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.

2018-19 Submission Timeline			
Term/Survey	**Submission Period Opens**	**Required Load Date**	**Submission Period Closes**
Survey 5 - High School Career and Technical Education			
Survey 5	July 22, 2019	July 26, 2019	August 23, 2019
Survey 5 Final Update			October 31, 2019
Perkins Data Deadline	TBD		
WDIS – Adult General Education and Postsecondary Career and Technical Education			
Survey F/ Survey G	August 27, 2018	September 6, 2018	October 18, 2018
Survey W/Survey X	January 7, 2019	February 7, 2019	February 28, 2019
Survey S	June 3, 2019	July 3, 2019	July 11, 2019
EOY Update Window	July 15, 2019	N/A	August 1, 2019
Additional Deadlines			
WDIS 2018-19 Data Certifications		August 9, 2019	

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.