



MLDS CENTER

Maryland Longitudinal
Data System

Better Data • Informed Choices • Improved Results

Data Collection Calendar

**2015-2016
Academic Year**

1. Overview

The Maryland Longitudinal Data System (MLDS) Center collects submissions from each of its partner agencies throughout the academic year. This document provides a comprehensive timeline of the files submitted to the MLDS Center by partner agencies. Those agencies include:

- Maryland State Department of Education (MSDE);
- Maryland Higher Education Commission (MHEC); and
- Department of Labor, Licensing and Regulation (DLLR).

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

The MLDS Center staff appreciates the continued collaboration of staff at DLLR, MSDE and MHEC, and the Data Governance Advisory Board 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.

1. Agency Data Verification Complete

Each agency has a collection and verification process that must be completed by the date established for this step. This date is set by the individual agencies, and is used as a benchmark to set the dates for subsequent steps.

2. MLDS Center Collection Window

This step represents the entire collection window for partner agencies to provide data to the Center. The subsequent steps are encompassed within the collection window. The window begins approximately 2 weeks after the Agency Data Verification due date and lasts approximately 60 days.

3. Data Submission and Feedback Period

As files are submitted, the Center provides feedback to the agency on data issues. This may include identity matching issues, data verification concerns, and general checks of the data as it is loaded into the System. This period allows the Center to work with the agency on data related issues. This period lasts approximately 45 days.

4. Comment Window

This window allows the Center and the agency to document any data anomalies discovered in the Data Submission and Feedback Period. This process lasts approximately 15 days.

5. Completion Date

The date all data are submitted to the Center and loaded into the system.

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2015-2016 Data Collection Calendar

2015-2016 MSDE Collection Calendar

MSDE Data Collection	Steps	Due Dates		Contact
		Begin	End	
2016 School Data Set (SDS)	MSDE Data Verification Complete		October 1, 2015	Laia Tiderman
	MLDS Center Collection Window	October 15, 2015	December 15, 2015	
	Data Submission and Feedback	October 15, 2015	November 30, 2015	
	Comment Window	November 30, 2015	December 15, 2015	
	Completion Date		December 15, 2015	
2016 September Attendance (Sept Attendance)	MSDE Data Verification Complete		November 15, 2015	Laia Tiderman
	MLDS Center Collection Window	November 30, 2015	January 30, 2016	
	Data Submission and Feedback	November 30, 2015	January 15, 2016	
	Comment Window	January 15, 2016	January 30, 2016	
	Completion Date		January 30, 2016	
2016 Highly Qualified Staff (CLM)	MSDE Data Verification Complete		May 1, 2016	Laia Tiderman
	MLDS Center Collection Window	May 15, 2016	July 15, 2016	
	Data Submission and Feedback	May 15, 2016	June 30, 2016	
	Comment Window	June 30, 2016	July 15, 2016	
	Completion Date		July 15, 2016	
2016 End-of-Year Attendance (EOY Attendance)	MSDE Data Verification Complete		August 15, 2016	Laia Tiderman
	MLDS Center Collection Window	August 30, 2016	October 30, 2016	
	Data Submission and Feedback	August 30, 2016	October 15, 2016	
	Comment Window	October 15, 2016	October 30, 2016	
	Completion Date		October 30, 2016	
2016 End-of-Year Student Course Grade Teacher (SCGT)	MSDE Data Verification Complete		August 15, 2016	Laia Tiderman
	MLDS Center Collection Window	August 30, 2016	October 30, 2016	
	Data Submission and Feedback	August 30, 2016	October 15, 2016	
	Comment Window	October 15, 2016	October 30, 2016	
	Completion Date		October 30, 2016	
2016 National Student Clearinghouse	MSDE Data Verification Complete		August 15, 2016	Laia Tiderman
	MLDS Center Collection Window	August 30, 2016	October 30, 2016	
	Data Submission and Feedback	August 30, 2016	October 15, 2016	
	Comment Window	October 15, 2016	October 30, 2016	
	Completion Date		October 30, 2016	

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MSDE Data Collection	Steps	Due Dates		Contact
		Begin	End	
2016 MSDE Assessments (MSA, HSA, PARCC)	MSDE Data Verification Complete		September 1, 2016	Laia Tiderman
	MLDS Center Collection Window	September 15, 2016	November 15, 2016	
	Data Submission and Feedback	September 15, 2016	October 31, 2016	
	Comment Window	October 31, 2016	November 15, 2016	
	Completion Date		November 15, 2016	
2016 High School Status and Completers (HSSC)	MSDE Data Verification Complete		September 15, 2016	Laia Tiderman
	MLDS Center Collection Window	September 30, 2016	November 30, 2016	
	Data Submission and Feedback	September 30, 2016	November 15, 2016	
	Comment Window	November 15, 2016	November 30, 2016	
	Completion Date		November 30, 2016	
2016 College Readiness Assessments (AP, SAT, PSAT, ACT, IB)	MSDE Data Verification Complete		September 15, 2015	Laia Tiderman
	MLDS Center Collection Window	September 30, 2015	November 30, 2015	
	Data Submission and Feedback	September 30, 2015	November 15, 2015	
	Comment Window	November 15, 2015	November 30, 2015	
	Completion Date		November 30, 2015	
2016 Early Childhood Data	MSDE Data Verification Complete		TBD	TBD
	MLDS Center Collection Window	TBD	TBD	
	Data Submission and Feedback	TBD	TBD	
	Comment Window	TBD	TBD	
	Completion Date		TBD	

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2015-2016 Data Collection Calendar

2015-2016 MHEC Collection Calendar

MHEC Data Collection	Steps	Due Dates		Contact
		Begin	End	
Enrollment Information System (EIS) Summer/Fall	MHEC IT Data Verification	November 15, 2015	March 15, 2016	Peter Hobbs
	MHEC Research Data Quality Analysis	March 15, 2016	April 29, 2016	
	MLDS Center Collection Window	April 30, 2016	June 29, 2016	
	Data Submission and Feedback	April 30, 2016	June 12, 2016	
	Comment Window	June 12, 2016	June 27, 2016	
	Completion Date		June 29, 2016	
Enrollment Information System (EIS) Winter/Spring	MHEC IT Data Verification	April 1, 2016	July 15, 2016	Peter Hobbs
	MHEC Research Data Quality Analysis	July 15, 2016	August 29, 2016	
	MLDS Center Collection Window	August 30, 2016	October 29, 2016	
	Data Submission and Feedback	August 30, 2016	October 14, 2016	
	Comment Window	October 14, 2016	October 29, 2016	
	Completion Date		October 29, 2016	
Financial Aid Information System (FAIS)	MHEC IT Data Verification	November 15, 2015	April 15, 2016	Peter Hobbs
	MHEC Research Data Quality Analysis	April 15, 2016	May 29, 2016	
	MLDS Center Collection Window	May 29, 2016	July 28, 2016	
	Data Submission and Feedback	May 29, 2016	July 13, 2016	
	Comment Window	July 13, 2016	July 28, 2016	
	Completion Date		July 28, 2016	
End of Term System (EOTS) Summer/Fall	MHEC IT Data Verification	April 15, 2016	July 15, 2016	Peter Hobbs
	MHEC Research Data Quality Analysis	July 15, 2016	August 29, 2016	
	MLDS Center Collection Window	August 29, 2016	October 29, 2016	
	Data Submission and Feedback	August 29, 2016	October 14, 2016	
	Comment Window	October 14, 2016	October 29, 2016	
	Completion Date		October 29, 2016	
End of Term System (EOTS) Winter/Spring	MHEC IT Data Verification	September 15, 2015	December 15, 2015	Peter Hobbs
	MHEC Research Data Quality Analysis	December 15, 2015	January 29, 2016	
	MLDS Center Collection Window	January 29, 2016	March 29, 2016	
	Data Submission and Feedback	January 29, 2016	March 14, 2016	
	Comment Window	March 14, 2016	March 29, 2016	
	Completion Date		March 29, 2016	

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MHEC Data Collection	Steps	Due Dates		Contact
		Begin	End	
Degree Information System (DIS)	MHEC IT Data Verification	August 5, 2015	November 15, 2015	Peter Hobbs
	MHEC Research Data Quality Analysis	November 15, 2015	December 30, 2015	
	MLDS Center Collection Window	December 30, 2015	February 28, 2016	
	Data Submission and Feedback	December 30, 2015	February 12, 2016	
	Comment Window	February 12, 2016	February 27, 2016	
	Completion Date		February 28, 2016	
Course Information System (CIS) Summer/Fall	MHEC IT Data Verification	March 17, 2016	July 15, 2016	Peter Hobbs
	MHEC Research Data Quality Analysis	July 15, 2016	August 29, 2016	
	MLDS Center Collection Window	August 29, 2016	October 28, 2016	
	Data Submission and Feedback	August 29, 2016	October 13, 2016	
	Comment Window	October 13, 2016	October 28, 2016	
	Completion Date		October 28, 2016	
Course Information System (CIS) Winter/Spring	MHEC IT Data Verification	October 7, 2015	February 8, 2016	Peter Hobbs
	MHEC Research Data Quality Analysis	February 8, 2016	March 22, 2016	
	MLDS Center Collection Window	March 22, 2016	May 21, 2016	
	Data Submission and Feedback	March 22, 2016	May 6, 2016	
	Comment Window	May 6, 2016	May 21, 2016	
	Completion Date		May 21, 2016	
Student Registration System (SRS) Summer/Fall	MHEC IT Data Verification	March 17, 2016	July 15, 2016	Peter Hobbs
	MHEC Research Data Quality Analysis	July 15, 2016	August 29, 2016	
	MLDS Center Collection Window	August 29, 2016	October 28, 2016	
	Data Submission and Feedback	August 29, 2016	October 13, 2016	
	Comment Window	October 13, 2016	October 28, 2016	
	Completion Date		October 28, 2016	
Student Registration System (SRS) Winter/Spring	MHEC IT Data Verification	October 7, 2015	February 8, 2016	Peter Hobbs
	MHEC Research Data Quality Analysis	February 8, 2016	March 22, 2016	
	MLDS Center Collection Window	March 22, 2016	May 21, 2016	
	Data Submission and Feedback	March 22, 2016	May 6, 2016	
	Comment Window	May 6, 2016	May 21, 2016	
	Completion Date		May 21, 2016	

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MHEC Data Collection	Steps	Due Dates		Contact
		Begin	End	
External Credit System (ECS)	MHEC IT Data Verification	August 14, 2015	November 15, 2015	Peter Hobbs
	MHEC Research Data Quality Analysis	November 15, 2015	December 30, 2015	
	MLDS Center Collection Window	December 30, 2015	February 28, 2016	
	Data Submission and Feedback	December 30, 2015	February 13, 2016	
	Comment Window	February 13, 2016	February 28, 2016	
	Completion Date		February 28, 2016	

2015-2016 DLLR Collection Calendar

Workforce Data includes the following from DLLR:

- Quarterly Wage Data
- UI Claim Demographic Information
- Employer Information
- Quarterly Census of Employment Wage (QCEW)

Student Data includes the following from DLLR:

- Literacy, Adult, and Community Education System (LACES)
- GED
- National External Diploma Program (NEDP)
- Correctional Education Data

DLLR Data Collection	Steps	Due Dates		Contact
		Begin	End	
Workforce and Student Data Quarter 4	DLLR Data Verification Complete		December 15, 2015	Dan Johnson
	MLDS Center Collection Window	March 15, 2016	May 15, 2016	
	Data Submission and Feedback	March 15, 2016	May 1, 2016	
	Comment Window	May 1, 2016	May 15, 2016	
	Completion Date		May 15, 2016	
Workforce and Student Data Quarter 1	DLLR Data Verification Complete		April 15, 2016	Dan Johnson
	MLDS Center Collection Window	June 15, 2016	August 1, 2016	
	Data Submission and Feedback	June 15, 2016	July 15, 2016	
	Comment Window	July 15, 2016	August 1, 2016	
	Completion Date		August 1, 2016	
Workforce and Student Data Quarter 2	DLLR Data Verification Complete		July 15, 2016	Dan Johnson
	MLDS Center Collection Window	September 15, 2016	November 1, 2016	
	Data Submission and Feedback	September 15, 2016	October 15, 2016	
	Comment Window	October 15, 2016	November 1, 2016	
	Completion Date		November 1, 2016	
Workforce and Student Data Quarter 3	DLLR Data Verification Complete		October 15, 2016	Dan Johnson
	MLDS Center Collection Window	December 15, 2016	February 1, 2017	
	Data Submission and Feedback	December 15, 2016	January 15, 2017	
	Comment Window	January 15, 2017	February 1, 2017	
	Completion Date		February 1, 2017	