

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 as an input into FTE-1 estimates process. T2B data is used for IPEDS Fall Enrollments.
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 as an input into 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 as an input into 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, 2026	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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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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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.

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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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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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