# ANNUAL SCHEDULE FOR ADULT EDUCATION DATA ENTRY

## Student Data Must Be Entered Continuously
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.

<table>
<thead>
<tr>
<th>Trimester</th>
<th>Mis Deadline for Data Entry</th>
<th>Task</th>
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| **1st Trimester**  | November 15 (or 1st business day after if date falls on a weekend/holiday) | 1. Enter data for all classes and students including assessments, enrollments and hours.  
2. Enter data for all staff.  
3. Run Student Diagnostic Search and address any errors.  
| **2nd Trimester**  | March 15 (or 1st business day after if date falls on a weekend/holiday) | 1. Enter data for all classes and students including assessments, enrollments and hours.  
2. Enter data for all staff.  
3. Run Student Diagnostic Search and address any errors.  
| **3rd Trimester**  | July 31 (or 1st business day after if date falls on a weekend/holiday) | 1. Finalize all data entered for classes and students including assessments, enrollments and hours.  
2. Finalize all data for staff, including professional development activities.  
3. Run Student Diagnostic Search and address any errors.  

LACES will freeze data entry at the close of business on July 31 (approximately) of each fiscal year in preparation for the next fiscal year rollover.