

**Appendix V – Reporting Timelines  
Workforce Development Information Systems &  
Secondary Career and Technical Education**

Workforce Development Information Systems (WDIS) 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>2019-20 Submission Timeline</b>			
<b>Term/Survey</b>	<b>Submission Period Opens</b>	<b>Required Load Date</b>	<b>Submission Period Closes</b>
<b>WDIS – Adult General Education and Postsecondary Career and Technical Education</b>			
Survey F/ Survey G	August 26, 2019	September 5, 2019	September 19, 2019
Survey W/Survey X	January 6, 2020	February 6, 2020	February 27, 2020
Survey S	June 1, 2020	July 2, 2020	July 09, 2020
EOY Update Window	July 13, 2020	N/A	July 30, 2020

<b>Additional Deadlines</b>	<b>Opens</b>	<b>Closes</b>
WDIS 2019-20 Data Certifications	N/A	August 7, 2020
NRS Table 7	July 24, 2020	August 7, 2020

<b>Survey 5 - High School Career and Technical Education</b>			
<b>Survey 5</b>	<b>Due Date</b>	<b>State Processing</b>	<b>Final Update/Amendment Date</b>
	July 24, 2020	July 20 – August 21, 2020	October 31, 2020

Prior to the required load date, the district should enter the necessary data in their local automated information system, prepare the necessary automated reporting formats, 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.

Upon receipt of district submission files, the Department of Education will edit the data as identified in the associated database handbook. Records that do not pass the reject rule edits are immediately rejected and are not loaded to the database.

For Secondary CTE data, edits are applied to an initial submission to Northwest Regional Data Center (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 a batch update or to any WDIS data submissions via the new Data Quality 2 (DQ2) system.

WDIS error reports will be made available to the district via DQ2, and Secondary CTE error reports will be made available to the district via NWRDC. The district should correct the records in error and resubmit the data. When all reject errors have been corrected, the district should request the Validation and Exception reports, using the DQ2 online system for WDIS data or NWRDC for

Secondary CTE. If there are validation errors, the district should correct them and resubmit the data.

After each state processing window is closed, records will 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 may also use these records.