

# PCCD Institutional Research

## Compliance Reporting Deadlines

### June - July

- 1. Spring MIS reports – resubmission of previous Fall term**
  - 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, etc.)
  - Due Jun 30<sup>th</sup> or (30 days after term ends)
- 2. Project Success for Spring term**
  - University layout file, university info file, student file, term file and awarded degree file (one file per college)
  - Due June 15<sup>th</sup>
- 3. College Calendar File (CC)**
  - Enables MIS reporting for the academic year
  - Due June 30<sup>th</sup>
- 4. 320 Report, Apportionment Attendance Report**
  - The "annual period" reports encompass data for July 1 through June 30
  - Due in the Chancellor's Office on or before July 15<sup>th</sup>

### August – September

- 1. Part-time Faculty Hiring Preference Pool List for Fall term**
  - Due two weeks after census
- 2. Project Success for Summer term**
  - Due Sept 1<sup>st</sup>
- 3. Summer MIS reports**
  - Due Sept 15<sup>th</sup> or (30 days after term ends)
- 4. Program Award file (SP) - degrees & certificates**
  - Due mid Sept

### October

- 1. MIS Financial Aid (FA and SF) files for the academic year**
  - Due Oct 15<sup>th</sup>
- 2. MIS Assessment (SA) file for the academic year**
  - Due Oct 31<sup>st</sup>
- 3. Full-time Faculty Obligation Numbers (FON) Compliance Report**
  - Calculation of FTEF - due Oct 1<sup>st</sup>
- 4. IPEDS – Integrated Postsecondary Education Data System, Fall Report**
  - Institutional Characteristics (updated contact information, tuition, & website links); 12-month enrollment; completions (degrees and certificates)
  - Due end of September (District keyholder due date published on IPEDS web site; no exception)

### November - December

- 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 Nov 1<sup>st</sup> (by October 1<sup>st</sup> for lottery attendance purposes)
- 2. MIS Employee Demographic (EB) & Employee Assignment (EJ) files for the academic year**
  - Due Nov 15<sup>th</sup> thru Jan 31<sup>st</sup>

# **PCCD Institutional Research**

## **Compliance Reporting Deadlines**

### **January - February**

- 1. 320 Report, Apportionment Attendance Report**
  - The "first period" reports encompass data for July 1 through December 31
  - Due in the Chancellor's Office on or before January 15th
- 5. Part-time Faculty Hiring Preference Pool List for Spring term**
  - Due two weeks after census
- 2. Project Success for Fall term**
  - Due Jan 15th
- 3. Fall MIS reports**
  - Due Jan 31st or (30 days after term ends)
- 4. IPEDS – Integrated Postsecondary Education Data System, Winter Report**
  - Student Financial Aid; Graduation Rates; 200% Graduation Rates; Outcome Measures
  - Due Feb 13th

### **March - April**

- 1. 320 Report, Apportionment Attendance Report**
  - The "second period" reports encompass data for July 1st through April 15th
  - Due in the Chancellor's Office on or before April 20th
- 2. IPEDS – Integrated Postsecondary Education Data System, Spring Report**
  - Fall Enrollment; Finance; Human Resources; Academic Libraries
  - Due April 10th