



# Facility Schools December Staff Collection Timeline

## 2024-2025

### Facility Schools December Staff

Date	Event	Event Description
Friday, November 1, 2024	Open	Facility Schools December Staff reporting is available for data reporting.
December 2024-January 2025	Training	Facility Schools December Staff training is available through scheduled Office Hours or on request individual training.
December 1, 2024	Official Reporting Date	The official December Staff reporting date. Facility Schools' staff employed on December 1 <sup>st</sup> are reported to CDE.
January 2024 - February 1, 2025	Report Review	LEA review
Thursday, January 30, 2025	Deadline	LEA finalizes data reporting due to CDE.
Friday, February 7, 2025	CDE Deadline	CDE reviews reported data and works with LEA for any data corrections. CDE finalizes data collection.
Friday, February 21, 2025	Closed	December Staff collection closed

### Collection Event Definitions

Event	Definition
Open	Collection is available for LEAs.
Other Date	An important date for the data collection as determined by the collection lead. More information is provided in the event description.
Training Event	Opportunity for data respondents to learn more details for the collection.
Interim Deadline	LEAs should meet these criteria by this point in time; if not complete, then notification is required with frequent check-ins by the collection lead until the criteria is met.
Report Review	LEAs should use this time to review reports prior to the deadline. Typically, one week prior to the deadline.
Deadline*	LEAs must finalize by this time as set by the collection lead.
State Deadline**	LEAs must finalize by this time as set by legislation.
Data Release	Education statistics based upon this collection are publicly released and the embargo is lifted for this dataset.



**Collection Timeline: (insert collection name & year)**

<b>Event</b>	<b>Definition</b>
Closed	Collection is no longer available for LEAs.

*\*Extensions may be granted due to extreme circumstances as determined by the collection lead.*

*\*\*Extensions are not allowed as this deadline is set in legislation.*