

Database Submission Calendar 2023-2024

Summer End-of-Term (1E) and Fall Beginning-of-Term (2B) Data Submission: Admissions, Student, Facilities, Personnel, Integrated Databases	
Date	Event
August 11, 2023	Open Date. Submission period begins.
September 1, 2023	Adult Education Load Date. Adult education data submitted by this date will be used for federal reporting. Continue to complete and correct adult education data through the close date for state reporting.
September 5, 2023	Certification form for adult education load date data is due.
September 8, 2023	Load Date. All colleges must load data.
September 11, 2023	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
September 29, 2023	Close Date. Submission period ends. Summer End-of-Term and Fall Beginning-of-Term data must be loaded. This data is used for input to FTE-1 estimates process.
October 2, 2023	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 3, 2023	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.

Note: Beginning of term data only reported in the student database

Database Submission Calendar 2023-2024

Fall End-of-Term (2E) and Spring Beginning-of-Term (3B) Data Submission Admissions, Student, Facilities, Personnel, Personnel DMS Salary Collection, Integrated Databases	
Date	Event
January 5, 2024	Open Date. Submission period begins.
February 2, 2024	Load Date. Colleges must load data. This data is used for input to FTE-2 estimates process.
February 5, 2024	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
March 8, 2024	Close Date. Submission period ends. Fall End-of-Term and Spring Beginning-of-Term data must be loaded.
March 11, 2024	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
March 12, 2024	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.

Spring End-of-Term (3E) Data Submission Admissions, Student, Facilities, Personnel, Integrated Databases	
Date	Event
April 5, 2024	Open Date. Submission period begins.
May 10, 2024	Load Date. Colleges must load data. This data is used for input to Fundable Postsecondary Industry Certifications.
May 13, 2024	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
June 14, 2024	Close Date. Submission period ends. Spring End-of-Term data and data from any prior term resubmissions must be loaded.
June 17, 2024	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.

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June 18, 2024	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.
June 18 - June 25, 2024	First data verification period. If errors are found or grade updates are required, student data resubmission will be allowed through written request by the Reports Coordinator (SDB only). If errors are found, resubmission of data will be allowed only with a request signed by the College President (ADB, PDB, IDB).
June 26 – July 2, 2024	Annual data verification period. Data resubmission allowed only through a request signed by the college's President. Any data submitted during this period must be recertified.
July 3, 2024	Annual close. No data resubmission will be accepted.

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Database Submission Calendar 2023-2024

Annual Personnel Reports (APR) Data Submission	
Date	Event
October 13, 2023	Open Date. Submission period begins.
November 3, 2023	Load Date. Colleges must load data.
November 6, 2023	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
November 17, 2023	Close Date. Submission period ends. APR data must be loaded.
November 20, 2023	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
November 21, 2023	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
November 22, 2023 – December 1, 2023	Data verification period. Data resubmission will be allowed only through a request signed by the college's President.
December 4, 2023	Annual Close. No data resubmission will be accepted. Resubmit certification form if changes were made in verification period.

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Database Submission Calendar 2023-2024

Personnel Database Personnel Term 4E (Annual) Salary and Benefits Data Submission	
Date	Event
July 5, 2024	Open Date. Submission period begins.
August 9, 2024	Load Date. Colleges must load data.
August 12, 2024	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
August 16, 2024	Close Date. Submission period ends. Annual Salary and Benefits data must be loaded.
August 19, 2024	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
August 20, 2024	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
August 21, 2024 – August 30, 2024	Data verification period. Data resubmission will be allowed only through a request signed by the college's President.
September 3, 2024	Annual Close. No data resubmission will be accepted. Resubmit certification form if changes were made in verification period.

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Student Database Annual Term 4E (Annual) Financial Aid Data Submission	
Date	Event
September 13, 2024	Open Date. Submission period begins.
October 4, 2024	Load Date. Colleges must load data.
October 7, 2024	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 18, 2024	Close Date. Submission period ends. Annual End-of-Term data must be loaded.
October 21, 2024	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 22, 2024	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
October 22, 2024 – November 8, 2024	Data verification period. Data resubmission will be allowed only through a request signed by the college's President.
November 12, 2024	Annual Close. No data resubmission will be accepted. Resubmit certification form if changes were made in verification period.

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