Dear LEA Leaders,
*At the request of the Utah State Board of Education, **please confirm that you have received this email** regarding updates to R277-123 by adding your name and LEA name to the document linked here: Email Receipt Confirmation List
The information below should be shared with all local governing board members and other relevant staff who are responsible for compliance with the law to facilitate student success.

**What:** On September 23, 2025, LEA Leaders received an email indicating that the state Board approved significant updates to R277-123 *Process for Members of the Public to Report Violations of Statute and Board Rule.* The updates became effective on **August 7, 2025**, and the USBE Internal Audit Department implemented new processes to ensure its compliance with the Rule in September 2025.

Rule Subsections

The subsections of the rule are listed below, and we strongly recommend LEA leaders review the rule in its entirety though two very significant subsections are emphasized in color below.

- R277-123-3. Reports or Allegations of Misconduct to the Public Education Hotline Against Individual [state] Board Members.
- R277-123-4. Hotline Complaints: Internal Audit Responsibilities.
- R277-123-5. Alleged Violations of Prohibited Discriminatory Submissions, Trainings, and Practices.
- R277-123-6. IAD Reports to [state] Board Members.
- R277-123-7. Reports of Alleged Violations to a Local Education Hotline and Referrals to LEAs -- **LEA Responsibilities.**
    - The USBE Internal Audit Department is required to send a Notice of Noncompliance (see R277-123-4(10)) to various individuals if LEAs are not compliant with this Subsection.
    - In general, compliance includes a readily accessible link to a hotline (local or state), a policy, investigating in accordance with due process and LEA policy, responding in accordance with timelines outlined in the rule, etc.
    - Notices of Noncompliance are generally sent on a bi-weekly basis.
    - A Notice of Noncompliance is not a corrective action plan, but it may lead to a corrective action plan (see R277-114), which is the purview of the USBE Superintendency.
- R277-123-8. Superintendent Consultations Under this Rule.
- R277-123-9. Resubmitted Alleged Violations of Statute or Board Rule.
- R277-123-10. Board Review of Appeals on LEA Sensitive Materials Decisions.

USBE Public Education Hotline - LEA Training Info

- Training Materials - it's all at this link: https://www.schools.utah.gov/internalaudit/index#Trainings, but individual documents are linked below as well.
    - Summary: How Should I Start?
    - Details:
        - Required Hotline Training
        - Hotline Training Script

- LEA Hotline Reporting (*Please review pages 10-13 of the Hotline Training Script for instructions on how to complete the survey. Once the survey is started, it will remain open until it is submitted. Additionally, )*

USBE Public Education Hotline - General Info
General information about the Public Education Hotline is available **HERE**

**Information:** If you have additional questions or would like to schedule a training about R277-123, or how to design and implement an effective internal control system to achieve objectives, you are welcome to contact:

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Thank you,

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