisco - Interconnecting Cisco Networking Devices, Part 2	
CIW Web Foundations Associate	201031
CompTIA A+ Essentials	201001

Industry Certification	Exam Code
CompTIA A+ Practical Application	201002
CompTIA CySA+ CS0-001	
CompTIA Linux+ LX0-101	
CompTIA Linux+ LX0-102	
CompTIA Linux+ LX0-103	
CompTIA Linux+ LX0-104	
CompTIA Network+	201003
CompTIA Network+ N10-007	
CompTIA Project +	201030
CompTIA Security+	201004
CompTIA Security+ SY0-501	
CompTIA Server+ SK0-004	
CompTIA Strata IT Fundamentals	201032
CPC-A Certified Professional Coder-Apprentice	201034
EMT Basic (National Registry of Emergency Medical Technicians)	
EMT Advanced (National Registry of Emergency Medical Technicians)	
MCSA Microsoft 70-410	
MCSA Microsoft 70-411	
MCSA Microsoft 70-412	
MCSA Microsoft 70-697	
MCSA Microsoft 70-740	
MCSA Microsoft 70-741	
MCSA Microsoft 70-742	
NCCT - Certified Phlebotomy Technician	
Utah Fire and Rescue Academy Fire Science certifications (viewable at https://www.uvu.edu/ufra/lookup/)	

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Appendix B: Secondary School List

HIGH SCHOOLS

District Code	ACT Code	High School Names	School District	School Type	Effective Date
07-725		3-6 Program (Bountiful High School) – Bountiful		Alternative	7/1/2006
07-720		3-6 Program (Clearfield High School) – Clearfield		Alternative	7/1/2006
	450416	A City for Children and Teens – Springville		Private	7/1/2006
	459250	Ability to Benefit		State	7/1/2008
	450146	Abundant Life Academy – Kanab		Private	7/1/2007
	450429	Academy at Canyon Creek – Springville		Private	7/1/2008
83-700	450360	Academy for Math, English & Science (AMES) – Salt Lake City	Granite	Charter	7/1/2004
91-906		Accelerated Learning Center – Murray		Private	7/1/2007
	450186	Achievement Academy – Manti		Private	7/1/2007
12-760		Adult & Community Education – Salt Lake City		Alternative	7/1/2006
05-750		Adult Education – Price		Alternative	7/1/2005
12-750		Adult High School – Salt Lake City		Alternative	7/1/2007
	459050	Adult HS Diploma (Utah)		State	7/1/2003
		AFTEC Palisades Pals – Manti (See Utah Preparatory Academy [YIC])		Alternative	7/1/2006
39-780		Airport View Detention Center – Logan		Alternative	7/1/2006
	450071	Alpine Academy – Erda		Private	7/1/2007
01-735		Alpine Summit – Orem		Alternative	7/1/2007
01-730	450006	Alpine Summit Programs – Orem		Alternative	7/1/2008
01-650	458000	Alpine Transition & Education Center – Lindon	Alpine	Alternative	7/1/2005
42-702	450402	Alta High School – Sandy	Canyons	Regular	7/1/2003
08-704	450000	Altamont High School – Altamont	Duchesne	Regular	7/1/2003
12-781		Alter Safe School-HS – Salt Lake City		Alternative	7/1/2006
08-755		Alternative Packet Program – Duchesne		Alternative	7/1/2006
	450480	American Academy – Salt Lake City		Private	7/1/2008
8K-700		American Academy of Innovation		Charter	7/1/2016
01-704	450005	American Fork High School – American Fork	Alpine	Regular	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
	450003	American Heritage School – American Fork		Private	7/1/2003
8B-100	450413	American Leadership Academy – Spanish Fork	Nebo	Charter	7/1/2007
74-700		American Preparatory Academy – Draper	Granite	Charter	7/1/2007
74-110		American Preparatory Academy Accelerated School – West Valley City	Granite	Charter	7/1/2015
	450361	Anchor Christian Academy – Salt Lake City		Private	7/1/2003
1J-800		American International School of Utah	Murray	Charter	7/1/2017
74-110		American Preparatory Academy Accelerated School – West Valley City		Charter	7/1/2017
JB-904		Aneth Community School – Montezuma Creek		Private	7/1/2008
11-760		Arches Education Center – Moab	Grand	Alternative	7/1/2005
37-805		Archway Youth Service Center (YIC) – Ogden		Alternative	7/1/2008
		Arrow Academy (YIC; see Youth Health Associates) – Clearfield		Alternative	7/1/2006
		Arrow Reflections (YIC; see Paramount Reflections) – Layton		Alternative	7/1/2006
12-770		Artec (non-custodial; see Youth Education Support Service) – Salt Lake City		Alternative	7/1/2006
12-556		Artec Campus – Kearns		Alternative	7/1/2005
14-552		Artec South – Midvale		Alternative	7/1/2005
19-735		Ascent, Inc. Mona Country Residential (YIC) – Mona		Alternative	7/1/2008
20-500		Ascent, Inc. Pine Creek Ranch (YIC) – Mt Pleasant		Alternative	7/1/2008
31-750	991746	Ashley Valley Education Center – Vernal	Uintah	Alternative	7/1/2007
	450167	Aspen Ranch School – Loa		Private	7/1/2003
222223*		Athenian E-Academy – Roosevelt		Charter	11/1/2015
222224*		Athenian E-Academy – Tremonton		Charter	11/1/2015
03-704	450430	Bear River High School – Garland	Box Elder	Regular	7/1/2003
02-704	450010	Beaver High School – Beaver	Beaver	Regular	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
3B-700	450401	Beehive Science & Tech Academy (BSTA) – Salt Lake City	Canyons	Charter	7/1/2006
37-703	450245	Ben Lomond High School – Ogden	Ogden	Regular	7/1/2003
	450460	Benchmark School – Woods Cross		Private	7/1/2003
	450044	Benjamin Franklin Academy – Midway		Private	7/1/2003
	450246	Berean Baptist Christian Academy – Ogden		Private	7/1/2003
16-712	450018	Big Water School – Big Water	Kane	Regular	7/1/2003
14-704	450020	Bingham High School – South Jordan	Jordan	Regular	7/1/2003
19-740		Birdseye Group Home – Spanish Fork		Alternative	7/1/2006
FC-912		Blessed Sacrament School – Sandy		Private	7/1/2007
30-740	991060	Blue Peak High School – Tooele	Tooele	Alternative	7/1/2010
35-701	450247	Bonneville High School – Ogden	Weber	Regular	7/1/2003
07-704	450030	Bountiful High School – Bountiful	Davis	Regular	7/1/2003
03-708	450035	Box Elder High School – Brigham City	Box Elder	Regular	7/1/2003
	450312	Brigham Young University Independent Study – Provo		Private	7/1/2003
42-705	450362	Brighton High School – Salt Lake City	Canyons	Regular	7/1/2003
	450166	Browning Academy / Cross Creek Camp – La Verkin		Private	7/1/2003
10-704	450435	Bryce Valley High School – Tropic	Garfield	Regular	7/1/2003
	450023	Bureau of Indian Affairs		Private	7/1/2003
04-710		Cache Alternative High – Logan	Cache	Alternative	7/1/2015
04-710	450168	Cache High School – Logan		Alternative	7/1/2003
	450407	Cache Instructional Workshop – Logan		Private	7/1/2003
MR-901		Cache Valley Learning Center – Logan		Private	7/1/2008
	450358	Calvary Chapel Christian School – St. George		Private	7/1/2008
07-735	450157	Canyon Heights – Kaysville		Alternative	7/1/2003
9D-100		Canyon Rim Academy – Salt Lake City	Granite	Charter	7/1/2008
13-712	450046	Canyon View High School – Cedar City	Iron	Regular	7/1/2003
35-810	991747	Canyon View School – Ogden	Weber	Alternative	3/15/2005
25-775		Canyonlands Youth Home – Blanding		Alternative	7/1/2006
42-740		Canyons Technical Education Center – Sandy	Canyons	Regular	7/1/2015
	969999	Capitol Hill Academy – Salt Lake City (also used for Provo eSchool)		Private	7/1/2017
9L-000		Capstone Classical Academy – Pleasant View		Charter	7/1/2018

District Code	ACT Code	High School Names	School District	School Type	Effective Date
05-704	450310	Carbon High School – Price	Carbon	Regular	7/1/2003
	450313	Carden-Lee School, The – Salt Lake City		Private	7/1/2003
05-550		Castle County Youth Center – Price		Alternative	7/1/2005
05-801		Castle Valley Center – Price	Carbon	Alternative	7/1/2005
	450059	CBA Center – Delta		Charter	7/1/2003
13-704	450045	Cedar City High School – Cedar City	Iron	Regular	7/1/2003
	450343	Cedar Ridge Academy – Roosevelt		Regular	11/4/2005
26-716	450333	Cedar Ridge High – Richfield	Sevier	Alternative	7/1/2015
87-700		Center City Charter School – Salt Lake City		Alternative	7/1/2004
38-610		Central Utah Enterprises – Provo		Alternative	7/1/2006
26-730		Central Utah Youth Home – Richfield		Alternative	7/1/2005
2D-100		Channing Hall – Draper	Canyons	Charter	7/1/2008
36-826		Children Behavior Therapy – Salt Lake City	Salt Lake	Alternative	7/1/2008
FL-904		Christ Lutheran – Murray		Private	7/1/2008
	450340	Christian Heritage School – Riverdale		Private	7/1/2003
12-581		Christmas Box House – Salt Lake City		Alternative	7/1/2008
	450357	Cinnamon Hills School – St. George		Private	11/4/2005
87-700	450364	City Academy – Salt Lake City	Salt Lake	Charter	11/4/2005
07-706	450053	Clearfield High School – Clearfield	Davis	Regular	7/1/2003
NJ-770		Clearfield Job Corps Center – Clearfield	Other	Alternative	7/1/2015
MV-901		Colby School – Park City		Private	7/1/2008
36-821		Columbus Community Center – Salt Lake City	Salt Lake	Alternative	7/1/2007
08-802		Con Amore Training Center – Myton	Duchesne	Alternative	7/1/2005
	450392	Concordia Preparatory School – Riverton		Private	7/1/2003
KE-672		Copper Hills Youth Center – West Jordan		Private	7/1/2008
14-703	450450	Copper Hills High School – West Jordan	Jordan	Regular	7/1/2003
42-711	450073	Corner Canyon High School – Draper	Canyons	Regular	7/1/2015
19-730		Cornerstone Evening – Spanish Fork		Alternative	7/1/2006
12-702	450363	Cottonwood High School – Salt Lake City	Granite	Regular	7/1/2003
KH-955		Cottonwood Treatment Center – Salt Lake City		Private	7/1/2008
	450232	Creekside High School – Murray		Regular	7/1/2003
	450166	Cross Creek Academy – La Verkin		Private	7/1/2008
222222*		Crossroads Academy – Ogden		Alternative	7/1/2015
3E-100		CS Lewis Academy – Payson	Nebo	Charter	7/1/2008
12-704	450175	Cyprus High School – Magna	Granite	Regular	7/1/2003
03-778	450034	Dale Young Community HS – Brigham City	Box Elder	Alternative	7/1/2003

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01-840		Dan W. Peterson – American Fork	Alpine	Alternative	7/1/2007
DM-951		Dancing Moose Montessori School – West Valley City		Private	7/1/2008
A3-700	450249	Davinci Academy of Science & the Arts – Ogden	Ogden	Charter	7/1/2004
07-032		Davis Adult Education – Kaysville		Alternative	7/1/2009
DA-951		Davis Arrow Academy (YIC) – Clearfield	Davis	Alternative	7/1/2009
07-708	450155	Davis High School – Kaysville	Davis	Regular	7/1/2003
		Day Treatment (See OWATC Day Treatment) – Ogden		Alternative	7/1/2006
	450201	Daystar Adventist Academy – Castle Valley		Private	7/1/2003
91-914		Deamude Adventist Christian School – Ogden		Private	7/1/2008
12-580		Decker Lake Youth Center – West Valley City		Alternative	7/1/2005
17-704	450060	Delta High School – Delta	Millard	Regular	7/1/2003
17-715		Delta Technical Center – Delta	Millard	Alternative	7/1/2006
	450233	Deseret Academy – Murray		Private	7/1/2003
33-703	450359	Desert Hills High School – St. George	Washington	Regular	7/1/2008
	450132	Diamond Ranch Academy – Hurricane		Private	7/1/2007
81-300	450314	Discovery Academy – Provo		Private	7/1/2003
33-760		Dixie Area Detention Center – Hurricane		Alternative	7/1/2006
33-704	450350	Dixie High School – St. George	Washington	Regular	7/1/2003
	450427	Dominquez Hills Academy – Spanish Fork		Private	7/1/2007
	450189	Dorius Academy – Layton		Private	7/1/2008
14-021		Draper Group Home (See Youth Health Associates-Draper) – Draper		Alternative	7/1/2006
12-812		Dream Charter School – Salt Lake City		Charter	7/1/2004
1X-100		Dual Immersion Academy – Salt Lake City	Salt Lake	Charter	7/1/2008
08-750		Duchesne Adult High School – Roosevelt		Alternative	7/1/2005
08-708	450065	Duchesne High School – Duchesne	Duchesne	Regular	7/1/2003
30-704	450070	Dugway High School – Dugway	Tooele	Regular	7/1/2003
MA-968		Eagle Ranch Academy – Gunlock		Private	7/1/2008
38-610		East Bay Post High School – Provo	Provo	Alternative	7/1/2015
	450417	East Carbon High School – Sunnyside		Regular	7/1/2003

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36-704	450365	East High School – Salt Lake City	Salt Lake	Regular	7/1/2003
A8-700	450475	East Hollywood High School – West Valley City	Granite	Charter	7/1/2006
01-790		East Shore Electronic High – Orem	Alpine	Alternative	7/1/2015
1Y-100		Edith Bowen Laboratory School – Logan	Logan	Charter	7/1/2008
99-700		Electronic High School – Salt Lake City		State	7/1/2008
	450419	Elevations School (RTC) – Syracuse		Alternative	7/1/2015
1Z-100		Emerson Alcott Academy – Roosevelt		Charter	7/1/2008
09-706	450043	Emery High School – Castle Dale	Emery	Regular	7/1/2003
33-712	450075	Enterprise High School – Enterprise	Washington	Regular	7/1/2003
3C-100		Entheos Academy – Kearns	Granite	Charter	7/1/2008
42-950	991054	Entrada – Sandy	Canyons	Alternative	7/1/2015
10-708	450090	Escalante High School – Escalante	Garfield	Regular	7/1/2003
38-510		Eschool at Provo District – Provo	Provo	Regular	7/1/2016
17-712	450092	Eskdale High School – Eskdale	Millard	Regular	7/1/2003
33-750		Excel Directed Studies YIC – St. George		Alternative	7/1/2006
	450174	Faith Baptist Academy – Layton		Private	7/1/2010
	450412	Faith Christian School – Spanish Fork		Private	7/1/2003
MA-951		Falcon Ridge Academy – Virgin		Private	7/1/2008
07-802		Family Enrichment Center – Kaysville	Davis	Alternative	7/1/2005
07-566	450100	Farmington Bay Youth Center – Farmington		Alternative	7/1/2003
98-700	450173	Fast Forward Charter High School – Logan	Logan	Charter	11/4/2005
33-740		Focus Center – St. George		Alternative	7/1/2006
13-550		Foothill High – Cedar City		Alternative	7/1/2005
82-100	450339	Freedom Preparatory Academy – Provo	Provo	Charter	7/1/2007
35-706	450248	Fremont High School – Plain City	Weber	Regular	7/1/2003
	450366	Garfield School – Salt Lake City		Alternative	7/1/2003
	450238	Gateway Academy – Draper		Alternative	7/1/2015
MB-951		Gateway Academy – Salt Lake City		Private	7/1/2008
7E-100		Gateway Preparatory Academy – Enoch	Iron	Charter	7/1/2008
	459400	GED (outside of Utah)		State	7/1/2003
	459300	GED (inside Utah)		State	7/1/2003
14-091	991602	Genesis YIC – Draper		Alternative	7/1/2006
5D-100		George Washington Academy – St. George	Washington	Charter	7/1/2008
37-729	450268	George Washington High School (see Project Surpass-Washington High School [YIC]) – Ogden	Ogden	Alternative	7/1/2003

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	450013	Grace Christian Academy – West Valley City		Private	7/1/2003
11-704	450200	Grand County High School – Moab	Grand	Regular	7/1/2003
12-708	450368	Granger High School – West Valley City	Granite	Regular	7/1/2003
12-687	450371	Granite Alternative High School – Salt Lake City		Alternative	1/1/2007
12-712	450370	Granite High School – Salt Lake City		Regular	7/1/2003
12-760		Granite Peaks Adult High – Salt Lake City		Alternative	7/1/2008
12-740	450371	Granite Connection – Salt Lake City	Granite	Alternative	7/1/2008
12-775		Granite Technical Institute (GTI) – Salt Lake City		Alternative	7/1/2006
12-640		Granite Transitional Services (Hilda B. Jones Center) – Salt Lake City	Granite	Alternative	7/1/2003
30-708	450110	Grantsville High School – Grantsville	Tooele	Regular	7/1/2003
30-750		Grantsville Home Study – Grantsville		Alternative	7/1/2006
	450054	Great Basin High School – Clearfield		Alternative	7/1/2003
04-703	450017	Green Canyon High School – North Logan	Cache	Regular	7/1/2017
09-704	450115	Green River High School – Green River	Emery	Regular	7/1/2003
03-710		Grouse Creek School – Grouse Creek	Box Elder	Alternative	7/1/2006
1E-100		Guadalupe School – Salt Lake City	Salt Lake	Charter	7/1/2008
27-704	450120	Gunnison Valley High School – Gunnison	South Sanpete	Regular	7/1/2003
12-810		Hartvigsen School – Salt Lake City	Granite	Alternative	7/1/2005
8F-100	450372	Hawthorne Academy – West Jordan	Jordan	Private	7/1/2003
	450123	Heber Valley Christian School – Heber City		Private	7/1/2003
	450323	Heritage Schools, Inc. – Provo		Private	7/1/2003
14-707	450126	Herriman High School – Herriman	Jordan	Regular	7/1/2011
	450344	High Point Academy – Roosevelt			11/4/2005
HT-951		High Top Ranch School – Koosharem		Private	7/1/2008
36-708	450373	Highland High School – Salt Lake City	Salt Lake	Regular	7/1/2003
42-706	450193	Hillcrest High School – Midvale	Canyons	Regular	7/1/2003
07-631		Home Instruction – Farmington		Alternative	7/1/2006
	459500	Home Schooling		State	7/1/2003
	459600	Home Schooling (outside of Utah)		State	7/1/2007
12-608		Homebound & Hospitalized – Salt Lake City	Granite	Alternative	7/1/2006
33-810		Homeless – St. George		Alternative	7/1/2007

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91-908		Horizon Educational System – Ogden		Private	7/1/2008
01-808		Horizon School – Saratoga Springs	Alpine	Alternative	7/1/2015
36-750	450389	Horizonte Instruction & Training Center – Salt Lake City	Salt Lake	Alternative	7/1/2003
36-613		Hospital – Salt Lake City		Alternative	7/1/2006
12-710	450449	Hunter High School – West Valley City	Granite	Regular	7/1/2003
33-716	450135	Hurricane High School – Hurricane	Washington	Regular	7/1/2003
12-801		ID Group – Self-Contained – Salt Lake City		Alternative	7/1/2007
38-730	450316	Independence High School – Provo	Provo	Alternative	7/1/2003
36-748	450393	Innovations High School – Salt Lake City	Salt Lake	Regular	7/1/2015
2C-600	450288	Intech Collegiate High School – Logan	Cache	Charter	7/1/2006
	450049	Integrity School – Cedar City		Private	11/4/2005
	450162	Intermountain Christian Academy – Salt Lake City		Private	7/1/2003
	450374	Intermountain Christian School – Salt Lake City		Private	7/1/2003
	450040	Intermountain Intertribal School – Brigham City		Alternative	7/1/2003
MC-901		Iqra Academy of Utah – West Valley City		Private	7/1/2008
13-751		Iron County Adult – Cedar City		Alternative	1/1/2007
A5-700	450452	Itineris Early College High – West Jordan	Jordan	Charter	7/1/2004
IV-951		Ivy Hall Academy – Provo		Private	7/1/2008
FC-907		JE Cosgriff Memorial – Salt Lake City		Private	7/1/2007
85-100	450394	Jean Massieu Academy – Salt Lake City		Private	7/1/2004
93-105		John Hancock Charter School – Pleasant Grove	Alpine	Charter	7/1/2004
42-708	450405	Jordan High School – Sandy	Canyons	Regular	7/1/2003
14-620		Jordan Resource Center – Midvale		Alternative	7/1/2003
14-740		Jordan Technical Center Sandy – Sandy		Regular	7/1/2006
14-741		Jordan Applied Technology Center – West Jordan	Jordan	Regular	7/1/2006
42-810	450448	Jordan Valley School – Midvale	Canyons	Alternative	7/1/2003
15-704	450240	Juab High School – Nephi	Juab	Regular	7/1/2003
	450064	Juan Diego Catholic High School – Draper		Private	7/1/2003
	450375	Judge Memorial High School – Salt Lake City		Private	7/1/2003
		Juvenile Receiving Center (see Salt Lake Valley Detention Center) – Salt Lake City		Alternative	7/1/2006

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4J-700	991782	Kairos Academy – West Valley City		Charter	7/1/2015
16-704	450150	Kanab High School – Kanab	Kane	Regular	7/1/2003
2E-700	450278	Karl G. Maeser Preparatory Academy – Lindon	Alpine	Charter	7/1/2008
14-830		Kauri Sue Hamilton School – Riverton	Jordan	Alternative	7/1/2015
12-714	450158	Kearns High School – Kearns	Granite	Regular	7/1/2003
FC-908		Kearns St. Ann – Kearns		Private	7/1/2007
	450306	Kimber Academy – Pleasant View		Private	2/14/2006
222225*		Kimber Academy – St. George		Private	5/12/2017
	450317	Kirkbridge Academy – Provo		Private	7/1/2003
	450244	Kolob Canyon School – New Harmony		Private	7/1/2007
	450222	La Europa Academy – Salt Lake City		Private	7/1/2007
16-714	450422	Lake Powell High School – Lake Powell	Kane	Regular	7/1/2003
4C-100	450396	Lakeview Academy – Saratoga Springs	Alpine	Charter	7/1/2008
19-720	450409	Landmark High School – Spanish Fork	Nebo	Alternative	7/1/2003
	450169	Layton Christian Academy – Layton		Private	7/1/2003
07-710	450163	Layton High School – Layton	Davis	Regular	7/1/2003
5C-100	450369	Legacy Preparatory Academy – North Salt Lake	Davis	Charter	7/1/2008
19-750		Legacy High School – Springville	Nebo	Alternative	7/1/2008
01-708	450165	Lehi High School – Lehi	Alpine	Regular	7/1/2003
	450156	Liahona Academy – Kaysville		Alternative	7/1/2003
	450307	Liahona Academy – Pleasant Grove		Private	7/1/2007
	450172	Liahona Academy – Virgin		Private	7/1/2003
6C-100		Liberty Academy – Salem	Granite	Charter	7/1/2008
	450386	Life Christian Academy – West Valley City		Private	7/1/2003
07-745		Lifeline – North Salt Lake		Private	7/1/2006
	450177	Lighthouse Christian Academy – Magna		Private	11/4/2005
05-760	450294	Lighthouse High School – Price	Carbon	Alternative	7/1/2005
2B-100		Lincoln Academy – Pleasant Grove	Alpine	Charter	7/1/2008
03-630		Lincoln Center – Brigham City		Alternative	7/1/2006
39-704	450170	Logan High School – Logan	Logan	Regular	7/1/2003
39-708		Logan North Campus – Logan		Alternative	7/1/2006
	450171	Logan River Academy – Logan		Private	7/1/2003
39-710		Logan South Campus – Logan		Alternative	7/1/2006
01-709	450129	Lone Peak High School – Highland	Alpine	Regular	7/1/2003

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MD-951		Lott's Legacy Boarding School – Escalante		Private	7/1/2008
	450434	Lumen Scholar Institute – Orem		Charter	1/12/2016
FC-922		Madeleine Choir School – Salt Lake City		Private	7/1/2008
4I-700	991880	Mana Academy Charter School – West Valley City	Granite	Charter	7/1/2015
	450179	Manila High Adult Program – Manila		Alternative	7/1/2003
06-704	450180	Manila High School – Manila	Daggett	Regular	7/1/2003
27-708	450185	Manti High School – Manti	South Sanpete	Regular	7/1/2003
	450428	Maple Lake Academy – Spanish Fork		Private	7/1/2008
19-702	450423	Maple Mountain High School – Spanish Fork	Nebo	Regular	7/1/2015
	450377	Master Academy – Salt Lake City		Private	7/1/2003
	450321	Master Academy of Arts & Science – Provo		Private	3/15/2005
MC-951		McGillis School – Salt Lake City		Private	7/1/2008
KM-OKM		McKay-Dee Psych Resources – Ogden		Private	7/1/2007
	450319	Meridian School – Orem		Private	7/1/2003
8E-700	450426	Merit College Preparatory Academy – Springville	Nebo	Charter	7/1/2008
02-708	450195	Milford High School – Milford	Beaver	Regular	7/1/2003
	450260	Mill Creek Youth Center – Ogden		Alternative	7/1/2003
17-708	450105	Millard High School – Fillmore	Millard	Regular	7/1/2003
33-718	450444	Millcreek High School – St. George	Washington	Regular	7/1/2003
	450048	Millennial Quest Cntr Family Learning – Layton		Private	7/1/2003
91-927		Moab Christian Academy – Moab		Private	7/1/2007
A7-100		Moab Charter School – Moab	Grand	Charter	7/1/2008
		Mona Group Home (see Ascent, Inc.) – Mona		Alternative	7/1/2006
	450061	Montana National Guard Youth – Dillon		Private	11/4/2005
7C-100		Monticello Academy – West Valley City	Granite	Charter	7/1/2008
25-704	450210	Monticello High School – Monticello	San Juan	Regular	7/1/2003
25-706	450213	Monument Valley High School – Monument Valley	San Juan	Regular	7/1/2003
	450069	Moonridge Academy – Cedar City		Private	7/1/2007
18-704	450215	Morgan High School – Morgan	Morgan	Regular	7/1/2003
07-732		Mount High Shoupp (10-12) – Kaysville		Alternative	7/1/2008

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15-806		Mount Nebo Training Center – Nephi		Alternative	7/1/2007
	450378	Mount Vernon Academy – Murray		Private	7/1/2003
12-500		Mount View Learning Center – Salt Lake City		Alternative	7/1/2005
04-702	450138	Mountain Crest High School – Hyrum	Cache	Regular	7/1/2003
9F-600	450391	Mountain Heights Academy – West Jordan	Statewide	Charter	7/1/2015
	450411	Mountain Heritage Academy – South Jordan		Private	11/4/2005
07-730	450154	Mountain High School – Kaysville	Davis	Alternative	7/1/2003
LQ-903	450047	Mountain Springs Preparatory Academy – Cedar City		Private	7/1/2008
MV-951		Mountain Valley School – Bluffdale		Alternative	7/1/2009
01-711	450280	Mountain View High School – Orem	Alpine	Regular	7/1/2003
12-500		Mountain View Learning Center – Salt Lake City		Alternative	7/1/2008
8C-100		Mountainville Academy – Alpine	Alpine	Charter	7/1/2008
40-650		Murray Adult Transition – Murray		Alternative	7/1/2006
40-704	450235	Murray High School – Murray	Murray	Regular	7/1/2003
	450024	Navajo Mountain High School – Tonalea	San Juan	Regular	7/1/2003
9B-100		Navigator Point Academy – West Jordan	Jordan	Charter	7/1/2008
19-747		Nebo Advanced Learning Center – Springville	Nebo	Alternative	7/1/2015
19-755		Nebo Technology Center – Spanish Fork		Alternative	7/1/2006
	450315	New Haven School – Spanish Fork		Private	7/1/2003
	450379	Newtyme School – Midvale		Private	7/1/2003
6D-100		Noah Webster Academy – Orem	Alpine	Charter	7/1/2008
03-774		North Community High – Garland		Alternative	7/1/2007
A6-100		North Davis Preparatory Academy – Layton	Davis	Charter	7/1/2008
	450160	North Rich High School – Laketown		Private	7/1/2003
20-704	450225	North Sanpete High School – Mt. Pleasant	North Sanpete	Regular	7/1/2003
26-704	450355	North Sevier High School – Salina	Sevier	Regular	7/1/2003
5B-100		North Star Academy – Bluffdale	Jordan	Charter	7/1/2008
21-704	450055	North Summit High School – Coalville	North Summit	Regular	7/1/2003
A1-700	450346	Northern Utah Academy for Math, Engineering, & Science (NUAMES) – Layton	Davis	Charter	7/1/2004
07-711	450164	Northridge High School – Layton	Davis	Regular	7/1/2003

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NR-951		Northridge Learning Center – Brigham City		Private	7/1/2008
LA-OLA		Northridge Learning Center – Layton		Private	7/1/2007
38-560	991665	Oak Springs School – Provo	Provo	Alternative	7/1/2008
KU-659	450243	Oakgrove/Waterfall Canyon – Ogden		Private	7/1/2010
	450242	Oakley School – Oakley		Private	7/1/2003
19-640		Oakridge School – Springville	Nebo	Alternative	7/1/2005
39-770		Observation/Assess - YIC – Logan		Alternative	7/1/2006
37-760		Observation/Assess - YIC – Ogden		Alternative	7/1/2005
12-595		Observation/Assess Correctional (Region II) – Salt Lake City		Alternative	7/1/2005
19-585		Observation/Assess Youth Corrections – Springville		Alternative	7/1/2006
1C-100		Odyssey Charter School – American Fork	Alpine	Charter	7/1/2008
1C-100		Odyssey House School – Salt Lake City		Alternative	7/1/2007
37-707	450255	Ogden High School – Ogden	Ogden	Regular	7/1/2003
68-100	450261	Ogden Preparatory Academy – Ogden	Ogden	Charter	7/1/2007
12-716	450380	Olympus High School – Salt Lake City	Granite	Regular	7/1/2003
8D-240		Open Classroom – Salt Lake City	Salt Lake	Charter	7/1/2008
9F-600		Open High School of Utah (see Mountain Heights Academy) – West Jordan		Alternative	4/28/2011
01-712	450281	Orem High School – Orem	Alpine	Regular	7/1/2003
	459000	Other In-State High School		State	7/1/2003
FC-921		Our Lady of Lourdes – Salt Lake City		Private	7/1/2007
OB-951		Outback Therapeutic Expeditions – Lehi		Private	7/1/2008
	459150	Out-of-Country High School		State	7/1/2003
	459100	Out-of-State High School		State	7/1/2003
35-620		OWATC Day Treatment Program – Ogden		Alternative	7/1/2007
FO-951	450072	Oxford Academy – Draper		Private	7/1/2008
FO-0FO		Oxford Learning Source – Draper		Private	7/1/2007
10-712	450285	Panguitch High School – Panguitch	Garfield	Regular	7/1/2003
		Paradigm High School – South Jordan		Alternative	1/1/1900
9C-700	450404	Paradigm High School – South Jordan	Jordan	Charter	7/1/2006
07-573		Paramount Reflections (YIC) – Layton		Alternative	7/1/2008
JC-971	450292	Park City Day School – Park City		Private	7/1/2008
22-704	450290	Park City High School – Park City	Park City	Regular	7/1/2003

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22-750		Park City Learning Center – Park City		Alternative	7/1/2004
03-712		Park Valley School – Park Valley		Alternative	7/1/2006
	450293	Parowan Christian School – Parowan		Private	7/1/2003
13-708	450295	Parowan High School – Parowan	Iron	Regular	7/1/2003
19-704	450300	Payson High School – Payson	Nebo	Regular	7/1/2003
		Pine Creek Ranch-Ascent (YIC; see Ascent, Inc.) – Mt. Pleasant		Alternative	7/1/2006
33-720	450354	Pine View High School – St. George	Washington	Regular	7/1/2003
	450062	Pine Ridge Academy – Draper		Private	7/1/2003
86-100	450309	Pinnacle Canyon Academy – Price	Carbon	Charter	7/1/2004
07-801		Pioneer Adult Rehab Center – Clearfield	Davis	Alternative	7/1/2008
9H-700	450176	Pioneer High School for the Performing Arts – American Fork	Alpine	Charter	7/1/2012
	450220	Pioneer Trail Academy – Clearfield		Private	7/1/2003
23-708	450050	Piute High School – Junction	Piute	Regular	7/1/2003
20-801	450226	Pleasant Creek High School – Mount Pleasant	North Sanpete	Alternative	7/1/2015
01-716	450305	Pleasant Grove High School – Pleasant Grove	Alpine	Regular	7/1/2003
01-782	450276	Polaris High School – Orem	Alpine	Alternative	7/1/2006
33-240		Post High School Self-Cont – St. George		Alternative	7/1/2006
12-612		Post-secondary Transition – Salt Lake City		Alternative	7/1/2006
	450318	Powerspeak Languages, Inc. (AKA Middlebury Interactive Languages) – Provo		Private	7/1/2007
91-619		Primary Children’s Hospital – Salt Lake City		Private	7/1/2007
91-620		Primary Children’s School at Wasatch Canyons – Salt Lake City		Private	7/1/2007
36-630		Private School - Salt Lake City		Private	7/1/2006
		Project Surpass-Archway (see Archway Youth Service Center) – Ogden		Alternative	7/1/2006
37-736		Project Surpass-Ben Lomond – Ogden		Alternative	7/1/2006
37-806		Project Surpass-Day Treatment – Ogden		Alternative	7/1/2006
37-737		Project Surpass-Ogden – Ogden		Alternative	7/1/2006
37-804		Project Surpass-Paramount – Ogden		Alternative	7/1/2006
37-729	450268	Project Surpass-Washington High School (YIC) – Ogden		Alternative	7/1/2006
9E-100	450124	Providence Hall – Herriman	Jordan	Charter	7/1/2008
38-740	450303	Provo Adult Education – Provo	Provo	Alternative	7/1/2015
	450320	Provo Canyon School – Provo		Private	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
38-704	450325	Provo High School – Provo	Provo	Regular	7/1/2003
1F-100		Quest Academy – West Haven	Weber	Charter	7/1/2008
A2-100		Ranches Academy – Eagle Mountain	Alpine	Charter	7/1/2008
7B-100		Reagan Academy – Springville	Nebo	Charter	7/1/2008
	450383	Realms of Inquiry Private School – Salt Lake City		Private	7/1/2003
	450356	Red Rock Canyon School – St. George		Regular	7/1/2003
FL-910		Redeemer Lutheran – Salt Lake City		Private	7/1/2003
91-918		Reid School – Salt Lake City		Private	7/1/2008
07-733		Renaissance Academy – Kaysville	Davis	Alternate	7/1/2015
1D-100		Renaissance Academy – Lehi	Alpine	Charter	7/1/2008
24-708	450330	Rich High School – Randolph	Rich	Regular	7/1/2003
26-708	450335	Richfield High School – Richfield	Sevier	Regular	7/1/2003
04-705		Ridgeline High School – Millville	Cache	Regular	7/1/2016
14-820		River’s Edge School – South Jordan	Jordan	Alternative	7/1/2015
14-710	450461	Riverton High School – Riverton	Jordan	Regular	7/1/2003
2F-700	450088	Rockwell Charter High School – Eagle Mountain	Alpine	Charter	7/1/2008
	450352	Ron Hatch Academy – Washington		Private	7/1/2003
	450385	Rowland Hall-Saint Marks School – Salt Lake City		Private	7/1/2003
35-708	450348	Roy High School – Roy	Weber	Regular	7/1/2003
FC-908		Saint Ann School – Salt Lake City		Private	7/1/2008
	450250	Saint Joseph Catholic High School – Ogden		Private	7/1/2003
19-706	450399	Salem Hills High School – Salem	Nebo	Regular	7/1/2008
36-827		Salt Lake Arts Academy – Salt Lake City	Salt Lake	Charter	7/1/2007
	450388	Salt Lake Baptist Academy – Salt Lake City		Private	7/1/2003
4F-300	450384	Salt Lake Center for Science Education – Salt Lake City	Salt Lake	Charter	7/1/2008
	450194	Salt Lake Christian Academy – Sandy		Private	7/1/2003
12-554		Salt Lake County Detention Center – Salt Lake City		Alternative	7/1/2005
12-559		Salt Lake County Division of Youth Services YIC – Salt Lake City		Alternative	7/1/2008

District Code	ACT Code	High School Names	School District	School Type	Effective Date
7D-700	450381	Salt Lake School of Performing Arts – Salt Lake City	Salt Lake	Charter	7/1/2006
36-749		Salt Lake Technology Center – Salt Lake City		Alternative	7/1/2006
12-585		Salt Lake Valley Detention Center (YIC) – Salt Lake City		Alternative	7/1/2008
25-708	450025	San Juan High School – Blanding	San Juan	Regular	7/1/2003
KY-OKY		Sandcastle Academy Private School – Woods Cross		Private	7/1/2008
27-702		Sanpete Academy – Ephraim		Alternative	7/1/2006
	450284	School College University Partnership – Orem		Private	7/1/2003
	450127	Sentry Christian Academy – Price		Private	7/1/2003
91-975		SEPS Learning Center – Salt Lake City		Private	7/1/2008
91-923		Seventh Day Adventist – Provo		Private	7/1/2007
14-071		Shelter School – Midvale		Alternative	7/1/2006
12-802		SID Self-contained – Salt Lake City		Alternative	7/1/2007
	450289	Silverrado Boys Ranch – Panguitch		Private	7/1/2008
04-706	450408	Sky View High School – Smithfield	Cache	Regular	7/1/2003
12-718	450397	Skyline High School – Salt Lake City	Granite	Regular	7/1/2003
01-785		Skyridge High School – Lehi	Alpine	Regular	7/1/2016
38-555		Slate Canyon Detention Home – Provo		Alternative	7/1/2005
33-725	450353	Snow Canyon High School – St. George	Washington	Regular	7/1/2003
91-929		Soaring Wings Montessori School – Jeremy Ranch		Private	7/1/2008
91-928		Soaring Wings Montessori School – Park City		Private	7/1/2008
89-100		Soldier Hollow Charter School – Midway	Wasatch	Charter	7/1/2007
	450159	Sorenson’s Ranch School – Koosharem		Private	7/1/2003
	450395	South Community High – Brigham City		Alternative	7/1/2003
42-712	450063	South Park Academy – Draper	Canyons	Alternative	7/1/2003
26-712	450205	South Sevier High School – Monroe	Sevier	Regular	7/1/2003
28-704	450145	South Summit High School – Kamas	South Summit	Regular	7/1/2003
14-802		South Valley School – West Jordan	Jordan	Alternative	7/1/2003
	450311	Southeastern Christian Academy – Price		Private	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
A9-700	450052	Southern Utah Center for Computer, Engineering, and Science Students Academy (Success Academy) – Cedar City	Iron	Charter	7/1/2006
	450403	Southpointe High School – Sandy		Private	7/1/2003
33-730	450351	Southwest Behavioral Health Center – St. George		Alternative	7/1/2008
13-750	450068	Southwest Education Academy – Cedar City	Iron	Alternative	7/1/2003
13-570		Southwest Utah Youth Center – Cedar City		Alternative	7/1/2008
19-708	450410	Spanish Fork High School – Spanish Fork	Nebo	Regular	7/1/2003
37-620		Special Education ATC – Ogden		Alternative	7/1/2006
04-610		Special Services – Logan		Alternative	7/1/2006
3D-100	450241	Spectrum Academy – North Salt Lake	Davis	Charter	7/1/2008
12-748		Speech Only – Salt Lake City		Alternative	7/1/2006
NC-951		Spirit Dance Youth Academy – Richfield		Private	7/1/2008
31-775		Split Mountain Youth Center – Vernal		Alternative	7/1/2005
19-712	450415	Springville High School – Springville	Nebo	Regular	7/1/2003
FC-902		St. Francis Xavier Regional School – Kearns		Private	7/1/2007
9K-700		St. George Academy		Charter	7/1/2016
	450250	St. Joseph Catholic High School – Ogden		Private	7/1/2008
	450178	Stansbury Academy – Magna		Private	7/1/2003
30-720	450431	Stansbury High School – Stansbury Park	Tooele	Regular	7/1/2009
07-660		Star Transition – Kaysville		Alternative	7/1/2006
07-650		Steps – Farmington		Alternative	7/1/2006
	450414	Stillwater Academy – South Jordan		Private	11/4/2005
	450209	Storm Ridge Ranch – Monroe		Private	7/1/2005
23-710		Storm Ridge South – Marysville		Private	7/1/2005
07-670		Stride - Special Education – Farmington		Alternative	7/1/2006
	450433	Success Academy at DSU – St. George		Charter	10/1/2015
88-700		Success Charter School – Taylorsville		Charter	7/1/2004
7G-700	450066	Summit Academy High School – Bluffdale	Canyons		7/15/2015
01-730		Summit High – Orem	Alpine	Alternative	7/1/2015
40-408		Summit Program – Murray		Alternative	7/1/2008
01-792		Summit YIC / At Risk – American Fork		Alternative	7/1/2005
		Summit Youth in Custody (see Alpine Summit Programs) – Orem		Alternative	7/1/2006
	450349	Sun Hawk Academy – St. George		Private	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
MI-951	450137	Sunrise Academy – Hurricane		Private	7/1/2008
37-730	450268	Surpass High School (YIC) – Ogden		Alternative	7/1/2008
FS-0FS		Sylvan Learning Centers – Salt Lake City		Private	7/1/2007
4D-100		Syracuse Arts Academy – Syracuse		Charter	7/1/2008
07-716	450418	Syracuse High School – Syracuse	Davis	Regular	7/1/2008
08-712	450420	Tabiona High School – Tabiona	Duchesne	Regular	7/1/2003
12-722	450398	Taylorsville High School – Salt Lake City	Granite	Regular	7/1/2003
	450287	Telos Academy – Orem		Private	7/1/2007
	450600	Terra Academy – Vernal		Charter	7/1/2016
19-745		The Journey Youth in Custody – Provo		Alternative	7/1/2006
94-100		Thomas Edison Charter School North – North Logan	Cache	Charter	7/1/2007
94-110		Thomas Edison Charter School South – Logan	Cache	Charter	7/1/2008
08-804	450347	Thompsons School – Ioka		Alternative	7/1/2003
95-110		Timpanogos Academy – Lindon	Alpine	Charter	7/1/2007
01-718	450283	Timpanogos High School – Orem	Alpine	Regular	7/1/2003
38-712	450326	Timpview High School – Provo	Provo	Regular	7/1/2003
29-704	450095	Tintic High School – Eureka	Tintic	Regular	7/1/2003
	450424	Tooele Baptist Academy – Tooele		Private	7/1/2003
30-712	450425	Tooele High School – Tooele	Tooele	Regular	7/1/2003
	450229	Top Flight Academy – Mt. Pleasant		Private	7/1/2008
07-811		Trident School – Layton		Layton	7/1/2006
	450161	Trinity Christian Academy – Kaysville		Private	7/1/2003
03-570		Triumph Academy – Brigham City		Private	7/1/2006
90-700	450140	Tuacahn High School for the Performing Arts – Ivins	Washington	Charter	7/1/2003
FT-TFT	450104	Turn-About Ranch – Escalante		Private	7/1/2008
13-580		Turning Point Family Care – Cedar City		Alternative	7/1/2008
35-730	450251	Two Rivers High School – Ogden	Weber	Alternative	11/4/2005
LN-918		U Can Learn Learning Center – Murray		Private	7/1/2008
LN-917		U Can Learn Learning Center – Orem		Private	7/1/2008
LN-916		U Can Learn Learning Center – Salt Lake City		Private	7/1/2008
	450441	Uinta Academy – Wellsville		Private	7/1/2007
31-704	450440	Uintah High School – Vernal	Uintah	Regular	7/1/2003
92-700	450106	Uintah River High School – Ft. Duchesne	Uintah	Charter	7/1/2004
08-714	450345	Union High School – Roosevelt	Duchesne	Regular	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
91-618		University Academy at University Neuropsychiatric Institute – Salt Lake City		Private	7/1/2007
	459200	Unknown		State	7/1/2003
91-623		Utah Boys Ranch – West Jordan		Private	7/1/2008
9I-600	450149	Utah Career Path High – Kaysville	Davis	Charter	7/1/2015
2H-101	450640	Utah Connections Academy – Woods Cross	Statewide	Charter	7/1/2015
1B-700	450286	Utah County Academy of Sciences – Orem	Alpine	Charter	11/4/2005
1I-700		Utah International Charter School – Salt Lake City	Granite	Charter	7/1/2015
2K-710		Utah Military Academy – Lehi		Charter	7/1/2018
2K-700	450338	Utah Military Academy – Riverdale		Charter	7/1/2015
27-701		Utah Preparatory Academy – Manti		Alternative	7/1/2008
41-111	450265	Utah School for The Deaf and Blind – Ogden		Alternative	7/1/2003
01-874		Utah State Development – American Fork		Alternative	7/1/2007
5F-700	450481	Utah Virtual Academy – Murray	Statewide	Charter	7/1/2007
8H-100		Valley Academy – Hurricane	Washington	Charter	7/1/2015
	450386	Valley Christian Schools – Kearns		Private	7/1/2003
16-708	450275	Valley High School – Orderville	Kane	Regular	7/1/2003
14-716	450192	Valley High School – Sandy	Jordan	Regular	7/1/2003
04-790		Valley View (YIC) – River Heights		Alternative	7/1/2005
3F-100	450190	Venture Academy – Ogden	Weber	Charter	7/1/2008
	450443	Vernal Christian School – Vernal		Private	7/1/2003
07-712	450032	Viewmont High School – Bountiful	Davis	Regular	7/1/2003
81-300	450322	Walden School of Liberal Arts – Provo	Provo	Charter	7/1/2007
	450230	Wasatch Academy – Mt. Pleasant		Private	7/1/2003
32-708		Wasatch Alternative High – Heber City		Alternative	7/1/2006
32-704	450125	Wasatch High School – Heber City	Wasatch	Regular	7/1/2003
MJ-951		Wasatch Intermountain Academy – Orem		Private	7/1/2009
4B-100		Wasatch Peak Academy – North Salt Lake	Davis	Charter	7/1/2008
12-583		Wasatch Youth Center – Salt Lake City		Alternative	7/1/2005
		Washington County Adult High School (see Southwest Behavioral Health Center) – St. George		Alternative	7/1/2007
33-200		Utah Online School – St. George	Washington	Regular	7/1/2008
33-318		Water Canyon School – Hilldale	Washington	Alternative	7/1/2015
	450328	Waterford School – Sandy		Private	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
34-704	450015	Wayne High School – Bicknell	Wayne	Regular	7/1/2003
	450271	Weber Basin High School – Ogden		Alternative	7/1/2003
35-760		Weber Basin Job Corps Center – Ogden	Weber	Alternative	7/1/2015
35-704	450270	Weber High School – Ogden	Weber	Regular	7/1/2003
	450272	Weber Innovation – Ogden	Weber	Alternative	7/1/2016
35-550		Weber Valley Detention Center – Roy		Alternative	7/1/2005
30-714	450445	Wendover High School – Wendover	Tooele	Regular	7/1/2003
29-708	450437	West Desert High School – Trout Creek	Tintic	Regular	7/1/2003
36-716	450400	West High School – Salt Lake City	Salt Lake	Regular	7/1/2003
14-718	450446	West Jordan High School – West Jordan	Jordan	Regular	7/1/2003
	450458	West Ridge Academy – West Jordan		Private	7/1/2003
01-789	450004	Westlake High School – Saratoga Springs	Alpine	Regular	7/1/2008
25-710	450207	Whitehorse High School – Montezuma Creek	San Juan	Regular	7/1/2003
MK-951		White River Academy – Delta		Private	7/1/2008
	450067	Williamsburg Academy Online High School – Cedar City		Private	7/1/2008
	450324	Willow Creek School – Provo		Private	7/1/2007
0JR-JR		Wind River Academy – Provo		Private	7/1/2009
	450291	Winter Sports School in Park City – Park City		Private	7/1/2003
07-714	450447	Woods Cross High School – Woods Cross	Davis	Regular	7/1/2003
04-760		Young Mothers Program – Logan		Alternative	7/1/2005
12-616		Young Parent Program – West Valley City	Granite	Alternative	6/6/2006
19-750		Young Parents School – Spanish Fork		Alternative	7/1/2003
YP-901		Young Parents School – Kaysville		Alternative	7/1/2008
27-703		Young Women’s Empowerment Center YWEC-L (YIC) – Ephraim		Alternative	7/1/2006
27-710		Young Women’s Empowerment Center YWEC-S (YIC) – Ephraim		Alternative	7/1/2006
91-988		Youth Care, Inc. – Draper		Private	7/1/2007
	450327	Youth Center School – West Jordan		Private	7/1/2003
33-790		Youth Crisis Intervention Center – St. George		Alternative	7/1/2005
12-501	974522	Youth Education Support School – Salt Lake City	Granite	Alternative	7/1/2008

District Code	ACT Code	High School Names	School District	School Type	Effective Date
13-590		Youth Health Associates–Cedar Ranch – Cedar City		Private	7/1/2008
07-593		Youth Health Associates–Clearfield – Clearfield		Alternative	7/1/2008
14-021		Youth Health Associates–Draper Home – Draper		Alternative	7/1/2008
12-569		Youth Services (see Salt Lake County Division of Youth Services) – Salt Lake City		Alternative	7/1/2007
03-550		Youth Track - Youth in Custody – Brigham City		Alternative	7/1/2006
04-550		Youth Track Youth in Custody – Logan		Alternative	7/1/2006
<blank>	<blank>	The student is not a secondary student as defined in Policy 205.5.1.			7/1/2015

* Indicates that the district code was assigned by USTC for the sole purpose of tracking students from the specified schools in college information systems. If/when these schools' district or ACT codes are known, the USTC-specific codes will be replaced.

MIDDLE & JR. HIGH SCHOOLS

District Code	Middle & Jr. High School Names	School District	Effective Date
91-906	Accelerated Learning Center – Murray		7/1/2003
01-299	Alpine Online School – American Fork	Alpine	7/1/2015
01-404	American Fork Jr. High – American Fork	Alpine	7/1/2003
74-100	American Preparatory Academy – Draper	Granite	7/1/2004
91-910	Anchor Christian Academy – Salt Lake City		7/1/2003
03-404	Bear River Middle School – Garland	Box Elder	7/1/2015
12-400	Bennion Jr. High – Taylorsville	Granite	7/1/2003
91-907	Berean Baptist Christian Academy – Ogden		7/1/2003
12-402	Bonneville Jr. High – Salt Lake City	Granite	7/1/2003
07-404	Bountiful Jr. High – Bountiful	Davis	7/1/2003
03-408	Box Elder Middle School – Brigham City	Box Elder	7/1/2015
12-404	Brockbank Jr. High – Magna	Granite	7/1/2003
5G-100	Canyon Grove Academy – Pleasant Grove	Alpine	7/1/2015
01-405	Canyon View Jr. High – Orem	Alpine	7/1/2003
09-404	Canyon View Jr. High – Huntington	Emery	7/1/2003
13-308	Canyon View Middle School – Cedar City	Iron	7/1/2016
JC-971	Carden Christian Academy – Park City		7/1/2003
13-304	Cedar Middle School – Cedar City	Iron	7/1/2017
07-426	Centennial Jr. High – Kaysville	Davis	7/1/2015
07-406	Centerville Jr. High – Centerville	Davis	7/1/2003

District Code	Middle & Jr. High School Names	School District	Effective Date
07-408	Central Davis Jr. High – Layton	Davis	7/1/2003
JD-0JD	Christian Heritage – Riverdale		7/1/2003
12-410	Churchill Jr. High – Salt Lake City	Granite	7/1/2003
14-419	Copper Mountain Middle School – Herriman	Jordan	7/1/2015
JP-977	Deseret Academy – Murray		7/1/2003
33-403	Desert Hills Middle School – St. George	Washington	7/1/2014
19-402	Diamond Fork Jr. High – Spanish Fork	Nebo	7/1/2015
81-300	Discovery Charter School – Provo		7/1/2004
33-404	Dixie Middle School – St. George	Washington	7/1/2015
12-411	Eisenhower Jr. High – Salt Lake City	Granite	7/1/2003
14-413	Elk Ridge Middle School – South Jordan	Jordan	7/1/2015
3C-100	Entheos Academy-Kearns – Kearns	Granite	7/1/2015
3C-110	Entheos Academy-Kearns – Magna	Granite	7/1/2015
12-412	Evergreen Jr. High – Salt Lake City	Granite	7/1/2003
07-402	Fairfield Jr. High – Kaysville	Davis	7/1/2003
07-409	Farmington Jr. High – Farmington	Davis	7/1/2003
14-417	Fort Herriman Middle School – Herriman	Jordan	7/1/2015
01-417	Frontier Middle School – Eagle Mountain	Alpine	7/1/2015
91-958	Grace Baptist Church Academy – West Valley City		7/1/2003
12-416	Granite Park Jr. High – Salt Lake City	Granite	7/1/2003
8F-100	Hawthorn Academy – West Jordan	Jordan	7/1/2015
05-408	Helper Middle School – Helper	Carbon	7/1/2003
37-409	Highland Jr. High – Ogden	Ogden	7/1/2015
5H-100	Highmark Charter School – South Weber	Davis	7/1/2015
40-404	Hillcrest Jr. High – Murray	Murray	7/1/2003
12-608	Home Schooling Home/Hospital – Salt Lake City	Granite	7/1/2015
36-750	Horizonte Instruction & Training Center – Salt Lake City	Salt Lake	7/1/2003
36-613	Hospital Elem & Secondary – Salt Lake City		7/1/2003
12-418	Hunter Jr. High – West Valley City	Granite	7/1/2003
33-408	Hurricane Middle School – Hurricane	Washington	7/1/2015
JE-916	Intermountain Christian Academy – Salt Lake City		7/1/2003
12-422	J. F. Kennedy Jr. High – West Valley City	Granite	7/1/2003
1G-100	Jefferson Academy – Kaysville	Davis	7/1/2015
14-406	Joel P. Jensen Middle School – West Jordan	Jordan	7/1/2015
42-810	Jordan Valley School – Midvale	Canyons	7/1/2003
07-410	Kaysville Jr. High – Kaysville	Davis	7/1/2003
12-420	Kearns Jr. High – Kearns	Granite	7/1/2003
01-406	Lakeridge Jr. High – Orem	Alpine	7/1/2003
4C-100	Lakeview Academy – Saratoga Springs	Alpine	7/1/2015
33-325	Lava Ridge Intermediate School – St. George	Washington	7/1/2014
JO-976	Layton Christian Academy – Layton		7/1/2003
07-424	Legacy Jr. High – Layton	Davis	7/1/2015
01-408	Lehi Jr. High – Lehi	Alpine	7/1/2003
6C-100	Liberty Academy – Salem	Granite	7/1/2015
2B-100	Lincoln Academy – Pleasant Grove	Alpine	7/1/2015

District Code	Middle & Jr. High School Names	School District	Effective Date
KJ-0KJ	Logan River Academy – Logan		7/1/2003
19-404	Mapleton Jr. High – Mapleton	Nebo	7/1/2015
KM-0KM	McKay-Dee Psych Resources – Ogden		7/1/2003
91-916	Meridian School – Provo		7/1/2003
07-411	Millcreek Jr. High – Bountiful	Davis	7/1/2003
MI-001	Millennial Quest Center – Layton		7/1/2003
02-112	Minersville School – Minersville	Beaver	7/1/2015
05-412	Mont Harmon Middle School – Price	Carbon	7/1/2003
7C-100	Monticello Academy – West Valley City	Granite	7/1/2015
37-411	Mound Fort Jr. High School – Ogden	Ogden	7/1/2015
37-415	Mount Ogden Jr. High – Ogden	Ogden	7/1/2015
JG-915	Mount Vernon Academy – Murray	Alpine	7/1/2003
01-410	Mountain Ridge Jr. High – Highland	Alpine	7/1/2003
8C-100	Mountainville Academy – Alpine	Alpine	7/1/2015
19-406	Mt. Nebo Jr. High – Payson	Nebo	7/1/2015
07-413	Mueller Park Jr. High – Bountiful	Davis	7/1/2003
9B-100	Navigator Pointe Academy – West Jordan	Jordan	7/1/2015
JI-917	New Tyme School – Midvale		7/1/2003
04-406	North Cache Center – Richmond	Cache	7/1/2015
07-412	North Davis Jr. High – Clearfield	Davis	7/1/2003
A6-100	North Davis Preparatory Academy – Layton	Davis	7/1/2015
07-414	North Layton Jr. High – Layton	Davis	7/1/2003
35-402	North Ogden Jr. High – Ogden	Weber	7/1/2003
5B-100	North Star Academy – Bluffdale	Jordan	7/1/2015
LA-0LA	Northridge Instruction – Layton		7/1/2003
01-412	Oak Canyon Jr. High – Lindon	Alpine	7/1/2003
68-100	Ogden Preparatory Academy – Ogden	Ogden	7/1/2015
12-424	Olympus Jr. High – Salt Lake City	Granite	7/1/2003
14-409	Oquirrh Hills Middle School – Riverton	Jordan	7/1/2015
01-414	Orem Jr. High – Orem	Alpine	7/1/2003
35-405	Orion Jr. High – Harrisville	Weber	7/1/2015
FO-0FO	Oxford Learning Source – Draper		7/1/2003
03-168	Park Valley School – Park Valley	Box Elder	7/1/2015
91-970	Parowan Christian – Parowan		7/1/2003
19-408	Payson Jr. High – Payson	Nebo	7/1/2003
33-420	Pine View Middle School – St. George	Washington	7/1/2015
86-100	Pinnacle Canyon Academy – Price	Carbon	7/1/2004
01-416	Pleasant Grove Jr. High – Pleasant Grove	Alpine	7/1/2003
91-619	Primary Children's Hospital – Salt Lake City		7/1/2003
91-620	Primary Children's School at Wasatch Canyons – Salt Lake City		7/1/2003
JK-0JK	Realms of Inquiry – Salt Lake City		7/1/2003
40-412	Riverview Jr. High – Murray	Murray	7/1/2003
35-403	Rocky Mountain Jr. High – West Haven	Weber	7/1/2003
08-404	Roosevelt Jr. High – Roosevelt	Duchesne	7/1/2003

District Code	Middle & Jr. High School Names	School District	Effective Date
FR-0FR	Rowland Hall-St Marks Schools – Salt Lake City		7/1/2003
35-404	Roy Jr. High – Roy	Weber	7/1/2003
19-416	Salem Jr. High – Salem	Nebo	7/1/2015
97-300	Salt Lake Arts Academy – Salt Lake City	Salt Lake	7/1/2004
91-925	Salt Lake Christian Academy – Sandy		7/1/2003
09-408	San Rafael Jr. High – Ferron	Emery	7/1/2003
35-406	Sand Ridge Jr. High – Roy	Weber	7/1/2003
12-423	Scott M. Matheson Jr. High – Magna	Granite	7/1/2015
91-922	Shiloah Valley Christian School – Eskdale		7/1/2003
33-425	Snow Canyon Middle School – St. George	Washington	7/1/2015
35-412	Snowcrest Jr. High – Eden	Weber	7/1/2003
89-100	Soldier Hollow Charter School – Midway	Wasatch	7/1/2004
04-410	South Cache Center – Hyrum	Cache	7/1/2015
07-416	South Davis Jr. High – Bountiful	Davis	7/1/2003
14-415	South Hills Middle School – Riverton	Jordan	7/1/2015
14-411	South Jordan Middle School – South Jordan	Jordan	7/1/2015
35-408	South Ogden Jr. High – Ogden	Weber	7/1/2003
14-712	South Park Academy – Draper	Canyons	7/1/2003
19-420	Spanish Fork Jr. High – Spanish Fork	Nebo	7/1/2003
19-424	Springville Jr. High – Springville	Nebo	7/1/2003
A4-100	Summit Academy – Draper	Canyons	7/1/2015
33-303	Sunrise Ridge Intermediate School – St. George	Washington	2/1/2016
07-418	Sunset Jr. High – Sunset	Davis	7/1/2003
14-416	Sunset Ridge Middle School – West Jordan	Jordan	7/1/2015
07-420	Syracuse Jr. High – Syracuse	Davis	7/1/2003
35-410	T. H. Bell Jr. High – Ogden	Weber	7/1/2003
6F-300	The Early Light Academy at Daybreak – South Jordan	Jordan	7/1/2015
12-419	Thomas Jefferson Jr. High – Kearns	Granite	7/1/2003
01-420	Timberline Middle School – Alpine	Alpine	7/1/2015
33-304	Tonaquint Intermediate School – St. George	Washington	7/1/2014
30-404	Tooele Jr. High – Tooele	Tooele	7/1/2003
22-304	Treasure Mountain Jr. High – Park City	Park City	7/1/2015
JA-0JA	University for Children – Springville		7/1/2003
91-618	University Academy at University Neuropsychiatric Institute – Salt Lake City		7/1/2003
FC-0FC	Utah Catholic Schools – Salt Lake City		7/1/2003
FL-0FL	Utah Lutheran Schools – Murray		7/1/2003
12-428	Valley Jr. High – West Valley City	Granite	7/1/2003
31-408	Vernal Jr. High – Vernal	Uintah	7/1/2003
01-490	Vista Heights Middle School – Saratoga Springs	Alpine	7/1/2015
35-416	Wahlquist Jr. High – Ogden	Weber	7/1/2003
12-432	Wasatch Jr. High – Salt Lake City	Granite	7/1/2003
32-412	Wasatch Mountain Jr. High – Heber City		7/1/2003
JM-970	Waterford School – Sandy		7/1/2003
14-414	West Hills Middle School – West Jordan	Jordan	7/1/2015

District Code	Middle & Jr. High School Names	School District	Effective Date
14-412	West Jordan Middle School – West Jordan	Jordan	7/1/2015
12-434	West Lake Jr. High – West Valley City	Granite	7/1/2003
12-490	West Lake Jr. High Extended Day – West Valley City	Granite	7/1/2003
31-312	West Middle School – Roosevelt		7/1/2003
07-422	West Point Jr. High – West Point	Davis	7/1/2015
01-425	Willowcreek Middle School – Lehi	Alpine	7/1/2015

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Appendix C: Student Classification Logic

Student Classification Logic

Answers to the following questions dictate how students are classified in USTC legislative reporting and internal Tableau dashboards and should exactly match the logic utilized by colleges as they report to the Council on Occupational Education. If there are discrepancies between this document and any coding logic employed at a college, *college data stewards are to contact the USTC system office immediately.*

This document is provided as a reference so college personnel can understand explicitly how their exit and outcome coding decisions will impact data summaries submitted to external stakeholders. If users have any questions or concerns with the logic described here, *they are to contact the USTC system office immediately.*

Note that the following logic is employed **for each distinct student in each distinct program** into which he/she is enrolled. Hence, a student who graduated from one program, enrolls in a second program within the same fiscal year, and remains enrolled at the end of the fiscal year would be counted twice, once as a graduate completer from the first program placed in continuing education, and once as a student who was still enrolled in the second program.

1. Is the student enrolled in a COE-approved program (U_CAT_TYPE = COE)?
 - If yes, proceed to question 2.
 - If no, the student is enrolled in **continuing occupational education** and is not reported to COE.
2. Is the student a secondary student (U_ENRL_OBJ = S)?
 - If yes, the student is an **allowable subtraction** from COE reporting for being a secondary student.
 - If no, proceed to question 3.
3. Is the student's enrollment objective 3, 7, or J?
 - If yes, the student is ineligible to earn a credential and thus does not meet the accrediting body's definition of "student" ("A person who is formally engaged in learning as demonstrated by a commitment to ... earn a credential"). The student is therefore **not reported to COE**. (Note that these students are not counted as allowable subtractions; they are simply not considered students at all under COE's definitions.)
 - If no, proceed to question 4.
4. Does the student have a schedule detail with a blank exit code or an exit date that is after the end of the fiscal year?

- If yes, the student is considered **still enrolled**.
 - If no, proceed to question 5.
5. Does the student have a schedule detail with exit code P and an exit date that is within the fiscal year?
- If yes, the student is a **graduate completer**. Proceed to question 6.
 - If no, proceed to question 9.
6. Does the student have outcome code R, M, D, E, G, or I?
- If yes, the student is considered **placed**.
 - If no, proceed to question 7.
7. Does the student have outcome code V* (i.e., any of the codes indicating unavailability) or F?
- If yes, the student is an **allowable subtraction** from placement accountability for unavailability or refusal to be placed.
 - If no, proceed to question 8.
8. Was the student enrolled in a program requiring licensure, and does the student have a blank licensure exam field?
- If yes, the student is an **allowable subtraction** from placement accountability for awaiting licensure.
 - If no, the student is considered **unplaced**.
9. Does the student have outcome code R, M, or G?
- If yes, the student is a **non-graduate completer** and is considered **placed**.
 - If no, proceed to question 10.
10. Does the student have outcome code I?
- If yes, the student is an **allowable subtraction** for withdrawal and re-enrollment in a different COE-approved program.
 - If no, proceed to question 11.
11. Does the student have outcome code V* (i.e., any of the codes indicating unavailability)?
- If yes, the student is an **allowable subtraction** for unavailability to complete a program.
 - If no, the student is a **non-completer**.

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Appendix D: Matrix of Acceptable Enrollment Objective, Exit Code, and Outcome Code Combinations

Enrollment Objective (U-21)	Exit Code (U-27)	Verified Outcome Codes (U-31)														
		R	M	U	D	E	G	I	S	V¶	K	F	C	A	B	X
1 – Certificate Seeker	P												n/a	n/a	n/a	
	N												n/a			
2 – Occupational Student	P		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	C		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	N		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a
3 – Senior Citizen	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	N	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
6 – Basic Skills	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	N	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
7 – Personal Interest	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	N	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
J – Job Re-entry *	C												n/a	n/a	n/a	
	N												n/a			
S – Secondary	P													n/a	n/a	
	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		†	n/a	n/a
	N	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	‡		n/a	n/a

* Though collection of outcome information for Job Re-entry students is not required by the accrediting body, collection of this information is encouraged.

† This exit and outcome code combination is reserved for secondary students who successfully complete stand-alone courses that are too short or otherwise ineligible for recommendation to receive Carnegie credit.

‡ This exit and outcome code combination is reserved for secondary students who leave an approved certificate program without earning a credential, but who have completed work sufficient to be recommended to their LEA/charter school to receive Carnegie credit.

¶ Includes unavailability for any reason specified in the Data Dictionary under element [U-31](#).

Last modified May 17, 2018.

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Appendix E: Data Validity Checks

Data Validity Checks

(June 1, 2018 Edition)

The following table describes all data validity checks that will be performed on each technical college's end-of-year data submission, due to USTC by July 31, 2019.

The final column in the table below describes how to easily perform these validity checks using Microsoft Excel. Wherever an Excel formula is listed below, users can insert a column in the end-of-year data submission next to the column in question, then type the formulas below, copying them down the sheet for all records contained therein. Please note that in each formula, cell references are written as if the concerned field's first record were in cell A2. For example, the formula used to check whether U_ID numbers are 10 digits long is written as =LEN(A2), assuming U_ID values are in column A and that a header row exists in row 1.

Note that these data validity checks must be performed on **any** data submission containing the specified fields. Hence, some data validity checks will be performed on the data submission file, the completers file, and the Perkins student submission file.

Should users have questions/concerns with any of the following items, they are encouraged to email or call the USTC data team to discuss.

#	Concerned Field	Subject of Inquiry	How to Validate
1	All fields	Check to ensure that each data field adhere to the data types listed in this Dictionary (e.g., UPPER[], VARCHAR, FLOAT, INT, etc.).	
2	U_ID	Must be 10 digits long	=LEN(A2)
3	U_SSN	SSNs will be checked against the following requirements: <ul style="list-style-type: none"> • Must be 9 digits long (ensure leading zeros are present) • First three digits cannot start with "000", "666", or "900-999" (Whereas Individual Taxpayer Identification Numbers [given to international students] may start with "9", SSNs may not.) • Middle two digits cannot be "00" • Last four digits cannot be "0000" 	<ul style="list-style-type: none"> • =LEN(A2) • =LEFT(A2,3) • =RIGHT(LEFT(A2,5),2) • =RIGHT(A2,4)
4	U_SSN U_LAST_NAME U_FIRST_NAME	Check to ensure Social Security Numbers are unique among different students. (Northstar already enforces this requirement <i>within</i> each college; validation at the system office will occur for duplicate numbers <i>across</i> USTC colleges.)	Use "Remove Duplicates" function, selecting all 3 fields. Once complete, sort by SSN and use "IF" function to find cells with U_SSN values that are identical to the preceding row [=IF(A2=A1, "ERROR", "")].
5	U_SSID	Must be at least 7 digits long	=LEN(A2)
6	U_SSID U_FIRST_NAME U_LAST_NAME	Check to ensure U_SSID numbers are unique among different students. (Northstar already enforces this requirement <i>within</i> each college; validation at the system office will occur for duplicate numbers <i>across</i> USTC colleges.)	Use "Remove Duplicates" function, selecting all 3 fields. Once complete, sort by SSID and use "IF" function to find cells with U_SSID values that are identical to the preceding row [=IF(A2=A1, "ERROR", "")].

#	Concerned Field	Subject of Inquiry	How to Validate
7	U_ID U_LAST_NAME U_FIRST_NAME U_BIRTH_DT	Check to ensure that each student has only one U_ID number. Students can change surnames after marriage, can have nicknames (e.g. Jonathan and John), etc. that can erroneously result in two U_ID numbers for one student. Additionally, check to ensure that students do not have multiple student profiles due to different birthdates or other identifying information.	Use “Remove Duplicates” function, selecting all four fields. Once complete, sort by last and first names and use “IF” function to find cells with first and last names identical to the preceding row [=IF(AND(A2=A1,B2=B1), “ERROR”, “”).].
8	U_LAST_NAME U_FIRST_NAME U_MIDDLE U_SUFFIX U_MAIDEN	Check to ensure that names are inputted correctly with regard to middle initials, suffixes, and maiden names. Middle initials should not appear in the first name column, nor should suffixes appear in the surname column. Professional judgment and appropriate deference to what students enter in online portals should be used when determining how to input/edit students’ names in Northstar.	<p>Examine the final character of all first and last names [=RIGHT(A2,1)] to find any periods or commas. These are often indications of initials or suffixes that should be moved to the appropriate column. Also use [=LEFT(A2,1)] to find inappropriate beginnings to cell values.</p> <p>Use Excel’s find option to search for space bar usage in name columns; this could identify middle names that should be recorded as such. Appropriate deference should be given to students names as entered in online portals (e.g., Hispanic origin frequently have multiple surnames with spaces between).</p>
9	U_LAST_NAME U_FIRST_NAME U_MAIDEN	Check to ensure that no inappropriate characters are entered as names. In previous data submissions we’ve noticed question marks and even full email addresses entered in the name fields, especially in the maiden name column.	Use Excel filtering options and methodologies shown above in item 8.
10	U_SUFFIX	Check to ensure that suffixes do not contain periods.	=RIGHT(A2,1)
11	U_BIRTH_DT	Check to ensure that U_BIRTH_DT values are correct and complete. If birthdates are not accurate/complete, students shall <i>not</i> be reported in system data submission files.	<p>Tabulate distinct students by DOB (using “Remove Duplicates” and “PivotTable” functions) to find anomalies that are indicative of errors (e.g., placeholder birthdates that are <i>not</i> allowed). (e.g. 11/14/26 - 1 student 1/1/27 - 28 students 4/14/29 - 1 student).</p>
12	U_RESIDENCE_N	Check to ensure that if the U_RESIDENCE_N column has a value therein, the U_ETHNIC_H and U_RACE_A, B, I, P, and W columns should all be blank. U_RACE_MULTI should also equal zero.	<p>Looking only at rows with U_RESIDENCE_N=N, use [=IF(COUNTA(A2:F2)<>0, “ERROR”, “”)] to examine the U_ETHNIC_H and racial demographic columns.</p> <p>Sort the U_RACE_MULTI column to find and correct nonzero values.</p>

#	Concerned Field	Subject of Inquiry	How to Validate
13	U_ETHNIC_H	Check to ensure that if the U_ETHNIC_H column has a value therein, the U_RACE_A, B, I, P, and W columns should all be blank. U_RACE_MULTI should also equal zero.	Looking only at rows with U_ETHNIC_H=H, use [=IF(COUNTA(A2:E2)>0, "ERROR","")] to examine the U_RACE_A, B, I, P, and W columns. Sort the U_RACE_MULTI column to find and correct nonzero values.
14	U_ETH_RACE_U	This column must be blank if the U_RACE_A, B, I, P, or W columns have a value, or if U_ETHNIC_H or U_RESIDENCE_N has a value therein.	Looking only at the U_ETHNIC_A, B, I, P, and W columns, use [=IF(COUNTA(A2:E2)=0,"U","")]
15	U_RACE_MULTI	Check to ensure that students with multiple races have a "1" in the U_RACE_MULTI column. Look at the U_RACE_A, B, I, P, and W columns to determine multiracial students.	Looking only at the U_ETHNIC_A, B, I, P, and W columns, use [=IF(COUNTA(A2:E2)>1,1,"")]
16	U_AGE	Check to ensure that the U_AGE field is calculated correctly. This column should show the student's age as of September 1 of the fiscal year.	=IF(MONTH(U_BIRTH_DT)>MONTH(9/1/18), YEAR(9/1/18)-YEAR(U_BIRTH_DT), IF(AND(MONTH(U_BIRTH_DT)=MONTH(9/1/18), DAY(U_BIRTH_DT)>=DAY(9/1/18), YEAR(9/1/18)-YEAR(U_BIRTH_DT), YEAR(9/1/18)-YEAR(U_BIRTH_DT)-1))
17	U_ENRL_OBJ U_AGE	Check to ensure that students with U_AGE values of 19 or above and who have U_ENRL_OBJ = S are indeed secondary students. Retained seniors cannot be older than 19 years old as of September 1 st of the fiscal year (per USTC Policy 205.1.3 and R277-41902[27]), unless the student has a disability under UCA 53A-15 part 3, in which case the student cannot be older than 21 as of September 1 st of the reporting year. Secondary students with U_AGE equal to 22 or greater should be reclassified as adult students.	Use Excel filtering options to find potential errors. Use internal college documentation and correspondence with LEAs/charter schools to ensure accuracy of secondary student classifications.
18	U_CURR_ZIP	ZIP codes should be existent within USPS ZIP code databases. If not existent, Google the ZIP code and see if it is valid (i.e. if the ZIP codes file is out of date).	=VLOOKUP(LEFT(A2,5),'ZIP Codes '!A2:B42524,2,FALSE)
19	U_COUNTY_APPRES U_STATE_APPRES	County and state of residence at time of application must be compatible: <ul style="list-style-type: none"> If county is "UT001-UT057", state must be "UT". If county is "UT097", state must be "XX". If county is "UT099", state cannot be "UT" or "XX". 	Use Excel filtering options to find and correct errors.
20	U_GRADE_LEVEL U_ENRL_OBJ U_FIRST_TYPE	Grade level, enrollment objective, and entry action must be compatible (see Data Dictionary for definitions): <ul style="list-style-type: none"> If enrollment objective is "S", grade level must be <13 If enrollment objective is "S", first time type must be "HS" unless the student recently graduated and now has first time type of "FH". There should be no records with enrollment objective "S" and first time type "FF" or "CS". If enrollment objective is <i>not</i> "S", grade level must be 13 and first time type cannot be "HS". 	Use Excel filtering options to find and correct errors.

#	Concerned Field	Subject of Inquiry	How to Validate
21	U_HS	<ul style="list-style-type: none"> High school codes must be in the data dictionary. If not, please email the USTC data team. Post-secondary students should not have a U_HS value. All secondary students must have a U_HS value. 	Consult the Data Dictionary to ensure secondary school codes are all included in the Dictionary.
22	U_ENRL_OBJ U_CAT_TYPE	Check to ensure enrollment objectives are compatible with program category types. If U_ENRL_OBJ = 1, U_CAT_YPE must indicate enrollment in a COE-approved program. If U_ENRL_OBJ = 6, program category type cannot indicate enrollment in a COE-approved program.	Use Excel filtering options to find and correct errors.
23	U_FIRST_DATE U_FIRST_TYPE	Check to ensure that students with first-time types indicating first-time postsecondary status have date values in the U_FIRST_DATE column. Students with U_FIRST_TYPE values of “CS” or “HS” need not have a first-time date. But students with values “FH” and “FF” must have a date listed.	Use Excel filtering options to find and correct errors.
24	U_START_DATE U_STOP_DATE	The start date must be before the stop date.	Insert a new column and subtract the start date from the stop date [=B2-A2]. Even though the dates are formatted as text in yyyymmdd, subtraction is still possible and helpful in identifying errors. If the value produced by the formula is negative, the stop date is before the start date.
25	U_FIRST_DATE U_START_DATE U_STOP_DATE U_EXIT_DATE	All other date fields must be after the first time date if the student’s first time type is “HS”. While it is possible for post-secondary students to have their first time dates and type updated upon graduating high school, the first time date for secondary students (if any) should be before any other date listed here.	Insert a new column and subtract any other date from the first-time date [=B2-A2]. Even though the dates are formatted as text in yyyymmdd, subtraction is still possible and helpful in identifying errors. If the value produced by the formula is negative, the date in question is before the first-time date.
26	U_FIRST_TYPE U_FIRST_DATE U_BIRTH_DT	Post-secondary students who never graduated from high school should have first-time type “FF” if they <i>should have</i> graduated more than 12 months before the first time date. Because Policy 205.5.1 states that a secondary student shall not be more than 19 years old on 9/1 of the fiscal year (unless the student is disabled), and because the data submission is not due for another 11 months, students may turn 20 during the year and still be considered secondary. Giving these students a 12-month window after graduation, all students age 22 or older by their first-time dates must have a first-time type of “FF” or “CS”; “FH” and “HS” are not allowed.	Calculate students’ ages as of their first-time dates by creating a new column and using: [=IF(MONTH(U_BIRTH_DT)>MONTH(U_FIRST_DATE), YEAR(U_FIRST_DATE)-YEAR(U_BIRTH_DT), IF(AND(MONTH(U_BIRTH_DT)=MONTH(FIRST_DATE), DAY(U_BIRTH_DT)>=DAY(U_FIRST_DATE), YEAR(FIRST_DATE)-YEAR(U_BIRTH_DT), YEAR(FIRST_DATE)-YEAR(U_BIRTH_DT)-1))]. If the age is 22 or older and the student was not disabled as a secondary student, the first-time type cannot be “FH” or “CS”.

#	Concerned Field	Subject of Inquiry	How to Validate
27	U_EXIT_CODE U_CAT_TYPE	Check to ensure that U_EXIT_CODE does not equal “P” in rows in which U_CAT_TYPE = “NON”. Likewise, check to ensure that U_EXIT_CODE does not equal “C” in rows in which U_CAT_TYPE = “COE”, “JOB”, or “EXE”. Exit codes of C are reserved only for non-COE programs.	Use Excel filtering options to find and correct errors.
28	U_EXIT_CODE U_EXIT_DATE	Check to ensure that there are exit codes and exit dates for all students who should not be counted as still enrolled at the end of the reporting period (i.e., fiscal year). Exit codes may be pre-entered without an exit date, and exit dates may be pre-entered without exit codes, and these students will be considered still enrolled as of the end of the reporting period. If an exit date is within the reporting period (i.e., fiscal year), there must be an exit code filled. Null values in either field will result in the student being considered still enrolled (see Appendix C).	Use Excel filtering options to find and correct errors.
29	U_LIC_EXAM U_LIC_REQ	Ensure that students do not have a value in the U_LIC_EXAM field unless U_LIC_REQ = 1.	Use Excel filtering options to find and correct errors.
30	U_OUTCOME U_OUT_DT	Because outcome date is defined as the date on which a student’s outcome is verified, a student cannot have one without the other. If verified outcome is filled, outcome date must necessarily be filled also, and vice versa.	Use Excel filtering options to find and correct errors.
31	U_ENRL_OBJ U_EXIT_CODE U_OUTCOME	Enrollment objectives, exit codes, and verified outcomes must follow the matrix presented in Appendix D .	Use Excel filtering options to find and correct errors.
32	U_OUT_DT	Outcome dates are defined as the dates upon which students’ outcomes are verified. Hence, it is impossible to have outcome dates in the future, after the date on which the data submission file is generated.	Use Excel filtering options to find and correct errors.
33	U_PRG_CIP U_COMP_CIP U_DEL_CIP	Check to ensure that all CIP codes appearing in data submission files are included in the Data Dictionary.	Consult the Data Dictionary to ensure CIP codes are all included in the Dictionary.
34	U_COMP_DATE U_ISSUE_DATE	The issue date cannot be before the completion date.	=B2-A2 (see #23 above)
35	U_COMP_DATE U_ISSUE_DATE U_TRAINING_START	The training start date must be before the completion and issue dates.	=B2-A2 (see #23 above)
36	U_PELL U_BIA U_WIOADWS U_ENRL_OBJ	Check to ensure that financial sponsorships that appear for secondary students (for whom tuition is free) are accurate. For example, if Pell is erroneously appearing in Perkins data submissions for secondary students, check to ensure that Pell periods do not overlap with secondary enrollment periods.	Use Excel filtering options to find and correct errors.
37	(all fields)	Where the Data Dictionary specifies that fields may contain only certain values (e.g., exit codes, outcome codes, site type codes, etc.), please ensure that no other values are used (e.g., we’ve seen U_ENRL_OBJ values of “5” and “8”).	Use Excel filtering options to find and correct errors.

#	Concerned Field	Subject of Inquiry	How to Validate
38	U_EXIT_CODE U_EXIT_DATE	<p>Check to ensure that students with U_EXIT_CODE = P in the state data submission, who have an exit date within the fiscal year, are appearing in the completers file. Policy states that the exit code of P is given to students who have completed their programs <i>and been awarded a certificate</i>. Hence, they shouldn't have exit codes of P (with an exit date within the fiscal year) without appearing in the completers file.</p> <p>Likewise, check to ensure that students appearing in the completers file have at least one record in the data submission with exit code = P and exit date within the fiscal year. Because the data submission file includes zero-hour records, as well as records for students with open enrollment periods but no schedule details, there should not be any record in the completers file without a corresponding row with exit code P in the data submission.</p>	Filter out all students except those with exit codes of P and exit dates within the fiscal year. Copy their ID numbers then use a VLOOKUP command to see if those ID numbers appear in the completers file.
39		Check to ensure there is no exit code of P given in the same program for which there is also an open enrollment period (i.e., students shouldn't be counted as still enrolled due to the open enrollment period at the same time that they are counted as graduates due to exit code of P).	Identify all completers and all students who are still enrolled by program, then compare the lists to ensure no one is double-counted in the same program.

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Appendix F: Scheduling Models, Tuition and Fees, and Membership Hour Accrual Matrix

Policy	Scheduling Model (Course Session Type)	Stop Date	Tuition Process Type	Tuition	Possible Fees	Refund Policy	Membership Hours	Enter Attendance?
201.6.1	Open (open entry/open exit)	Projected in conjunction with lab sessions	TPP ¹	Scheduled hours within TPP * hourly tuition rate	1XSTUCLASS, 1XADULTCLASS, 1XFYCLASS, NXSTUCLASS, NXADULTCLASS, NXSTU, NXADULT, NXPTSTU (Only fees assigned to the class or college are charged.)	Refund whatever the student has not used (including fees)	Accrued as attendance is recorded	Attendance is required. If back- dated, previous attendance will need instructor input.
			Up-front	Class hours * hourly tuition rate	1XSTUCLASS, 1XADULTCLASS, 1XFYCLASS (Only fees assigned to the class are charged.)	“Days to refund” policy	<ul style="list-style-type: none"> Up-front if the college employs course-based scheduling Accrued if the college employs program-based scheduling 	
201.6.2	Clinical (externship)	Projected if the session is BOI ² and the college has a value for the Project Clinical BOI (hrs/week) setting	Up front	<ul style="list-style-type: none"> Program level: if the course session has a custom number of hours, then the CS hours (or else the PO hours) * hourly tuition rate Course level: class hours * hourly tuition rate 	1XSTUCLASS, 1XADULTCLASS, 1XFYCLASS (Only fees assigned to the class are charged.)	“Days to refund” policy	Up-front if course- based and delivered BOI ²	<ul style="list-style-type: none"> If delivered BOI², then attendance is not required. One attendance record is automatically entered up-front. If not BOI², then attendance is required. If back- dated, previous attendance will need instructor input.
		If the session is not BOI ² or the college does not have a value for the Project Clinical BOI (hrs/week) setting, the earliest of the enrollment period stop date, session stop date, or 06/30/2299					Accrued if program- based or (course- based and not BOI ²)	
201.6.2	Lock-Step (defined entry/ defined exit)	Defined	Up front	Defined cost	1XSTUCLASS, 1XADULTCLASS, 1XADULT, 1XSTU (Only fees assigned to the course session are charged.)	“Days to refund” policy or lock-step refund table	Upfront (should only be used for course- based scheduling)	Attendance required. If back-dated, previous attendance will need instructor input.

¹TPP = Tuition Process Period (though typically set-up as monthly, there is no restriction on the date range chosen)

²BOI = Represents the selection of any of the following delivery types: (B) Blended, (O) Electronic Media, or (I) Online