



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 Strategic Research. Data listed as *Incoming Financial Data* should be submitted to the Office of Finance. Data listed as *Incoming Facilities Data* should be submitted to the Office of Real Estate & Facilities.

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 Strategic Research 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 Strategic Research 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 Strategic Research 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 Strategic Research. 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 2024 3rd Working Day	<i>Incoming Financial Data</i>
Final Version of 5-Year Strategic Plan 2026 - 2030 (1 copy) July 7, 2024	<i>Incoming MIS Data</i>
Quarterly Employment Reports - April 2024 - June 2024 July 8, 2024	<i>Incoming Financial Data</i>
SREB Longitudinal Progression Report TBD	<i>Incoming MIS Data</i>
5-Year Strategic Plan - 2026-2030 July 15, 2024	To LBO
IPEDS Custom Comparison Group for Data Feedback Report July 15, 2024	IPEDS
Degrees Granted, Academic Year 2023-24 July 15, 2024	<i>Incoming MIS Data</i>
Supplemental Student File - C2C/Military, Academic Year 2023-24 July 15, 2024	<i>Incoming MIS Data</i>
Vehicle Fleet Report – June 2024 July 15, 2024	<i>Incoming Facilities Data</i>

August

Analysis of Positions Reports - July 2024 3rd Working Day	<i>Incoming Financial Data</i>
Registration Opens to IPEDS Keyholders for the 2024-2025 Collection Cycle August 7, 2024	IPEDS
Cost of Attendance Spreadsheet - 2024-25 August 15, 2024	<i>Incoming MIS Data</i>
Vehicle Fleet Report – July 2024 August 15, 2024	<i>Incoming Facilities Data</i>
Schedule of Expenditures of Federal Awards (SEFA) - FY 2024 August 23, 2024	<i>Incoming Financial Data</i>
GASB Financial Statements - FY 2024 (SNP/SRECNP/SCF) August 30, 2024	<i>Incoming Financial Data</i>

September

Semi-Annual Report of Program Expenditures - FY 2024 August 30, 2024	<i>Incoming Financial Data</i>
Summer Developmental Program/Accuplacer Spreadsheet With Posttest Scores, Course Grades, & Comments Added August 31, 2024	<i>Incoming MIS Data</i>
Bound Copy of University Operating Budget - FY 2025 (1 Copies + 1 electronic copy) August 31, 2024	<i>Incoming Financial Data</i>
Space Inventory, March 2024 through August 2024 September 1, 2024	<i>Incoming Facilities Data</i>
Student Enrollment, Combined Summer Report September 1, 2024	<i>Incoming MIS Data</i>
Intermediate Enrollment, Summer Term September 1, 2024	<i>Incoming MIS Data</i>
Analysis of Positions Reports - August 2024 3rd Working Day	<i>Incoming Financial Data</i>
IPEDS Fall Collection Cycle Opens September 4, 2024	<i>IPEDS</i>
Annual report of Student Activity Fees, Capital Improvement Fees, and Technology Fees activity September 6, 2024	<i>Incoming Financial Data</i>
Course Credit Hours, Combined Summer Report September 15, 2024	<i>Incoming MIS Data</i>
Grade File, Combined Summer Report September 15, 2024	<i>Incoming MIS Data</i>
Student Outcomes, Combined Summer Report September 15, 2024	<i>Incoming MIS Data</i>
Vehicle Fleet Report – August 2024 September 15, 2024	<i>Incoming Facilities Data</i>
Degree Book - AY 2024 September 15, 2024	<i>Publication</i>
EAC Report Card - Initial Draft September 15, 2024	<i>Publication</i>
Summer Developmental Program/Accuplacer Spreadsheet Final Changes September 15, 2024	<i>Incoming MIS Data</i>

October

GASB Financial Statements - FY 2024 (Note Disclosures) September 20, 2024	<i>Incoming Financial Data</i>
Manpower Projection - As of September 1, 2024 Upon Notification	<i>Incoming Financial Data</i>
Operating Budget (by Function) for Enhancement and Restricted Funds - FY 2025 Upon Notification	<i>Incoming Financial Data</i>
Analysis of Positions Reports - September 2024 3rd Working Day	<i>Incoming Financial Data</i>
Report of Research and Sponsored Programs for the Research Catalog - FY 2024 October 2, 2024	<i>Incoming MIS Data</i>
Facilities Maintenance Expenditure Report - July 2023 Through June 2024 October 2, 2024	<i>Incoming Facilities Data</i>
Quarterly Employment Reports - July 2024 - September 2024 October 7, 2024	<i>Incoming Financial Data</i>
Institutional Scholarship, Fellowship and Tuition Waiver Report - FY2024 October 7, 2024	<i>Incoming Financial Data</i>
Annual Report of Participation/Optional Fees - FY 2025 October 7, 2024	<i>Incoming Financial Data</i>
Annual Report of Athletic Operations - FY 2024 October 7, 2024	<i>Incoming Financial Data</i>
Additional Compensation Report - FY 2024 October 7, 2024	<i>Incoming Financial Data</i>
Fund Basis Financial Statements - FY 2024 October 15, 2024	<i>Upload to Transparency</i>
Vehicle Fleet Report – September 2024 October 15, 2024	<i>Incoming Facilities Data</i>
IPEDS Fall Collection Cycle Closes to Keyholders October 16, 2024	IPEDS

	University Research Catalog - FY 2024 October 31, 2024	Publication
	Annual Audit Report of Affiliated Organizations October 31, 2024	<i>Incoming Financial Data</i>
	Annual Report - Part II (List of Personnel and Salaries) FY 2024 October 31, 2024	<i>Incoming Financial Data</i>
November	Analysis of Positions Reports - October 2024 3rd Working Day	<i>Incoming Financial Data</i>
	Facilities Maintenance Expenditure Report - July 2024 Through September 2024 November 5, 2024	<i>Incoming Facilities Data</i>
	Student Enrollment, Fall Term (November 1 Census) November 15, 2024	<i>Incoming MIS Data</i>
	Intermediate Enrollment, Fall Term (November 1 Census) November 15, 2024	<i>Incoming MIS Data</i>
	Vehicle Fleet Report – October 2024 November 15, 2024	<i>Incoming Facilities Data</i>
December	Analysis of Positions Reports - November 2024 3rd Working Day	<i>Incoming Financial Data</i>
	IPEDS Winter & Spring Collection Cycle Opens December 4, 2024	IPEDS
	Scholarships and Financial Aid, Academic Year 2023-2024 December 15, 2024	<i>Incoming MIS Data</i>
	Instructional (Faculty Biographical), Fall Term December 15, 2024	<i>Incoming MIS Data</i>
	Employee Demographics, Fall Term December 15, 2024	<i>Incoming MIS Data</i>
	Faculty Salary Survey December 15, 2024	<i>Incoming MIS Data</i>
	IPEDS GRS, Degrees Granted, Summer 2024 December 15, 2024	<i>Incoming MIS Data</i>
	IPEDS GRS, Revised Freshman Cohort, Fall 2018 December 15, 2024	<i>Incoming MIS Data</i>

	Vehicle Fleet Report – November 2024 December 15, 2024	<i>Incoming Facilities Data</i>
	DFA Internal Control Assessment and Certification December 31, 2024	<i>Incoming Financial Data</i>
January	Analysis of Positions Reports - December 2024 3rd Working Day	<i>Incoming Financial Data</i>
	Quarterly Employment Report - October 2024 - December 2024 January 6, 2025	<i>Incoming Financial Data</i>
	Semi-Annual Report of Program Expenditures - FY 2025 January 13, 2025	<i>Incoming Financial Data</i>
	Vehicle Fleet Report – December 2024 January 15, 2025	<i>Incoming Facilities Data</i>
February	Student Outcomes, Fall Term February 1, 2025	<i>Incoming MIS Data</i>
	Course Credit Hours, Fall Term February 1, 2025	<i>Incoming MIS Data</i>
	IHL Fast Facts February 1, 2025	Publication
	Grade File, Fall Term February 1, 2025	<i>Incoming MIS Data</i>
	Analysis of Positions Reports - January 2025 3rd Working Day	<i>Incoming Financial Data</i>
	IPEDS Winter Collection Cycle Closes to Keyholders February 5, 2025	IPEDS
	Facilities Maintenance Expenditure Report - January 2024 Through December 2024 February 6, 2025	<i>Incoming Facilities Data</i>
	Fall Enrollment Fact Book February 15, 2025	Publication
	Vehicle Fleet Report – January 2025 February 15, 2025	<i>Incoming Facilities Data</i>
	Manpower Projection - As of January 31, 2025 Upon Notification	<i>Incoming Financial Data</i>

March	Space Inventory, September 2024 through February, 2025 March 1, 2025	<i>Incoming Facilities Data</i>
	Analysis of Positions Reports - February 2025 3rd Working Day	<i>Incoming Financial Data</i>
	Vehicle Fleet Report – February 2025 March 15, 2025	<i>Incoming Facilities Data</i>
April	IPEDS Spring Collection Cycle Closes to Keyholders April 2, 2025	<i>IPEDS</i>
	Analysis of Positions Reports - March 2025 3rd Working Day	<i>Incoming Financial Data</i>
	Quarterly Employment Reports - January 2025 - March 2025 April 7, 2025	<i>Incoming Financial Data</i>
	Vehicle Fleet Report – March 2025 April 15, 2025	<i>Incoming Facilities Data</i>
	Student Enrollment, Spring Term (April 1 Census) April 15, 2025	<i>Incoming MIS Data</i>
	Intermediate Enrollment, Spring Term (April 1 Census) April 15, 2025	<i>Incoming MIS Data</i>
	Facilities Maintenance Expenditure Report July 2024 Through March 2025 April 28, 2025	<i>Incoming Facilities Data</i>
	Annual Report of Complimentary Athletic Tickets - FY 2025 April 30, 2025	<i>Incoming Financial Data</i>
May	Analysis of Positions Reports - April 2025 3rd Working Day	<i>Incoming Financial Data</i>
	Vehicle Fleet Report – April 2025 May 15, 2025	<i>Incoming Facilities Data</i>
	Annual Operating Budget for Operations and Maintenance, including Plant Funds - FY 2025 Upon Notification	<i>Incoming Facilities Data</i>
	Consolidation of Operating Budgets - FY 2025 Upon Notification	<i>Incoming Financial Data</i>

June

Course Credit Hours, Spring Term June 1, 2025	<i>Incoming MIS Data</i>
Grade File, Spring Term June 1, 2025	<i>Incoming MIS Data</i>
Annual Budget of Athletic Operations - FY 2025 June 2, 2025	<i>Incoming Financial Data</i>
Annual Budget of Institutional Scholarships, Fellowships and Tuition Waivers - FY 2025 June 2, 2025	<i>Incoming Financial Data</i>
Analysis of Positions Reports - May 2025 3rd Working Day	<i>Incoming Financial Data</i>
Student Outcomes, Spring Term June 15, 2025	<i>Incoming MIS Data</i>
Tables A through F and Accuplacer Pretest Printouts, <i>Summer Developmental Program Reporting Guide</i> June 15, 2025	<i>Incoming MIS Data</i>
Vehicle Fleet Report – May 2025 June 15, 2025	<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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