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.), Student Credit for Prior Learning file.
   - 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