Appendix V – Reporting Timelines

WDIS and Secondary CTE

Workforce Development Information System data are submitted five time each year. Surveys F, W, and S are for reporting complete survey data. Surveys G and X are for reporting preliminary enrollments data for fall and winter terms(s).

Secondary Career and Technical Education (CTE) data are reported in Survey 5.

2016-17 Submission Timeline			
Term/Survey	**Submission period opens**	**Required load date**	**Submission period closes**
Survey 5 - High Schools Career and Technical Education			
Survey 5	TBD		
Perkins Data Deadline	TBD		
WDIS – Adult General Education and Postsecondary Career and Technical Education			
Survey F/ Survey G	September 6, 2016	September 15, 2016	October 20, 2016
Survey W/Survey X	January 3, 2017	February 2, 2017	March 2, 2017
Survey S	April 17, 2017	July 6, 2017	July 13, 2017
Survey S Update Window	July 17, 2017	n/a	August 3, 2017
Additional Deadlines			
Industry certifications for 2016-17 performance-based funding allocation	May 12, 2017		
WDIS 2016-17 Data Certifications	August 24, 2017		

Prior to the due date, the district should enter the necessary data in the local automated information system, prepare the necessary automated reporting formats from the local system, edit the data locally, and correct all edit errors. The reporting formats should be transmitted to the state on or before the due date.

The Department of Education will edit the data when they are received. Records that do not pass the reject rule edits are immediately rejected and not loaded to the database. When these edits are applied to an initial submission to NWRDC, any data set with twenty percent or more of its records in error will be rejected in its entirety. If less than twenty percent of the records in the data set do not pass the reject rule edits, the error-free records are loaded to the database and only the records in error are rejected. The twenty percent rule does not apply to data sets submitted for batch update. These edit programs are available for the districts to modify and run prior to submitting data for a survey.

Error reports will be made available to the district via the Northwest Regional Data Center (NWRDC). The district should correct the records and resubmit the data. When all reject errors have been corrected, the district should request the Validation and Exception reports, using the on-line system at NWRDC. If there are validation errors, the district should correct them and re-submit the data.

After each state processing window is closed, records will then be processed by CCTCMIS, which will use the data in producing files and reports, including those that are used in placement, follow-up, and workforce development funding. Other agencies and organizations also will use these records.

NOTE: Districts may update WDIS data for a closed survey during the next open survey *of the same reporting year.* The district must contact Bruce Harrington in writing (bruce.harrington@fldoe.org) in order to update.