



Deadlines are in **red**.

Month	Deadlines & Recommended Responsibilities
October	<ul style="list-style-type: none">Data reporting begins for new fiscal yearUpdate contacts before end of OctoberReview coherent sequence and adjust as needed before end of OctoberWork with district SIS staff to get Fall term enrollment data for students enrolled on October 15 (this is not a deadline!)Report student's credential attempts (if any) for current year or prior year
November	<ul style="list-style-type: none">Upload Fall term students – even if credits are not yet posted – and fix any errors present on the error reportStart setting up process for collecting placement surveys from last year's eligible concentratorsStart conducting placement surveys, maintain documentation of contacts, and report results in the CTE Data PortalReport student's credential attempts (if any) for current year or prior year
December	<ul style="list-style-type: none">Start/continue conducting placement surveys, maintain documentation of contacts, and report results in the CTE Data PortalFix any errors in the placement template if using the placement survey uploadReport student's credential attempts (if any) for current year or prior year
January	<ul style="list-style-type: none">Submit Fall term enrollment by the deadline (see calendar)Finish conducting placement surveys, maintain and organize documentation of contacts, and report results in CTE Data PortalReport student's credential attempts (if any) for current year or prior year
February	<ul style="list-style-type: none">Work with District SIS staff to get Spring term enrollment data for students enrolled on February 15 (this is not a deadline!)Finish conducting placement surveys, maintain and organize documentation of contacts, and report results in CTE Data PortalReport student's credential attempts (if any) for current year or prior year
March	<ul style="list-style-type: none">Upload Spring term students – even if credits are not yet posted – and fix any errors present on the error reportFinish reporting placement surveysReport any student's credential attempts (if any) for current year or prior year
April	<ul style="list-style-type: none">Review all data for accuracy and completenessCTEDs/Member Districts – ensure that articulated enrollment is congruent with CTED enrollmentFinish reporting placement surveysReport any student's credential attempts (if any) for current year or prior year
May	<ul style="list-style-type: none">Review all data for accuracy and completeness

- CTEDs/Member Districts – ensure that articulated enrollment is congruent with CTED enrollment
- Finish reporting placement surveys
- Report any student’s credential attempts (if any) for current year or prior year

June

- **Submit Spring term enrollment by the deadline (see calendar)**
- **Submit placement surveys by the deadline (see calendar)**
- **Submit funding Exemption Requests by the deadline (see calendar)**
- **Ensure all the prior year’s credentials are reported by June 30**
- Review all data for accuracy and completeness
- Report any student’s credential attempts (if any) for current year or prior year
- CTE Data Portal will close on June 15 for everything except credentials

July

- Review preliminary funding reports
- Review preliminary performance measures reports
- Adjust/update enrollment and placement data as needed
- **Submit all adjustments by the deadline (see calendar)**

August

September

- Review final funding reports
- Review final performance measures reports
- Start performance improvement plan if needed.

Specific dates & deadlines can be found on the “Important Dates & Deadlines” document on the CTE website.

Deadlines & dates are subject to change and will be communicated via email and on the CTE Data Portal homepage.

CTE website: www.azed.gov/cte/data