

Internal Policies and Procedures of the Utah State Board of Education	
Policy #:	02-12
Subject:	Reporting or Using Data from Official Board Documents
Date:	May 16, 2022
Policy Owner:	Chief of Staff
Policy Officer:	State Superintendent of Public Instruction

- I. **PURPOSE:** To ensure that data released by the Utah State Board of Education (“USBE”) are consistent and accurate.
- II. **POLICY:** When citing a number or statistic, a USBE employee shall use official data produced by the Board’s Data and Statistics Section, or official numbers as reported in official reports published on the USBE website.
- III. **PROCEDURES:** Examples of official reports include The Superintendent’s Annual Report, Summary of Statistical and Financial Data, the Fall Enrollment report, and Fingertip Facts.
- IV. **HISTORY:** The effective date of this policy was October 6, 2010, with a revision made September 25, 2017. On May 16, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.