ANNUAL SCHEDULE FOR ADULT EDUCATION DATA ENTRY – Effective 7/1/2025

Maryland
DEPARTMENT OF LABOR

Student data must be entered continuously throughout the program year. Attendance hours must be entered at least monthly.
To provide an accurate profile for real-time data analysis, routinely enter/update students and continuously enter/update staff professional development activities.

QUARTER	MIS DEADLINE FOR DATA ENTRY	TASK
Quarter 1 July 1 – September 30	**October 15** *(or 1st business day after if date falls on a weekend/holiday)*	1. Enter data for all classes and students enrolled through the last day of the quarter, including assessments, enrollments, and hours. 2. Enter data for all staff. 3. Address any errors in the data. 4. Share any quarterly reports as requested by your Program Specialist.
Quarter 2 October 1 – December 31	**January 15** *(or 1st business day after if date falls on a weekend/holiday)*	1. Enter data for all classes and students enrolled through the last day of the quarter, including assessments, enrollments, and hours. 2. Enter data for all staff. 3. Address any errors in the data. 4. Share any quarterly reports as requested by your Program Specialist.
Quarter 3 January 1 – March 31	**April 15** *(or 1st business day after if date falls on a weekend/holiday)*	1. Enter data for all classes and students enrolled through the last day of the quarter, including assessments, enrollments, and hours. 2. Enter data for all staff. 3. Address any errors in the data. 4. Share any quarterly reports as requested by your Program Specialist.
Quarter 4 April 1 – June 30	**TBD** *The final entry date for fiscal year data is announced each year by May 30. Typically, the entry date will be late July or early August.*	1. Finalize all data entered classes and students, including assessments, enrollments, and hours. 2. Finalize all data for staff, including professional development activities. 3. Address any errors in the data. 4. Share any quarterly reports as requested by your Program Specialist.