



Data Reporting Calendar



Prepared by:
Office of Strategic Data Management

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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.

July

Analysis of Positions Reports - June 2014 3rd Working Day	<i>Incoming Financial Data</i>
Quarterly Report of Employment - April 2014 Through June 2014 July 8, 2014	<i>Incoming Financial Data</i>
Degrees Granted, Academic Year 2013-14 July 15, 2014	<i>Incoming MIS Data</i>
LBO Program Performance Measures Annual Report - FY 2014 July 15, 2014	<i>Incoming MIS Data</i>
LBO Program Expenditure Annual Report - FY 2013 July 29, 2013	<i>Incoming Financial Data</i>
Program Performance Measures and Program Expenditure Annual Report - FY 2014 July 31, 2014	To LBO

August

Analysis of Positions Reports - July 2014 3rd Working Day	<i>Incoming Financial Data</i>
Final Version of 5-Year Strategic Plan 2016 - 2020 - (1 copy) August 5, 2014	<i>Incoming MIS Data</i>
Registration Opens to IPEDS Keyholders for the 2014-2015 Collection Cycle August 6, 2013	IPEDS
Cost of Attendance Spreadsheet - 2014-15 August 15, 2014	<i>Incoming MIS Data</i>
5-Year Strategic Plan - 2016-2020 August 15, 2014	To LBO
GASB Financial Statements - FY 2014 (SNP/SRECNP/CF) August 26, 2014	<i>Incoming Financial Data</i>
Summer Developmental Program/Accuplacer Spreadsheet With Posttest Scores, Course Grades, & Comments Added August 31, 2014	<i>Incoming MIS Data</i>
Bound Copy of University Operating Budget - FY 2015 (4 Copies + 1 electronic copy) August 31, 2014	<i>Incoming Financial Data</i>

September

Student Enrollment, Combined Summer Report September 1, 2014	<i>Incoming MIS Data</i>
Analysis of Positions Reports - August 2014 3rd Working Day	<i>Incoming Financial Data</i>
IPEDS Fall Collection Cycle Opens September 3, 2014	IPEDS
GASB Financial Statements - FY 2014 (Note Disclosures) September 8, 2014	<i>Incoming Financial Data</i>
Operating Budget (by Function) for Enhancement and Restricted Funds - FY 2015 Upon Notification	<i>Incoming Financial Data</i>
Course Credit Hours, Combined Summer Report September 15, 2014	<i>Incoming MIS Data</i>
Grade File, Combined Summer Report September 15, 2014	<i>Incoming MIS Data</i>
Student Outcomes, Combined Summer Report September 15, 2014	<i>Incoming MIS Data</i>
Degree Book - AY 2014 September 15, 2014	Publication
Report of Research and Sponsored Programs for the Research Catalog - FY 2014 September 17, 2014	<i>Incoming MIS Data</i>
Summer Developmental Program/Accuplacer Spreadsheet Final Changes September 17, 2014	<i>Incoming MIS Data</i>
Manpower Projection - As of 9/01/14 Upon Notification	<i>Incoming Financial Data</i>
Final Athletic Expenditures - FY 2014 September 23, 2014	<i>Incoming Financial Data</i>
Finished Fund Basis Financial Statements - FY 2014 September 30, 2014	<i>Incoming Financial Data</i>
Finished GASB Financial Statements - FY 2014 September 30, 2014	<i>Incoming Financial Data</i>

October

Student Enrollment, Fall Term October 1, 2014	<i>Incoming MIS Data</i>
Intermediate Enrollment, Fall Term October 1, 2014	<i>Incoming MIS Data</i>
Federal Schedule of Expenditures - FY 2014 October 1, 2014	<i>Incoming Financial Data</i>
Institutional Scholarship, Fellowship and Tuition Waiver Report - FY 2014 October 6, 2014	<i>Incoming Financial Data</i>
Annual Report of Participation/Optional Fees - FY 2015 October 6, 2014	<i>Incoming Financial Data</i>
Facilities Maintenance Expenditure Report - July 2013 Through June 2014 October 2, 2014	<i>Incoming Facilities Data</i>
Analysis of Positions Reports - September 2014 3rd Working Day	<i>Incoming Financial Data</i>
Additional Compensation Report - FY 2014 October 6, 2014	<i>Incoming Financial Data</i>
Quarterly Report of Employment - July 2014 Through September 2014 October 7, 2014	<i>Incoming Financial Data</i>
University Research Catalog - FY 2014 October 15, 2014	Publication
IPEDS Fall Collection Cycle Closes to Keyholders October 15, 2014	IPEDS
Annual Audit Report of Affiliated Organizations October 31, 2014	<i>Incoming Financial Data</i>
Annual Report - Part II (List of Personnel and Salaries) FY 2013 (2 copies) October 31, 2014	<i>Incoming Financial Data</i>
November	
Analysis of Positions Reports - October 2014 3rd Working Day	<i>Incoming Financial Data</i>

	Facilities Maintenance Expenditure Report - July 2014 Through September 2014 November 5, 2014	<i>Incoming Facilities Data</i>
	Faculty Biographical, Fall Term November 15, 2014	<i>Incoming MIS Data</i>
	Employee Demographics, Fall Term November 15, 2014	<i>Incoming MIS Data</i>
	Faculty Salary Survey November 15, 2014	<i>Incoming MIS Data</i>
	Fall Enrollment Fact Sheet November 30, 2014	Publication
December	Analysis of Positions Reports - November 2014 3rd Working Day	<i>Incoming Financial Data</i>
	IPEDS Winter & Spring Collection Cycle Opens December 10, 2014	IPEDS
	Scholarships and Financial Aid, Academic Year 2013-2014 December 15, 2014	<i>Incoming MIS Data</i>
	Annual Report - FY 2014 December 15, 2014	Publication
	IPEDS GRS, Degrees Granted, Summer 2014 December 15, 2014	<i>Incoming MIS Data</i>
	IPEDS GRS, Revised Freshman Cohort, Fall 2008 December 15, 2014	<i>Incoming MIS Data</i>
January	Analysis of Positions Reports - December 2014 3rd Working Day	<i>Incoming Financial Data</i>
	Quarterly Report of Employment - October 2014 Through December 2014 January 6, 2015	<i>Incoming Financial Data</i>
	Fall Enrollment Fact Book January 15, 2015	Publication
	IHL Fast Facts January 15, 2015	Publication
	LBO Program Performance Measures Semi-Annual Report - FY 2015 January 17, 2015	<i>Incoming MIS Data</i>



	IHL System Profile January 17, 2015	Publication
	Program Performance Measures and Program Expenditure Semi-Annual Report - FY 2015 January 20, 2015	To LBO
	LBO Interim Program Expenditure Report - July 2014 Through December 2014 January 27, 2015	<i>Incoming Financial Data</i>
February	Student Outcomes, Fall Term February 1, 2015	<i>Incoming MIS Data</i>
	Course Credit Hours, Fall Term February 1, 2015	<i>Incoming MIS Data</i>
	Grade File, Fall Term February 1, 2015	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - January 2015 3rd Working Day	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report - January 2014 Through December 2014 February 6, 2015	<i>Incoming Facilities Data</i>
	IPEDS Winter Collection Cycle Closes to Keyholders February 11, 2015	IPEDS
	Manpower Projection - As of 1/31/15 Upon Notification	<i>Incoming Financial Data</i>
March	Student Enrollment, Spring Term March 1, 2015	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - February 2015 3rd Working Day	<i>Incoming Financial Data</i>
April	Analysis of Positions Reports - March 2015 3rd Working Day	<i>Incoming Financial Data</i>
	Quarterly Report of Employment - January 2015 Through March 2015 April 7, 2015	<i>Incoming Financial Data</i>





IPEDS Spring Collection Cycle Closes to Keyholders
April 8, 2015

IPEDS

SREB Longitudinal Progression Report
April 15, 2015

Incoming MIS Data

Facilities Maintenance Expenditure Report
July 2014 Through March 2015
April 28, 2015

Incoming Facilities Data

Annual Report of Complimentary Athletic Tickets - FY 2015
April 30, 2015

Incoming Financial Data

May

Analysis of Positions Reports - April 2015
3rd Working Day

Incoming Financial Data

Consolidation of Operating Budgets - FY 2016
Upon Notification

Incoming Financial Data

Annual Athletic Operating Budget - FY 2016
Upon Notification

Incoming Financial Data

Annual Operating Budget for Operations and
Maintenance, including Plant Funds - FY 2016
Upon Notification

Incoming Facilities Data

Annual Budget of Institutional Scholarships, Fellowships and
Tuition Waivers - FY 2016
Upon Notification

Incoming Financial Data

June

Course Credit Hours, Spring Term
June 1, 2015

Incoming MIS Data

Analysis of Positions Reports - May 2015
3rd Working Day

Incoming Financial Data

Student Outcomes, Spring Term
June 15, 2015

Incoming MIS Data

Grade File, Spring Term
June 15, 2015

Incoming MIS Data

Tables A through F and Accuplacer Pretest Printouts,
Summer Developmental Program Reporting Guide
June 15, 2015

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	<i>Required by LBO</i>
June Payroll Reports	<i>Required by LBO</i>
July Payroll Reports	<i>Required by LBO</i>
December Payroll Reports	<i>Required by LBO</i>

For Information Contact:

Office of Strategic Data Management: (601) 432-6288
Office of Finance and Administration: (601) 432-6147
Office of Construction and Physical Affairs: (601) 432-6692
