

## Database Submission Calendar 2020-21

<b>Summer End-of-Term (1E) and Fall Beginning of Term (2B) Data Submission Admissions, Student, Facilities, Personnel, Integrated Databases</b>	
<b>Date</b>	<b>Event</b>
August 14, 2020	<b>Open Date.</b> Submission period begins.
September 4, 2020	<b>Adult Education Load Date.</b> 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 8, 2020	Certification form for adult education load date data is due.
September 11, 2020	<b>Load Date.</b> All colleges must load data.
September 14, 2020	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 2, 2020	<b>Close Date.</b> 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 5, 2020	<i>Certification form due.</i> If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 6, 2020	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.
<b>Fall End-of-Term (2E) and Spring Beginning-of-Term (3B) Data Submission Admissions, Student, Facilities, Personnel, Personnel DMS Salary Collection, Integrated Databases</b>	
<b>Date</b>	<b>Event</b>
January 8, 2021	<b>Open Date.</b> Submission period begins.
February 12, 2021	<b>Load Date.</b> Colleges must load data. This data is used for input to FTE-2 estimates process
February 15, 2021	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
March 12, 2021	<b>Close Date.</b> Submission period ends. Fall End-of-Term and Spring Beginning-of-Term data must be loaded.
March 15, 2021	<i>Certification form due.</i> If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.

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

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March 16, 2021	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.
<b>Spring End-of-Term (3E) Data Submission Admissions, Student, Facilities, Personnel, Integrated Databases</b>	
<b>Date</b>	<b>Event</b>
April 2, 2021	<b>Open Date.</b> Submission period begins.
May 7, 2021	<b>Load Date.</b> Colleges must load data. This data is used for input to FTE enrollment Plan, Capital Outlay FTE Projections, and Fundable Post-Secondary Industry Certifications.
May 10, 2021	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
June 11, 2021	<b>Close Date.</b> Submission period ends. Spring End-of-Term data and data from any prior term resubmissions must be loaded.
June 14, 2021	<i>Certification form due.</i> If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
June 15, 2021	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.
June 15 - 22, 2021	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 in the PDB, FAC or ADB submissions, data resubmission will be allowed through written request by the college's President.
June 22, 2021	First data verification period ends. Data must be loaded and certification form submitted. If data has not been loaded and/or certification form not received, the college's President is notified with a copy to the Reports Coordinator.
June 23 - 29, 2021	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.
June 30, 2021	<b>Annual close. No data resubmission will be accepted.</b>

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## Database Submission Calendar 2020-21

<b>Annual Personnel Reports (APR) Database Data Submission</b>	
<b>Date</b>	<b>Event</b>
October 16, 2020	<b>Open Date.</b> Submission period begins.
November 6, 2020	<b>Load Date.</b> Colleges must load data.
November 9, 2020	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
November 20, 2020	<b>Close Date.</b> Submission period ends. Summer End-of-Term data must be loaded.
November 23, 2020	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
November 24, 2020	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
November 25, 2020 - December 4, 2020	Data verification period. Data resubmission will be allowed only through a request signed by the college's President.
December 7, 2020	<b>Annual Close. No data resubmission will be accepted.</b> Resubmit certification form if changes were made in verification period.

<b>Personnel Database: Personnel Term 4E Salary and Benefits Data Submission</b>	
<b>Date</b>	<b>Event</b>
July 2, 2021	<b>Open Date.</b> Submission period begins.
August 6, 2021	<b>Load Date.</b> Colleges must load data.
August 9, 2021	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
August 13, 2021	<b>Close Date.</b> Submission period ends. Summer End-of-Term data must be loaded.
August 16, 2021	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
August 17, 2021	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
August 18, 2021 - August 27, 2021	Data verification period. Data resubmission will be allowed only through a request signed by the college's President.
August 30, 2021	<b>Annual Close. No data resubmission will be accepted.</b> Resubmit certification form if changes were made in verification period.

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## Database Submission Calendar 2020-21

<b>Student Database: Annual (4E) Financial Aid Data Submission</b>	
<b>Date</b>	<b>Event</b>
September 17, 2021	<b>Open Date.</b> Submission period begins.
October 8, 2021	<b>Load Date.</b> Colleges must load data.
October 11, 2021	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 22, 2021	<b>Close Date.</b> Submission period ends. Annual End-of-Term data.
October 25, 2021	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 26, 2021	If certification forms have not been received, the college's President is notified with a copy to the Reports Coordinator.
October 26, 2021 -November 19, 2021	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.
November 22, 2021	<b>Annual close. No data resubmission will be accepted.</b> Resubmit certification form if changes were made in verification period.

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