

**Appendix V – Reporting Timelines  
Workforce Development Information Systems &  
Secondary Career and Technical Education**

Workforce Development Information Systems (WDIS) data are submitted five times each year. Surveys F, W and S are for reporting complete survey data. Surveys G and X are for reporting preliminary enrollments data for fall and winter terms(s).

Secondary Career and Technical Education (CTE) data are reported in Survey 5.

<b>2024-25 Submission Timeline</b>			
<b>Term/Survey</b>	<b>Submission Period Opens</b>	<b>Required Load Date</b>	<b>Submission Period Closes</b>
<b>WDIS – Adult General Education and Postsecondary Career and Technical Education</b>			
Survey F/ Survey G	August 26, 2024	September 5, 2024	September 19, 2024
Survey W/Survey X	January 6, 2025	February 6, 2025	February 27, 2025
Survey S	June 2, 2025	June 26, 2025	July 10, 2025
EOY Update Window	July 14, 2025	N/A	July 31, 2025

<b>Additional Deadlines</b>	<b>Opens</b>	<b>Closes</b>
WDIS Data Certifications	N/A	August 8, 2025
NRS Table 7	July 28, 2025	August 8, 2025

<b>Survey 5 - High School Career and Technical Education</b>			
<b>Survey 5</b>	<b>Due Date</b>	<b>State Processing</b>	<b>Final Update/Amendment Date</b>
	July 25, 2025	July 21 – August 8, 2025	October 31, 2025

Prior to the required load date, the district should enter the necessary data in their local automated information system, prepare the necessary automated reporting formats, edit the data locally, and correct all edit errors. The reporting formats should be transmitted to the state on or before the required load date. Updates/changes should be completed by the submission close period date.

Upon receipt of district submission files, the Department of Education will edit the data as identified in the associated database handbook. Records that do not pass the reject rule edits are immediately rejected and are not loaded to the database.

For Secondary CTE data, edits are applied to an initial submission to Northwest Regional Data Center (NWRDC), any data set with twenty percent or more of its records in error will be rejected in its entirety. If less than twenty percent of the records in the data set do not pass the reject rule edits, the error-free records are loaded to the database and only the records in error are rejected. The twenty percent rule does not apply to data sets submitted for a batch update or to any WDIS data submissions via the new Data Quality 2 (DQ2) system.

WDIS error reports will be made available to the district via DQ2, and Secondary CTE error reports will be made available to the district via NWRDC. The district should correct the records in error and resubmit the data. When all reject errors have been corrected, the district should request the Validation and Exception reports, using the DQ2 online system for WDIS data or NWRDC for Secondary CTE. If there are validation errors, the district should correct them and resubmit the data.

After each state processing window is closed, records will be processed by the Workforce Education Data Systems (WEDS) office, which will use the data in producing files and reports, including those that are used in placement, follow-up and workforce development funding. Other agencies and organizations may also use these records.