



Human Resources Collection Timeline

2024-2025

Date	Event	Event Description
9/4/24	Open	Staff Profile and Staff Assignment Interchange open
9/11/24	Training Event	New Data Respondents 9AM Join the meeting
9/11/24	Training Event	Data Respondents 10AM Join the meeting
10/31/24	Interim Deadline	Upload at least one Staff Profile
11/7/24	Interim Deadline	Upload at least one Staff Assignment Interchange file
11/1/24	Open	Human Resources Snapshot open
12/1/24	Count Day	Official Annual Staff Count Date
12/18/24	Interim Deadline	Interchange files error free
1/10/25	Interim Deadline	Create at least one Human Resources Snapshot
1/24/25	Interim Deadline	Human Resources Snapshot Error Free
1/24-1/31/25	Report Review	Review Special Education Staff Report via Cognos in the Human Resources folder) for accuracy to ensure all special education staff reported within your district is appropriate. Collaborate with your LEA’s Administrative Unite during this process. Verify that all staff are accurately reported.
2/14/25	Interim Deadline	Staff Profile and Staff Assignment interchange files, and Human Resources Snapshot Error Free
2/21/25	Deadline*	Human Resources Snapshot must be submitted to CDE and verification emailed to Human Resources Snapshot

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.
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.