

PCCD Institutional Research

2018-19 Compliance Reporting Deadlines

June - July 2018

- 1. Spring 18 MIS reports – resubmission of Fall 17**
 - Student Enrollment File, Course Data file, Faculty Section File, Student Basic File (Demographics), SSSP File, VTEA File (impacts CTE/Strong Workforce), Special Populations File (i.e. Foster Youth, Veterans...)
- 2. Project Success**
 - University layout file, university info file, student file, term file and awarded degrees file (one file per college) due June 15th
- 3. College Calendar File (CC - 190)**
 - enables MIS reporting for 2018-19
- 4. 320 Report, Apportionment Attendance Report**
 - The "annual period" reports encompass data for July 1 through June 30 and are due in the Chancellor's Office on or before July 15th

Aug – Sept 2018

- 1. Adult Education Block Grant 4th quarter report**
 - Enrollment and Participant data due August 1st
- 2. Part-time faculty hiring pool evaluation**
 - Due two weeks after census
- 3. Summer 18 MIS reports**
 - Student Enrollment File, Course Data file, Faculty Section File, Student Basic File (Demographics), SSSP File, VTEA File (impacts CTE/Strong Workforce), Special Populations File (i.e. Foster Youth, Veterans...)
- 4. Project Success**
 - University layout file, university info file, student file, term file and awarded degrees file (one file per college) due Sept 1st
- 5. Program Award file (degrees & certificates)**
 - Due mid Sept

Oct 2018

- 1. 2017-18 Financial Aid and Assessment Files**
- 2. Full-time Faculty Obligation Numbers (FON) Compliance Report**
 - Calculation of FTEF - due Oct 1st
- 3. IPEDS – Integrated Postsecondary Education Data System, Fall Report**
 - Institutional Characteristics (updated contact information, tuition, & website links); 12 month enrollment; completions (degrees and certificates) – due Oct 17th
- 4. Adult Education Block Grant 1st quarter report**
 - Enrollment and Participant data due Oct 31st

Nov - Dec 2018

- 1. 320 Report, Apportionment Attendance Report**
 - Districts must submit a fourth report, known as the "recal report" if revisions must be made to the "annual report". The "recal report" is due to the Chancellor's Office on or before November 1 (by October 1 for lottery attendance purposes)

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2018-19 Compliance Reporting Deadlines

Nov - Dec 2018

2. **2018 Employee Demographic (EB) & Employee Assignment (EJ) MIS files**

Jan - Feb 2019

1. **320 Report, Apportionment Attendance Report**
 - The "first period" reports encompass data for July 1 through December 31 and are due in the Chancellor's Office on or before January 15th
2. **Fall 18 MIS**
 - Student Enrollment File, Course Data file, Faculty Section File, Student Basic File (Demographics), SSSP File, VTEA File (impacts CTE/Strong Workforce), Special Populations File (i.e. Foster Youth, Veterans...)
3. **Project Success**
 - University layout file, university info file, student file, term file and awarded degrees file (one file per college) due Jan 15th
4. **Adult Education Block Grant 2nd quarter report**
 - Enrollment and Participant data due January 31st
5. **Part-time faculty hiring pool evaluation**
 - Due two weeks after census
6. **IPEDS – Integrated Postsecondary Education Data System, Winter Report**
 - Student Financial Aid; Graduation Rates; 200% Graduation Rates; Outcome Measures - due Feb 13th

March - April 2019

1. **320 Report, Apportionment Attendance Report**
 - The "second period" reports encompass data for July 1 through April 15 and are due in the Chancellor's Office on or before April 20.
2. **IPEDS – Integrated Postsecondary Education Data System, Spring Report**
 - Fall Enrollment; Finance; Human Resources; Academic Libraries - due April 10th
3. **Adult Education Block Grant 3rd quarter report**
 - Enrollment and Participant data due April 30th

June 2019

1. **Spring 19 MIS reports – resubmission of Fall 18**
 - Student Enrollment File, Course Data file, Faculty Section File, Student Basic File (Demographics), SSSP File, VTEA File (impacts CTE/Strong Workforce), Special Populations File (i.e. Foster Youth, Veterans...)
2. **Project Success**
 - University layout file, university info file, student file, term file and awarded degrees file (one file per college) due June 15th
3. **320 Report, Apportionment Attendance Report**
 - The "annual period" reports encompass data for July 1 through June 30 and are due in the Chancellor's Office on or before July 1st