M E M O R A N D U M

TO: School District Postsecondary CTE Directors,
School District Secondary Career and Technical Education Directors,
School District Adult Education Directors,
Florida College Workforce Administrators,
Florida College System Adult Education Directors,
Adult Education Community Based Organizations

FROM: Kevin O'Farrell, Ph.D.

DATE: September 25, 2024

SUBJECT: **2024-25 Data Reporting and Submission Cycle Memo**

This memorandum outlines key dates in the annual data reporting cycle and emphasizes best practices to ensure the accuracy of state reported data. State reported data is central to state and federal funding and accountability. Therefore, state reported data must be complete, accurate and timely. Best practice remains that agencies stay informed of all submission timelines, proactively review state provided validation reports to identify and correct any errors before submission windows close and facilitate collaboration between program staff and Management Information Systems (MIS) personnel. These practices are vital for maintaining high data quality.

Data Reporting Changes
Annually, there may be data reporting changes. Please take the time to review updates to data reporting requirements since the 2023-24 reporting year that affect the reporting of secondary and postsecondary career technical education (CTE) and/or adult education data for the 2024-25 reporting year. Comprehensive reporting changes are available in the 2024-25 Data Dictionaries and Handbooks, linked below, within respective data change summary files.

- District Postsecondary - Workforce Development Information System (WDIS)
- District Secondary - Secondary CTE
    - Secondary CTE changes are captured in the PK-12 Database Manual Update files
- Florida College System - Community College and Technical Center Management Information Systems (CCTCMIS)
- Community Based Organizations - Community Based Organizations (CBO)

Verification and Validation Reports
The Florida Department of Education produces data verification reports to Florida College System institutions and data quality survey reports to postsecondary districts and community based organizations that are available to agencies via TIBCO®[1]. Your agency should have a process in place for downloading and sharing reports for review to relevant agency staff following each survey period's load and close dates.

It is understood that local MIS systems may have built in data validation reports. Please ensure agency utilization of state provided data validation reports to confirm accurate and complete submission to state databases.

Please consult with local MIS staff regarding internal deadlines that need to be met. Last-minute data submissions and updates may place a workload burden on local staff. Misreported data may also lead to agency placement on a state-issued Corrective Action Plan (CAP).

Reporting Submission Timelines
Below are the adopted data submission timetables for the 2024-25 reporting year for each respective agency type.

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[1] Community Based Organization data quality survey reports are currently provided via ShareFile.

2024-25 WDIS Reporting Calendar

Survey	Date	Reporting Submission	Comments
Survey F/G (Summer 2024 data)	August 26, 2024	Survey F submission period opens. Survey G submission period opens.	Validation reports should be checked between the survey start and end dates and following all final data submissions for the period.
	September 5, 2024	Required Load Date*	
	September 19, 2024	Survey F closes.	
Survey W/X (Fall 2025 data)	January 6, 2025	Survey W submission period opens. Survey X submission period opens.	Validation reports should be checked between the survey start and end dates and following all final data submissions for the period.
	February 6, 2025	Required Load Date*	
	February 27, 2025	Survey W closes.	
Survey S (Winter/Spring 2025 data)	June 2, 2025	Survey S submission period opens.	Validation reports should be checked between the survey start and end dates and following all final data submissions for the period.
	June 26, 2025	Required Load Date*	
	July 10, 2025	Survey S closes.	
EOY Update Window (2024-25 Final Update)	July 14, 2025	Survey F, W and S final update period opens.	Validation reports should be checked between the survey start and end dates and following all final data submissions for the period.
	July 31, 2025	Update period window closes.	Validation reports should be checked between the survey start and end dates and following all final data submissions for the period.

*Data submitted as of load date will be used to determine current year Exiter status in the 2023-24 National Reporting System (NRS) reports.

These dates are subject to change, with any revisions appearing in Appendix V of the 2024-25 Handbook, available at [Appendix V: Reporting Timelines.](#)

2024-25 FCS Reporting Calendar

Term	Date	Reporting Submission	Comments
Term 1E/2B (Summer 2024 data)	August 9, 2024	Summer end-of-term (1E) submission starts. Fall beginning-of-term (2B) starts (student data only).	Verification reports should be checked between the submission start date and the end of the submission period.
	August 30, 2024	Required Load Date*	
	September 27, 2024	Summer end-of-term (1E) submission ends. Fall beginning-of-term (2B) submission ends.	
Term 2E/3B (Fall 2025 data)	January 3, 2025	Fall end-of-term (2E) submission starts. Winter/Spring beginning-of-term (3B) submission starts (student data only).	Verification reports should be checked between the submission start date and the end of the submission period.
	February 7, 2025	Required Load Date*	
	March 7, 2025	Fall end-of-term (2E) submission ends. Winter/Spring beginning-of-term (3B) ends.	
Term 3E (Winter/Spring 2025 data)	April 4, 2025	Winter/Spring end-of-term (3E) submission starts.	Verification reports should be checked between the submission start date and the end of the submission period.
	May 9, 2025	Required Load Date*	
	June 13, 2025	Winter/Spring end-of-term (3E) submission ends.	

*Data submitted as of this date will be used to determine current year Exiter status in the 2023-24 National Reporting System (NRS) reports.

These dates are subject to change, with any revisions appearing in the 2024-25 Student Database Dictionary, available at [FCS Data Dictionaries & Procedures webpage](#).

2024-25 CBO Reporting Calendar

Survey	Date	Reporting Submission	Comments
	July 8, 2024	Survey 11 submission period opens.	Survey 11 is a preliminary survey indicating only students enrolled as of July 1, 2024. Only the Student Demographic Format, Adult Course and Supplemental Format are to be submitted for this survey. The year being reported in the format should reflect the 2024-25 school year.
	July 12, 2024	Load date.	
	July 26, 2024	Survey 11 closes.	
Survey 1 (July 1 – September 30 Enrollment data)	October 7, 2024	Survey 1 submission period opens.	Edit or Validation error reports should be reviewed.
	October 10, 2024	Load date.	
	October 24, 2024	Survey 1 closes.	
Survey 2 (October 1 – February 28 Enrollment data)	March 10, 2025	Survey 2 submission period opens.	Edit or Validation error reports should be reviewed.
	March 13, 2025	Load date.	
	March 20, 2025	Survey 2 closes.	
Survey 3 (March 1 – June 30 Enrollment data)	July 7, 2025	Survey 3 submission period opens.	Edit or Validation error reports should be reviewed.
	July 10, 2025	Load date.	
	July 24, 2025	Survey 3 closes.	
NRS Table 7	July 28, 2025	NRS submission opens.	Excel Form Provided for Submission.
	August 8, 2025	NRS submission closes.	

These dates are subject to change, with any revisions appearing in Appendix F of the 2024-25 CBO Database Handbook, available at Appendix F: CBO 2024-25 Survey Load and Close Dates.

2024-25 Secondary CTE Reporting Calendar

Survey	Submission Period	Survey Week	Survey Due Date	Final Update Date	Comments
Fall 2024	Survey 2	October 7-11, 2024	October 18, 2024	December 15, 2024	Validation reports should be checked between the state processing period and the final update date.
Spring 2025	Survey 3	February 3-7, 2025	February 14, 2025	April 15, 2025	Validation reports should be checked between the state processing period and the final update date.
End of Year	Survey 5		July 25, 2025	October 31, 2025	Validation reports should be checked before the final update date.

These dates are subject to change, with any revisions appearing in the PK-12 Database Manuals webpage.

If you have any questions about data reporting and accountability, please contact Dr. Brittany C. Ross, Director, Research & Evaluation, at Brittany.Ross@fldoe.org or at 850-245-9005.

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