



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 2015 3rd Working Day	<i>Incoming Financial Data</i>
Quarterly Report of Employment - April 2015 Through June 2015 July 7, 2015	<i>Incoming Financial Data</i>
Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – May 2015 July 8, 2015	<i>Incoming Financial Data</i>
Degrees Granted, Academic Year 2014-15 July 15, 2015	<i>Incoming MIS Data</i>
LBO Program Performance Measures Annual Report - FY 2015 TBD (typically July 15)	<i>Incoming MIS Data</i>
LBO Program Expenditure Annual Report - FY 2015 July 27, 2015	<i>Incoming Financial Data</i>
Program Performance Measures and Program Expenditure Annual Report - FY 2015 July 31, 2015	To LBO

August

Analysis of Positions Reports - July 2015 3rd Working Day	<i>Incoming Financial Data</i>
Registration Opens to IPEDS Keyholders for the 2015-2016 Collection Cycle August 5, 2015	IPEDS
Final Version of 5-Year Strategic Plan 2017 - 2021 - (1 copy) August 10, 2015	<i>Incoming MIS Data</i>
Cost of Attendance Spreadsheet - 2015-16 August 15, 2015	<i>Incoming MIS Data</i>
5-Year Strategic Plan - 2017-2021 August 17, 2015	To LBO
GASB Financial Statements - FY 2015 (SNP/SRECNP/CF) August 25, 2015	<i>Incoming Financial Data</i>
Summer Developmental Program/Accuplacer Spreadsheet With Posttest Scores, Course Grades, & Comments Added August 31, 2015	<i>Incoming MIS Data</i>

September

Bound Copy of University Operating Budget - FY 2015 (4 Copies + 1 electronic copy) August 31, 2015	<i>Incoming Financial Data</i>
Space Inventory, March 2015 through August 2015 September 1, 2015	<i>Incoming Facilities Data</i>
Student Enrollment, Combined Summer Report September 1, 2015	<i>Incoming MIS Data</i>
Analysis of Positions Reports - August 2015 3rd Working Day	<i>Incoming Financial Data</i>
IPEDS Fall Collection Cycle Opens September 2, 2015	IPEDS
GASB Financial Statements - FY 2015 (Note Disclosures) September 8, 2015	<i>Incoming Financial Data</i>
Operating Budget (by Function) for Enhancement and Restricted Funds - FY 2016 Upon Notification	<i>Incoming Financial Data</i>
Course Credit Hours, Combined Summer Report September 15, 2015	<i>Incoming MIS Data</i>
Grade File, Combined Summer Report September 15, 2015	<i>Incoming MIS Data</i>
Student Outcomes, Combined Summer Report September 15, 2015	<i>Incoming MIS Data</i>
Degree Book - AY 2015 September 15, 2015	Publication
Report of Research and Sponsored Programs for the Research Catalog - FY 2015 September 17, 2015	<i>Incoming MIS Data</i>
Summer Developmental Program/Accuplacer Spreadsheet Final Changes September 17, 2015	<i>Incoming MIS Data</i>
Manpower Projection - As of 9/01/15 Upon Notification	<i>Incoming Financial Data</i>
Finished Fund Basis Financial Statements - FY 2015 September 30, 2015	<i>Incoming Financial Data</i>

October

Finished GASB Financial Statements - FY 2015 September 30, 2015	<i>Incoming Financial Data</i>
Student Enrollment, Fall Term October 1, 2015	<i>Incoming MIS Data</i>
Intermediate Enrollment, Fall Term October 1, 2015	<i>Incoming MIS Data</i>
Federal Schedule of Expenditures - FY 2015 October 1, 2015	<i>Incoming Financial Data</i>
EAC Report Card - Initial Draft October 1, 2015	Publication
Facilities Maintenance Expenditure Report - July 2014 Through June 2015 October 2, 2015	<i>Incoming Facilities Data</i>
Institutional Scholarship, Fellowship and Tuition Waiver Report - FY 2015 October 6, 2015	<i>Incoming Financial Data</i>
Annual Report of Participation/Optional Fees - FY 2016 October 6, 2015	<i>Incoming Financial Data</i>
Final Athletic Expenditures - FY 2015 October 6, 2015	<i>Incoming Financial Data</i>
Analysis of Positions Reports - September 2015 3rd Working Day	<i>Incoming Financial Data</i>
Additional Compensation Report - FY 2015 October 6, 2015	<i>Incoming Financial Data</i>
Quarterly Report of Employment - July 2015 Through September 2015 October 6, 2015	<i>Incoming Financial Data</i>
IPEDS Fall Collection Cycle Closes to Keyholders October 14, 2015	IPEDS
University Research Catalog - FY 2015 October 15, 2015	Publication
Annual Audit Report of Affiliated Organizations October 31, 2015	<i>Incoming Financial Data</i>
Annual Report - Part II (List of Personnel and Salaries) FY 2015 (2 copies) October 31, 2015	<i>Incoming Financial Data</i>

November	Analysis of Positions Reports - October 2015 3rd Working Day	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report - July 2015 Through September 2015 November 5, 2015	<i>Incoming Facilities Data</i>
	Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – July 2015 through September 2015 (Q1) November 9, 2015	<i>Incoming Facilities Data</i>
	Faculty Biographical, Fall Term November 15, 2015	<i>Incoming MIS Data</i>
	Employee Demographics, Fall Term November 15, 2015	<i>Incoming MIS Data</i>
	Faculty Salary Survey November 15, 2015	<i>Incoming MIS Data</i>
	Fall Enrollment Fact Sheet November 30, 2015	Publication
December	Analysis of Positions Reports - November 2015 3rd Working Day	<i>Incoming Financial Data</i>
	IPEDS Winter & Spring Collection Cycle Opens December 9, 2015	IPEDS
	Scholarships and Financial Aid, Academic Year 2014-2015 December 15, 2015	<i>Incoming MIS Data</i>
	Annual Report - FY 2015 December 15, 2015	Publication
	IPEDS GRS, Degrees Granted, Summer 2015 December 15, 2015	<i>Incoming MIS Data</i>
	IPEDS GRS, Revised Freshman Cohort, Fall 2009 December 15, 2015	<i>Incoming MIS Data</i>
January	Analysis of Positions Reports - December 2015 3rd Working Day	<i>Incoming Financial Data</i>
	Quarterly Report of Employment - October 2015 Through December 2015 January 5, 2016	<i>Incoming Financial Data</i>
	Fall Enrollment Fact Book January 15, 2016	Publication

		Publication
	IHL Fast Facts January 15, 2016	
	Program Performance Measures and Program Expenditure Semi-Annual Report - FY 2016 January 20, 2016	To LBO
	LBO Interim Program Expenditure Report - July 2015 Through December 2015 January 25, 2016	<i>Incoming Financial Data</i>
February	Student Outcomes, Fall Term February 1, 2016	<i>Incoming MIS Data</i>
	Course Credit Hours, Fall Term February 1, 2016	<i>Incoming MIS Data</i>
	Grade File, Fall Term February 1, 2016	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - January 2015 3rd Working Day	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report - January 2015 Through December 2015 February 6, 2016	<i>Incoming Facilities Data</i>
	Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – October 2015 through December 2015 (Q2) February 8, 2016	<i>Incoming Financial Data</i>
	IPEDS Winter Collection Cycle Closes to Keyholders February 10, 2016	IPEDS
	Manpower Projection - As of 1/31/16 Upon Notification	<i>Incoming Financial Data</i>
March	Space Inventory, September 2015 through February, 2016 March 1, 2016	<i>Incoming Facilities Data</i>
	Student Enrollment, Spring Term March 1, 2016	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - February 2016 3rd Working Day	<i>Incoming Financial Data</i>
April	Analysis of Positions Reports - March 2016 3rd Working Day	<i>Incoming Financial Data</i>

	Quarterly Report of Employment - January 2016 Through March 2016 April 6, 2016	<i>Incoming Financial Data</i>
	IPEDS Spring Collection Cycle Closes to Keyholders April 6, 2016	<i>IPEDS</i>
	SREB Longitudinal Progression Report April 15, 2016	<i>Incoming MIS Data</i>
	Facilities Maintenance Expenditure Report July 2015 Through March 2016 April 28, 2016	<i>Incoming Facilities Data</i>
	Annual Report of Complimentary Athletic Tickets - FY 2016 April 30, 2016	<i>Incoming Financial Data</i>
May	Analysis of Positions Reports - April 2016 3rd Working Day	<i>Incoming Financial Data</i>
	Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – January 2016 through March 2016 (Q3) May 9, 2016	<i>Incoming Financial Data</i>
	Update College Profiles on RiseUpMS.com May 15, 2016	<i>Online Update</i>
	Annual Athletic Operating Budget - FY 2017 May 31, 2016	<i>Incoming Financial Data</i>
	Annual Budget of Institutional Scholarships, Fellowships and Tuition Waivers - FY 2017 May 31, 2016	<i>Incoming Financial Data</i>
	Annual Operating Budget for Operations and Maintenance, including Plant Funds - FY 2017 Upon Notification	<i>Incoming Facilities Data</i>
	Consolidation of Operating Budgets - FY 2017 Upon Notification	<i>Incoming Financial Data</i>
June	Course Credit Hours, Spring Term June 1, 2016	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - May 2016 3rd Working Day	<i>Incoming Financial Data</i>
	Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – April 2016 June 6, 2016	<i>Incoming Financial Data</i>

Student Outcomes, Spring Term
June 15, 2016

Incoming MIS Data

Grade File, Spring Term
June 15, 2016

Incoming MIS Data

Tables A through F and Accuplacer Pretest Printouts,
Summer Developmental Program Reporting Guide
June 15, 2016

Incoming MIS Data

IHL System Profile
June 30, 2015

Publication

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

Required by LBO
Required by LBO
Required by LBO
Required by LBO

Contact Information:

Office of Strategic Data Management: (601) 432-6288
Office of Finance and Administration: (601) 432-6142
Office of Real Estate and Facilities: (601) 432-6233
RiseUp! Mississippi: (601) 432-6621
