

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 30th 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 15th
- 3. College Calendar File (CC)**
 - Enables MIS reporting for the academic year
 - Due June 30th
- 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 15th

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 1st
- 3. Summer MIS reports**
 - Due Sept 15th or (30 days after term ends)
- 4. Citizens Oversight Committee (COC) Parcel Tax Reports**
 - Due Sept 15th
- 5. Program Award file (SP) - degrees & certificates**
 - Due mid Sept

October

- 1. MIS Financial Aid (FA and SF) files for the academic year**
 - Due Oct 15th
- 2. MIS Assessment (SA) file for the academic year**
 - Due Oct 31st
- 3. Full-time Faculty Obligation Numbers (FON) Compliance Report**
 - Calculation of FTEF - due Oct 1st

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 1st (by October 1st for lottery attendance purposes)

2. MIS Employee Demographic (EB) & Employee Assignment (EJ) files for the academic year ▪

- Due Nov 15th thru Jan 31st

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