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| AUGUST ‘24**CSI Data Submissions Team Calendar | 2024-2025** |
| 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** |
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 | **7-8** CSI Staff PD (CSI Closed] **1** 23-24 EOY Summary Report Training **4** 23-24 SPED Disc Cert Due**13** HR Training**15** OC Training**20** DC Data EntryTraining 22 Discipline Data Entry Training**27** OC Audit Training**29** 23-24 EOY Certification Due |  |

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| FEBRUARY ‘25 |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 |  |
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 |  **4** 22-23 EOY Training**13** TSDL Initial Submission17 [Presidents’ Day](http://www.calendarlabs.com/holidays/us/presidents-day.php) (CSI Closed)18 SPED EOY Training**27** 23-24 EOY Initial Submission |
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| SEPTEMBER ‘24 |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |  |  |  |  |  |
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 |  2 [Labor Day](http://www.calendarlabs.com/holidays/us/labor-day.php) (CSI Closed) **5** OC Initial Submission **9** OC Alternative Date Request**19** HR Initial Submission**24** 11-Day Count Window Starts |  |

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| MARCH ‘25 |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| **30** | **31** |  |  |  |  |  |

 |  **4** RCM Initial Submissions **6** SPED EOY Initial Submission**13** RCM Errors Cleared**27** RCM Cert Due**25** S-EBT Training*++ACCESS SBD takes place in March (Check with CSI Assessment Staff)* |
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| OCTOBER ‘24 |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |  |  |
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 |  **1** OC Official Count Date **8** 11-Day Count Window Ends **10** OC Level 1 Errors Cleared **22** OC Level 2 Errors Cleared **29** DC Data Submissions Training |  |

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| APRIL ‘25 |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |  |  |  |
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 |  **1** S-EBT Initial Submission **17** S-EBT Errors Cleared**24** S-EBT Certification**22** Discipline Training**29** EOY Level 1 Errors Cleared |
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| NOVEMBER ‘24 |
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| **10** | **11** | 12 | 13 | 14 | 15 | 16 |
| **17** | **18** | 19 | 20 | 21 | 22 | 23 |
| **24** | **25** | 26 | 27 | 28 | 29 | 30 |
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 |  4 OC Cert Due 6 OC Audit Certification **7** DC Initial Submission11 [Veterans Day](http://www.calendarlabs.com/holidays/us/veterans-day.php)19 HR Level 1 Errors Cleared28-29 [Thanksgiving Holiday](http://www.calendarlabs.com/holidays/us/thanksgiving-day.php) (CSI Closed) |  |

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| MAY ‘25 |
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| **11** | **12** | 13 | 14 | 15 | 16 | 17 |
| **18** | **19** | 20 | 21 | 22 | 23 | 24 |
| **25** | **26** | 27 | 28 | 29 | 30 | 31 |
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 |  **6** School Disc Initial Submission  **8** Staff Eval Initial Submission**13** SPED EOY Level 1 Errors Cleared**15** 25-26 Calendar & Bell Schedules **26** [Memorial Day](http://www.calendarlabs.com/holidays/us/memorial-day.php) (CSI Closed) **29** Staff Eval Level 1 Errors Cleared*++PSAT/SAT, CMAS, and DLM SBDs take place in May/June (Check with CSI Assessment Staff)* |
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| DECEMBER ‘24 |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |  |  |  |  |
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 |  2 DC Count Day 5 DC Level 1 Errors Cleared24-25 [Winter](http://www.calendarlabs.com/holidays/us/christmas.php) Holiday (CSI Closed) |  |

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| JUNE ‘25 |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |  |  |  |  |  |
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 | **5** SPED EOY Level 2 Errors Cleared**10** TSDL Final Errors Cleared**12** Discipline Level 1 Errors Cleared**17** 24-25EOY Level 2 Errors Cleared **18** SPED EOY Cert Due**19** Juneteenth (CSI Closed)**24** Discipline Level 2 Errors Cleared**26** Staff Eval Level 2 Errors Cleared |
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| JANUARY ‘25 |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |  |
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 |  **1** [New Year's Day](http://www.calendarlabs.com/holidays/us/new-years-day.php) (CSI Closed) **9** TSDL Training16 DC Level 2 Errors Cleared20 [MLK Day](http://www.calendarlabs.com/holidays/us/martin-luther-king-day.php) (CSI Closed)22 HR Level 2 Errors Cleared**28** DC Cert Due**30** HR Cert Due |  |

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| JULY ‘25 |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |  |  |
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 |  4 [Independence Day](http://www.calendarlabs.com/holidays/us/independence-day.php) (CSI Closed) **8** TSDL Cert Due**17** Discipline Cert Due24 HR Prep Training |

*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

# 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 in 25-26 school year.

**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 (CDIP)](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/)

**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 following the last day of school regardless of whether schools were previously error free. Unless otherwise specified by the CSI Data Submissions Team, resubmissions should take place within two business days following the last day of school.

* Discipline
* TSDL
* EOY SSA file (for attendance)

**Training dates** 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 for an overview of the process
* Schools receiving **Tier 2 supports** 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, Reduced Academic Calendar requests, 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 (business days). 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.

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| **CSI Contact** | **Collections** | **Phone** |
| Ryan Hartung  | HR, DC, SPED EOY, EDID | 720-471-6553 |
| Cherish Trammell  | OC, TSDL, EOY, SASID | 720-498-0840 |
| Sheila Sellers  | Audit, Discipline, Onboarding | 720-908-3742 |
| Amber Anderson | At-Risk, CEP, S-EBT |  |
| Julie Eddy  | Audit Support, RCM, AEC | 720-417-6870 |
| Janet Dinnen | Team Lead | 720-357-7435 |

*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