MLDS CENTER
Maryland Longitudinal Data System

Better Data • Informed Choices • Improved Results

Data Collection Calendars

2016-2017
Academic Year

Approved by the MLDS Governing Board December 9, 2016

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 and an accountability process if files are not received within the approved calendar. MLDS Center partner agencies include:

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

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 all our partner agencies 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.

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 MLDSC partner agencies through the Data Governance Advisory Board.

1. **Phone Call**
    One week after the established due date, MLDSC Staff will contact the Data Owner, Data Steward, and/or Data Custodians at the partner agency.

2. **Email**
    Two weeks after the established due date, MLDSC Staff will contact the Data Owner, Data Steward, and/or Data Custodians at the partner agency.

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

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

5. **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 partner agencies, MLDS Center will work with agencies 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.

2016-2017 MSDE Collection Calendar

MSDE Data Collection	Steps	Due Dates		Contact
		Begin	**End**	
2017 School Data Set (SDS)	MSDE Data Verification Complete		October 1, 2016	Laia Tiderman
	MLDS Center Collection Window	October 15, 2016	December 15, 2016	
	Data Submission and Feedback	October 15, 2016	November 30, 2016	
	Comment Window	November 30, 2016	December 15, 2016	
	Completion Date		December 15, 2016	
2017 September Attendance (Sept Attendance)	MSDE Data Verification Complete		November 15, 2016	Laia Tiderman
	MLDS Center Collection Window	November 30, 2016	January 30, 2017	
	Data Submission and Feedback	November 30, 2016	January 15, 2017	
	Comment Window	January 15, 2017	January 30, 2017	
	Completion Date		January 30, 2017	
2017 Highly Qualified Staff (CLM)	MSDE Data Verification Complete		May 1, 2017	Laia Tiderman
	MLDS Center Collection Window	May 15, 2017	July 15, 2017	
	Data Submission and Feedback	May 15, 2017	June 30, 2017	
	Comment Window	June 30, 2017	July 15, 2017	
	Completion Date		July 15, 2017	
2017 End-of-Year Attendance (EOY Attendance)	MSDE Data Verification Complete		August 15, 2017	Laia Tiderman
	MLDS Center Collection Window	August 30, 2017	October 30, 2017	
	Data Submission and Feedback	August 30, 2017	October 15, 2017	
	Comment Window	October 15, 2017	October 30, 2017	
	Completion Date		October 30, 2017	
2017 End-of-Year Student Course Grade Teacher (SCGT)	MSDE Data Verification Complete		August 15, 2017	Laia Tiderman
	MLDS Center Collection Window	August 30, 2017	October 30, 2017	
	Data Submission and Feedback	August 30, 2017	October 15, 2017	
	Comment Window	October 15, 2017	October 30, 2017	
	Completion Date		October 30, 2017	
2017 National Student Clearinghouse	MSDE Data Verification Complete		August 15, 2017	Laia Tiderman
	MLDS Center Collection Window	August 30, 2017	October 30, 2017	
	Data Submission and Feedback	August 30, 2017	October 15, 2017	
	Comment Window	October 15, 2017	October 30, 2017	
	Completion Date		October 30, 2017	
2017 MSDE Assessments (MSA, HSA, PARCC)	MSDE Data Verification Complete		September 1, 2017	Laia Tiderman
	MLDS Center Collection Window	September 15, 2017	November 15, 2017	
	Data Submission and Feedback	September 15, 2017	October 31, 2017	
	Comment Window	October 31, 2017	November 15, 2017	
	Completion Date		November 15, 2017	

2016-2017 Data Collection Calendar

MSDE Data Collection	Steps	Due Dates		Contact
		Begin	**End**	
2017 High School Status and Completers (HSSC)	MSDE Data Verification Complete		September 15, 2017	Laia Tiderman
	MLDS Center Collection Window	September 30, 2017	November 30, 2017	
	Data Submission and Feedback	September 30, 2017	November 15, 2017	
	Comment Window	November 15, 2017	November 30, 2017	
	Completion Date		November 30, 2017	
2017 College Readiness Assessments (AP, SAT, PSAT, ACT, IB)	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	
2017 Early Childhood Data	MSDE Data Verification Complete		TBD	Laia Tiderman
	MLDS Center Collection Window	TBD	TBD	
	Data Submission and Feedback	TBD	TBD	
	Comment Window	TBD	TBD	
	Completion Date		TBD	
2017 SASID/SATID Merges	MSDE Data Verification Complete		August 15, 2017	Laia Tiderman
	MLDS Center Collection Window	August 30, 2017	October 30, 2017	
	Data Submission and Feedback	August 30, 2017	October 15, 2017	
	Comment Window	October 15, 2017	October 30, 2017	
	Completion Date	October 30, 2017		

2016-2017 MHEC Collection Calendar

Data Collection	Steps	Due Dates		Contact
		Begin	**End**	
Enrollment Information System (EIS) Summer/Fall	MHEC IT Data Verification	November 15, 2016	March 15, 2017	TBD
	MHEC Research Data Quality Analysis	March 15, 2017	April 29, 2017	
	MLDS Center Collection Window	April 30, 2017	June 29, 2017	
	Data Submission and Feedback	April 30, 2017	June 12, 2017	
	Comment Window	June 12, 2017	June 27, 2017	
	Completion Date	June 29, 2017		
Enrollment Information System (EIS) Winter/Spring	MHEC IT Data Verification	April 1, 2017	August 1, 2017	TBD
	MHEC Research Data Quality Analysis	August 1, 2017	September 15, 2017	
	MLDS Center Collection Window	September 16, 2017	November 15, 2017	
	Data Submission and Feedback	September 16, 2017	October 31, 2017	
	Comment Window	October 31, 2017	November 15, 2017	
	Completion Date	November 15, 2017		
Financial Aid Information System (FAIS)	MHEC IT Data Verification	November 15, 2016	April 15, 2017	TBD
	MHEC Research Data Quality Analysis	April 15, 2017	May 29, 2017	
	MLDS Center Collection Window	May 29, 2017	July 28, 2017	
	Data Submission and Feedback	May 29, 2017	July 13, 2017	
	Comment Window	July 13, 2017	July 28, 2017	
	Completion Date	July 28, 2017		
End of Term System (EOTS) Summer/Fall	MHEC IT Data Verification	April 15, 2017	July 15, 2017	TBD
	MHEC Research Data Quality Analysis	July 15, 2017	August 29, 2017	
	MLDS Center Collection Window	August 29, 2017	October 29, 2017	
	Data Submission and Feedback	August 29, 2017	October 14, 2017	
	Comment Window	October 14, 2017	October 29, 2017	
	Completion Date	October 29, 2017		
End of Term System (EOTS) Winter/Spring	MHEC IT Data Verification	September 15, 2016	December 15, 2016	TBD
	MHEC Research Data Quality Analysis	December 15, 2016	January 29, 2017	
	MLDS Center Collection Window	January 29, 2017	March 30, 2017	
	Data Submission and Feedback	January 29, 2017	March 15, 2017	
	Comment Window	March 15, 2017	March 30, 2017	
	Completion Date	March 30, 2017		
Degree Information System (DIS)	MHEC IT Data Verification	August 5, 2016	November 15, 2016	TBD
	MHEC Research Data Quality Analysis	November 15, 2016	December 30, 2016	
	MLDS Center Collection Window	December 30, 2016	February 28, 2017	
	Data Submission and Feedback	December 30, 2016	February 12, 2017	
	Comment Window	February 12, 2017	February 27, 2017	
	Completion Date	February 28, 2017		

2016-2017 Data Collection Calendar

Data Collection	Steps	Due Dates		Contact
		Begin	**End**	
Course Information System (CIS) Summer/Fall	MHEC IT Data Verification	March 15, 2017	July 15, 2017	TBD
	MHEC Research Data Quality Analysis	July 15, 2017	August 29, 2017	
	MLDS Center Collection Window	August 29, 2017	October 28, 2017	
	Data Submission and Feedback	August 29, 2017	October 13, 2017	
	Comment Window	October 13, 2017	October 28, 2017	
	Completion Date	October 28, 2017		
Course Information System (CIS) Winter/Spring	MHEC IT Data Verification	October 15, 2016	February 15, 2017	TBD
	MHEC Research Data Quality Analysis	February 15, 2017	March 30, 2017	
	MLDS Center Collection Window	March 30, 2017	May 29, 2017	
	Data Submission and Feedback	March 30, 2017	May 14, 2017	
	Comment Window	May 14, 2017	May 29, 2017	
	Completion Date	May 29, 2017		
Student Registration System (SRS) Summer/Fall	MHEC IT Data Verification	March 15, 2017	July 15, 2017	TBD
	MHEC Research Data Quality Analysis	July 15, 2017	August 29, 2017	
	MLDS Center Collection Window	August 29, 2017	October 28, 2017	
	Data Submission and Feedback	August 29, 2017	October 13, 2017	
	Comment Window	October 13, 2017	October 28, 2017	
	Completion Date	October 28, 2017		
Student Registration System (SRS) Winter/Spring	MHEC IT Data Verification	October 15, 2016	February 15, 2017	TBD
	MHEC Research Data Quality Analysis	February 15, 2017	March 30, 2017	
	MLDS Center Collection Window	March 30, 2017	May 29, 2017	
	Data Submission and Feedback	March 30, 2017	May 14, 2017	
	Comment Window	May 14, 2017	May 29, 2017	
	Completion Date	May 29, 2017		
External Credit System (ECS)	MHEC IT Data Verification	August 14, 2016	November 15, 2016	TBD
	MHEC Research Data Quality Analysis	November 15, 2016	December 30, 2016	
	MLDS Center Collection Window	December 30, 2016	February 28, 2017	
	Data Submission and Feedback	December 30, 2016	February 13, 2017	
	Comment Window	February 13, 2017	February 28, 2017	
	Completion Date	February 28, 2017		

2016-2017 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, 2016	Charles Singfield
	MLDS Center Collection Window	March 15, 2017	May 15, 2017	
	Data Submission and Feedback	March 15, 2017	May 1, 2017	
	Comment Window	May 1, 2017	May 15, 2017	
	Completion Date		May 15, 2017	
Workforce and Student Data Quarter 1	DLLR Data Verification Complete		April 15, 2017	Charles Singfield
	MLDS Center Collection Window	June 15, 2017	August 1, 2017	
	Data Submission and Feedback	June 15, 2017	July 15, 2017	
	Comment Window	July 15, 2017	August 1, 2017	
	Completion Date		August 1, 2017	
Workforce and Student Data Quarter 2	DLLR Data Verification Complete		July 15, 2017	Charles Singfield
	MLDS Center Collection Window	September 15, 2017	November 1, 2017	
	Data Submission and Feedback	September 15, 2017	October 15, 2017	
	Comment Window	October 15, 2017	November 1, 2017	
	Completion Date		November 1, 2017	
Workforce and Student Data Quarter 3	DLLR Data Verification Complete		October 15, 2017	Charles Singfield
	MLDS Center Collection Window	December 15, 2017	February 1, 2017	
	Data Submission and Feedback	December 15, 2017	January 15, 2017	
	Comment Window	January 15, 2017	February 1, 2017	
	Completion Date		February 1, 2017	