

CSI Data Submissions Calendar | 2022-2023

AUGUST '22						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 4 21-22 SPED Disc Cert Due
- 5 21-22 EOY Initial Summary Report Review Training
- 11 OC Training
- 18 HR Training
- 22 DC Data Entry Training for SPED Staff
- 26 OC Audit Training
- 29 21-22 EOY Initial Cert Due
- 30-31 CSI Staff PD (CSI Office Closed)

FEBRUARY '23						
S	M	T	W	Th	F	S
			1	2	3	4
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19	20	21	22	23	24	25
26	27	28				

- 3 22-23 EOY Training
- 16 TSDL Initial Submission
- 20 Presidents' Day (CSI Closed)
- 23 SPED EOY Training

SEPTEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 2 OC Initial Submission
- 5 Labor Day (CSI Closed)
- 6 OC Alternative Date Request
- 23 HR Initial Submission
- 26 11-Day Count Window Starts
- 26 DC Data Submissions Training

MARCH '23						
S	M	T	W	Th	F	S
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- 2 RCM Initial Submissions
- 7 22-23 EOY Initial Submission
- 8 SPED EOY Initial Submission
- 16 RCM Errors Cleared
- 29 RCM Cert Due
- ++ACCESS SBD takes place in March

OCTOBER '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

- 3 OC Official Count Date
Frances Xavier Cabrini Day (CSI Floating Holiday)
- 10 11-Day Count Window Ends
- 11 OC Level 1 Errors Cleared
- 21 OC Level 2 Errors Cleared
- 28 DC Initial Submission

APRIL '23						
S	M	T	W	Th	F	S
						1
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23	24	25	26	27	28	29
30						

- 19 Discipline Training (for SPED and non-SPED collections)

NOVEMBER '22						
S	M	T	W	Th	F	S
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20	21	22	23	24	25	26
27	28	29	30			

- 1 21-22 EOY Final Cert Due
- 2 30-Day Attendance Return After Count Day
- 3 OC Cert Due
- 4 OC Signed Audit Checklist
- 17 DC Level 1 Errors Cleared
- 18 HR Level 1 Errors Cleared
- 24-25 Thanksgiving (CSI Office Closed)

MAY '23						
S	M	T	W	Th	F	S
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28	29	30	31			

- 4 School Disc Initial Submission I
- 8 SPED Disc Initial Submission
- 10 SPED EOY Level 1 Errors Cleared
- 15 OC 23-24 Calendar & Bell Schedule Submission
- 29 Memorial Day (CSI Closed)
- ++PSAT/SAT, CMAS, and DLM SBDs take place in May

DECEMBER '22						
S	M	T	W	Th	F	S
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- 1 DC Count Day
- 5 TSDL Training
- 23 & 26 Christmas Holiday (CSI Closed)

JUNE '23						
S	M	T	W	Th	F	S
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- 7 SPED EOY Level 2 Errors Cleared
- 8 22-23 EOY Level 1 Errors Cleared
- 12 SPED Disc Level 1 Errors Cleared
- 13 HR Prep Training
- 14 TSDL Final Errors Cleared
- 15 Discipline Level 1 Errors Cleared
- 16 SPED EOY Cert Due
- 19 Juneteenth (CSI Closed)

JANUARY '22						
S	M	T	W	Th	F	S
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29	30	31				

- 2 New Year's Day Observed (CSI Closed)
- 11 DC Level 2 Errors Cleared
- 16 MLK Day (CSI Closed)
- 17 HR Level 2 Errors Cleared
- 23 DC Cert Due
- 25 HR Cert Due

JULY '23						
S	M	T	W	Th	F	S
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23	24	25	26	27	28	29
30	31					

- 4 Independence Day - (CSI Closed)
- 10 TSDL Cert Due
- 12 22-23 EOY Level 2 Errors Cleared
- 13 Discipline Cert Due
- 14 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

++ 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 once again during the 2022-2023 school year based on data reported for the 2021-2022 state collections (typically February through April).

READ Act, School Readiness, and Career Development Incentive Program (CDIP) data collections are managed by the Student Services team. Please access the webpages below for more information, including the CSI contact and relevant collection timelines:

- [Career Development Incentive Program \(CDIP\)](#)
- [READ Act Data Collection](#)
- [School Readiness](#)

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
Cherish Trammell – 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