

## Appendix V – Reporting Timelines

### WDIS and Secondary CTE

Workforce Development Information System data are submitted five times 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.

<b>2017-18 Submission Timeline</b>			
<b>Term/Survey</b>	<b>Submission Period Opens</b>	<b>Required Load Date</b>	<b>Submission Period Closes</b>
<b>Survey 5 - High Schools Career and Technical Education</b>			
Survey 5	TBD		
Perkins Data Deadline	TBD		
<b>WDIS – Adult General Education and Postsecondary Career and Technical Education</b>			
Survey F/ Survey G	August 28, 2017	September 11, 2017	October 19, 2017
Survey W/Survey X	January 2, 2018	February 1, 2018	March 1, 2018
Survey S	April 16, 2018	July 5, 2018	July 12, 2018
Survey S Update Window	July 16, 2018	N/A	August 2, 2018
<b>Additional Deadlines</b>			
WDIS 2017-18 Data Certifications		August 17, 2018	

Prior to the required load 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 required load date. Updates/changes should be completed by the submission close period 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 the Workforce Education Data Systems (WEDS) office, 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.