



618 Data Collection Calendar

At-A-Glance

The 618 Data Collection Calendar At-A-Glance details tasks and activities for the annual 618 data collection reports, broken out by month. Each collection report has a designated due date, with timelines for each collection’s tasks and activities represented by blue or gray bars (see legend below). The resource accompanies the more robust [618 Data Collection Calendar](#) and serves as a quick reference for states as they plan for submissions of timely and accurate 618 data collections.

LEGEND

- Upcoming data submission**
(reflects activities pertaining to datasets the state has not yet finalized/submitted)
- Previous data submission**
(reflects activities pertaining to datasets the state already submitted)

Report	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Assessment <i>Files due in mid-December</i>												
Prepare and post Assessment data on state website to fulfill public reporting requirements												
Coordinate with Assessment director and/or ED Facts coordinator to review responses to the Assessment Metadata Survey ¹												

¹ Assessment Metadata Survey reporting window opens in October and closes in December.

Report	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
Assessment (cont.)													
<i>Files due in mid-December</i>													
Coordinate with Assessment director and/or ED Facts coordinator to review and ensure data are consistent with Assessment Metadata Survey responses													
Review Assessment data, as documented in state processes for collecting, validating, and submitting data													
Coordinate with ED Facts coordinator on submitting the data													
Review Assessment files with ED Facts coordinator prior to submission to ensure data accuracy and completeness													
Verify Assessment files have been successfully submitted													
Child Count and Educational Environments (School Age and Early Childhood)													
<i>Files due first Wednesday in April</i>													
Provide technical assistance to and assist LEAs with data concerns for Child Count and Educational Environments data													
Review data for children and youth receiving special education and related services on Child Count date													
Apply state data processes for collecting, validating, and reporting the data (if data are available)													
Coordinate with the ED Facts coordinator on submitting these data													
Create Child Count ED Facts reports and review them for accuracy													

Report	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Child Count and Educational Environments (School Age and Early Childhood) (cont.)												
<i>Files due first Wednesday in April</i>												
Check ED Facts file formatting			■									
Submit SEA, LEA, and school level ED Facts files			■									
Submit signed Child Count Certification form to PSC			■									
Verify submission of ED Facts files and Child Count Certification form				■								
Prepare and post Child Count data on state website to fulfill public reporting requirements					■	■						
Review OSEP Data Quality Reports for Child Count ED Facts files						■	■					
Develop trainings and materials and scheduling trainings for LEAs							■	■	■			
Finalize and host trainings on data reporting for LEAs								■	■	■	■	■
Collect Child Count data (Child Count date window is Oct. 1 to Dec. 1)										■	■	■
Discipline												
<i>Files due first Wednesday in November</i>												
Review feedback from OSEP regarding the previous submission to identify any concerns and address concerns with updates to the files and/or data notes	■	■	■	■	■	■						
Review and update guidance and discipline training materials for communication to LEAs		■	■	■	■							
Schedule and provide trainings for LEAs on collecting and validating local data		■	■	■	■							

Report	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Discipline (cont.)												
<i>Files due first Wednesday in November</i>												
Notify LEAs that they should begin reviewing and cleaning Discipline data and provide deadlines for review and submission of Discipline data												
Aggregate and analyze LEA Discipline data, as available												
Work with LEAs to address data questions or concerns related to local disciplinary removals												
Conduct review and validation procedures, as documented in state processes for collecting, validating, and submitting data												
Develop and review Discipline ED <i>Facts</i> files, addressing any errors or inconsistencies, and validate submission formatting												
Coordinate with the ED <i>Facts</i> coordinator on submitting these data												
Verify submission of ED <i>Facts</i> files												
Prepare to post Discipline data to fulfill public reporting requirements												
Post Discipline data online to fulfill public reporting requirements												

Report	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Dispute Resolution <i>Files due first Wednesday in November</i>												
Review feedback from OSEP regarding the previous submission to identify any concerns and address concerns with updates to the files and/or data notes.												
Conduct review and validation procedures, as documented in state processes for collecting, validating, and submitting data												
Enter and submit Dispute Resolution data into the EMAPS form (opens in Oct.)												
Review HTML Dispute Resolution report that tracks year-to-year changes and save for records												
Verify submission of the Dispute Resolution survey												
Exiting <i>Files due first Wednesday in November</i>												
Review feedback from OSEP regarding the previous submission to identify any concerns and address concerns with updates to the files and/or data notes.												
Review and update guidance and discipline training materials for communication to LEAs												
Schedule and provide trainings for LEAs on collecting and validating local data												
Notify LEAs that they should begin reviewing and cleaning Exiting data and provide deadlines for review and submission of Exiting data												

Report	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Exiting (cont.)												
<i>Files due first Wednesday in November</i>												
Aggregate and analyze LEA Exiting data, as available						[Bar spanning June to September]						
Work with LEAs to address data questions or concerns related to local exit reasons						[Bar spanning June to September]						
Conduct review and validation procedures, as documented in state processes for collecting, validating, and submitting data						[Bar spanning July to September]						
Develop and review Exiting ED ^{Facts} files, addressing any errors or inconsistencies, and validate submission formatting								[Bar spanning August to October]				
Coordinate with the ED ^{Facts} coordinator on submitting these data									[Bar spanning September to November]			
Verify submission of ED ^{Facts} files										[Bar spanning October to November]		
Prepare to post Exiting data to fulfill public reporting requirements										[Bar spanning October to November]		
Post Exiting data online to fulfill public reporting requirements											[Bar spanning November to December]	
IDEA State Supplemental Survey (SSS)												
<i>Files due at the end of February</i>												
Identify and contact staff to determine policy or regulation changes that may impact IDEA SSS	[Bar spanning January to February]											
During the reopen period in EMAPS, review previous submission and compare it to revisions to any state or federal regulations or state policies	[Bar spanning January to February]											

Report	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
IDEA State Supplemental Survey (SSS) (cont.) <i>Files due at the end of February</i>												
Review survey and address any comments or questions from OSEP	█											
Review previous submission and update the survey to reflect any new/updated regulations or policies		█										
Verify submission of survey in EMAPS		█										
Maintenance of Effort (MOE) Reduction and Coordinated Early Intervening Services (CEIS) <i>Files due first Wednesday in May</i>												
Gather, review, correct, and validate different data to include in the data submission	█											
Enter LEA data in .csv file template provided by PSC				█								
Review data entered in template for data and formatting errors and inconsistencies				█								
Verify submission of report via EMAPS					█							
Notify LEAs identified with significant disproportionality ²					█							
Prepare and post report on state website to fulfill public reporting requirements						█	█					
Review OSEP Data Quality Reports for the MOE Reduction and CEIS submission and address concerns with updates to the file and/or data notes							█	█				

² The timeline for notifying LEAs regarding identification of significant disproportionality may vary based on an individual state’s processes.

Report	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
Personnel <i>Files due first Wednesday in November</i>													
Gather, review, and validate LEA data	[Blue bar]												
Review OSEP Data Quality Reports for the Personnel submissions and address concerns with updates to the file and/or data notes	[Dark grey bar]												
Finalize collection and validation of LEA data						[Blue bar]							
Review, develop, and provide guidance and trainings on personnel data collection and reporting for communication to LEAs						[Blue bar]							
Develop and review Personnel EDFacts files, addressing any errors or inconsistencies, and validate submission formatting								[Blue bar]					
Coordinate with the EDFacts coordinator on submitting these data									[Blue bar]				
Verify submission of EDFacts files											[Blue bar]		
Provide technical assistance to LEAs regarding Personnel data collections and required data elements								[Blue bar]					
Prepare and post report on state website to fulfill public reporting requirements												[Dark grey bar]	

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