# MLDS CENTER
## Maryland Longitudinal Data System

**Better Data • Informed Choices • Improved Results**

# Data Collection Calendars

**2024-2025 Academic Year**

# 1. Overview

The Maryland Longitudinal Data System (MLDS) Center collects submissions from each of its data sharing partners throughout the academic year. This document provides a comprehensive timeline of the files submitted to the MLDS Center by data sharing partners and an accountability process if files are not received within the approved calendar. MLDS Center data sharing partners include:

- Maryland State Department of Education (MSDE);
- Maryland Higher Education Commission (MHEC);
- Maryland Department of Labor (Labor);
- Maryland Department of Juvenile Services (DJS);
- Department of Human Services (DHS);
- Motor Vehicle Administration (MVA); and
- Business license issuers and industry certifiers.

The calendar is revised annually through the Data Governance Advisory Board (Data GAB), to allow data sharing partners to align the Calendar to their unique needs.

The MLDS Center staff appreciates the continued collaboration of staff from all our data sharing partners and the Data GAB members.

# 2. Data Calendar Steps

Each submission in the Data Collection Calendar includes a number of steps that are part of the entire process. Each of those steps and the approximate time for completion of that step are detailed below. The specified time periods may be adjusted to accommodate agency needs and priorities.

1. **Agency Data Verification Complete**
   Each data sharing partner has a collection and verification process that must be completed by the date established for this step. This date is set by the individual data sharing partners, and is used as a benchmark to set the dates for subsequent steps.

2. **Data Received**
   The date all data are submitted to the Center. Data sharing partners will provide data within 2 weeks after the Agency Data Verification Complete due date. For example, if the data verification complete due date was September 1, 2024 then the data would need to be submitted to the MLDS Center no later than September 15, 2024.

3. **Data Loading and Comment Period**
   This step represents the entire collection window for data sharing partners to provide data to the Center. As files are submitted, the Center provides comments to the data sharing partner on data issues. This may include identity matching issues, data verification concerns, general checks of the data as it is loaded into the System, and Data Inquiry form submissions. This period allows the Center to work with the data sharing partner on data related issues. This period lasts approximately 60 days.

4. **Completion Date**
   The date all data are loaded into the system.

Note: If an issue is identified after the Completion Date, the MLDS Center will work with a data sharing partner to discuss the situation and, if necessary, come to an agreement on a timeline for resubmission.

# 3. Accountability Process

Detailed below is the process implemented when files are not received within the timeline established in the Data Collection Calendar. The goal of this accountability process is to inform all data sharing partners of the process and create a uniform policy for handling late data submissions. This process was developed in partnership with MLDS Center data sharing partners through the Data Governance Advisory Board.

1. **Reminder Emails Scheduled**
   Two weeks prior to the established due date, MLDS Center Staff will send an email reminder about the upcoming data due date to the Data Owner, Data Steward, and/or Data Custodians at the data sharing partner.

2. **Phone Call**
   One week after the established due date, MLDS Center will contact the Data Owner, Data Steward, and/or Data Custodians at the data sharing partner.

3. **Email**
   Two weeks after the established due date, MLDS Center will contact the Data Owner, Data Steward, and/or Data Custodians at the data sharing partner.

4. **Email of Notification to Agency Head**
   Three weeks after the established deadline, MLDS Center Staff will inform the Data Owner, Data Steward, and/or Data Custodians at the data sharing partner that a letter will be sent to the head of the data sharing partner.

5. **Notification to Agency Head**
   Four weeks after the established deadline, a letter from MLDS Center Executive Director will be sent to the head of the data sharing partner. The letter will include dates from the established Data Collection Calendar, and a summary of steps 1-3.

6. **Notification to Governing Board**
   After the completion of step 4, the Governing Board will be notified in the next Monthly Report to the Governing Board.

## Request for Extension

In recognition of the many demands and competing priorities of the data sharing partners, the MLDS Center will work with data sharing partners to establish an extension of the deadline to submit the required files. Once a new deadline has been established, the above notification process will be halted.

If the extended deadline is not met, the notification process begins with Step 4. Except in cases of extreme hardship, deadlines will not be extended beyond two weeks.

# 4. Collections in Development

MLDS Center data sharing partners continuously review the data they collect to ensure the needs of the agencies are met. The cycle from implementation to collection is long and varied. As part of the collection development cycle, MLDS Center data sharing partners will include information on the "Collections Under Development" in their Data Collection Calendar. This ensures that stakeholders are aware of the data that will be provided to the MLDS Center, without placing unreasonable restraints on our data sharing partners to deliver data that may not meet the data sharing partner's data quality standards.

# 2024-2025 MSDE Collection Calendar

| MSDE Data Collection | Steps | Due Dates |
|---|---|---|
| **2025 School Data Set (SDS)** | MSDE Data Verification Complete | 12/1/24 |
| | Data Received at MLDS Center | 12/15/24 |
| | Loading and Comment Period | 12/16/24 - 2/15/25 |
| | Completion Date | 2/16/25 |
| **2025 September Attendance** | MSDE Data Verification Complete | 1/15/25 |
| | Data Received at MLDS Center | 1/30/25 |
| | Loading and Comment Period | 1/31/25 - 3/30/25 |
| | Completion Date | 3/31/25 |
| **2025 Staff** | MSDE Data Verification Complete | 3/1/25 |
| | Data Received at MLDS Center | 3/15/25 |
| | Loading and Comment Period | 3/16/25 - 5/15/25 |
| | Completion Date | 5/16/25 |
| **2025 National Student Clearinghouse** | MSDE Data Verification Complete | 8/15/25 |
| | Data Received at MLDS Center | 8/30/25 |
| | Loading and Comment Period | 8/31/25 - 10/30/25 |
| | Completion Date | 10/31/25 |
| **2025 SASID/SATID Merges** | MSDE Data Verification Complete | 8/15/25 |
| | Data Received at MLDS Center | 8/30/25 |
| | Loading and Comment Period | 8/31/25 - 10/30/25 |
| | Completion Date | 10/31/25 |
| **2025 MSDE Assessments (MCAP)** | MSDE Data Verification Complete | 10/1/25 |
| | Data Received at MLDS Center | 10/15/25 |
| | Loading and Comment Period | 10/16/25 - 12/15/25 |
| | Completion Date | 12/16/25 |
| **2025 End-of-Year (EOY) Attendance** | MSDE Data Verification Complete | 11/1/25 |
| | Data Received at MLDS Center | 11/15/25 |
| | Loading and Feedback Period | 11/16/25 - 1/15/26 |
| | Completion Date | 1/16/26 |

## 2024-2025 Data Collection Calendars

| MSDE Data Collection | Steps | Due Dates |
|---|---|---|
| **2025 End-of-Year Student Course Grade Teacher (SCGT)** | MSDE Data Verification Complete | 11/1/25 |
| | Data Received at MLDS Center | 11/15/25 |
| | Loading and Comment Period | 11/16/25 - 1/15/26 |
| | Completion Date | 1/16/26 |
| **2025 Maryland Course Catalog (MCC)** | MSDE Data Verification Complete | 11/1/25 |
| | Data Received at MLDS Center | 11/15/25 |
| | Loading and Comment Period | 11/16/25 - 1/15/26 |
| | Completion Date | 1/16/26 |
| **2025 College Readiness Assessments (AP, SAT, PSAT, ACT, IB)** | MSDE Data Verification Complete | 11/15/25 |
| | Data Received at MLDS Center | 11/30/25 |
| | Loading and Comment Period | 12/1/25 - 1/31/26 |
| | Completion Date | 2/1/26 |
| **2025 Student Discipline Data Collection** | MSDE Data Verification Complete | 11/15/25 |
| | Data Received at MLDS Center | 11/30/25 |
| | Loading and Comment Period | 12/1/25 - 1/31/26 |
| | Completion Date | 2/1/26 |
| **2025 High School Data Collection (HSDC)** | MSDE Data Verification Complete | 12/1/25 |
| | Data Received at MLDS Center | 12/15/25 |
| | Loading and Comment Period | 12/16/25 - 2/15/26 |
| | Completion Date | 2/16/26 |
| **2025 Kindergarten Readiness Assessment (KRA)** | MSDE Data Verification Complete | 3/15/25 |
| | Data Received at MLDS Center | 3/31/25 |
| | Loading and Comment Period | 4/1/25 - 5/31/25 |
| | Completion Date | 6/1/25 |
| **Perkins V Reporting 2024 Consolidated Annual Reporting (CAR)** | MSDE Data Verification Complete | 11/1/24 |
| | Data Received at MLDS Center | 11/15/24 |
| | Loading and Comment Period | 11/16/24 - 1/15/25 |
| | Completion Date | 1/16/25 |

| MSDE Data Collection | Steps | Due Dates |
|---|---|---|
| **IDEA Reporting 2024 Cohort** | MSDE Data Verification Complete | 9/1/24 |
| | Data Received at MLDS Center | 9/15/24 |
| | Loading and Comment Period | 9/16/24 – 11/15/24 |
| | Completion Date | 11/16/24 |
| **MSDE Collections Under Development** | | |
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## 2024-2025 MHEC Collection Calendar

| MHEC Data Collection | Steps | Due Dates |
|---|---|---|
| **Semi-Annual Collections** | | |
| **Enrollment Information System (EIS)** **Summer 2024 & Fall 2024** **Fiscal Year 2025** | Data Received at MLDS Center | 2/17/25 |
| | Loading and Comment Period | 2/19/25 – 4/17/25 |
| | Completion Date | 4/18/25 |
| **Enrollment Information System (EIS)** **Winter 2025 & Spring 2025** **Fiscal Year 2025** | Data Received at MLDS Center | 6/30/25 |
| | Loading and Comment Period | 7/2/25 – 9/1/25 |
| | Completion Date | 9/2/25 |
| **End of Term System (EOTS)** **Winter 2024 & Spring 2024** **Fiscal Year 2025** | Data Received at MLDS Center | 1/27/25 |
| | Loading and Comment Period | 1/29/25 – 3/30/25 |
| | Completion Date | 3/31/25 |
| **End of Term System (EOTS)** **Summer 2024 & Fall 2024** **Fiscal Year 2025** | Data Received at MLDS Center | 6/30/25 |
| | Loading and Comment Period | 7/2/25 – 9/1/25 |
| | Completion Date | 9/2/25 |
| **Annual Collections** | | |
| **Financial Aid Information System** **Publics, SAIs, and Privates** **(FAIS 2024)** **Fiscal Year 2024** | Data Received at MLDS Center | 4/14/25 |
| | Loading and Comment Period | 4/16/25 – 6/15/25 |
| | Completion Date | 6/16/25 |
| **Degree Information System (DIS 2024)** **External Credit System (ECS 2024)** **Fiscal Year 2024** | Data Received at MLDS Center | 12/9/24 |
| | Loading and Comment Period | 12/12/24 – 2/11/25 |
| | Completion Date | 2/12/25 |
| **Maryland Approved Program Completer System (MAPCS 2024)** **Collection Year 2024** | Data Received at MLDS Center | 4/14/25 |
| | Loading and Comment Period | 4/16/25 – 6/15/25 |
| | Completion Date | 6/16/25 |
| **Workforce Training Completer System (WTCS 2024)** **Workforce Training Registration System (WTRS 2024)** **Fiscal Year 2024** | Data Received at MLDS Center | 1/20/25 |
| | Loading and Comment Period | 1/22/25 – 3/20/25 |
| | Completion Date | 3/21/25 |
| | Data Received at MLDS Center | 6/30/25 |

**2024-2025 Data Collection Calendars**

| MHEC Data Collection | Steps | Due Dates |
|---|---|---|
| **Student Course Registration System (SCRS 2024) Calendar Year 2024** | Loading and Comment Period | 7/2/25 – 9/1/25 |
| | Completion Date | 9/2/25 |
| **MHEC Collections Under Development** | | |
| | | |

# 2024-2025 Labor Collection Calendar

Each Workforce and Student Data collection will contain 6 total files as listed below.

**Workforce Data includes the following:**

1. Quarterly Wage Data
2. Unemployment Insurance (UI) Claim Demographic Information
3. Employer Information

**Student Data includes the following:**

4. Literacy, Adult, and Community Education System (LACES)
5. General Education Development (GED)
6. National External Diploma Program (NEDP)

The Apprenticeship Data Collection will occur twice a year, in February and August.

| Current Data Collection | Steps | Due Dates |
|---|---|---|
| **Workforce and Student Data 2024 Quarter 3** | Labor Data Verification Complete | 1/15/25 |
| | Data Received at MLDS Center | 1/16/25 |
| | Loading and Comment Period | 1/17/25 - 3/16/25 |
| | Completion Date | 3/17/25 |
| **Workforce and Student Data 2024 Quarter 4** | Labor Data Verification Complete | 4/15/25 |
| | Data Received at MLDS Center | 4/16/25 |
| | Loading and Comment Period | 4/17/25 - 6/16/25 |
| | Completion Date | 6/17/25 |
| **Workforce and Student Data Annual Cumulative Quarterly File** | Labor Data Verification Complete | 4/15/25 |
| | Data Received at MLDS Center | 4/16/25 |
| | Loading and Comment Period | 4/17/25 - 6/16/25 |
| | Completion Date | 6/17/25 |
| **Workforce and Student Data 2025 Quarter 1** | Labor Data Verification Complete | 7/15/25 |
| | Data Received at MLDS Center | 7/16/25 |
| | Loading and Comment Period | 7/17/25 - 9/16/25 |
| | Completion Date | 9/17/25 |
| **Workforce and Student Data 2025 Quarter 2** | Labor Data Verification Complete | 10/15/25 |
| | Data Received at MLDS Center | 10/16/25 |
| | Loading and Comment Period | 10/17/25 - 12/16/25 |
| | Completion Date | 12/17/25 |

**2024-2025 Data Collection Calendars**

| Current Data Collection | Steps | Due Dates |
|---|---|---|
| **2025 Apprenticeship Data February File** | Labor Data Verification Complete | 2/14/25 |
| | Data Received at MLDS Center | 2/15/25 |
| | Loading and Comment Period | 2/16/25 - 4/15/25 |
| | Completion Date | 4/16/25 |
| **2025 Apprenticeship Data August File** | Labor Data Verification Complete | 8/14/25 |
| | Data Received at MLDS Center | 8/15/25 |
| | Loading and Comment Period | 8/16/25 - 10/15/25 |
| | Completion Date | 10/16/25 |
| **2025 Correctional Education Data** | Labor Data Verification Complete | 4/15/25 |
| | Data Received at MLDS Center | 4/16/25 |
| | Loading and Comment Period | 4/17/25 - 6/16/25 |
| | Completion Date | 6/17/25 |
| **2025 WIOA Title I and III Data** | Labor Data Verification Complete | 8/14/25 |
| | Data Received at MLDS Center | 8/15/25 |
| | Loading and Comment Period | 8/16/25 - 10/15/25 |
| | Completion Date | 10/16/25 |
| **Labor Collections Under Development** | | |
| **Business Licenses Data Collection** | | |

# 2024-2025 DJS Collection Calendar

Data collected from the Department of Juvenile Services contains juvenile delinquency records for youth involved in the juvenile justice system.

| Current Data Collection | Steps | Due Dates |
|---|---|---|
| **2025 Juvenile Delinquency Records 2019-2024** | DJS Data Verification Complete | 2/1/25 |
| | Data Received at MLDS Center | 2/15/25 |
| | Loading and Comment Period | 2/16/25 - 4/15/25 |
| | Completion Date | 4/16/25 |
| **2025 ASSIST Merges** | DJS Data Verification Complete | 2/1/25 |
| | Data Received at MLDS Center | 2/15/25 |
| | Loading and Comment Period | 2/16/25 - 4/15/25 |
| | Completion Date | 4/16/25 |
| **DJS Collections Under Development** | | |
| | | |

# 2024-2025 DHS Collection Calendar

Data collected from the Department of Human Services will contain child welfare data, including data relating to a child's experience with the child protective services, family preservation services, and state-sponsored out-of-home services.  The MLDS Center is phasing in the child welfare data, beginning with out-of-home services data.

| Current Data Collection | Steps | Due Dates |
|---|---|---|
| **2025 Child Welfare Out-of-Home Services** | DJS Data Verification Complete | 7/15/25 |
| | Data Received at MLDS Center | 7/29/25 |
| | Loading and Comment Period | 7/30/2 - 9/29/25 |
| | Completion Date | 9/30/25 |
| **DHS Collections Under Development** | | |
| | | |

# 2024-2025 Certifications Collection Calendar

Industry certifications are certifications from a national certifier that receives state funds. The Microsoft certification data contains Microsoft certification testing results of Maryland students. Certiport is the service used by Microsoft to provide its industry certification testing.

| Current Data Collection | Steps | Due Dates |
|---|---|---|
| **2025 Microsoft** | Cert Data Verification Complete | 1/17/25 |
| | Data Received at MLDS Center | 1/31/25 |
| | Loading and Comment Period | 2/1/25 - 3/31/25 |
| | Completion Date | 4/1/25 |
| **Certifications Collections Under Development** | | |
| | | |

# 2024-2025 Department of Health Collection Calendar

Professional licenses from the Maryland Department of Health's boards and commissions can be collected by the MLDS Center.  Currently, relevant demographic and health care data elements were identified with the Maryland Board of Nursing and data will be collected at two points during the year. It is the intention of the MLDS Center to have data sharing agreements with the other 21 Maryland health care boards and commissions.

| Current Data Collection | Steps | Due Dates |
|---|---|---|
| **2025 Nursing License Data August File** | MDH Data Verification Complete | 8/15/24 |
| | Data Received at MLDS Center | 8/30/24 |
| | Loading and Comment Period | 8/31/24 - 10/31/24 |
| | Completion Date | 11/1/24 |
| **2025 Nursing License Data April File** | MDH Data Verification Complete | 4/15/25 |
| | Data Received at MLDS Center | 4/29/25 |
| | Loading and Comment Period | 4/30/25 – 6/30/25 |
| | Completion Date | 7/1/25 |
| **MDH Collections Under Development** | | |
| | | |