Database Submission Calendar
2025-2026

Summer End-of-Term (1E) and Fall Beginning-of-Term (2B) Data Submission: Admissions, Student, Facilities, Personnel, Integrated Databases	
Date	**Event**
August 15, 2025	**Open Date**. Submission period begins.
September 5, 2025	**Adult Education Load Date.** Adult education data submitted by this date will be used for federal reporting. Continue to complete and correct adult education data through the close date for state reporting**.**
September 8, 2025	Certification form for adult education load date data is due.
September 12, 2025	**Load Date.** All colleges must load data.
September 15, 2025	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 3, 2025	**Close Date.** Submission period ends. Summer End-of-Term and Fall Beginning-of-Term data must be loaded. This data is used for input to FTE-1 estimates process.
October 6, 2025	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 7, 2025	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.

Note: Beginning of term data only reported in the student database

Database Submission Calendar
2025-2026

Fall End-of-Term (2E) and Spring Beginning-of-Term (3B) Data Submission	
Admissions, Student, Facilities, Personnel, Personnel DMS Salary Collection, Integrated Databases	
Date	**Event**
January 2, 2026	**Open Date**. Submission period begins.
February 6, 2026	**Load Date**. Colleges must load data. This data is used for input to FTE-2 estimates process.
February 9, 2026	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
March 6, 2026	**Close Date.** Submission period ends. Fall End-of-Term and Spring Beginning-of-Term data must be loaded.
March 9, 2026	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
March 10, 2026	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.

Spring End-of-Term (3E) Data Submission	
Admissions, Student, Facilities, Personnel, Integrated Databases	
Date	**Event**
April 3, 2026	**Open Date**. Submission period begins.
May 8, 2026	**Load Date.** Colleges must load data. This data is used for input to Fundable Postsecondary Industry Certifications.
May 11, 2026	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
June 12, 2026	**Close Date.** Submission period ends. Spring End-of-Term data and data from any prior term resubmissions must be loaded.
June 15, 2025	Certification form due. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.

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Database Submission Calendar
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June 16, 2026	If certification has not been received, the college's President is notified with a copy to the Reports Coordinator.
June 16- June 24, 2026	**First data verification period**. If errors are found or grade updates are required, student data resubmission will be allowed through written request by the Reports Coordinator (SDB only). If errors are found, resubmission of data will be allowed only with a request signed by the College President (ADB, PDB, IDB).
June 25 – July 2, 2026	**Annual data verification period**. Data resubmission allowed only through a request signed by the college's President. Any data submitted during this period must be recertified.
July 2, 2026	**Annual close. No data resubmission will be accepted.**

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Database Submission Calendar
2025-2026

Annual Personnel Reports (APR) Data Submission	
Date	**Event**
October 17, 2025	**Open Date**. Submission period begins.
November 7, 2025	**Load Date**. Colleges must load data.
November 10, 2025	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
November 21, 2025	**Close Date**. Submission period ends. APR data must be loaded.
November 24, 2025	**Certification form due**. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
November 25, 2025	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
November 26, 2025 – December 5, 2025	**Data verification period**. Data resubmission will be allowed only through a request signed by the college's President.
December 8, 2025	**Annual Close. No data resubmission will be accepted.** Resubmit certification form if changes were made in verification period.

Note: Beginning of term data only reported in the student database

Database Submission Calendar
2025-2026

Personnel Database	
Personnel Term 4E (Annual) Salary and Benefits Data Submission	
Date	**Event**
July 10, 2026	**Open Date**. Submission period begins.
August 14, 2026	**Load Date**. Colleges must load data.
August 17, 2026	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
August 21, 2026	**Close Date**. Submission period ends. Annual Salary and Benefits data must be loaded.
August 24, 2026	**Certification form due**. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
August 25, 2026	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
August 26, 2026 – September 4, 2026	**Data verification period**. Data resubmission will be allowed only through a request signed by the college's President.
September 7, 2026	**Annual Close. No data resubmission will be accepted.** Resubmit certification form if changes were made in verification period.

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Database Submission Calendar
2025-2026

Date	Event
Student Database **Annual Term 4E (Annual) Financial Aid Data Submission**	
Date	**Event**
September 18, 2026	**Open Date**. Submission period begins.
October 9, 2026	**Load Date**. Colleges must load data.
October 12, 2026	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
October 23, 2026	**Close Date**. Submission period ends. Annual End-of-Term data must be loaded.
October 26, 2026	**Certification form due**. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 27, 2026	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
October 26, 2026 – November 5, 2026	**Data verification period**. Data resubmission will be allowed only through a request signed by the college's President.
November 8, 2026	**Annual Close. No data resubmission will be accepted.** Resubmit certification form if changes were made in verification period.

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