



# 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.

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**July**

Analysis of Positions Reports - June 2019  
3rd Working Day *Incoming Financial Data*

Financial Monitoring Reports: E&G Funds/ Auxiliary Funds –  
May 2019 *Incoming Financial Data*  
July 3, 2019

Quarterly Report of Employment - April 2019 Through  
June 2019 *Incoming Financial Data*  
July 8, 2019

Final Version of 5-Year Strategic Plan  
2021 - 2025 (1 copy) *Incoming MIS Data*  
July 6, 2019

IPEDS Custom Comparison Group for Data Feedback Report **IPEDS**  
July 12, 2019

Degrees Granted, Academic Year 2018-19 *Incoming MIS Data*  
July 15, 2019

Supplemental Student File - C2C/Military, Academic Year 2018-19 *Incoming MIS Data*  
July 15, 2019

Vehicle Fleet Report – June 2019 *Incoming Facilities Data*  
July 15, 2019

5-Year Strategic Plan - 2021-2025 **To LBO**  
July 15, 2019

Program Expenditures Report - Annual - FY 2019 *Incoming Financial Data*  
July 26, 2019

**August**

Analysis of Positions Reports - July 2019 *Incoming Financial Data*  
3rd Working Day

Registration Opens to IPEDS Keyholders for the  
2019-2020 Collection Cycle **IPEDS**  
August 7, 2019

Federal Schedule of Expenditures - FY 2019 *Incoming Financial Data*  
August 15, 2019

Cost of Attendance Spreadsheet - 2019-20 *Incoming MIS Data*  
August 15, 2019

Vehicle Fleet Report – July 2019 *Incoming Facilities Data*  
August 15, 2019

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**September**

GASB Financial Statements - FY 2019 (SNP/SRECNP/CF) August 23, 2019	<i>Incoming Financial Data</i>
Summer Developmental Program/Accuplacer Spreadsheet With Posttest Scores, Course Grades, & Comments Added August 31, 2019	<i>Incoming MIS Data</i>
Bound Copy of University Operating Budget - FY 2020 (4 Copies + 1 electronic copy) August 31, 2019	<i>Incoming Financial Data</i>
Space Inventory, March 2019 through August 2019 September 1, 2019	<i>Incoming Facilities Data</i>
Student Enrollment, Combined Summer Report September 1, 2019	<i>Incoming MIS Data</i>
Intermediate Enrollment, Summer Term September 1, 2019	<i>Incoming MIS Data</i>
Analysis of Positions Reports - August 2019 3rd Working Day	<i>Incoming Financial Data</i>
IPEDS Fall Collection Cycle Opens September 4, 2019	<b><i>IPEDS</i></b>
GASB Financial Statements - FY 2019 (Note Disclosures) September 17, 2019	<i>Incoming Financial Data</i>
Course Credit Hours, Combined Summer Report September 15, 2019	<i>Incoming MIS Data</i>
Grade File, Combined Summer Report September 15, 2019	<i>Incoming MIS Data</i>
Student Outcomes, Combined Summer Report September 15, 2019	<i>Incoming MIS Data</i>
Vehicle Fleet Report – August 2019 September 15, 2019	<i>Incoming Facilities Data</i>
Degree Book - AY 2019 September 15, 2019	<b><i>Publication</i></b>
Report of Research and Sponsored Programs for the Research Catalog - FY 2019 September 17, 2019	<i>Incoming MIS Data</i>

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	Summer Developmental Program/Accuplacer Spreadsheet Final Changes September 17, 2019	<i>Incoming MIS Data</i>
	Fund Basis Financial Statements - FY 2019 September 27, 2019	<i>Upload to Transparency</i>
	Manpower Projection - As of 9/01/19 Upon Notification	<i>Incoming Financial Data</i>
	Operating Budget (by Function) for Enhancement and Restricted Funds - FY 2020 Upon Notification	<i>Incoming Financial Data</i>
<b>October</b>	Analysis of Positions Reports - September 2019 3rd Working Day	<i>Incoming Financial Data</i>
	Student Enrollment, Fall Term (10-15th Day Census) October 1, 2019	<i>Incoming MIS Data</i>
	Intermediate Enrollment, Fall Term (10-15th Day Census) October 1, 2019	<i>Incoming MIS Data</i>
	EAC Report Card - Initial Draft October 1, 2019	<b>Publication</b>
	Facilities Maintenance Expenditure Report - July 2018 Through June 2019 October 2, 2019	<i>Incoming Facilities Data</i>
	Quarterly Report of Employment - July 2019 Through September 2019 October 4, 2019	<i>Incoming Financial Data</i>
	Institutional Scholarship, Fellowship and Tuition Waiver Report - FY 2019 October 7, 2019	<i>Incoming Financial Data</i>
	Annual Report of Participation/Optional Fees - FY 2020 October 7, 2019	<i>Incoming Financial Data</i>
	Final Athletic Expenditures - FY 2019 October 7, 2019	<i>Incoming Financial Data</i>
	Additional Compensation Report - FY 2019 October 7, 2019	<i>Incoming Financial Data</i>
	Vehicle Fleet Report – September 2019 October 15, 2019	<i>Incoming Facilities Data</i>

	University Research Catalog - FY 2019 October 15, 2019	<b>Publication</b>
	IPEDS Fall Collection Cycle Closes to Keyholders October 16, 2019	<b>IPEDS</b>
	Student Enrollment, Fall Term (October 15 Census) October 30, 2019	<i>Incoming MIS Data</i>
	Intermediate Enrollment, Fall Term (October 15 Census) October 30, 2019	<i>Incoming MIS Data</i>
	Annual Audit Report of Affiliated Organizations October 31, 2019	<i>Incoming Financial Data</i>
	Annual Report - Part II (List of Personnel and Salaries) FY 2019 (2 copies) October 31, 2019	<i>Incoming Financial Data</i>
<b>November</b>	Analysis of Positions Reports - October 2019 3rd Working Day	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report - July 2019 Through September 2019 November 5, 2019	<i>Incoming Facilities Data</i>
	Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – July 2019 through September 2019 (Q1) November 8, 2019	<i>Incoming Financial Data</i>
	Student Enrollment, Fall Term (November 1 Census) November 15, 2019	<i>Incoming MIS Data</i>
	Intermediate Enrollment, Fall Term (November 1 Census) November 15, 2019	<i>Incoming MIS Data</i>
	Vehicle Fleet Report – October 2019 November 15, 2019	<i>Incoming Facilities Data</i>
	Fall Enrollment Fact Sheet November 30, 2019	<b>Publication</b>
<b>December</b>	Analysis of Positions Reports - November 2019 3rd Working Day	<i>Incoming Financial Data</i>
	IPEDS Winter & Spring Collection Cycle Opens December 11, 2019	<b>IPEDS</b>

	Scholarships and Financial Aid, Academic Year 2018-2019 December 15, 2019	<i>Incoming MIS Data</i>
	Faculty Biographical, Fall Term December 15, 2019	<i>Incoming MIS Data</i>
	Employee Demographics, Fall Term December 15, 2019	<i>Incoming MIS Data</i>
	Faculty Salary Survey December 15, 2019	<i>Incoming MIS Data</i>
	IPEDS GRS, Degrees Granted, Summer 2019 December 15, 2019	<i>Incoming MIS Data</i>
	IPEDS GRS, Revised Freshman Cohort, Fall 2013 December 15, 2019	<i>Incoming MIS Data</i>
	Vehicle Fleet Report – November 2019 December 15, 2019	<i>Incoming Facilities Data</i>
	DFA Internal Control Assessment and Certification December 16, 2019	<i>Incoming Financial Data</i>
<b>January</b>	Analysis of Positions Reports - December 2019 3rd Working Day	<i>Incoming Financial Data</i>
	Quarterly Report of Employment - October 2019 Through December 2019 January 6, 2020	<i>Incoming Financial Data</i>
	Fall Enrollment Fact Book January 15, 2020	<b>Publication</b>
	IHL Fast Facts January 15, 2020	<b>Publication</b>
	Vehicle Fleet Report – December 2018 January 15, 2020	<i>Incoming Facilities Data</i>
	Program Expenditures Report - Semi-Annual - FY 2020 January 17, 2020	<i>Incoming Financial Data</i>
<b>February</b>	Student Outcomes, Fall Term February 1, 2020	<i>Incoming MIS Data</i>
	Course Credit Hours, Fall Term February 1, 2020	<i>Incoming MIS Data</i>

	Grade File, Fall Term February 1, 2020	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - January 2020 3rd Working Day	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report - January 2019 Through December 2019 February 6, 2020	<i>Incoming Facilities Data</i>
	Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – October 2019 through December 2019 (Q2) February 7, 2020	<i>Incoming Financial Data</i>
	IPEDS Winter Collection Cycle Closes to Keyholders February 12, 2020	<b>IPEDS</b>
	Vehicle Fleet Report – January 2020 February 15, 2020	<i>Incoming Facilities Data</i>
	Manpower Projection - As of 1/31/20 Upon Notification	<i>Incoming Financial Data</i>
<b>March</b>	Space Inventory, September 2019 through February, 2020 March 1, 2020	<i>Incoming Facilities Data</i>
	Analysis of Positions Reports - February 2020 3rd Working Day	<i>Incoming Financial Data</i>
	Vehicle Fleet Report – February 2020 March 15, 2020	<i>Incoming Facilities Data</i>
<b>April</b>	Analysis of Positions Reports - March 2020 3rd Working Day	<i>Incoming Financial Data</i>
	Quarterly Report of Employment - January 2020 Through March 2020 April 3, 2020	<i>Incoming Financial Data</i>
	IPEDS Spring Collection Cycle Closes to Keyholders April 8, 2020	<b>IPEDS</b>
	SREB Longitudinal Progression Report April 15, 2020	<i>Incoming MIS Data</i>
	Vehicle Fleet Report – March 2020 April 15, 2020	<i>Incoming Facilities Data</i>



	Student Enrollment, Spring Term (April 1 Census) April 15, 2020	<i>Incoming MIS Data</i>
	Intermediate Enrollment, Spring Term (April 1 Census) April 15, 2020	<i>Incoming MIS Data</i>
	Annual Report of Complimentary Athletic Tickets - FY 2020 April 27, 2020	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report July 2019 Through March 2020 April 28, 2020	<i>Incoming Facilities Data</i>
<b>May</b>	Analysis of Positions Reports - April 2020 3rd Working Day	<i>Incoming Financial Data</i>
	Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – January 2020 through March 2020 (Q3) May 8, 2020	<i>Incoming Financial Data</i>
	Vehicle Fleet Report – April 2020 May 15, 2020	<i>Incoming Facilities Data</i>
	Annual Athletic Operating Budget - FY 2021 May 29, 2020	<i>Incoming Financial Data</i>
	Annual Budget of Institutional Scholarships, Fellowships and Tuition Waivers - FY 2021 May 29, 2020	<i>Incoming Financial Data</i>
	Annual Operating Budget for Operations and Maintenance, including Plant Funds - FY 2021 Upon Notification	<i>Incoming Facilities Data</i>
	Consolidation of Operating Budgets - FY 2021 Upon Notification	<i>Incoming Financial Data</i>
<b>June</b>	Course Credit Hours, Spring Term June 1, 2020	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - May 2020 3rd Working Day	<i>Incoming Financial Data</i>

Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – April 2020 June 5, 2020	<i>Incoming Financial Data</i>
Student Outcomes, Spring Term June 15, 2019	<i>Incoming MIS Data</i>
Grade File, Spring Term June 15, 2020	<i>Incoming MIS Data</i>
Tables A through F and Accuplacer Pretest Printouts, <i>Summer Developmental Program Reporting Guide</i> June 15, 2020	<i>Incoming MIS Data</i>
Vehicle Fleet Report – May 2020 June 15, 2020	<i>Incoming Facilities Data</i>
IHL System Profile June 30, 2020	<b><i>Publication</i></b>

### **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:**

**Office of Strategic Research: (601) 432-6445**  
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