

CSI Data Submissions Calendar | 2021-2022

Last updated 8/5/2021

- 6 20-21 EOY Initial Summary Report Review Training
- 12 OC Training
- 13 20-21 SPED Disc Cert Due
- 19 HR Training
- 23 DC Data Entry Training for SPED Staff
- 27 OC Audit Training
- 30 20-21 EOY Initial Cert Due

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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29	30	31				29

FEBRUARY '22						
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27	28					

- 4 21-22 EOY Training
- 21 Presidents' Day (CSI Office Closed)
- 18 TSDL Initial Submission
- 25 SPED EOY Training

- 2 OC Initial Submission
- 3 OC Alternative Date Request
- 6 Labor Day (CSI Office Closed)
- 24 11-Day Count Window Starts
- 24 HR Initial Submission
- 27 DC Data Submissions Training

SEPTEMBER '21						
S	M	T	W	Th	F	S
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MARCH '22						
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- 3 RCM Initial Submissions
- 8 21-22 EOY Initial Submission
- 11 SPED EOY Initial Submission
- 15 RCM Errors Cleared
- 30 RCM Cert Due
- ++ACCESS SBD takes place in March

- 1 OC Official Count Date
- 4 Frances Xavier Cabrini Day (CSI Office Closed)
- 8 11-Day Count Window Ends
- 11 OC Level 1 Errors Cleared
- 22 OC Level 2 Errors Cleared
- 29 DC Initial Submission
- 29 30-Day Attendance Return After Count Day

OCTOBER '21						
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APRIL '22						
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- 20 SPED Discipline Training
- 20 School Discipline Training

- 1 20-21 EOY Final Cert Due
- 4 OC Cert Due
- 5 OC Signed Audit Checklist
- 18 DC Level 1 Errors Cleared
- 19 HR Level 1 Errors Cleared
- 25 Thanksgiving (CSI Office Closed)

NOVEMBER '21						
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MAY '22						
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- 6 School Disc Initial Submission I
- 9 SPED Disc Initial Submission
- 11 SPED EOY Level 1 Errors Cleared
- 13 OC 22-23 Calendar & Bell Schedule Submission
- 26 HR Prep Training
- 30 Memorial Day (CSI Office Closed)
- ++PSAT/SAT, CMAS, and DLM SBDs take place in May

- 1 DC Count Day
- 3 TSDL Training
- 24 & 27 Christmas Eve & Christmas Day Observed (CSI Office Closed)

DECEMBER '21						
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JUNE '22						
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- **School Disc Initial Submission II
- ** School Disc Level 1 Errors Cleared
- 1 SPED Disc Level 1 Errors Cleared
- 3 SPED EOY Level 2 Errors Cleared
- 9 21-22 EOY Level 1 Errors Cleared
- 15 TSDL Final Errors Cleared
- ** School Disc Cert Due
- 17 SPED EOY Cert Due

- 13 DC Level 2 Errors Cleared
- 14 HR Level 2 Errors Cleared
- 17 MLK Day (CSI Office Closed)
- 24 DC Cert Due
- 25 HR Cert Due

JANUARY '22						
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JULY '22						
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- 4 Independence Day - (CSI Office Closed)
- 8 TSDL Cert Due
- 13 21-22 EOY Level 2 Errors Cleared
- 15 SPED Disc Level 2 Errors Cleared

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, CDIP collection, 4-Day/Less than 160 Day School Week collection, some October Count Audit, RITS, 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