MLDS CENTER
Maryland Longitudinal Data System

Better Data • Informed Choices • Improved Results

Data Collection Calendars

2023-2024
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 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);
- Maryland Department of Labor (Labor);
- Maryland Department of Juvenile Services (DJS);
- Department of Human Services (DHS); and
- Motor Vehicle Administration (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. The specified time periods may be adjusted to accommodate agency needs and priorities.

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. **Data Received**
    The date all data are submitted to the Center. Agencies 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, 2023 then the data would need to be submitted to the MLDS Center no later than September 15, 2023.

3. **Data Loading and Comment Period**
    This step represents the entire collection window for partner agencies to provide data to the Center. As files are submitted, the Center provides comments to the agency 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 agency 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 an agency 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 partner agencies 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 partner agency.

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 partner agency.

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

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 partner agency that a letter will be sent to the agency head of the partner agency.

5. **Notification to Agency Head**
    Four weeks after the established deadline, a letter from MLDS Center 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.

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 partner agencies, the 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.

4. Collections in Development

MLDS Center partner agencies 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 partner agencies will include information on the "Collections Under Development" in their Data Collection Calendars. This ensures that stakeholders are aware of the data that will be provided to the MLDS Center, without placing unreasonable restraints on our partner agencies to deliver data that may not meet the agency's data quality standards.

2023-2024 MSDE Collection Calendar

MSDE Data Collection	Steps	Due Dates
2024 School Data Set (SDS)	MSDE Data Verification Complete	12/1/23
	Data Received at MLDS Center	12/15/23
	Loading and Comment Period	12/16/23 - 2/15/24
	Completion Date	2/16/24
2024 September Attendance	MSDE Data Verification Complete	1/15/24
	Data Received at MLDS Center	1/30/24
	Loading and Comment Period	1/31/24 - 3/30/24
	Completion Date	3/31/24
2024 Staff	MSDE Data Verification Complete	3/1/24
	Data Received at MLDS Center	3/15/24
	Loading and Comment Period	3/16/24 - 5/15/24
	Completion Date	5/16/24
2024 National Student Clearinghouse	MSDE Data Verification Complete	8/15/24
	Data Received at MLDS Center	8/30/24
	Loading and Comment Period	8/31/24 - 10/30/24
	Completion Date	10/31/24
2024 SASID/SATID Merges	MSDE Data Verification Complete	8/15/24
	Data Received at MLDS Center	8/30/24
	Loading and Comment Period	8/31/24 - 10/30/24
	Completion Date	10/31/24
2024 MSDE Assessments (MCAP)	MSDE Data Verification Complete	10/1/24
	Data Received at MLDS Center	10/15/24
	Loading and Comment Period	10/16/24 - 12/15/24
	Completion Date	12/16/24
2024 End-of-Year (EOY) Attendance	MSDE Data Verification Complete	11/1/24
	Data Received at MLDS Center	11/15/24
	Loading and Feedback Period	11/16/24 - 1/15/25
	Completion Date	1/16/25

2023-2024 Data Collection Calendars

MSDE Data Collection	Steps	Due Dates
2024 End-of-Year Student Course Grade Teacher (SCGT)	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
2024 Maryland Course Catalog (MCC)	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
2024 College Readiness Assessments (AP, SAT, PSAT, ACT, IB)	MSDE Data Verification Complete	11/15/24
	Data Received at MLDS Center	11/30/24
	Loading and Comment Period	12/1/24 - 1/31/25
	Completion Date	2/1/25
2024 Student Discipline Data Collection	MSDE Data Verification Complete	11/15/24
	Data Received at MLDS Center	11/30/24
	Loading and Comment Period	12/1/24 - 1/31/25
	Completion Date	2/1/25
2024 High School Data Collection (HSDC)	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
2024 Kindergarten Readiness Assessment (KRA)	MSDE Data Verification Complete	3/15/24
	Data Received at MLDS Center	3/31/24
	Loading and Comment Period	4/1/24 - 5/31/24
	Completion Date	6/1/24
Perkins V Reporting 2023 Consolidated Annual Reporting (CAR)	MSDE Data Verification Complete	11/1/23
	Data Received at MLDS Center	11/15/23
	Loading and Comment Period	11/16/23 - 1/15/24
	Completion Date	1/16/24

2023-2024 Data Collection Calendars

MSDE Data Collection	Steps	Due Dates
IDEA Reporting 2022 Cohort	MSDE Data Verification Complete	9/1/23
	Data Received at MLDS Center	9/15/23
	Loading and Comment Period	9/16/23 – 11/15/23
	Completion Date	11/16/23
MSDE Collections Under Development		

2023-2024 MHEC Collection Calendar

MHEC Data Collection	Steps	Due Dates
Semi-Annual Collections		
Enrollment Information System (EIS) Summer 2023 & Fall 2023	Data Received at MLDS Center	3/4/24
	Loading and Comment Period	3/5/24 – 5/7/24
	Completion Date	5/8/24
Enrollment Information System (EIS) Winter 2024 & Spring 2024	Data Received at MLDS Center	8/5/24
	Loading and Comment Period	8/6/24 – 10/8/24
	Completion Date	10/9/24
End of Term System (EOTS) Winter 2023 & Spring 2023	Data Received at MLDS Center	3/18/24
	Loading and Comment Period	3/19/24 – 5/21/24
	Completion Date	5/22/24
End of Term System (EOTS) Summer 2023 & Fall 2023	Data Received at MLDS Center	9/3/24
	Loading and Comment Period	9/4/24 – 11/6/24
	Completion Date	11/7/24
Course Information System (CIS) Winter 2023 & Spring 2023	Data Received at MLDS Center	3/18/24
	Loading and Comment Period	3/19/24 – 5/21/24
	Completion Date	5/22/24
Course Information System (CIS) Summer 2023 & Fall 2023	Data Received at MLDS Center	9/3/24
	Loading and Comment Period	9/4/24 – 11/6/24
	Completion Date	11/7/24
Student Registration System (SRS) Winter 2023 & Spring 2023	Data Received at MLDS Center	3/18/24
	Loading and Comment Period	3/19/24 – 5/21/24
	Completion Date	5/22/24
Student Registration System (SRS) Summer 2023 & Fall 2023	Data Received at MLDS Center	9/3/24
	Loading and Comment Period	9/4/24 – 11/6/24
	Completion Date	11/7/24

2023-2024 Data Collection Calendars

MHEC Data Collection	Steps	Due Dates
Annual Collections		
Financial Aid Information System (FAIS 2023)	Data Received at MLDS Center	4/15/24
	Loading and Comment Period	4/16/24 – 6/18/24
	Completion Date	6/19/24
Degree Information System (DIS 2023)	Data Received at MLDS Center	12/11/23
	Loading and Comment Period	12/12/23 – 2/12/24
	Completion Date	2/13/24
External Credit System (ECS 2023)	Data Received at MLDS Center	12/11/23
	Loading and Comment Period	12/12/23 – 2/12/24
	Completion Date	2/13/24
Maryland Approved Program Completer System (MAPCS 2023)	Data Received at MLDS Center	4/15/24
	Loading and Comment Period	4/16/24 – 6/18/24
	Completion Date	6/19/24
NonCredit Workforce Completer System (NWCS 2023)	Data Received at MLDS Center	4/15/24
	Loading and Comment Period	4/16/23 – 6/18/24
	Completion Date	6/19/24
MHEC Collections Under Development		
Enrollment and Degree Data from Private Career Schools		
NonCredit Workforce Enrollment System		

2023-2024 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 2023 Quarter 3	Labor Data Verification Complete	1/15/24
	Data Received at MLDS Center	1/16/24
	Loading and Comment Period	1/17/24 - 3/16/24
	Completion Date	3/17/24
Workforce and Student Data 2023 Quarter 4	Labor Data Verification Complete	4/15/24
	Data Received at MLDS Center	4/16/24
	Loading and Comment Period	4/17/24 - 6/16/24
	Completion Date	6/17/24
Workforce and Student Data Annual Cumulative Quarterly File	Labor Data Verification Complete	4/15/24
	Data Received at MLDS Center	4/16/24
	Loading and Comment Period	4/17/24 - 6/16/24
	Completion Date	6/17/24
Workforce and Student Data 2024 Quarter 1	Labor Data Verification Complete	7/15/24
	Data Received at MLDS Center	7/16/24
	Loading and Comment Period	7/17/24 - 9/16/24
	Completion Date	9/17/24
Workforce and Student Data 2024 Quarter 2	Labor Data Verification Complete	10/15/24
	Data Received at MLDS Center	10/16/24
	Loading and Comment Period	10/17/24 - 12/16/24
	Completion Date	12/17/24

2023-2024 Data Collection Calendars

Current Data Collection	Steps	Due Dates
2024 Apprenticeship Data February File	Labor Data Verification Complete	2/14/24
	Data Received at MLDS Center	2/15/24
	Loading and Comment Period	2/16/24 - 4/15/24
	Completion Date	4/16/24
2024 Apprenticeship Data August File	Labor Data Verification Complete	8/14/24
	Data Received at MLDS Center	8/15/24
	Loading and Comment Period	8/16/24 - 10/15/24
	Completion Date	10/16/24
2024 Correctional Education Data	Labor Data Verification Complete	4/15/24
	Data Received at MLDS Center	4/16/24
	Loading and Comment Period	4/17/24 - 6/16/24
	Completion Date	6/17/24
Labor Collections Under Development		
Business Licenses Data Collection		
WIOA Title I and III Data Collection		

2023-2024 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
2024 Juvenile Delinquency Records 2018-2023	DJS Data Verification Complete	2/1/24
	Data Received at MLDS Center	2/15/24
	Loading and Comment Period	2/16/24 - 4/15/24
	Completion Date	4/16/24
2024 ASSIST Merges	DJS Data Verification Complete	2/1/24
	Data Received at MLDS Center	2/15/24
	Loading and Comment Period	2/16/24 - 4/15/24
	Completion Date	4/16/24
DJS Collections Under Development		

2023-2024 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
2024 Child Welfare Out-of-Home Services	DJS Data Verification Complete	7/15/24
	Data Received at MLDS Center	7/29/24
	Loading and Comment Period	7/30/24 - 9/29/24
	Completion Date	9/30/24
DHS Collections Under Development		