



# Data Reporting & Publication Calendar



Prepared by:  
Office of Strategic Research

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# *Data Reporting Calendar*

The ASU System Office recognizes that the ultimate responsibility of accurate and timely data is the responsibility of the individual institutions. The System Office's role is to accumulate and format this information for presentation to the Board of Trustees, System Executive Staff, Chancellors, and the general public. The purpose of this Data Reporting Calendar is to provide a time sequence that will ensure timely information and the opportunity for the individual institutions to report data in an accurate manner.

## **Delinquent and Preliminary Reporting Policies**

### **Delinquent Reporting Policy**

1. An institution's data will be considered delinquent if not received by the Office of Strategic Research by noon on the first working day after its due date.
2. Once data become delinquent, a reminder will be sent by e-mail to the institution's representative on the Strategic Research Working Group (SRWG).
3. If data are not received after 5 working days from the due date, a written notice will be forwarded to the ASU System President who will subsequently contact the appropriate Chancellor.
4. Once data are submitted to the System Office, the Office of Strategic Research will return edit reports to the institutions within three working days.

### **Preliminary Reporting Policy**

5. Any data submitted through the ASU System Data Portal, will be considered preliminary for twenty (20) working days after the due date.
6. During this preliminary period, institutions will have the opportunity to audit and revise their data as well as provide written explanations to the Office of Strategic Research for any exceptions occurring in the data.
7. If the data still have a considerable number of problems after the preliminary period has expired, with no written explanations detailing the exceptions, the ASU System President and the appropriate Chancellor will be notified of the type and frequency of the problems.
8. Once the preliminary period has expired, the data will become final and published by the Office of Strategic Research. It will subsequently be released to the Board, state legislature, and other agencies upon request.
9. To revise final data after the preliminary period has expired, the Chancellor should provide a written statement detailing the reason for the requested change.

<b>July</b>	Transcript File Submission B <b>July 10, 2024</b>	<i>ADHE</i>	
	IPEDS Custom Comparison Group for 2023 Data Feedback Report <b>July 15, 2024</b>	<i>IPEDS</i>	
	Summer II Term File (includes Summer I Off-Schedule) <b>July 31, 2024</b>	<i>ADHE</i>	
<b>August</b>	Graduated Student File (AY 2024) Perkins I and II Annual Files (Special Populations and Assessment) Registration Opens for IPEDS Keyholders (closes August 28) <b>August 7, 2024</b>	<i>ADHE</i> <i>IPEDS</i>	
	Annual Instructor File <b>August 14, 2024</b>	<i>ADHE</i>	
	Summer I End-of-Term (includes Spring Off-Schedule End-of-Term) Summer II End-of-Term (includes Summer I Off-Schedule End-of-Term) Military Compensation Report <b>August 21, 2024</b>	<i>ADHE</i>	
	Student-Athlete File Transcript File Submission C File <b>August 28, 2024</b>	<i>ADHE</i>	
	<b>September</b>	11th Day Preliminary Fall Enrollment Report <b>Noon on 12th class day</b>	<i>ASU System</i>
		IPEDS Fall Collection Opens <b>September 4, 2024</b>	<i>IPEDS</i>
Preliminary Fall Enrollment Report Adult Education File ACTS Transfer Report Roger Phillips Transfer Act Report <b>September 11, 2024</b>		<i>ASU System / ADHE</i> <i>ASU System</i> <i>ADHE</i>	
Non-Credit Workforce Education and Training Student Course & Registration File <b>September 18, 2024</b>		<i>ADHE</i>	
Non-Credit Workforce Education and Training Completion File <b>September 25, 2024</b>		<i>ADHE</i>	
Southern Association for Institutional Research Conference (Atlanta, GA) <b>September 28-1, 2024</b>		<i>Event</i>	
<b>October</b>		Series 16 Reports to ADHE <b>October 5, 2024</b>	<i>ASU System</i>
	Fall Term File (includes Summer II Off-Schedule) IPEDS Fall Collection Closes to Keyholders <b>October 16, 2024</b>	<i>ADHE</i> <i>IPEDS</i>	
	Student Financial Aid File <b>October 30, 2024</b>	<i>ADHE</i>	

<b>November</b>	Graduated Student File (July & August) Revised Cohort File <b>November 6, 2024</b>	<i>ADHE</i> <i>ASU System</i>
	Arkansas Institutional Research Organization Conference (Fort Smith, AR) <b>November 11-12, 2024</b>	<i>Event</i>
<b>December</b>	Employee File IPEDS Winter & Spring Collections Open <b>December 4, 2024</b>	<i>ASU System</i> <i>IPEDS</i>
	Institutional Comparisons: Completions & Tuition/Fees <b>December 15, 2024</b>	<i>Publication</i>
<b>January</b>	Fall End-of-Term File (includes Summer II Off-Schedule End-of-Term) <b>January 22, 2025</b>	<i>ADHE</i>
	ASU System Fact Book <b>January 31, 2025</b>	<i>Publication</i>
<b>February</b>	IPEDS Winter Collection Closes to Keyholders Spring Term File (includes Fall Off-Schedule) <b>February 5, 2025</b>	<i>IPEDS</i> <i>ADHE</i>
	Submit IPEDS Custom Comparison Group for 2025 Data Feedback Report <b>March 1 - July 15, 2025</b>	<i>IPEDS</i>
<b>April</b>	IPEDS Spring Collection Closes to Keyholders <b>April 2, 2025</b>	<i>IPEDS</i>
	Institutional Comparisons: Admissions & Financial Aid HLC Institutional Update <b>April 15, 2025</b>	<i>Publication</i> <i>ASU System</i>
<b>May</b>	Begin Reporting Weekly Fall Enrollment & SSCH <b>May 2, 2025</b>	<i>ASU System</i>
	Association for Institutional Research Forum (Orlando, FL) <b>May 20 - 23, 2025</b>	<i>Event</i>
<b>June</b>	Transcript File Submission A <b>June 4, 2025</b>	<i>ADHE</i>
	Institutional Comparisons: Enrollment & Outcomes Spring End-of-Term File (includes Fall Off-Schedule End-of-Term) Summer I Term File (includes Spring Off-Schedule) <b>June 11, 2025</b>	<i>Publication</i> <i>ADHE</i>