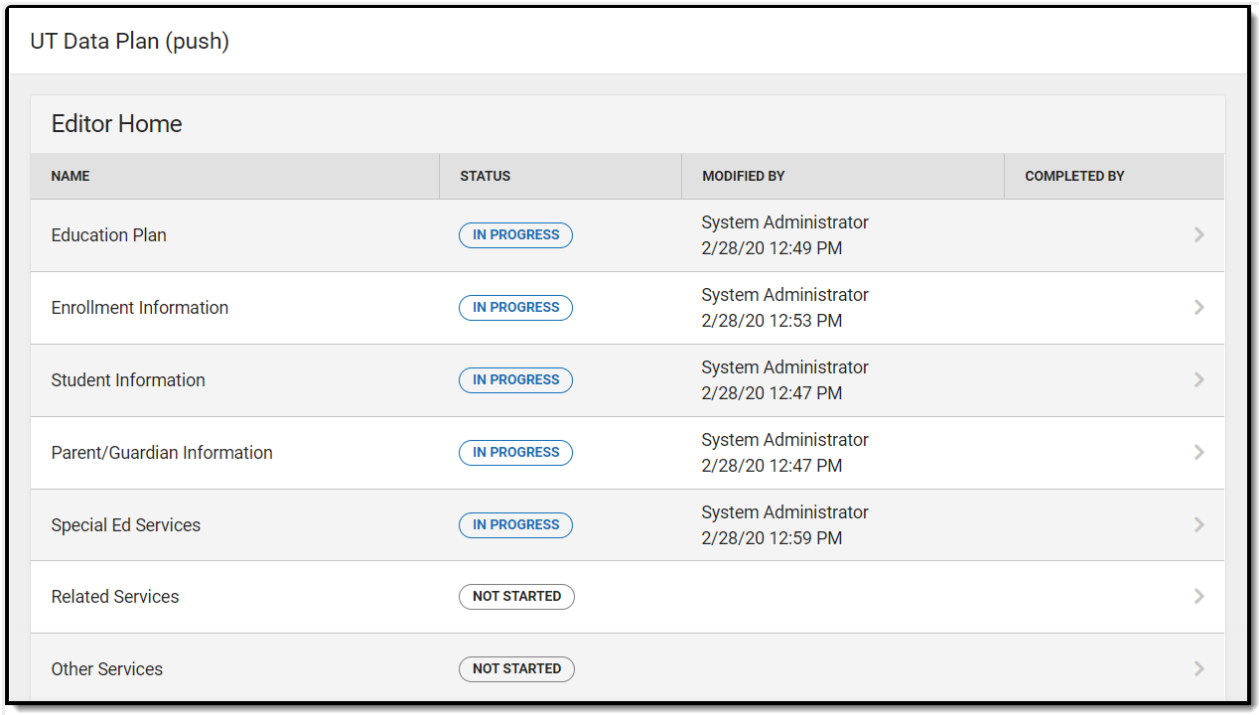
Data Plan (Utah)

Last Modified on 09/18/2026 10:21 am CDT

Path: Student Information > Special Ed > Special Ed Documents

The Special Education Data Plan is used to capture student special education plan information and match the required documentation provided by the state of Utah. This document describes each editor, a description of each field on the editor, and any special considerations and instructions for using the editor and fields. For information on general functionality, navigation, and additional plan and evaluation features, see the core Plan and Evaluation Information article.

The current format of this document is the **UT Data Plan**. Plan formats are selected in Plan Types.

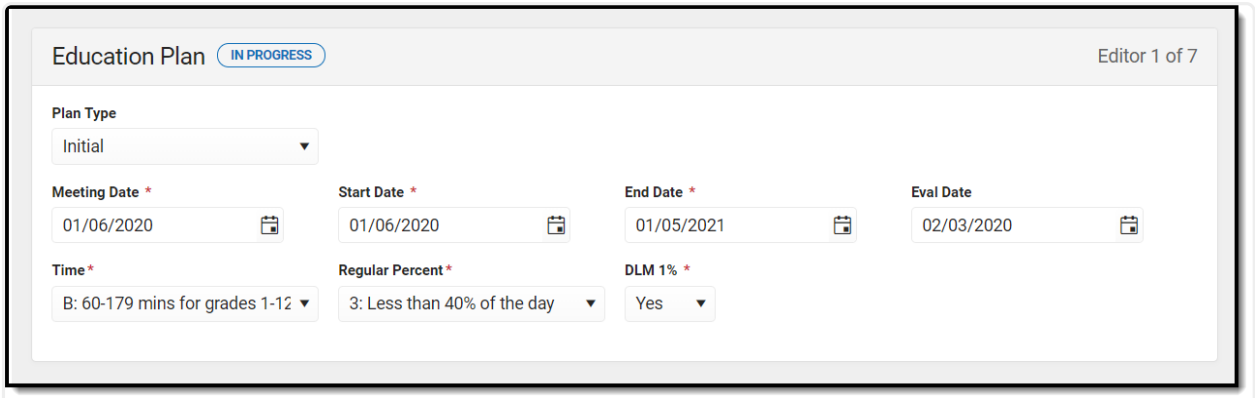


Editor Home for the Utah Data Plan

Education Plan

The Education Plan editor includes the various dates associated with the plan, why the IEP meeting was held, and how student progress is reported.

This editor must be saved before entering data into other editors.



Education Plan Editor

Click here to expand...

Field Name	Description	Ad Hoc or Database Name	Validation
Plan Type	The purpose of the meeting.	N/A	Initial or Review
Meeting Date *Required*	The day the team met.	Learner Planning > Learning Plans > meetingDate	N/A
Start Date *Required*	The day on which the plan begins for the student.	Learner Planning > Learning Plans > planStartDate	When a Meeting Date is selected or entered, the Start Date auto-populates to the same date.
End Date *Required*	The day when the plan ends for the student.	Learner Planning > Learning Plans > planEndDate	When a Meeting Date is selected or entered, the End Date auto-populates to a year from the Meeting Date minus one day.
Eval Date	The date the student was evaluated to determine if they require special ed services.	N/A	N/A

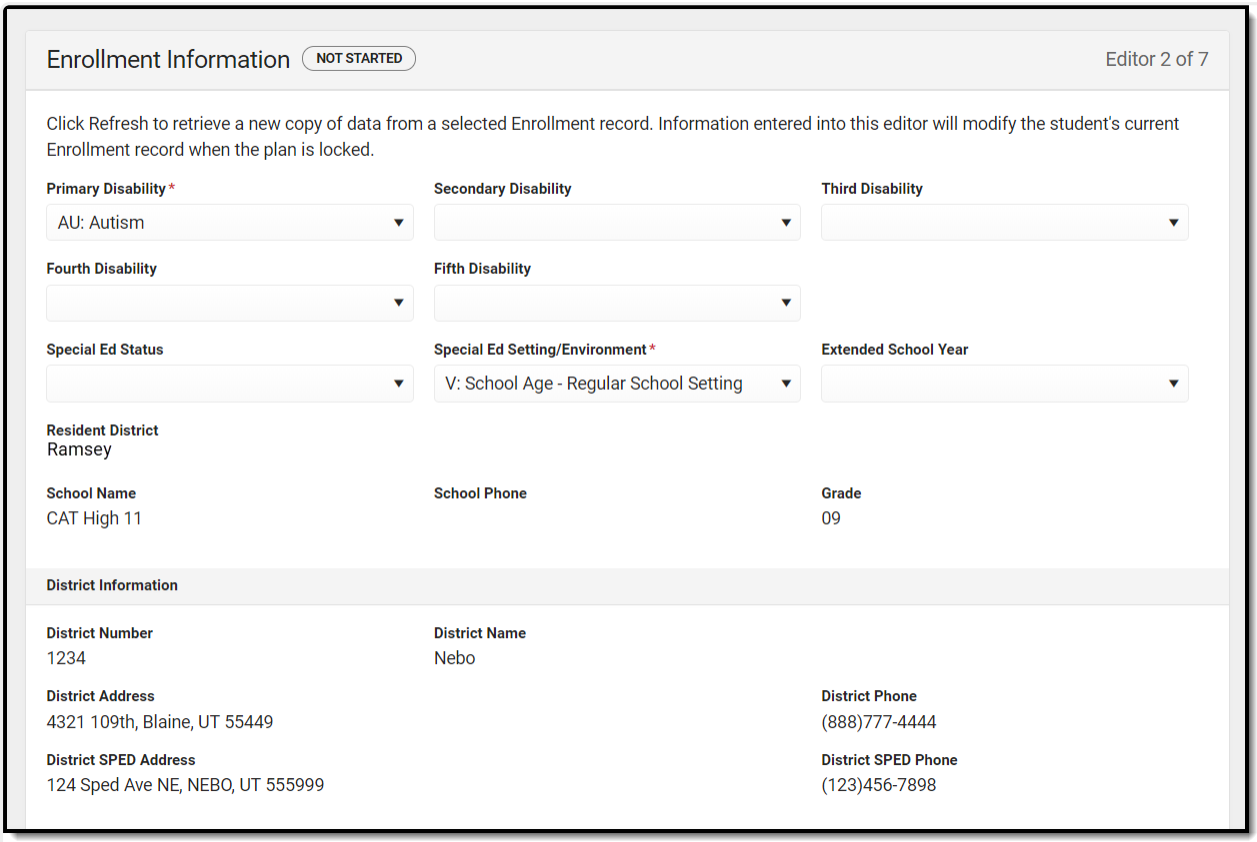
Field Name	Description	Ad Hoc or Database Name	Validation
Time *Required*	The amount of time the student will spend in special ed services. Field options include: • A: 1-59 minutes for grades 1-12 or full day kindergarten. 1-29 minutes for half day kindergarten. • B: 60-179 minutes for grades 1-12 or full day kindergarten. 30-89 minutes for half day kindergarten. • C: 180 minutes or more for grades 1-12 or full day kindergarten. 90 minutes or more for half day kindergarten. • N/A: The student is enrolled in pre-k.	N/A	Options available in this dropdown are in a locked Attribute/Dictionary at System Administration > Custom > Attribute/Dictionary > Plan > Time. See the Attribute/Dictionary documentation for additional information.

Field Name	Description	Ad Hoc or Database Name	Validation
Regular Percent *Required*	The percentage of time the student will spend in regular education classes. Field options include: • 1: At least 80% of the day • 2: 40 to 79% of the day • 3: Less than 40% of the day • N/A: The student is 5 or younger and enrolled in pre-k	N/A	Options available in this dropdown are in a locked Attribute/Dictionary at System Administration > Custom > Attribute/Dictionary > Plan > Regular Percent. See the Attribute/Dictionarydocumentation for additional information.
DLM 1% *Required*	Indicates the student has a significant cognitive disability (SCD).	N/A	Yes or No

Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment. See the Enrollments tool documentation for additional information.

The **Refresh** button retrieves a fresh copy of data from the student's Enrollment record. See the General Information section or the Enrollments tool documentation for additional information.



Enrollment Information Editor

Click here to expand...

Field	Description	Ad Hoc or Database Name	Validation
Primary Disability *Required*	The primary disability of the student.	Learner Planning > Learning Plans > disability1	Disabilities are set up at System Administration > Custom > Custom Attribute> Enrollment > Disability 1. This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
Secondary Disability	The second disability of the student, if applicable.	Learner Planning > Learning Plans > disability2	This field is pulled from the Enrollment record. See the Enrollmentstool documentation for additional information.

Field	Description	Ad Hoc or Database Name	Validation
Third Disability	The third disability of the student, if applicable.	Learner Planning > Learning Plans > disability3	This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
Fourth Disability	The fourth disability of the student, if applicable.	Learner Planning > Learning Plans > disability4	This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
Fifth Disability	The fifth disability of the student, if applicable.	Learner Planning > Learning Plans > disability5	This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
Special Ed Status	The student's special ed status. Option is either Yes or No.	Learner Planning > Learning Plans > specialEdStatus	Special Ed Status is set up at System Administration > Custom > Custom Attribute> Enrollment > Special Ed Status. This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
Special Ed Setting/Environment *Required*	The student's special ed educational environment.	Learner Planning > Learning Plans > specialEdSetting	Special Ed Setting is set up at System Administration > Custom > Custom Attribute> Enrollment > Special Ed Setting. This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
Extended School Year	Indicates if the student will participate in an extended year program.	N/A	Yes or No

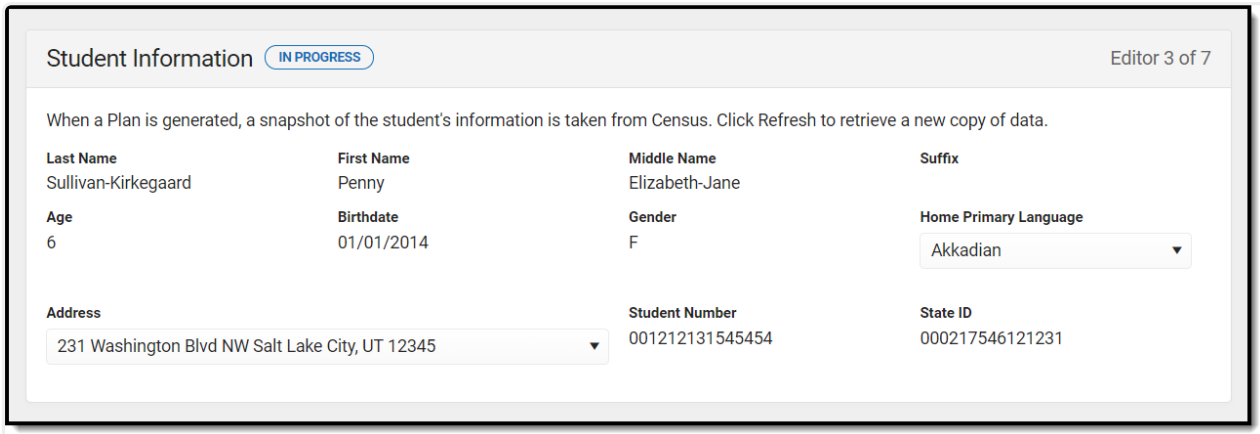
Field	Description	Ad Hoc or Database Name	Validation
Resident District	The resident district of the student associated with the student's Enrollment record.	N/A	This field is read only. This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
School Name	The name of the school associated with the student's Enrollment record.	N/A	This field is read only. This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
School Phone	The phone number of the school associated with the student's Enrollment record.	N/A	This field is read only.
Grade	The student's current grade.	Enrollment > Grade enrollment.grade	This field is read only. This field is pulled from the Enrollment record. See the Enrollments tool documentation for additional information.
District Number	The district number associated with the Enrolled school.	System Administration > Resources > District Information > State District Number	This field is read only.
District Name	The district name associated with the Enrolled school.	System Administration > Resources > District Information > Name	This field is read only.

Field	Description	Ad Hoc or Database Name	Validation
District Address	The district address associated with the Enrolled school.	System Administration > Resources > District Information > Address	This field is read only.
District Phone	The district phone number associated with the Enrolled school.	System Administration > Resources > District Information > Phone	This field is read only.
District SPED Address	The district special education address associated with the Enrolled school.	System Administration > Resources > District Information > SPED Address	This field is read only.
District SPED Phone	The district special ed phone number associated with the Enrolled school.	System Administration > Resources > District Information > SPED Phone	This field is read only.

Student Information

The Student Information editor displays basic information about the student such as demographic information. This is a read-only editor.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the General Information section for additional information. This editor is read-only except the Home Primary Language and/or Address fields.



Student Information Editor

Click here to expand...

Field Name	Description	Ad Hoc or Database Name	Validation
Last Name	The student's last name.	Census > People > Demographics > Last Name identity.lastName	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
First Name	The student's first name.	Census > People > Demographics > First Name identity.firstName	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
Middle Name	The student's middle name.	Census > People > Demographics > Middle Name identity.middleName	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
Suffix	The student's suffix.	Census > People > Demographics > Suffix Name identity.suffix	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
Age	The age of the student.	Census > People > Demographics > Age	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
Birthdate	The student's birthdate.	Census > People > Demographics > Birth Date identity.birthDate	This field pulls from the Demographics tool. See the Demographics documentation for additional information.

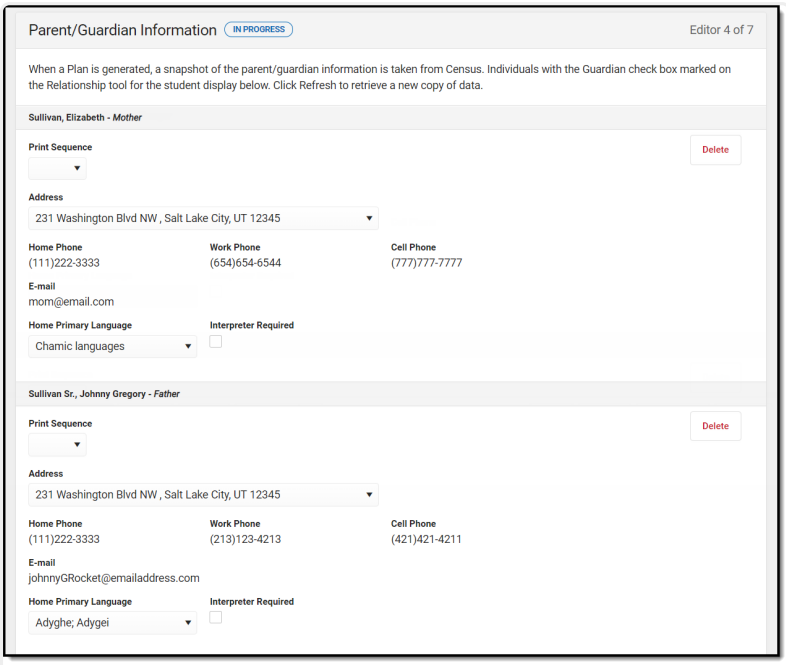
Field Name	Description	Ad Hoc or Database Name	Validation
Gender	The student's gender.	Census > People > Demographics > Gender identity.gender	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
Home Primary Language	The student's home primary language.	Census > People > Demographics > Home Primary Language	This field pulls from the Demographics tool. See the Demographics documentation for additional information. This field can be modified.
Address	The student's address.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip	This field pulls from the Households tool. See the Households documentation for additional information. This field becomes a dropdown if more than one address exists for the student. The primary household displays by default.
Student Number	The student's identification number.	Census > People > Demographics > Student Number	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
State ID	The student's state identification number.	Census > People > Demographics > State ID	This field pulls from the Demographics tool. See the Demographics documentation for additional information.

Parent/Guardian Information

The Parent/Guardian Information editor populates based on the guardian checkbox on the student's Relationships tool. The editor includes Demographics information for the student's guardian.

The **Delete** button next to each parent/guardian can be used to remove a parent/guardian from the Plan.

The **Refresh** button retrieves a new copy of parent/guardians' data. This will also return any accidentally deleted people. Manually entered fields will not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.



Parent/Guardian Information Editor

Click here to expand...

Field Name	Description	Ad Hoc or Database Name	Validation
Last Name	The last name of the parent/guardian.	Census > People > Demographics > Last Name identity.lastName	This field pulls from the Demographics tool. See the Demographics documentation for additional information. This is part of the header for the parent/guardian.
First Name	The first name of the parent/guardian.	Census > People > Demographics > First Name identity.firstName	This field pulls from the Demographics tool. See the Demographics documentation for additional information. This is part of the header for the parent/guardian.
Middle Name	The middle name of the parent/guardian.	Census > People > Demographics > Middle Name identity.middleName	This field pulls from the Demographics tool. See the Demographics documentation for additional information. This is part of the header for the parent/guardian.

Field Name	Description	Ad Hoc or Database Name	Validation
Suffix	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name identity.suffix	This field pulls from the Demographics tool. See the Demographics documentation for additional information. This is part of the header for the parent/guardian.
Relationship	The type of relationship between the parent/guardian and the student.	Census > People > Relationships > Relationship	This field populates from the Relationship tool. See the Relationships documentation for additional information. This is part of the header for the parent/guardian.
Print Sequence	The print order of the parent/guardian(s) on the IEP.	N/A	If no Sequence is selected, parent/guardian(s) print in the order displayed in the UI. If any Sequences are selected, only parent/guardian(s) with a sequence number will print in the order defined.

Field Name	Description	Ad Hoc or Database Name	Validation
Address	The parent/guardians' address.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip	This field pulls from the Households tool. See the Households documentation for additional information. If there are multiple addresses for a person, they will have a drop down with an option to select which address. If there is only one address, the drop down will only hold one option. The populated address will be the one marked "Primary."
Home Phone	The home phone number of the parent/guardian.	Census > People > Demographics > Household Phone	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
Work Phone	The work phone of the parent/guardian.	Census > People > Demographics > Work Phone	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
Cell Phone	The cell phone of the parent/guardian.	Census > People > Demographics > Cell Phone	This field pulls from the Demographics tool. See the Demographics documentation for additional information.
Email	The primary email address for the parent/guardian.	Census > People > Demographics > Email	This field pulls from the Demographics tool. See the Demographics documentation for additional information.

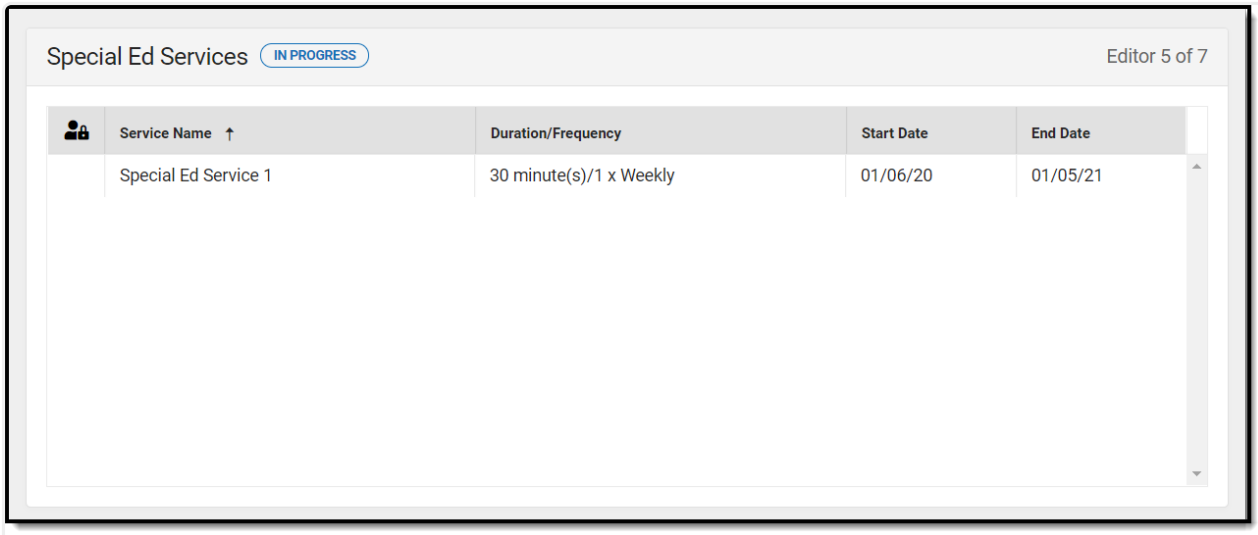
Field Name	Description	Ad Hoc or Database Name	Validation
Home Primary Language	The home primary language of the parent/guardian.	Census > People > Demographics > Home Primary Language identity.homePrimaryLanguage	This field pulls from the Demographics tool. See the Demographics documentation for additional information. The dropdown options are pulled from the Home Primary Language Attribute/Dictionary list. See the Attribute/Dictionary documentation for additional information.
Interpreter Required	Indicates an interpreter is needed to communicate with the parent/guardian.	N/A	N/A

Special Ed Services

The Special Ed Services editor indicates services, both inside and outside the general education setting, that were considered for the student and why those services were rejected.

Click here to expand...

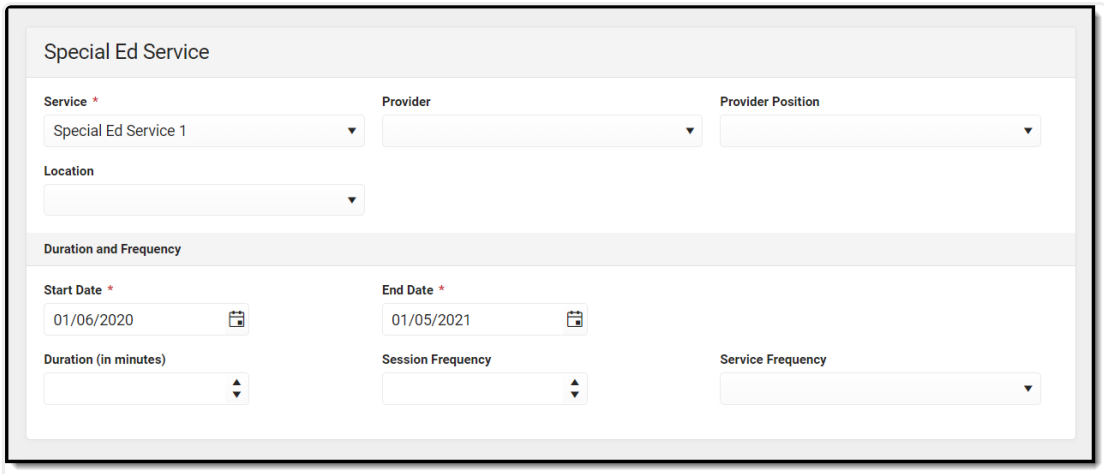
List Screen



Special Ed Services List Screen

Field	Description	Validation
Padlock Icon	The person currently working on the service record.	See the Padlock Icon section of this document for additional information.
Service Name	The name of the service to be provided to the student.	This is a read only field and pulls from the **Service** field in the Services Inside General Ed Classroom detail screen.
Duration/Frequency	The number of minutes, sessions, and session frequency of the services administered.	This is a read only field and pulls from the **Duration, Session Frequency,** and **Service Frequency** fields on the Services Inside General Ed Classroom detail screen.
Start Date	The first day services will be administered to the student.	This is a read only field and pulls from the **Start Date** field in the Services Inside General Ed Classroom detail screen.
End Date	The last day services will be administered to the student.	This is a read only field and pulls from the **End Date** field in the Services Inside General Ed Classroom detail screen.

Detail Screen



Special Ed Services Detail Screen

Field	Description	Ad Hoc or Database Name	Validation
Service *Required*	The name of the service to be provided to the student.	Student > Learner Planning > Learning Plans > Services > serviceID/serviceName	The values available are set up at System Administration > Special Ed > Services. See the Services documentation for additional information.

Field	Description	Ad Hoc or Database Name	Validation
Provider	The name of the person administering services to the student.	Student > Learner Planning > Learning Plans > Services > providerID/providerName	The values available are set up at System Administration > Special Ed > Service Providers. See the Service Providers documentation for additional information.
Provider Position	The title or position name of the person administering services to the student.	Student > Learner Planning > Learning Plans > Services > positionID	The values available are set up at System Administration > Special Ed > Service Positions. See the Service Positions documentation for additional information.
Location	The physical area where the student will receive services.	Student > Learner Planning > Learning Plans > Services > locationSPED	The list of values are pulled from Attribute/Dictionary at System Administration > Custom > Attribute/Dictionary > planServiceProvided > Location. See the Attribute/Dictionary documentation for additional information.
Duration and Frequency			
Start Date *Required*	The first day services will be administered to the student.	Student > Learner Planning > Learning Plans > Services > serviceStartDate	The date must be between or on the plan start and end dates and before or on the Service end date. This date defaults to the plan start date.
End Date *Required*	The last day services will be administered to the student.	Student > Learner Planning > Learning Plans > Services > serviceEndDate	The date must be between or on the plan start and end dates and after or on the Service start date. This date defaults to the plan end date.
Duration (in minutes)	The number of minutes spent administering the service per session.	Student > Learner Planning > Learning Plans > Services > serviceDirect	N/A
Session Frequency	The number of sessions per service frequency.	Student > Learner Planning > Learning Plans > Services > serviceFrequency	N/A

Field	Description	Ad Hoc or Database Name	Validation
Service Frequency	The frequency designation, i.e. month, year, week, etc.	Student > Learner Planning > Learning Plans > Services > serviceFreqPeriod	The **Specify Other** field only displays when the "Other" option is selected for the Service Frequency.

Related Services

The Related Services editor lists developmental, corrective, or other supportive services required to assist the student.

Only active Services with a Type of *Related* can be included in this editor.

Click here to expand...

List Screen

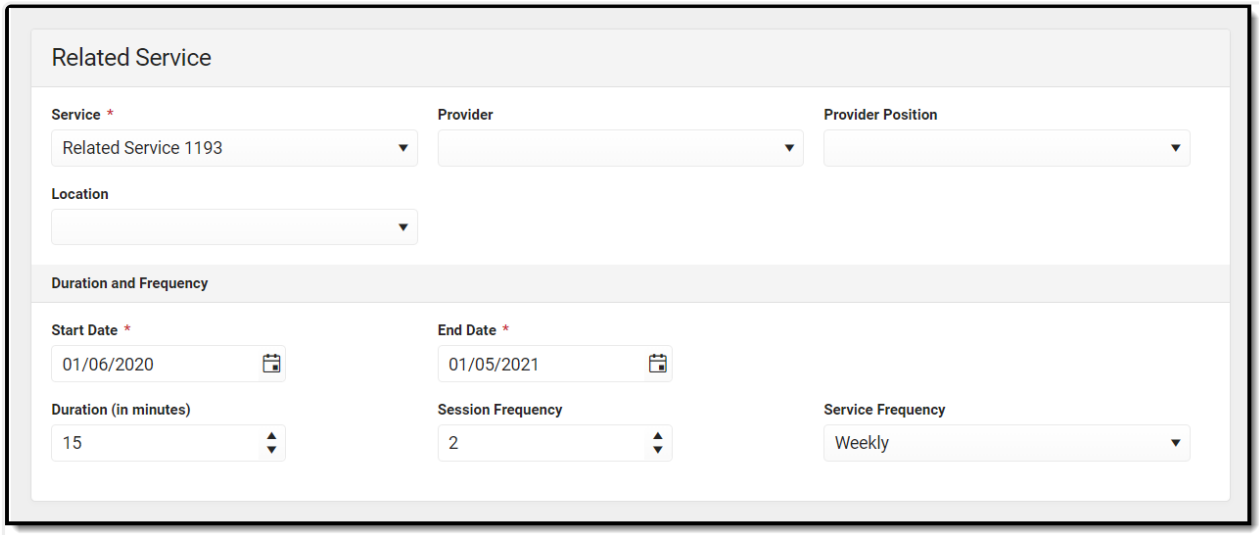


Related Services List Screen

Field	Description	Validation
Padlock Icon	The person currently working on the service record.	See the Padlock Icon section of this document for additional information.

Field	Description	Validation
Service Name	The name of the service to be provided to the student.	This is a read only field and pulls from the **Service** field in the Services Inside General Ed Classroom detail screen.
Duration/Frequency	The number of minutes, sessions, and session frequency of the services administered.	This is a read only field and pulls from the **Duration, Session Frequency,** and **Service Frequency** fields on the Services Inside General Ed Classroom detail screen.
Start Date	The first day services will be administered to the student.	This is a read only field and pulls from the **Start Date** field in the Services Inside General Ed Classroom detail screen.
End Date	The last day services will be administered to the student.	This is a read only field and pulls from the **End Date** field in the Services Inside General Ed Classroom detail screen.

Detail Screen



Related Services Detail Screen

Field	Description	Ad Hoc or Database Name	Validation
Service *Required*	The name of the service to be provided to the student.	Student > Learner Planning > Learning Plans > Services > serviceID/serviceName	The values available are set up at System Administration > Special Ed > Services. See the Services documentation for additional information.

Field	Description	Ad Hoc or Database Name	Validation
Provider	The name of the person administering services to the student.	Student > Learner Planning > Learning Plans > Services > providerID/providerName	The values available are set up at System Administration > Special Ed > Service Providers. See the Service Providers documentation for additional information.
Provider Position	The title or position name of the person administering services to the student.	Student > Learner Planning > Learning Plans > Services > positionID	The values available are set up at System Administration > Special Ed > Service Positions. See the Service Positions documentation for additional information.
Location	The physical area where the student will receive services.	Student > Learner Planning > Learning Plans > Services > locationSPED	The list of values are pulled from Attribute/Dictionary at System Administration > Custom > Attribute/Dictionary > planServiceProvided > Location. See the Attribute/Dictionary documentation for additional information.
Duration and Frequency			
Start Date *Required*	The first day services will be administered to the student.	Student > Learner Planning > Learning Plans > Services > serviceStartDate	The date must be between or on the plan start and end dates and before or on the Service end date. This date defaults to the plan start date.
End Date *Required*	The last day services will be administered to the student.	Student > Learner Planning > Learning Plans > Services > serviceEndDate	The date must be between or on the plan start and end dates and after or on the Service start date. This date defaults to the plan end date.
Duration (in minutes)	The number of minutes spent administering the service per session.	Student > Learner Planning > Learning Plans > Services > serviceDirect	N/A
Session Frequency	The number of sessions per service frequency.	Student > Learner Planning > Learning Plans > Services > serviceFrequency	N/A

Field	Description	Ad Hoc or Database Name	Validation
Service Frequency	The frequency designation, i.e. month, year, week, etc.	Student > Learner Planning > Learning Plans > Services > serviceFreqPeriod	The **Specify Other** field only displays when the "Other" option is selected for the Service Frequency.

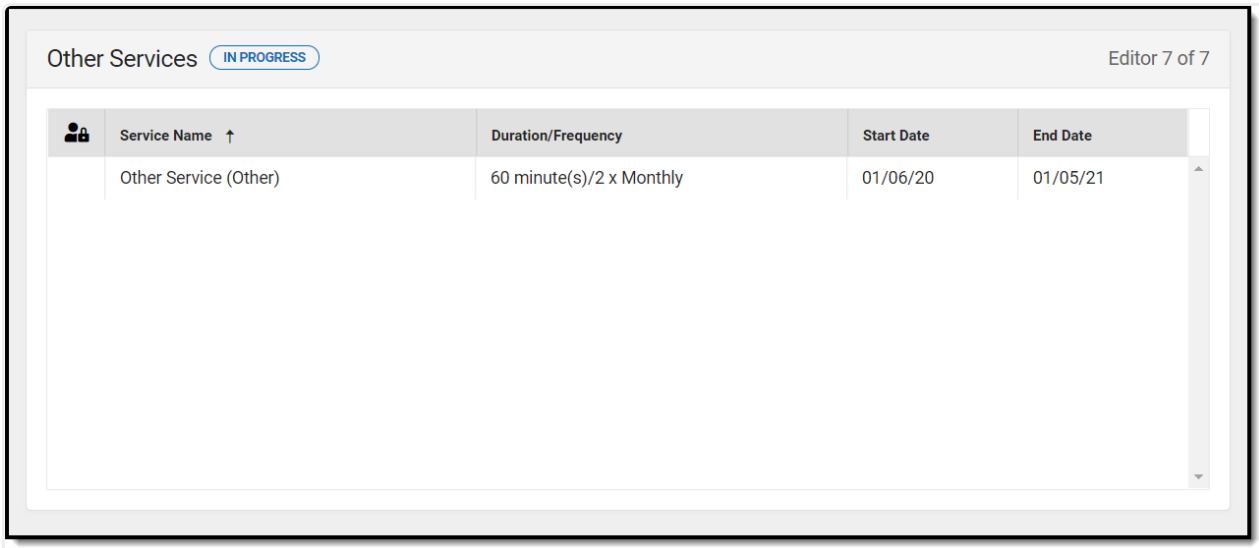
Other Services

The Other Services editor lists other supportive services required to assist the student.

Only active Services with a Type of *Other* can be included in this editor.

Click here to expand...

List screen

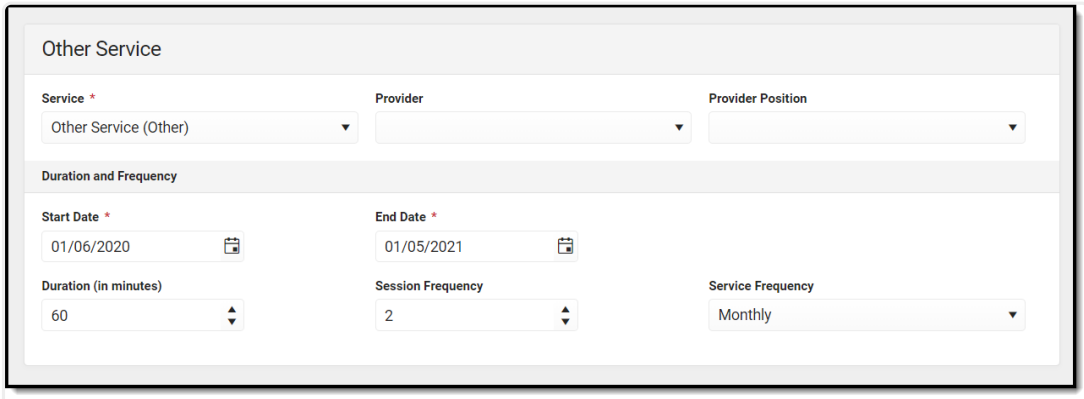


Other Services List Screen

Field	Description	Validation
Padlock Icon	The person currently working on the service record.	See the Padlock Icon section of this document for additional information.
Service Name	The name of the service to be provided to the student.	This is a read only field and pulls from the **Service** field in the Services Inside General Ed Classroom detail screen.

Field	Description	Validation
Duration/Frequency	The number of minutes, sessions, and session frequency of the services administered.	This is a read only field and pulls from the **Duration, Session Frequency,** and **Service Frequency** fields on the Services Inside General Ed Classroom detail screen.
Start Date	The first day services will be administered to the student.	This is a read only field and pulls from the **Start Date** field in the Services Inside General Ed Classroom detail screen.
End Date	The last day services will be administered to the student.	This is a read only field and pulls from the **End Date** field in the Services Inside General Ed Classroom detail screen.

Detail Screen



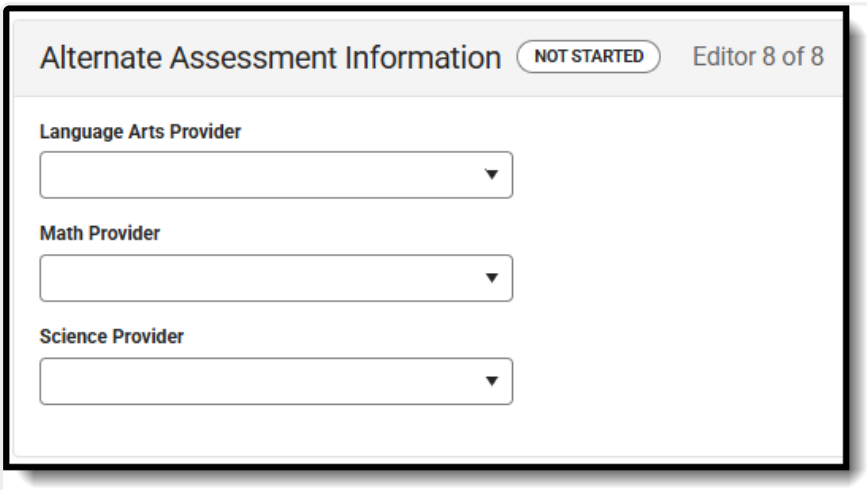
Other Services Detail Screen

Field	Description	Ad Hoc or Database Name	Validation
Service *Required*	The name of the service to be provided to the student.	Student > Learner Planning > Learning Plans > Services > serviceID/serviceName	The values available are set up at System Administration > Special Ed > Services. See the Services documentation for additional information.
Provider	The name of the person administering services to the student.	Student > Learner Planning > Learning Plans > Services > providerID/providerName	The values available are set up at System Administration > Special Ed > Service Providers. See the Service Providers documentation for additional information.

Field	Description	Ad Hoc or Database Name	Validation
Provider Position	The title or position name of the person administering services to the student.	Student > Learner Planning > Learning Plans > Services > positionID	The values available are set up at System Administration > Special Ed > Service Positions. See the Service Positions documentation for additional information.
Location	The physical area where the student will receive services.	Student > Learner Planning > Learning Plans > Services > locationSPED	The list of values are pulled from Attribute/Dictionary at System Administration > Custom > Attribute/Dictionary > planServiceProvided > Location. See the Attribute/Dictionary documentation for additional information.
Duration and Frequency			
Start Date *Required*	The first day services will be administered to the student.	Student > Learner Planning > Learning Plans > Services > serviceStartDate	The date must be between or on the plan start and end dates and before or on the Service end date. This date defaults to the plan start date.
End Date *Required*	The last day services will be administered to the student.	Student > Learner Planning > Learning Plans > Services > serviceEndDate	The date must be between or on the plan start and end dates and after or on the Service start date. This date defaults to the plan end date.
Duration (in minutes)	The number of minutes spent administering the service per session.	Student > Learner Planning > Learning Plans > Services > serviceDirect	N/A
Session Frequency	The number of sessions per service frequency.	Student > Learner Planning > Learning Plans > Services > serviceFrequency	N/A
Service Frequency	The frequency designation, i.e. month, year, week, etc.	Student > Learner Planning > Learning Plans > Services > serviceFreqPeriod	The **Specify Other** field only displays when the "Other" option is selected for the Service Frequency.

Alternate Assessment Information

The Alterrnate Assessment Information editor documents the providers who provide services during specific classes. Provider names are populated from the active providers entered in the Special Ed Service Provider Setup tool.



The Alternate Assessment Information editor in a Not Started status.

Field	Description	Additional information
Language Arts Provider	The name of the provider who provides services in the language arts class.	**Ad hoc inquiries**: Student > Learner Planning > Learning Plans > Alternate Assessments > lanugageArtsProviderName, lanugageArtsStaffID (reports staff state ID)
Math Provider	The name of the provider who provides services in the math class.	**Ad hoc inquiries**: Student > Learner Planning > Learning Plans > Alternate Assessments > mathProviderName, mathStaffID (reports staff state ID)
Science Provider	The name of the provider who provides services in the science class.	**Ad hoc inquiries**: Student > Learner Planning > Learning Plans > Alternate Assessments > scienceProviderName, scienceStaffID (reports staff state ID)