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MEMORANDUM

TO: School District Postsecondary CTE Directors
School District Secondary Career and Technical Education Directors
School District Adult Education Directors
Florida College System Workforce Administrators
Florida College System Adult Education Directors
Adult Education Community Based Organizations

FROM: Ashley Meros, Ph.D.

DATE: September 1, 2026

SUBJECT: 2026-27 Data Reporting and Submission Cycle Memo

This memorandum outlines key dates in the annual data reporting cycle and emphasizes best practices to ensure the accuracy of state reported data. State reported data is central to state and federal funding and accountability. Therefore, state reported data must be complete, accurate and timely. Best practice remains that agencies stay informed of all submission timelines, proactively review state provided validation reports to identify and correct any errors before submission windows close and facilitate collaboration between program staff and Management Information Systems (MIS) personnel. These practices are vital for maintaining high data quality.

Data Reporting Changes

Annually, there may be data reporting changes. Please take the time to review updates to data reporting requirements since the 2025-26 reporting year that affect the reporting of secondary and postsecondary career technical education (CTE) and/or adult education data for the 2026-27 reporting year. Comprehensive reporting changes are available in the 2026-27 Data Dictionaries and Handbooks, linked below, within respective data change summary files.

- District Postsecondary - [Workforce Development Information System \(WDIS\)](#)
- District Secondary - [Secondary CTE](#)
 - o Secondary CTE changes are captured in the [PK-12 Database Manual Update](#) files
- Florida College System - [Community College and Technical Center Management Information Systems \(CCTCMIS\)](#)
- Community Based Organizations - [Community Based Organizations \(CBO\)](#)

Ashley Meros, Ph.D.
Chancellor of Career and Adult Education

Verification and Validation Reports

The Florida Department of Education produces data verification reports to Florida College System institutions and data quality survey reports to postsecondary districts and community based organizations that are available to agencies via TIBCO®¹. Your agency should have a process in place for downloading and sharing reports for review to relevant agency staff following each survey period's load and close dates.

Local MIS systems may have built in data validation reports. Please ensure agency utilization of state provided data validation reports to confirm accurate and complete submission to state databases.

Please consult with local MIS staff regarding internal deadlines that need to be met. Last-minute data submissions and updates may place a workload burden on local staff. Misreported data may also lead to agency placement on a state-issued Corrective Action Plan (CAP).

Reporting Submission Timelines

Below are the adopted data submission timetables for the 2026-27 reporting year for each respective agency type.

¹ Community Based Organization data quality survey reports are currently provided via ShareFile.

2026-27 WDIS Reporting Calendar

Survey	Date	Reporting Submission	Comments
Survey F/G (Summer 2026 data)	August 24, 2026	Survey F submission period opens. Survey G submission period opens.	Validation reports should be checked between the survey start and end dates and following all final data submissions for the period.
	September 3, 2026	Required load date. *	
	September 17, 2026	Survey F closes.	
Survey W/X (Fall 2026 data)	January 4, 2027	Survey W submission period opens. Survey X submission period opens.	Validation reports should be checked between the survey start and end dates and following all final data submissions for the period.
	February 4, 2027	Required load date.	
	February 25, 2027	Survey W closes.	
Survey S (Winter/Spring 2027 data)	June 7, 2027	Survey S submission period opens.	Validation reports should be checked between the survey start and end dates and following all final data submissions for the period.
	June 24, 2027	Required load date.	
	July 8, 2027	Survey S closes.	
EOY Update Window (2026-27 Final Update)	July 12, 2027	Survey F, W and S final update period opens.	Validation reports should be checked between the survey start and end dates and following all final data submissions for the period.
	July 29, 2027	Update period window closes.	Validation reports should be checked between the survey start and end dates and following all final data submissions for the period.
NRS Table 7	July 26, 2027	NRS submission opens.	Excel Form provided for submission.
	August 6, 2027	NRS submission closes.	

*Data submitted as of load date will be used to determine current year Exiter status in the 2025-26 National Reporting System (NRS) reports.

These dates are subject to change, with any revisions appearing in Appendix V of the 2026-27 Handbook, available at [Appendix V: Reporting Timelines](#).

2026-27 FCS Reporting Calendar

Term	Date	Reporting Submission	Comments
Term 1E/2B (Summer 2026 data)	August 14, 2026	Summer end-of-term (1E) submission starts. Fall beginning-of-term (2B) starts (student data only).	Verification reports should be checked between the submission start date and the end of the submission period.
	September 4, 2026	Adult Education required load/due date. *	
	September 11, 2026	Required load date.	
	October 2, 2026	Summer end-of-term (1E) submission ends. Fall beginning-of-term (2B) submission ends.	
Term 2E/3B (Fall 2026 data)	January 4, 2027	Fall end-of-term (2E) submission starts. Winter/Spring beginning-of-term (3B) submission starts (student data only).	Verification reports should be checked between the submission start date and the end of the submission period.
	February 5, 2027	Required load date.	
	March 5, 2027	Fall end-of-term (2E) submission ends. Winter/Spring beginning-of-term (3B) ends.	
Term 3E (Winter/Spring 2027 data)	April 2, 2027	Winter/Spring end-of-term (3E) submission starts.	Verification reports should be checked between the submission start date and the end of the submission period.
	May 7, 2027	Required load date.	
	June 11, 2027	Winter/Spring end-of-term (3E) submission ends.	

*Data submitted as of this date will be used to determine current year Exiter status in the 2025-26 National Reporting System (NRS) reports.

These dates are subject to change, with any revisions appearing in the 2026-27 Student Database Dictionary, available at [FCS Data Dictionaries & Procedures webpage](#).

2026-27 CBO Reporting Calendar

Survey	Date	Reporting Submission	Comments
Survey 11	July 13, 2026	Survey 11 submission period opens.	Survey 11 is a preliminary survey indicating only students enrolled as of July 1, 2026. Only the <u>Student Demographic Format</u> , <u>Adult Course</u> and <u>Supplemental Format</u> are to be submitted for this survey. The year being reported in the format should reflect the 2026-27 school year.
	July 17, 2026	Load date.	
	July 30, 2026	Survey 11 closes.	
Survey 1 (July 1 – September 30 Enrollment data)	October 12, 2026	Survey 1 submission period opens.	Edit or Validation error reports should be reviewed.
	October 15, 2026	Load date.	
	October 29, 2026	Survey 1 closes.	
Survey 2 (October 1 – February 28 Enrollment data)	March 8, 2027	Survey 2 submission period opens.	Edit or Validation error reports should be reviewed.
	March 11, 2027	Load date.	
	March 25, 2027	Survey 2 closes.	
Survey 3 (March 1 – June 30 Enrollment data)	July 12, 2027	Survey 3 submission period opens.	Edit or Validation error reports should be reviewed.
	July 15, 2027	Load date.	
	July 29, 2027	Survey 3 closes.	
NRS Table 7	July 26, 2027	NRS submission opens.	Excel Form provided for submission.
	August 6, 2027	NRS submission closes.	

These dates are subject to change, with any revisions appearing in Appendix F of the 2026-27 CBO Database Handbook, available at [Appendix F: CBO 2026-27 Survey Load and Close Dates](#).

2026-27 Secondary CTE Reporting Calendar

Survey	Submission Period	Survey Week	Survey Due Date	Final Update Date	Comments
Fall 2026	Survey 2	October 5-9, 2026	October 16, 2026	December 15, 2026	Validation reports should be checked between the state processing period and the final update date.
Spring 2026	Survey 3	February 8-12, 2027	February 19, 2027	April 15, 2027	Validation reports should be checked between the state processing period and the final update date.
End of Year	Survey 5		July 23, 2027	October 31, 2027	Validation reports should be checked before the final update date.

These dates are subject to change, with any revisions appearing in the [PK-12 Database Manuals webpage](#).

If you have any questions about data reporting and accountability, please contact Dr. Brittany C. Ross, Senior Director, Research & Evaluation, at Brittany.Ross@fldoe.org.

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