

## Database Submission Calendar 2021-22

<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 13, 2021	<b>Open Date.</b> Submission period begins.
September 3, 2021	<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 7, 2021	Certification form for adult education load date data is due.
September 10, 2021	<b>Load Date.</b> All colleges must load data.
September 13, 2021	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 1, 2021	<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 4, 2021	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 5, 2021	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 7, 2022	<b>Open Date.</b> Submission period begins.
February 4, 2022	<b>Load Date.</b> Colleges must load data. This data is used for input to FTE-2 estimates process.
February 7, 2022	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
March 11, 2022	<b>Close Date.</b> Submission period ends. Fall End-of-Term and Spring Beginning-of-Term data must be loaded.
March 14, 2022	<i>Certification form due.</i> If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
March 15, 2022	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 2021-22

Spring End-of-Term (3E) Data Submission Admissions, Student, Facilities, Personnel, Integrated Databases	
Date	Event
April 1, 2022	<b>Open Date.</b> Submission period begins.
May 6, 2022	<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 9, 2022	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
June 10, 2022	<b>Close Date.</b> Submission period ends. Spring End-of-Term data and data from any prior term resubmissions must be loaded.
June 13, 2022	<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 14, 2022	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.
June 14 - June 21, 2022	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 22 - 29, 2022	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, 2022	<b>Annual close. No data resubmission will be accepted.</b>

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## Database Submission Calendar 2021-22

<b>Personnel Database: Personnel Term 4E Salary and Benefits Data Submission</b>	
Date	Event
July 1, 2022	<b>Open Date.</b> Submission period begins.
August 5, 2022	<b>Load Date.</b> Colleges must load data.
August 8, 2022	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
August 12, 2022	<b>Close Date.</b> Submission period ends. Annual Salary and Benefits data must be loaded.
August 15, 2022	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
August 16, 2022	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
August 16, 2022 - August 26, 2022	Data verification period. Data resubmission will be allowed only through a request signed by the college's President.
August 29, 2022	<b>Annual Close. No data resubmission will be accepted.</b> Resubmit certification form if changes were made in verification period.

<b>Annual Personnel Reports (APR) Database Data Submission</b>	
Date	Event
October 15, 2021	<b>Open Date.</b> Submission period begins.
November 5, 2021	<b>Load Date.</b> Colleges must load data.
November 8, 2021	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
November 19, 2021	<b>Close Date.</b> Submission period ends. APR data must be loaded.
November 22, 2021	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
November 23, 2021	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
November 23, 2021 - December 3, 2021	Data verification period. Data resubmission will be allowed only through a request signed by the college's President.
December 6, 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 2021-22

<b>Student Database: Annual (4E) Financial Aid Data Submission</b>	
<b>Date</b>	<b>Event</b>
September 16, 2022	<b>Open Date.</b> Submission period begins.
October 7, 2022	<b>Load Date.</b> Colleges must load data.
October 10, 2022	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 21, 2022	<b>Close Date.</b> Submission period ends. Annual End-of-Term data.
October 24, 2022	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 25, 2022	If certification forms have not been received, the college's President is notified with a copy to the Reports Coordinator.
October 25, 2021 -November 10, 2022	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 14, 2022	<b>Annual close. No data resubmission will be accepted.</b> Resubmit certification form if changes were made in verification period.

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