



Data Reporting Calendar



Prepared by:
Office of Strategic Research

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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 2018 3rd Working Day	<i>Incoming Financial Data</i>
Quarterly Report of Employment - April 2018 Through June 2018 July 6, 2018	<i>Incoming Financial Data</i>
Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – May 2018 July 6, 2018	<i>Incoming Financial Data</i>
Final Version of 5-Year Strategic Plan 20120 - 2024 (1 copy) July 6, 2018	<i>Incoming MIS Data</i>
IPEDS Custom Comparison Group for Data Feedback Report July 13, 2018	IPEDS
Degrees Granted, Academic Year 2017-18 July 15, 2018	<i>Incoming MIS Data</i>
Supplemental Student File - C2C Students, Academic Year 2017-18 July 15, 2018	<i>Incoming MIS Data</i>
Vehicle Fleet Report – June 2018 July 15, 2018	<i>Incoming Facilities Data</i>
5-Year Strategic Plan - 2020-2024 July 15, 2018	To LBO
Program Expenditures Report - Annual - FY 2018 July 27, 2018	<i>Incoming Financial Data</i>
Program Expenditures Report - Annual - FY 2018 July 31, 2018	To LBO

August

Analysis of Positions Reports - July 2018 3rd Working Day	<i>Incoming Financial Data</i>
Registration Opens to IPEDS Keyholders for the 2017-2018 Collection Cycle August 8, 2018	IPEDS
Federal Schedule of Expenditures - FY 2018 August 15, 2018	<i>Incoming Financial Data</i>
Cost of Attendance Spreadsheet - 2018-19 August 15, 2018	<i>Incoming MIS Data</i>

September

Vehicle Fleet Report – July 2018 August 15, 2018	<i>Incoming Facilities Data</i>
GASB Financial Statements - FY 2018 (SNP/SRECNP/CF) August 23, 2018	<i>Incoming Financial Data</i>
Summer Developmental Program/Accuplacer Spreadsheet With Posttest Scores, Course Grades, & Comments Added August 31, 2018	<i>Incoming MIS Data</i>
Bound Copy of University Operating Budget - FY 2019 (4 Copies + 1 electronic copy) August 31, 2018	<i>Incoming Financial Data</i>
Space Inventory, March 2018 through August 2018 September 1, 2018	<i>Incoming Facilities Data</i>
Student Enrollment, Combined Summer Report September 1, 2018	<i>Incoming MIS Data</i>
Intermediate Enrollment, Summer Term September 1, 2018	<i>Incoming MIS Data</i>
Analysis of Positions Reports - August 2018 3rd Working Day	<i>Incoming Financial Data</i>
IPEDS Fall Collection Cycle Opens September 5, 2018	IPEDS
GASB Financial Statements - FY 2018 (Note Disclosures) September 14, 2018	<i>Incoming Financial Data</i>
Course Credit Hours, Combined Summer Report September 15, 2018	<i>Incoming MIS Data</i>
Grade File, Combined Summer Report September 15, 2018	<i>Incoming MIS Data</i>
Student Outcomes, Combined Summer Report September 15, 2018	<i>Incoming MIS Data</i>
Vehicle Fleet Report – August 2018 September 15, 2018	<i>Incoming Facilities Data</i>
Degree Book - AY 2018 September 15, 2018	Publication

October

Report of Research and Sponsored Programs for the Research Catalog - FY 2018 September 17, 2018	<i>Incoming MIS Data</i>
Summer Developmental Program/Accuplacer Spreadsheet Final Changes September 17, 2018	<i>Incoming MIS Data</i>
Finished Fund Basis Financial Statements - FY 2018 September 29, 2018	<i>Upload to Transparency</i>
Manpower Projection - As of 9/01/18 Upon Notification	<i>Incoming Financial Data</i>
Operating Budget (by Function) for Enhancement and Restricted Funds - FY 2019 Upon Notification	<i>Incoming Financial Data</i>
Analysis of Positions Reports - September 2018 3rd Working Day	<i>Incoming Financial Data</i>
Student Enrollment, Fall Term - <i>First Census</i> October 1, 2018	<i>Incoming MIS Data</i>
Intermediate Enrollment, Fall Term October 1, 2018	<i>Incoming MIS Data</i>
EAC Report Card - Initial Draft October 1, 2018	Publication
Facilities Maintenance Expenditure Report - July 2017 Through June 2018 October 2, 2018	<i>Incoming Facilities Data</i>
Institutional Scholarship, Fellowship and Tuition Waiver Report - FY 2018 October 5, 2018	<i>Incoming Financial Data</i>
Annual Report of Participation/Optional Fees - FY 2019 October 5, 2018	<i>Incoming Financial Data</i>
Final Athletic Expenditures - FY 2018 October 5, 2018	<i>Incoming Financial Data</i>
Additional Compensation Report - FY 2018 October 5, 2018	<i>Incoming Financial Data</i>
Quarterly Report of Employment - July 2018 Through September 2018 October 5, 2018	<i>Incoming Financial Data</i>

	Student Enrollment, Fall Term - <i>Second Census</i> October 15, 2018	<i>Incoming MIS Data</i>
	Vehicle Fleet Report – September 2018 October 15, 2018	<i>Incoming Facilities Data</i>
	University Research Catalog - FY 2019 October 15, 2018	Publication
	IPEDS Fall Collection Cycle Closes to Keyholders October 17, 2018	IPEDS
	Annual Audit Report of Affiliated Organizations October 31, 2018	<i>Incoming Financial Data</i>
	Annual Report - Part II (List of Personnel and Salaries) FY 2018 (2 copies) October 31, 2018	<i>Incoming Financial Data</i>
November	Analysis of Positions Reports - October 2018 3rd Working Day	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report - July 2018 Through September 2018 November 5, 2018	<i>Incoming Facilities Data</i>
	Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – July 2018 through September 2018 (Q1) November 9, 2018	<i>Incoming Financial Data</i>
	Faculty Biographical, Fall Term November 15, 2018	<i>Incoming MIS Data</i>
	Employee Demographics, Fall Term November 15, 2018	<i>Incoming MIS Data</i>
	Faculty Salary Survey November 15, 2018	<i>Incoming MIS Data</i>
	Vehicle Fleet Report – October 2018 November 15, 2018	<i>Incoming Facilities Data</i>
	Fall Enrollment Fact Sheet November 30, 2018	Publication
December	Analysis of Positions Reports - November 2018 3rd Working Day	<i>Incoming Financial Data</i>
	IPEDS Winter & Spring Collection Cycle Opens December 12, 2018	IPEDS

	Scholarships and Financial Aid, Academic Year 2017-2018 December 15, 2018	<i>Incoming MIS Data</i>
	IPEDS GRS, Degrees Granted, Summer 2018 December 15, 2018	<i>Incoming MIS Data</i>
	IPEDS GRS, Revised Freshman Cohort, Fall 2012 December 15, 2018	<i>Incoming MIS Data</i>
	Vehicle Fleet Report – November 2018 December 15, 2018	<i>Incoming Facilities Data</i>
	DFA Internal Control Assessment and Certification December 15, 2018	<i>Incoming Financial Data</i>
January	Analysis of Positions Reports - December 2018 3rd Working Day	<i>Incoming Financial Data</i>
	Quarterly Report of Employment - October 2018 Through December 2018 January 4, 2019	<i>Incoming Financial Data</i>
	Fall Enrollment Fact Book January 15, 2019	Publication
	IHL Fast Facts January 15, 2019	Publication
	Vehicle Fleet Report – December 2018 January 15, 2019	<i>Incoming Facilities Data</i>
	Program Expenditures Report - Semi-Annual - FY 2019 January 18, 2019	<i>Incoming Financial Data</i>
	Program Expenditures Report - Semi-Annual - FY 2019 January 25, 2019	To LBO
February	Student Outcomes, Fall Term February 1, 2019	<i>Incoming MIS Data</i>
	Course Credit Hours, Fall Term February 1, 2019	<i>Incoming MIS Data</i>
	Grade File, Fall Term February 1, 2019	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - January 2019 3rd Working Day	<i>Incoming Financial Data</i>

	Facilities Maintenance Expenditure Report - January 2018 Through December 2018 February 6, 2019	<i>Incoming Facilities Data</i>
	Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – October 2018 through December 2018 (Q2) February 8, 2019	<i>Incoming Financial Data</i>
	IPEDS Winter Collection Cycle Closes to Keyholders February 13, 2019	IPEDS
	Vehicle Fleet Report – January 2019 February 15, 2019	<i>Incoming Facilities Data</i>
	Manpower Projection - As of 1/31/19 Upon Notification	<i>Incoming Financial Data</i>
March	Space Inventory, September 2018 through February, 2019 March 1, 2019	<i>Incoming Facilities Data</i>
	Student Enrollment, Spring Term March 1, 2019	<i>Incoming MIS Data</i>
	Intermediate Enrollment, Spring Term March 1, 2019	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - February 2019 3rd Working Day	<i>Incoming Financial Data</i>
	Vehicle Fleet Report – February 2019 March 15, 2019	<i>Incoming Facilities Data</i>
April	Analysis of Positions Reports - March 2019 3rd Working Day	<i>Incoming Financial Data</i>
	Quarterly Report of Employment - January 2019 Through March 2019 April 5, 2019	<i>Incoming Financial Data</i>
	IPEDS Spring Collection Cycle Closes to Keyholders April 10, 2019	IPEDS
	SREB Longitudinal Progression Report April 15, 2019	<i>Incoming MIS Data</i>
	Vehicle Fleet Report – March 2019 April 15, 2019	<i>Incoming Facilities Data</i>
	Facilities Maintenance Expenditure Report July 2018 Through March 2019 April 28, 2018	<i>Incoming Facilities Data</i>

	Annual Report of Complimentary Athletic Tickets - FY 2018 April 28, 2018	<i>Incoming Financial Data</i>
May	Analysis of Positions Reports - April 2019 3rd Working Day	<i>Incoming Financial Data</i>
	Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – January 2019 through March 2019 (Q3) May 9, 2019	<i>Incoming Financial Data</i>
	Vehicle Fleet Report – April 2019 May 15, 2019	<i>Incoming Facilities Data</i>
	Annual Athletic Operating Budget - FY 2020 May 31, 2019	<i>Incoming Financial Data</i>
	Annual Budget of Institutional Scholarships, Fellowships and Tuition Waivers - FY 2020 May 31, 2019	<i>Incoming Financial Data</i>
	Annual Operating Budget for Operations and Maintenance, including Plant Funds - FY 2020 Upon Notification	<i>Incoming Facilities Data</i>
	Consolidation of Operating Budgets - FY 2020 Upon Notification	<i>Incoming Financial Data</i>
June	Course Credit Hours, Spring Term June 1, 2019	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - May 2019 3rd Working Day	<i>Incoming Financial Data</i>
	Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – April 2019 June 6, 2019	<i>Incoming Financial Data</i>
	Student Outcomes, Spring Term June 15, 2019	<i>Incoming MIS Data</i>
	Grade File, Spring Term June 15, 2019	<i>Incoming MIS Data</i>
	Tables A through F and Accuplacer Pretest Printouts, <i>Summer Developmental Program Reporting Guide</i> June 15, 2019	<i>Incoming MIS Data</i>
	Vehicle Fleet Report – May 2019 June 15, 2019	<i>Incoming Facilities Data</i>

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>

Contact Information:

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