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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | AUGUST ‘23 | | | | | | | | 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** |  |  | |  |  |  |  |  |  |  | | **1-2** CSI Staff PD (CSI Closed]  **3** 22-23 EOY Initial Summary Report Review Training  **4** 22-23 SPED Disc Cert Due  **10** OC Training  **17** HR Training  **22** DC Data EntryTraining  **24** OC Audit Training  **29** 23-24 EOY Initial Cert Due |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | FEBRUARY ‘24 | | | | | | | | 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 |  |  | |  |  |  |  |  |  |  | | **1** 22-23 EOY Training  **15** TSDL Initial Submission  19 [Presidents’ Day](http://www.calendarlabs.com/holidays/us/presidents-day.php) (CSI Closed)  22 SPED EOY Training |
|  |  |  |  |  |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | SEPTEMBER ‘23 | | | | | | | | 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 | |  |  |  |  |  |  |  | | 4 [Labor Day](http://www.calendarlabs.com/holidays/us/labor-day.php) (CSI Closed)  **6** OC Initial Submission  **7** OC Alternative Date Request  **21** HR Initial Submission  **25** 11-Day Count Window Starts |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | MARCH ‘24 | | | | | | | | 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** RCM Initial Submissions  **7** 23-24 EOY Initial Submission  **14** SPED EOY Initial Submission  **19** RCM Errors Cleared  **26** RCM Cert Due  *++ACCESS SBD takes place in March* |
|  |  |  |  |  |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | OCTOBER ‘23 | | | | | | | | 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 |  |  |  |  | |  |  |  |  |  |  |  | | **2** OC Official Count Date  **9** 11-Day Count Window Ends  **12** OC Level 1 Errors Cleared  **17** DC Data Submissions Training  **24** OC Level 2 Errors Cleared |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | APRIL ‘24 | | | | | | | | 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 |  |  |  |  | |  |  |  |  |  |  |  | | **8** S-EBT Initial Submission  **18** Discipline Training  **25** S-EBT Errors Cleared / Cert Due  **29** Staff Eval Initial Submission |
|  |  |  |  |  |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | NOVEMBER ‘23 | | | | | | | | 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 Cert Due  6 OC Signed Audit Checklist  **7** DC Initial Submission  16 HR Level 1 Errors Cleared  23-24 Thanksgiving (CSI Closed) |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | MAY ‘24 | | | | | | | | 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 |  | |  |  |  |  |  |  |  | | **2** School Disc Initial Submission I  **9** SPED EOY Level 1 Errors Cleared  **15** OC 24-25 Calendar & Bell Schedule Submission  **22** Staff Eval Level 1 Errors Cleared  **27** [Memorial’s Day](http://www.calendarlabs.com/holidays/us/memorial-day.php) (CSI Closed)  *++PSAT/SAT, CMAS, and DLM SBDs take place in May* |
|  |  |  |  |  |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | DECEMBER ‘23 | | | | | | | | 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** |  |  |  |  |  |  | | 1 DC Count Day  5 DC Level 1 Errors Cleared  **7** TSDL Training  22 & 25 [Christmas](http://www.calendarlabs.com/holidays/us/christmas.php) Holiday (CSI Closed) |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | JUNE ‘24 | | | | | | | | 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 |  |  |  |  |  |  | | **4** 23-24 EOY Level 1 Errors Cleared  **6** SPED EOY Level 2 Errors Cleared  **11** TSDL Final Errors Cleared  **12** Discipline Level 1 Errors Cleared  14 Staff Evaluation Level 2 Errors Cleared  19 Juneteenth (CSI Closed)  **20** SPED EOY Cert Due  **24** Discipline Level 2 Errors Cleared  25 HR Prep Training |
|  |  |  |  |  |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | JANUARY ‘24 | | | | | | | | 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 |  |  |  | |  |  |  |  |  |  |  | | 1 [New Year's Day](http://www.calendarlabs.com/holidays/us/new-years-day.php) (CSI Closed)  11 DC Level 2 Errors Cleared  15 [MLK Day](http://www.calendarlabs.com/holidays/us/martin-luther-king-day.php) (CSI Closed)  16 HR Level 2 Errors Cleared  **25** DC Cert Due  **26** HR Cert Due |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | JULY ‘24 | | | | | | | | 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 [Independence Day](http://www.calendarlabs.com/holidays/us/independence-day.php) (CSI Closed)  **9** TSDL Cert Due  **11** 23-24EOY Level 2 Errors Cleared  **16** Discipline Cert Due |

# CSI Data Submissions Calendar | 2023-2024

*An online version of this calendar can be accessed on the* [*CSI Website Calendar*](https://www.csi.state.co.us/calendar/) *and dates are included in each collection training.* CSI seeks to ensure its resources are as accessible as possible. If you experience any difficulty in accessing a resource, please reach out to Communications\_CSI@csi.state.co.us

Last updated 3/07/24

# Color Key

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| School Collections: | | SPED Collections: | | Staff Collections: | | Student Collections: | |
|  | Report Card March |  | December Count |  | Human Resources |  | End of Year |
|  | School Discipline |  | SPED End of Year |  | Staff Eval |  | October Count |
|  |  |  |  |  |  |  | Teacher Student Data Link |
|  |  |  |  |  |  |  | S-EBT |

# Notes

**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 upcoming school year based on data reported for the 2021-2022 state collections (typically February through April).

**READ Act, SBD, 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](https://resources.csi.state.co.us/career-development-incentive-program-cdip/)
* [READ Act Data Collection](https://resources.csi.state.co.us/read-data-collection/)
* [School Readiness](https://resources.csi.state.co.us/school-readiness-assessment/)
* [Student Biographical Data Collection](https://resources.csi.state.co.us/student-biographical-data/)

**++ SBD** indicatorsabove 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.

**Collections Requiring Re-Submissions After the Last Day of School** The following data collections require data through the last day of school and therefore require schools to resubmit data *after* the last day of school regardless of whether schools were previously error free: **Discipline, TSDL,** and **EOY SSA (for attendance).** Unless otherwise specified by the CSI Data Submissions Team, resubmissions should take place within two business days following the last day of school.

**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](https://resources.csi.state.co.us/data-submissions-library/) webpage.
* If you are new to reporting for these collections, we highly recommend that you review the [Data Submissions Handbook](https://resources.csi.state.co.us/2018-19-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](mailto: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 |
| Sheila Sellers – Data Quality & Audit Specialist  (Main Count for October Count Audit Questions) | 720-908-3742 |
| Julie Eddy – Data Manager | 720-417-6870 |
| Janet Dinnen – Chief of Staff | 720-357-7435 |