

Database Submission Calendar 2024-2025

Summer End-of-Term (1E) and Fall Beginning-of-Term (2B) Data Submission: Admissions, Student, Facilities, Personnel, Integrated Databases	
Date	Event
August 9, 2024	Open Date. Submission period begins.
August 30, 2024	Adult Education Load Date. Adult education data submitted by this date will be used for federal reporting. Continue to complete and correct adult education data through the close date for state reporting.
September 3, 2024	Certification form for adult education load date data is due.
September 6, 2024	Load Date. All colleges must load data.
September 9, 2024	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
September 27, 2024	Close Date. Submission period ends. Summer End-of-Term and Fall Beginning-of-Term data must be loaded. This data is used for input to FTE-1 estimates process.
September 30, 2024	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 1, 2024	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.

Note: Beginning of term data only reported in the student database

Database Submission Calendar 2024-2025

Fall End-of-Term (2E) and Spring Beginning-of-Term (3B) Data Submission Admissions, Student, Facilities, Personnel, Personnel DMS Salary Collection, Integrated Databases	
Date	Event
January 3, 2025	Open Date. Submission period begins.
February 7, 2025	Load Date. Colleges must load data. This data is used for input to FTE-2 estimates process.
February 10, 2025	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
March 7, 2025	Close Date. Submission period ends. Fall End-of-Term and Spring Beginning-of-Term data must be loaded.
March 10, 2025	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
March 11, 2025	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.

Spring End-of-Term (3E) Data Submission Admissions, Student, Facilities, Personnel, Integrated Databases	
Date	Event
April 4, 2025	Open Date. Submission period begins.
May 9, 2025	Load Date. Colleges must load data. This data is used for input to Fundable Postsecondary Industry Certifications.
May 12, 2025	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
June 13, 2025	Close Date. Submission period ends. Spring End-of-Term data and data from any prior term resubmissions must be loaded.
June 16, 2024	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.

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June 17, 2025	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.
June 17- June 24, 2025	First data verification period. If errors are found or grade updates are required, student data resubmission will be allowed through written request by the Reports Coordinator (SDB only). If errors are found, resubmission of data will be allowed only with a request signed by the College President (ADB, PDB, IDB).
June 25 – July 2, 2025	Annual data verification period. Data resubmission allowed only through a request signed by the college's President. Any data submitted during this period must be recertified.
July 3, 2025	Annual close. No data resubmission will be accepted.

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Annual Personnel Reports (APR) Data Submission	
Date	Event
October 18, 2024	Open Date. Submission period begins.
November 8, 2024	Load Date. Colleges must load data.
November 12, 2024	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
November 22, 2024	Close Date. Submission period ends. APR data must be loaded.
November 25, 2024	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
November 26, 2024	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
November 26, 2024 – December 5, 2024	Data verification period. Data resubmission will be allowed only through a request signed by the college's President.
December 6, 2024	Annual Close. No data resubmission will be accepted. Resubmit certification form if changes were made in verification period.

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Database Submission Calendar 2024-2025

Personnel Database Personnel Term 4E (Annual) Salary and Benefits Data Submission	
Date	Event
July 11, 2025	Open Date. Submission period begins.
August 15, 2025	Load Date. Colleges must load data.
August 18, 2025	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
August 22, 2025	Close Date. Submission period ends. Annual Salary and Benefits data must be loaded.
August 25, 2025	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
August 26, 2025	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
August 27, 2025 – September 4, 2025	Data verification period. Data resubmission will be allowed only through a request signed by the college's President.
September 5, 2025	Annual Close. No data resubmission will be accepted. Resubmit certification form if changes were made in verification period.

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Student Database Annual Term 4E (Annual) Financial Aid Data Submission	
Date	Event
September 19, 2025	Open Date. Submission period begins.
October 10, 2025	Load Date. Colleges must load data.
October 13, 2025	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 24, 2025	Close Date. Submission period ends. Annual End-of-Term data must be loaded.
October 27, 2025	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 28, 2025	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
October 28, 2025 – November 6, 2025	Data verification period. Data resubmission will be allowed only through a request signed by the college's President.
November 7, 2025	Annual Close. No data resubmission will be accepted. Resubmit certification form if changes were made in verification period.

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