

## ANNUAL SCHEDULE FOR ADULT EDUCATION DATA ENTRY – Effective 7/1/2020



Student data must be entered continuously throughout the program year. Attendance hours must be entered at least monthly.

To provide an accurate profile for real-time data analysis, routinely enter/update students and continuously enter/update staff professional development activities.

QUARTER	MIS DEADLINE FOR DATA ENTRY	TASK
<b>Quarter 1</b> July 1 – September 30	<b>October 15</b> <i>(or 1<sup>st</sup> business day after if date falls on a weekend/holiday)</i>	<ol style="list-style-type: none"> <li>1. Enter data for all classes and students enrolled through the last day of the quarter, including assessments, enrollments, and hours.</li> <li>2. Enter data for all staff.</li> <li>3. Run <i>Student Diagnostic Search</i> and address any errors.</li> <li>4. Create PDF copies of NRS Tables 4 and 4B.</li> </ol>
<b>Quarter 2</b> October 1 – December 31	<b>January 15</b> <i>(or 1<sup>st</sup> business day after if date falls on a weekend/holiday)</i>	<ol style="list-style-type: none"> <li>1. Enter data for all classes and students enrolled through the last day of the quarter, including assessments, enrollments, and hours.</li> <li>2. Enter data for all staff.</li> <li>3. Run <i>Student Diagnostic Search</i> and address any errors.</li> <li>4. Create PDF copies of NRS Tables 4 and 4B.</li> </ol>
<b>Quarter 3</b> January 1 – March 31	<b>April 15</b> <i>(or 1<sup>st</sup> business day after if date falls on a weekend/holiday)</i>	<ol style="list-style-type: none"> <li>1. Enter data for all classes and students enrolled through the last day of the quarter, including assessments, enrollments, and hours.</li> <li>2. Enter data for all staff.</li> <li>3. Run <i>Student Diagnostic Search</i> and address any errors.</li> <li>4. Create PDF copies of NRS Tables 4 and 4B.</li> </ol>
<b>Quarter 4</b> April 1 – June 30	<b>TBD</b> <i>The final entry date for fiscal year data is announced each year by May 30. Typically, the entry date will be late July or early August.</i>	<ol style="list-style-type: none"> <li>1. Finalize all data entered classes and students, including assessments, enrollments, and hours.</li> <li>2. Finalize all data for staff, including professional development activities.</li> <li>3. Run <i>Student Diagnostic Search</i> and address any errors.</li> <li>4. Create PDF copies of NRS Tables 4 and 4B.</li> </ol>

LACES will freeze data entry each summer by the DATA FREEZE DATE (found in LACES), in preparation for the next fiscal year rollover.