



# Data Reporting Calendar



Prepared by:  
Office of Research and Planning

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# *Data Reporting Calendar*

The Board office recognizes that the ultimate responsibility of accurate and timely data is the responsibility of the individual institutions. The Board office's role is to accumulate and format this information for presentation to the Trustees, other policy makers, and the general public. The purpose of this Data Reporting Calendar is to provide a time sequence that will ensure timely information and the opportunity for the individual institutions to report data in an accurate manner.

Data listed as *Incoming MIS Data* should be submitted to the Office of Research and Planning. Data listed as *Incoming Financial Data* should be submitted to the Office of Finance and Administration. Data listed as *Incoming Facilities Data* should be submitted to the Office of Construction and Physical Affairs.

## **MIS Delinquent and Preliminary Reporting Policies**

### **Delinquent Reporting Policy**

1. An institution's data will be considered delinquent if not received in the Office of Research and Planning by noon on the first working day after its due date.
2. Once data become delinquent, a reminder will be sent by e-mail or fax to the institution's representative on the Council of Institutional Research Officers (CIRO).
3. If data are not received after 3 working days from the due date, a written notice will be forwarded to the Commissioner who will subsequently contact the appropriate Institutional Executive Officer.
4. Once MIS data are submitted to the Board office, the Office of Research and Planning will return edit reports to the institutions within three working days.

### **Preliminary Reporting Policy**

5. Any data received, whether it be in electronic or written format, will be considered preliminary for twenty (20) working days after the due date.
6. During this preliminary period, institutions will have the opportunity to audit and revise their data as well as provide written explanations to the Office of Research and Planning for any exceptions occurring in the data.
7. If the data still have a considerable number of problems after the preliminary period has expired, with no written explanations detailing the exceptions, the Commissioner and the appropriate Institutional Executive Officer will be notified of the type and frequency of the problems.
8. Once the preliminary period has expired, the data will become final and published by the Office of Research and Planning. It will subsequently be released to the Board, state legislature, media, and other agencies upon request.
9. To revise final data after the preliminary period has expired, the Institutional Executive Officer should provide a written statement detailing the reason for the requested change.

Note: Facilities, Budget and Financial information do not follow the MIS Delinquent and Preliminary Reporting Policies.

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## July

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|--------------------------------------------------------------------------------------------------|--------------------------------|
| Analysis of Positions Reports - June 2009<br>3rd Working Day                                     | <i>Incoming Financial Data</i> |
| Quarterly Report of Employment - 04/09 Through 06/09<br>July 9, 2009                             | <i>Incoming Financial Data</i> |
| Degrees Granted, Academic Year 2008-09<br>July 15, 2009                                          | <i>Incoming MIS Data</i>       |
| LBO Program Performance Measures Annual Report - FY 2009<br>July 16, 2009                        | <i>Incoming MIS Data</i>       |
| LBO Program Expenditure Annual Report - FY 2009<br>July 27, 2009                                 | <i>Incoming Financial Data</i> |
| Program Performance Measures and Program Expenditure<br>Annual Report - FY 2009<br>July 31, 2009 | <b>To LBO</b>                  |

## August

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|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Registration Opens to IPEDS Keyholders for the<br>2009-2010 Collection Cycle<br>August 5, 2009                                  | <b>IPEDS</b>                   |
| Analysis of Positions Reports - July 2009<br>3rd Working Day                                                                    | <i>Incoming Financial Data</i> |
| Cost of Attendance Spreadsheet - 2009-10<br>August 15, 2009                                                                     | <i>Incoming MIS Data</i>       |
| Final Version of 5-Year Strategic Plan<br>2011 - 2015 - (1 copy)<br>August 19, 2009                                             | <i>Incoming MIS Data</i>       |
| GASB Financial Statements - FY 2009<br>(SNA/SRECNA/CF)<br>August 20, 2009                                                       | <i>Incoming Financial Data</i> |
| Summer Developmental Program/Accuplacer Spreadsheet<br>With Posttest Scores, Course Grades, & Comments Added<br>August 30, 2009 | <i>Incoming MIS Data</i>       |
| 5-Year Strategic Plan - 2011-2015<br>August 31, 2009                                                                            | <b>To LBO</b>                  |
| GASB Financial Statements - FY 2009<br>(Note Disclosures)<br>August 31, 2009                                                    | <i>Incoming Financial Data</i> |

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**September**

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|-------------------------------------------------------------------------------------------------------|--------------------------------|
| Bound Copy of University Operating Budget - FY 2010<br>(4 Copies)<br>August 31, 2009                  | <i>Incoming Financial Data</i> |
| Student Enrollment, Combined Summer Report<br>September 1, 2009                                       | <i>Incoming MIS Data</i>       |
| Analysis of Positions Reports - August 2009<br>3rd Working Day                                        | <i>Incoming Financial Data</i> |
| IPEDS Fall Collection Cycle Opens<br>September 2, 2009                                                | <b>IPEDS</b>                   |
| Finished GASB Financial Statements - FY 2009<br>September 14, 2009                                    | <i>Incoming Financial Data</i> |
| Operating Budget (by Function) for Enhancement<br>and Restricted Funds - FY 2010<br>Upon Notification | <i>Incoming Financial Data</i> |
| Course Credit Hours, Combined Summer Report<br>September 15, 2009                                     | <i>Incoming MIS Data</i>       |
| Student Outcomes, Combined Summer Report<br>September 15, 2009                                        | <i>Incoming MIS Data</i>       |
| Report of Research and Sponsored Programs for the<br>Research Catalog - FY 2009<br>September 17, 2009 | <i>Incoming MIS Data</i>       |
| Summer Developmental Program/Accuplacer Spreadsheet<br>Final Changes<br>September 17, 2009            | <i>Incoming MIS Data</i>       |
| Manpower Projection Document - As of 9/01/09<br>Upon Notification                                     | <i>Incoming Financial Data</i> |
| Final Athletic Expenditures - FY 2009<br>September 24, 2009                                           | <i>Incoming Financial Data</i> |
| Fall Enrollment Fact Sheet<br>September 28, 2008                                                      | <b>Publication</b>             |
| Finished Fund Basis Financial Statements - FY 2009<br>September 28, 2009                              | <i>Incoming Financial Data</i> |

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**October**

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|-------------------------------------------------------------------------------------------------------------|---------------------------------|
| Student Enrollment, Fall Term<br>October 1, 2009                                                            | <i>Incoming MIS Data</i>        |
| Student Enrollment, Fall Quarter<br>October 1, 2009                                                         | <i>Incoming MIS Data</i>        |
| Intermediate Enrollment, Fall Term<br>October 1, 2009                                                       | <i>Incoming MIS Data</i>        |
| Institutional Scholarship, Fellowship and Tuition Waiver<br>Report - FY 2009<br>October 2, 2009             | <i>Incoming Financial Data</i>  |
| Annual Report of Complimentary Athletic Tickets - FY 2009<br>October 2, 2009                                | <i>Incoming Financial Data</i>  |
| Annual Report of Participation/Optional Fees - FY 2010<br>October 2, 2009                                   | <i>Incoming Financial Data</i>  |
| Facilities Maintenance Expenditure Report -<br>July 2008 Through June 2009<br>October 2, 2009               | <i>Incoming Facilities Data</i> |
| Analysis of Positions Reports - September 2009<br>3rd Working Day                                           | <i>Incoming Financial Data</i>  |
| Additional Compensation Report - FY 2009<br>October 5, 2009                                                 | <i>Incoming Financial Data</i>  |
| Quarterly Report of Employment - July 2009 Through<br>September 2009<br>October 8, 2009                     | <i>Incoming Financial Data</i>  |
| Annual Audit Report of Affiliated Organizations<br>(IHL Significant Organizations Only)<br>October 15, 2009 | <i>Incoming Financial Data</i>  |
| University Research Catalog - FY 2009<br>October 15, 2009                                                   | <b><i>Publication</i></b>       |
| IPEDS Fall Collection Cycle Closes to Keyholders<br>October 15, 2009                                        | <b><i>IPEDS</i></b>             |
| Federal Schedule of Expenditures - FY 2008<br>October 22, 2008                                              | <i>Incoming Financial Data</i>  |
| Annual Report - Part II (List of Personnel and Salaries)<br>FY 2009 (2 copies)<br>October 31, 2009          | <i>Incoming Financial Data</i>  |

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| <b>November</b> | Faculty Biographical, Fall Term<br>November 15, 2009                                                | <i>Incoming MIS Data</i>        |
|                 | Employee Demographics, Fall Term<br>November 15, 2009                                               | <i>Incoming MIS Data</i>        |
|                 | Analysis of Positions Reports - October 2009<br>3rd Working Day                                     | <i>Incoming Financial Data</i>  |
|                 | Facilities Maintenance Expenditure Report -<br>July 2009 Through September 2009<br>November 5, 2009 | <i>Incoming Facilities Data</i> |
|                 | Faculty Salary Survey<br>November 15, 2009                                                          | <i>Incoming MIS Data</i>        |
|                 | IHL Fast Facts<br>November 30, 2009                                                                 | <b>Publication</b>              |
| <b>December</b> | Analysis of Positions Reports - November 2009<br>3rd Working Day                                    | <i>Incoming Financial Data</i>  |
|                 | IPEDS Winter Collection Cycle Opens<br>December 3, 2009                                             | <b>IPEDS</b>                    |
|                 | Scholarships and Financial Aid, Academic Year 2008-2009<br>December 15, 2009                        | <i>Incoming MIS Data</i>        |
|                 | Annual Report - FY 2009<br>December 15, 2009                                                        | <b>Publication</b>              |
|                 | Student Outcomes, Fall Quarter<br>December 15, 2009                                                 | <i>Incoming MIS Data</i>        |
|                 | IPEDS GRS, Degrees Granted, Summer 2009<br>December 15, 2009                                        | <i>Incoming MIS Data</i>        |
|                 | IPEDS GRS, Revised Freshman Cohort, Fall 2002<br>December 15, 2008                                  | <i>Incoming MIS Data</i>        |
|                 |                                                                                                     |                                 |
| <b>January</b>  | Analysis of Positions Reports - December 2009<br>3rd Working Day                                    | <i>Incoming Financial Data</i>  |
|                 | Quarterly Report of Employment -<br>October 2009 Through December 2009<br>January 7, 2010           | <i>Incoming Financial Data</i>  |

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|-----------------|----------------------------------------------------------------------------------------------------------|---------------------------------|
|                 | Annual Audit Report of Affiliated Organizations - FY 2009<br>January 7, 2010                             | <i>Incoming Financial Data</i>  |
|                 | Fall Enrollment Fact Book<br>January 15, 2010                                                            | <b>Publication</b>              |
|                 | LBO Program Performance Measures<br>Semi-Annual Report - FY 2010<br>January 17, 2010                     | <i>Incoming MIS Data</i>        |
|                 | IHL System Profile<br>January 17, 2010                                                                   | <b>Publication</b>              |
|                 | Student Enrollment, Winter Quarter<br>January 19, 2010                                                   | <i>Incoming MIS Data</i>        |
|                 | IPEDS Winter Collection Cycle Closes to Keyholders<br>January 21, 2010                                   | <b>IPEDS</b>                    |
|                 | Program Performance Measures and Program Expenditure<br>Semi-Annual Report - FY 2010<br>January 21, 2010 | <b>To LBO</b>                   |
|                 | LBO Interim Program Expenditure Report -<br>July 2009 Through December 2009<br>January 28, 2010          | <i>Incoming Financial Data</i>  |
| <b>February</b> | Student Outcomes, Fall Term<br>February 1, 2010                                                          | <i>Incoming MIS Data</i>        |
|                 | Course Credit Hours, Fall Term<br>February 1, 2010                                                       | <i>Incoming MIS Data</i>        |
|                 | Analysis of Positions Reports - January 2010<br>3rd Working Day                                          | <i>Incoming Financial Data</i>  |
|                 | Facilities Maintenance Expenditure Report -<br>January 2009 Through December 2009<br>February 6, 2010    | <i>Incoming Facilities Data</i> |
|                 | Manpower Projection - As of 1/31/10<br>Upon Notification                                                 | <i>Incoming Financial Data</i>  |
| <b>March</b>    | Student Enrollment, Spring Term<br>March 1, 2010                                                         | <i>Incoming MIS Data</i>        |

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|--------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------|
|              | Analysis of Positions Reports - February 2009<br>3rd Working Day                                                | <i>Incoming Financial Data</i>  |
|              | IPEDS Spring Collection Cycle Opens<br>March 4, 2010                                                            | <b><i>IPEDS</i></b>             |
| <b>April</b> | Student Enrollment, Spring Quarter<br>April 1, 2010                                                             | <i>Incoming MIS Data</i>        |
|              | Analysis of Positions Reports - March 2010<br>3rd Working Day                                                   | <i>Incoming Financial Data</i>  |
|              | Quarterly Report of Employment - January 2010 Through<br>March 2010<br>April 7, 2010                            | <i>Incoming Financial Data</i>  |
|              | SREB Longitudinal Progression Report<br>April 15, 2010                                                          | <i>Incoming MIS Data</i>        |
|              | IPEDS Spring Collection Cycle Closes to Keyholders<br>April 15, 2010                                            | <b><i>IPEDS</i></b>             |
|              | Facilities Maintenance Expenditure Report<br>July 2009 Through March 2010<br>April 27, 2010                     | <i>Incoming Facilities Data</i> |
| <b>May</b>   | Analysis of Positions Reports - April 2010<br>3rd Working Day                                                   | <i>Incoming Financial Data</i>  |
|              | Consolidation of Operating Budgets - FY 2011<br>Upon Notification                                               | <i>Incoming Financial Data</i>  |
|              | Annual Athletic Operating Budget - FY 2011<br>Upon Notification                                                 | <i>Incoming Financial Data</i>  |
|              | Annual Operating Budget for Operations and<br>Maintenance, including Plant Funds - FY 2011<br>Upon Notification | <i>Incoming Facilities Data</i> |
|              | Annual Budget of Institutional Scholarships, Fellowships and<br>Tuition Waivers - FY 2011<br>Upon Notification  | <i>Incoming Financial Data</i>  |
| <b>June</b>  | Student Outcomes, Spring Quarter<br>June 1, 2010                                                                | <i>Incoming MIS Data</i>        |

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Student Outcomes, Spring Term  
June 1, 2010

*Incoming MIS Data*

Course Credit Hours, Spring Term  
June 1, 2010

*Incoming MIS Data*

Analysis of Positions Reports - May 2010  
3rd Working Day

*Incoming Financial Data*

Tables A through F and Accuplacer Pretest Printouts,  
*Summer Developmental Program Reporting Guide*  
June 15, 2010

*Incoming MIS Data*

### **Additional Financial Data**

The due date for the following data/reports has not been specified. Each institution will be notified when the due date has been determined.

MBRs  
June Payroll Reports  
July Payroll Reports  
December Payroll Reports  
Room and Board Rate Increases - FY 2011  
Tuition Rate Increases - FY 2011

*Required by LBO*  
*Required by LBO*  
*Required by LBO*  
*Required by LBO*  
*TBA*  
*TBA*

### **For Information Contact:**

**Office of Research and Planning: (601) 432-6742**  
**Office of Finance and Administration: (601) 432-6147**  
**Office of Construction and Physical Affairs: (601) 432-6692**

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