

Database Submission Calendar 2019-20

Summer End-of-Term (1E) and Fall Beginning of Term (2B) Data Submission Admissions, Student, Facilities, Personnel, Integrated Databases	
Date	Event
August 16, 2019	Open Date. Submission period begins.
September 6, 2019	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 9, 2019	Certification form for adult education load date data is due.
September 13, 2019	Load Date. All colleges must load data.
September 16, 2019	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 4, 2019	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 7, 2019	<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 8, 2019	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.
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 3, 2020	Open Date. Submission period begins.
February 7, 2020	Load Date. Colleges must load data. This data is used for input to FTE-2 estimates process
February 10, 2020	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
March 6, 2020	Close Date. Submission period ends. Fall End-of-Term and Spring Beginning-of-Term data must be loaded.
March 9, 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.

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

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March 10, 2020	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 3, 2020	Open Date. Submission period begins.
May 8, 2020	Load Date. 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 11, 2020	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
June 12, 2020	Close Date. Submission period ends. Spring End-of-Term data and data from any prior term resubmissions must be loaded.
June 15, 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.
June 16, 2020	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.
June 16 - 23, 2020	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 23, 2020	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 24 – 30, 2020	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 1, 2020	Annual close. No data resubmission will be accepted.

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Annual Personnel Reports (APR) Database Data Submission	
Date	Event
October 18, 2019	Open Date. Submission period begins.
November 8, 2019	Load Date. Colleges must load data.
November 11, 2019	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
November 22, 2019	Close Date. Submission period ends. Summer End-of-Term data must be loaded.
November 25, 2019	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
November 26, 2019	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
November 27, 2019 - December 6, 2019	Data verification period. Data resubmission will be allowed only through a request signed by the college's President.
December 9, 2019	Annual Close. No data resubmission will be accepted. Resubmit certification form if changes were made in verification period.

Personnel Database: Personnel Term 4E Salary and Benefits Data Submission	
Date	Event
July 3, 2020	Open Date. Submission period begins.
August 7, 2020	Load Date. Colleges must load data.
August 10, 2020	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
August 14, 2020	Close Date. Submission period ends. Summer End-of-Term data must be loaded.
August 17, 2020	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
August 18, 2020	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
August 19, 2020 - August 28, 2020	Data verification period. Data resubmission will be allowed only through a request signed by the college's President.
August 31, 2020	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 (4E) Financial Aid and Program Industry Certification Data Submission	
Date	Event
September 18, 2020	Open Date. Submission period begins.
October 9, 2020	Load Date. Colleges must load data.
October 12, 2020	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 23, 2020	Close Date. Submission period ends. Annual End-of-Term data.
October 26, 2020	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 27, 2020	If certification forms have not been received, the college's President is notified with a copy to the Reports Coordinator.
October 27, 2020 -November 13, 2020	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 16, 2020	Annual close. No data resubmission will be accepted. Resubmit certification form if changes were made in verification period.

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