

Field	SIF Xpath Mapping	Valid Values	Short Description
TERM	SchoolCourseInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/SchoolCourseInfoExtensions/TermCode	YR, S1, S2, Q1, Q2, Q3, Q4, Q1Q2, Q2Q3, Q3Q4, Q4SU, SU, T1, T2, T3, T4, T5, T6, T1T2, T2T3, T3T1, T3T4, T4T5, T5T6, T6T1	Term the class is taught
CYCLE	SectionInfo/ScheduleInfoList/ScheduleInfo/MeetingTimeList/MeetingTime/TimetableDay	alphanumeric	Cycle the class is taught
LEA NUMBER	LEAInfo/StateProvinceId	alphanumeric	LEA number
SCHOOL NUMBER	SchoolInfo/StateProvinceId	numeric 3.0 - Output as string	School number
TEACHER 1 EMAIL	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/SectionInfoExtensions/Teacher1Email	Valid e-mail address	School e-mail of 'teacher of record' / first teacher
TEACHER 2 EMAIL	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/SectionInfoExtensions/Teacher2Email	Valid e-mail address	School e-mail of second teacher
TEACHER 3 EMAIL	SectionInfo/SIF_ExtendedElements/SIF_ExtendedElement[@Name='UTExtensions']/SectionInfoExtensions/Teacher3Email	Valid e-mail address	School e-mail of third teacher

Course Master Record (AC): Detailed Field Descriptions

- Record ID:** (Required) The first three characters of a course master record must always contain the record identifier 'AC='.
- LEA Number:** (Required) The actual LEA number. This will be validated using the CACTUS database.
- School Number:** (Required) The actual school number. This will be validated against the schools in the CACTUS database.
- Course & Section:** (Required) This is the unique alphanumeric course + section number that is used to identify a unique class within a school (block classes are the exception). The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks.

Must be at least 2 characters in length.

Period: **(Required)** This is a two-digit field containing the class period. It should contain alphanumeric data and any leading zero should be included.

Note: The course/section and period fields are combined to form a 10-digit key that must be unique within each school. In other words, each individual class (period) that meets during the year must have a unique number (course/section + period). If more than one 'AC' record is found for a school with the same 10-digit key (course/section + period), a level 1 validation will trigger.

Where Taught District: **(Required for CTE; Core Code contains '11' in positions 7 and 8)** This field is to designate the LEA where the class is taught. This field is used in conjunction with Where Taught School. If Where Taught School is blank, this field must also be blank. If Where Taught School is not blank, this field cannot be blank even if the Where Taught School is within the same LEA. For district numbers for [colleges and universities](#), see the list at the end of the AC record field descriptions.

If this field is NOT blank, Where Taught School cannot be blank.

If present, it will be validated against the CACTUS table of LEAs.

If the core code contains '11' in positions 7 and 8 the where taught district must be one of the Technical Colleges ('44', '45', '47', '48', '61', '62', '64', '65').

Where Taught School: **(Required for CTE; Core Code contains '11' in positions 7 and 8)** This field is to be used only if the class is taught at some other school. This other school includes schools in the same LEA or other LEAs as well as any type of online school. If the class is taught within the school for which you are generating transactions, please leave this field blank and UTREx will assume that it is taught within that school. For colleges and universities, this 3-digit school number is their 2-digit district number preceded with a '0'. For example, the district number for Salt Lake Community College is '49' and the school number is '049'. For school numbers for [colleges and universities](#), see the list at the end of the AC record field descriptions.

If this field is NOT blank, Where Taught District cannot be blank.

If present, it will be validated against the CACTUS table of schools.

If the core code contains '11' in positions 7 and 8 the where taught school must be one of the Technical Colleges ('044', '045', '047', '048', '061', '062', '064', '065').

Teacher 1 ID: **(Required)** This is the CACTUS ID of the Teacher of Record assigned to the class.

This field is numeric and should be left justified. Entering all zeroes is not allowed. SSNs are not allowed. If this field contains 9 numbers, it will be assumed to be an SSN, triggering an error.

If core code contains '11' in positions 7 and 8 the CACTUS ID must be one of the Technical College CACTUS IDs ('218965', '218966', '218967', '218968', '218972', '218976', '218978', '229659').

Note 1: The teacher id does not necessarily have to be a teacher. It can be a counselor or student advisor. For "courses" such as Release Time or others where the teacher is not in CACTUS, enter the CACTUS ID of the faculty member who authorizes or approves these "courses".

Note 2: For a list of CACTUS IDs to use for [colleges and universities](#), see the list at the end of the AC record field descriptions.

Note 3: Can be blank if the core code is the regular education, Pre-K code of '22-04-00-00-001'.

Note 4: Use of the generic CACTUS ID "10" will result in a fatal error unless the student is marked SOEP. This generic CACTUS ID is limited for use for SOEP courses and courses coming in under 990 (home school) and 995 (private school) only. Provider SOEP schools must have a valid CACTUS ID for their courses. Primary LEAs also have the option to use the [Generic Core Codes and Cactus IDs](#) for SOEP courses by specific provider. See Core Code.

Note 5: House Bill 447 passed during the 2025 legislation allows any CTE course to be taught by unlicensed educators. This includes all courses with numbering greater than 30-00-00-00-000.

The LEA can use the following information for teacher 1 ID: 820141

CTE courses taught at Utech centers or at universities should continue to use the generic codes associated with them.

~~Use of certain CACTUS IDs is limited to certain core codes, as seen in the following table. If these CACTUS IDs are used outside of these allowable combinations, it will trigger the AC.825 validation error.~~

Teacher 1 ID	Core Code	Course Short Description
687897	4006000001	Law Enforcement
687897	40060013001	Law Enforcement CE
687898	40060000010	Fire Science
687898	40060013010	Fire Science CE
687898	36010013070	Emergency Medical Response CE
687898	36010000030	Emergency Medical Technician (EMT)
687898	36010000070	Emergency Medical Response
687898	36010013030	Emergency Medical Tech (EMT) CE
687899	40030000001	Cosmetology
687899	40030000002	Nail Technician/Specialist Manicurist
687899	40030000003	Barbering
687899	40030000005	Basic Esthetician & Skin Care
687899	40030013001	Cosmetology CE
687899	40030013002	Nail Technician/Specialist Manicurist CE
687899	40030013003	Barbering CE
687900	40110000040	Private Pilot
687900	40110000042	Aircraft Systems
687900	40110000044	Aviation History
687900	40110000046	Air Transportation
687900	40110000048	Flight Simulator
687900	40110013040	Private Pilot CE
687900	40110013042	Aircraft Systems CE
687900	40110013044	Aviation History CE
687900	40110013046	Air Transportation CE
687900	40110013048	Flight Simulator CE

Teacher 1 ID	Core Code	Course Short Description
717331	36010000030	Emergency Medical Technician (EMT)
717331	36010000040	Exercise Science / Sports Medicine
717331	36010000070	Emergency Medical Response
717331	36010000190	Nurse Assistant (CNA)
717331	36010013030	Emergency Medical Tech (EMT) CE
717331	36010013040	Exercise Science / Sports Med CE
717331	36010013070	Emergency Medical Response CE
717331	36010013190	Nurse Assistant (CNA) CE
761620	41000000050	CTE Internships
761620	41000013050	CTE Internships CE

Semester Length: (CTE Classes Only – required) This is a one-digit numeric code that indicates the time frame or length of a CTE class or in the case of a trimester school that the class duration is for a single trimester.

Code	Meaning
1	Class held first semester (90-day class)
2	Class held second semester (90-day class)
3	Single trimester class (60-day class)
4	Class held all year (180 days class)
5	Class held 1 quarter (45-day class)

Course Title: (Required) Normally this is the course title that your school uses to describe the course.

Core Code: (Required) This is the 11-digit core code used in CACTUS (will be validated against the CACTUS database). Must be an ACTIVE core code; core code is an error if inactive.

Elementary schools using multiple core codes for grades 3-6 must have a minimum of 5 Core Codes from each of the following (these students must be marked part time or a fatal error will be generated):

1. 22-01-88-XX-XXX (home room course)
2. 06-03-88-XX-XXX (language arts grades 3-5) or 06-02-XX-XX-XXX (language arts grade 6),
3. 07-01-XX-XX-XXX (math grades 3-6)
4. 08-10-88-XX-XXX (science grades 3-5) or 08-05-XX-XX-XXX (science grade 6)
5. 09-10-88-XX-XXX (social studies grades 3-5) or 09-09-00-00-010 (social studies grade 6)

For SOEP courses: Primary LEAs can use Generic Core Codes and Cactus IDs

Core Code	Description	Generic CACTUS ID
25-01-00-00-050	SOEP Washington Utah Online	769325
25-01-00-00-051	SOEP Canyons District	769326
25-01-00-00-052	SOEP Utah Virtual Academy	769327
25-01-00-00-054	SOEP Juab ASU Online	769329

25-01-00-00-055	SOEP Mountain Heights Academy	769330
25-01-00-00-059	SOEP Davis Connect 7-12	795093
25-01-00-00-060	SOEP Weber Innovations	819423

Other options for SOEP courses:

- Leave the course credit attempted/ credit earned 0
- Add the course (when completed) to the student’s transcript
- It is not necessary to put it into the UTREx record
- LEAs can put all students in the same course
- Information on course taking patterns, teacher qualifications etc. will be pulled from the UTREx record associated with the provider

Note: The “Statewide Online Education Program” (SOEP) facilitates cross-LEA online enrollment. SEATS (Student Enrollment and Tracking System) is a data storage device storing contracts for SOEP services. SEATS should not be confused with the program it is associated with.

For questions regarding use of these core codes, please contact Kristin Campbell at (801) 538-7892 or Kristin.Campbell@schools.utah.gov.

Teacher 2 ID: **(Optional)** The CACTUS ID of a second teacher assigned to the course master record. If present, must be all numeric and left justified. ALL ZEROES is invalid. Cannot be the same as field Teacher 1 ID. SSNs are not allowed. If field contains 9 numbers, it will be assumed to be an SSN and will be handled as an error.

Note: For CACTUS IDs of college and Technical College teachers, see the list at the end of the Course Master Record descriptions.

Teacher 3 ID: **(Optional)** The CACTUS ID of a third teacher assigned to the course master record. If present, must be all numeric and left justified. ALL ZEROES is invalid. Cannot be the same as field Teacher 1 ID or Teacher 2 ID. SSNs are not allowed. If field contains 9 numbers, it will be assumed to be an SSN and will be handled as an error.

Note: For CACTUS IDs of college and Technical College teachers, see the list at the end of the Course Master Record descriptions.

TEACHER 1 EMAIL: **(Optional)** School e-mail of 'teacher of record' / first teacher. For school/work emails only. DO NOT PROVIDE PERSONAL E-MAIL ADDRESSES.

TEACHER 2 EMAIL: **(Optional)** School e-mail of second teacher. For school/work emails only. DO NOT PROVIDE PERSONAL E-MAIL ADDRESSES.

TEACHER 3 EMAIL: **(Optional)** School e-mail of third teacher. For school/work emails only. DO NOT PROVIDE PERSONAL E-MAIL ADDRESSES.

College Granting Credit: (Required for concurrent enrollment; Core Code contains ‘13’ in positions 7 and 8) The two character “district” number of the college granting the college credit portion of the concurrent enrollment course. Will be validated against the following “district” numbers of the State’s colleges:

Code	College
49	Salt Lake Community College
50	Utah Valley State College
52	University of Utah
53	Utah State University
54	Weber State University
56	Southern Utah University
57	College of Eastern Utah
58	Utah Tech University
59	Snow College

Where Taught Campus: (Required for concurrent enrollment; Core Code contains ‘13’ in positions 7 and 8) Where the concurrent enrollment course is taught. If a concurrent enrollment student must physically go onto a college campus to attend class, this field should be ‘C’, and otherwise it should be ‘H’.

Note: When uncertain for courses such as IS or ON, base the determination on who is paying the instructor: the LEA (H) or the College (C).

Code	Meaning
C	College Campus
H	High School Campus
Blank	Not Applicable

Instructional Setting: (Required if Core Code is designated for grades higher than 6) The primary setting of delivery for the course.

Code	Meaning
BC	Broadcast – Course is taught via live or taped broadcast over open air, closed circuit, or cable television systems (e.g. KUED, KULC).
CC	Correspondence – Course is taught via hard or electronic copy or other media (CD, DVD, video cassette) and student works at own pace usually without an instructor present, but generally under supervision of the LEA. Includes “packet” programs.
EC	Early College – Course is taught by institution of higher education but does NOT qualify as concurrent enrollment. The specific delivery method will be available in USHE data.
AV	Interactive Audio/Video – Course is taught via remote interactive receiver sites or via streaming media technologies.
ON	Online (other than through the Electronic High School and students enrolled in SOEP-classes) – Course is taught through a website.
IS	Independent Study – Structured learning experience is recognized for credit, but is not under supervision of the LEA
FF	Face to Face – Course is taught primarily in person and usually in a conventional classroom or lecture hall.
OP	Online course for students under the Statewide Online Education Program Utah Code <u>53F-4-P5</u> .

Term: (Required) This is the term the class is taught.

Code	Meaning
YR	Full Year
S1	First Semester
S2	Second Semester
Q1	First Quarter
Q2	Second Quarter
Q3	Third Quarter
Q4	Fourth Quarter
Q1Q2	First and Second Quarters
Q2Q3	Second and Third Quarters
Q3Q4	Third and Fourth Quarters
Q4SU	Fourth Quarter and Summer
SU	Summer
T1	First Trimester
T2	Second Trimester
T3	Third Trimester
T4	Fourth Trimester
T5	Fifth Trimester
T6	Sixth Trimester
T1T2	First and Second Trimesters
T2T3	Second and Third Trimesters
T3T1	First and Third Trimesters
T3T4	Third and Fourth Trimesters
T4T5	Fourth and Fifth Trimesters
T5T6	Fifth and Sixth Trimesters

Note: At least one LEA has school(s) with six terms – use the TX codes interchangeably to mean ‘Trimester’ or ‘Term’. Use of T4-T6 should only be used for schools that have greater than 4 ‘terms’ in a school year. For example, if 4 total terms, using quarter would be the appropriate designation.

Cycle: (Required) A cycle is defined as a day or days that repeat the same school schedule. Must be ALPHA (A-Z) or NUMERIC (0-9).

Examples of cycles with samples of possible 1-byte designations for UTREx submission below:

Code	MTWThF	MWF TTh	MWF	MWTh	MWFaFb
Alpha	L	M	N	O	P
Numeric	1	2	3	4	5
Combination	Q	R	7	8	Z

AC Record Reference:

District Nbr (Where Taught District ID)	School Nbr (Where Taught School ID)	College or University	Teacher CACTUS ID
44	044	Ogden Weber Technical College	218965
45	045	Bridgerland Technical College	218966
47	047	Uintah Basic Technical College	218967
48	048	Davis Technical College	218968
49	049	Salt Lake Community College	155727
50	050	Utah Valley University	155728
52	052	University of Utah	523141
53	053	Utah State University	155729
54	054	Weber State University	155730
55	055	Westminster	452384
56	056	Southern Utah University	155731
57	057	College of Eastern Utah	155732
58	058	Utah Tech University	155733
59	059	Snow College	155734
61	061	Mountainland Technical College	218972
62	062	Southwest Technical College	218976
64	064	Salt Lake/Tooele Technical College	218978
65	065	Dixie Technical College	229659

Course Master Record (AC): Errors

Record	Field	Rule	Error ID	Level	Error Message	Error Description / Identifying Fields	Notes
AC	Course Master	Identifying Fields				School Number, Course Section, Period, Teacher 1 ID	
AC	Course Section	Must be present	001	Err			
AC	Course Section	Max length = 12	005	Err	Data length too long – [ColumnName] on [TableName]	The value [ColumnData] for [ColumnName] is invalid because it is longer than '12' characters.	