

Data Submissions Calendar

Data Submissions

Recorded July 2021



CSI Data Submissions Calendar

First Page

- Includes all main collections
- Dates for
 - Training release
 - Initial file submission
 - Error clearance deadlines
 - Signed certification deadline





CSI Data Submissions Calendar

Second Page

- Collection color key
- Important notes for main collections and other collections
- CSI data team contact information

Last updated 6/23/2021

CSI Data Submissions Calendar | 2021-2022

Color Key

School Collections:	SPED Collections:	Staff Collections:	Student Collections:
Report Card (March)	December Count	Human Resources	End of Year
School Discipline	SPED Discipline		October Count
	SPED End of Year		Teacher Student Data Link

Notes

**** School Discipline** deadlines are school-specific and based on the last day of school for each CSI school. CSI will communicate school-specific deadlines once the collection opens. Schools are expected to provide an initial submission in early May (Initial Submission I) and again (Initial Submission II) within 2 business days of the last day of school. Schools must clear errors within two business days after receipt of the error report. Schools that run into mid- or late-June must submit within two business days or the second submission deadline date listed, whichever comes first. Signed certifications are due within two days after receipt of your summary report.

++ SBD indicators above are included as a reminder of the month they occur. Because the review windows are so short (typically one week or less), the exact dates cannot be provided until closer to the month in which they take place. CSI will announce the dates in separate communications as soon as they are available. Please plan carefully for dates that may coincide with your spring break.

CRDC The Civil Rights Data Collection is a biennial (i.e., every other year) federal data collection required by the U.S. Department of Education's Office for Civil Rights (OCR). The CRDC will take place during the 2021-2022 school year based on data reported for the 2020-2021 state collections (typically February through April).

Training dates above identify the date by which the general training resources will be made available. Training format varies by collection—some trainings will consist of recorded modules while others will be instructional documents. All trainings will be accessible on the relevant section of the CSI Data Submissions webpages. Additional topic focused modules may be released at later dates than the general trainings.

CSI Office Closed identifies the days in which the CSI office is closed where CSI staff will have limited availability. Please consider this when identifying your plan to meeting deadlines. CSI staff may be unavailable for additional time for some holidays, but we will notify schools ahead of time if that is the case.

Summer Deadlines are included in the above calendar to allow schools the most time possible to complete each collection while remaining within the state identified deadlines. CSI recognizes that some school data submissions staff do not work a 12-month calendar; please let us know in advance if you would like to meet deadlines prior to leaving for the summer and we will do our best to support this request.

Collections

- Details for each collection mentioned in this calendar can be found via the links provided on the [CSI Data Submission Library](#) webpage.
- If you are new to reporting for these collections, we highly recommend that you review the [Data Submissions Handbook](#) for an overview of the process.
- Schools designated as **Tier 2** may not follow the same deadline dates listed in the calendar.
- Timelines for Student Biographical Data (SBD) collections: Civil Rights Data Collection (CRDC), Alternative Education Campus (AEC) collection, CDEP collection, 4-Day/Less than 160 Day School Week collection, some October Count Audit, RIT, EDIS, and Directory submissions are not included in the calendar, but dates will be shared with schools via email communications.
- Important announcements as well as the current collection status for each CSI school will be included in the "Weekly Update" email communication provided to submissions contacts weekly throughout the year.
- Please send email questions to submissions_csi@csi.state.co.us and a data team member will respond within 24-48 hours. If your question is urgent, please be sure to include the word "urgent" in the subject line.
- For questions by phone, contact any member of the Data Submissions Team listed in the table below.

CSI Contact	Phone
Ryan Hartung – Data Specialist	720-471-6553
Jessica Tribbett – Data Specialist	720-498-0840
Julie Eddy – Data Manager (Main Contact for October Count Audit Questions)	720-417-6870
Janet Dinnen – Chief of Staff	720-357-7435



CSI Website Calendar

Visit our [Coronavirus webpage](#) for the latest COVID-19 guidance



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[Library](#) [Calendar](#) [Main Site](#) [Outreach](#)

Need an Overview of CSI?

Check out the [CSI Guidebook!](#)

[View the CSI Guidebook](#)

Welcome to the CSI Resource Library

Find the resources you are looking for by accessing the menu bar above or the search bar below.

Access the website calendar here: <https://www.csi.state.co.us/calendar/>





CSI Website Calendar

Today ◀ ▶ May 2021 ▼ Week Month Agenda ▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
					21-22 Fo	
2	3	4	5	6		
					20-21 Sc	
9	10	11	12	13	14	15
	20-21 SPED Discip		20-21 SPED EOY L		21-22 Calendars &	
						22
						29
30	31	Jun 1	2	3	4	5
			20-21 SPED Discip		20-21 SPED EOY L	

Events shown in time zone: Mountain Time - Denver + GoogleCalendar

Department Key

- Blue – CSI General (Subscribe)
- Green – CSI Finance and Grants (Subscribe)
- Orange – CSI Student Services (Subscribe)
- Yellow – CSI Board of Directors (Subscribe)
- Light Purple – CSI Submissions (Subscribe)
- Red – CSI Evaluation and Assessment (Subscribe)
- Brown – CSI Holidays
- Pink – CSI Legal and Policy (Subscribe)

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Weekly Update Email

School Status as of **6/23/2021**

This table contains data specific to your school. Please review it each week.

School Year	Collection	Initial File Received	Level 1 Error Count	Level 2 Error Count	Summary Report Provided to School	Signed Certification Received by CSI	Other
20-21	Teacher Student Data Link (TSDL)	Due 2/19/2021 Yes	Clear by 6/16/2021 0	N/A	Yes	Due 7/9/2021	
20-21	End of Year (EOY)	Due 3/9/2021 Yes	Clear by 6/10/2021 SD: 0 SSA: 4 Title I: N/A Grad: 0	Clear by 7/14/2021 EOY: 1 Attendance: 0		To be Announced Later	Record Checker File 1 st Version Received (by 3/2/2021): Yes Record Checker File 2 nd Version Received (by mid-July 2021):
20-21	School Discipline	Due 5/7/2021 Yes	Clear by two business days after first error report Action: 0 Demographic: 0 Firearm: N/A	N/A	Yes	Yes	
20-21	SPED Discipline	Due 5/10/2021 Yes	Clear by 6/2/2021 0	Clear by 7/16/2021 0		To be Announced Later	

Note: The numbers above refer to the numbers of errors that need to be cleared for each file/collection. If you have a zero, it means you have no errors. If Initial Files Received is blank, it means that the due date has not yet been reached or a technical issue has delayed the due date. If Level 1 is blank, it means the initial files have not yet been uploaded. If you have not cleared Level 1 errors, then your Level 2 error count will be blank. If the Summary Report Provided to School cell is blank, then CSI has not yet started to provide those.

Please be aware that there could be changes that have taken place in the statuses listed above since the time a school submitted data and your receipt of this weekly update.





Tips for Staying On Top of Submissions Timelines

1. Do the prep work for each collection
 - Watch the trainings and follow the directions
 - Use the “Record Checker” tool early
2. Add submission deadlines to your calendar
 - Consider building in reminders, work time, and collaboration time with relevant school staff
3. Monitor progress and prioritize work through the Weekly Update email





Thank you!

submissions_csi@csi.state.co.us

