



Minnesota District and Charter Data Reporting Calendar

Updated: July 2025

The purpose of this document is to provide district and charter school staff involved in state reporting deadlines, data entry periods, and data capture dates for required major data submission that may affect many or all districts or charter schools. However, communications from Minnesota Department of Education (MDE) program staff regarding changes to specific deadlines or submission directions should be followed. Find additional forms, worksheets, questionnaires, applications and more on the MDE [Forms](#) page.

This document meets the legislative requirement as specified in [Minnesota Statutes 2024, section 125B.07, subdivision 6](#):

The department shall maintain a list of essential data elements which must be recorded and stored about each pupil, licensed and nonlicensed staff member, and educational program. Each school district must provide the essential data to the department in the form and format prescribed by the department.

For questions regarding any of these submission deadlines or data collections, please reach out to the listed contact person, call 651-582-8200 or [email MDE \(mde.contactus@state.mn.us\)](mailto:mde.contactus@state.mn.us).

Note: This is not a complete list of all MDE reporting requirements or data submissions, as many relate to specific programs or a small subset of districts or schools. Please follow all guidance provided by MDE program staff regarding data submission requirements.

Table of Contents

[Data Submission Calendar](#)

[Ongoing Reports](#)

Data Submission Calendar

Month	Reporting Date or Period	Report	Description	Contact
July 2025	1	Cyber-Linked Interactive Child Nutrition System (CLiCS) (final meal claims)	Food and Nutrition school year final data entry of monthly meal claims for reimbursement (<i>allowable to combine June meals with the May claim if less than 10 days</i>)	Nutrition Program Services 651-582-8526
July 2025	1	MEGS Special Education Central Data Assurances	All special education assurances must be acknowledged, and Central Data application signed by the IOwA in order to obligate funds	Denise Berger 651-582-8260
July 2025	1	Minnesota Automated Reporting Student System (MARSS) 62 Report for New Charter Schools	Charter schools must notify the districts in which they are located of their transportation choice by March 1 for existing charter schools, and July 1 for charter schools in their first year.	Kelly Garvey 651-582-8524
July 2025	15	Quarterly Seclusion Report	Quarterly report on use of seclusion with individual students with disabilities from April 1 through June 30, reported through Stepwell MN	Ellen Seibert 651-582-8620
July 2025	15	Physical Holding Data	Annual summary of the use of physical holding from July 1 through June 30, reported through Stepwell MN	Ellen Seibert 651-582-8620
July 2025	15	Early Education Enrollment	Ed-Fi data submission; Early Childhood Family Education and School Readiness programs submit annual child participant data.	Avisia Whiteman 651-582-8329

Month	Reporting Date or Period	Report	Description	Contact
July 2025	15	Early Childhood Family Education (ECFE) Community Needs Assessment summary	ECFE programs submit a narrative summary of needs assessment findings	Mike Brown 651-582-8224
July 2025	15	Online Learning Programs	Annual reporting including program updates and assurances, enrollment and course completion submitted through MCCC and MARSS .	Jeff Plaman 651-582-8457
July 2025	31	Disciplinary Incident Reporting System (DIRS)	Deadline for superintendents to review and certify 2024-25 data.	Carly Lykes 651-582-8683
July 2025	31	Early Childhood Education Outcomes – Screening	Annual Early Childhood Screening report is due (opens on May 1)	ECE Outcomes Support 651-582-8584
July 2025	31	Long-Term Facilities Maintenance (LTFM) Report	Annual LTFM ten-year plan approved by the school board (school district only) to generate LTFM revenue for facilities deferred maintenance and health and safety projects	Sarah C. Miller 651-582-8370
August 2025	1	Minnesota Common Course Catalogue (MCCC) (Early Education and K-12 opens reporting 2025-26 school year)	Early Education and K-12 course classification and data collection system	Karen Millette 651-582-8632
August 2025	15	Minnesota Automated Reporting Student System (MARSS) (opens for current year)	Student data required by more than one area of (MDE) via one system	Kateri Little 651-582-8456

Month	Reporting Date or Period	Report	Description	Contact
August 2025	15	CLiCS Program Administration for At-Risk Afterschool Snack and Supper Renewal	Renewal At-Risk Afterschool Snack and Supper application in CLiCS	Nutrition Program Services 651-582-8526
August 2025	15	Charter School Pupil Transportation Annual Report	Charter schools electing to provide their own transportation must complete the Pupil Transportation Annual Report, reported electronically, in Transportation Reporting System (TRS). The instructions can be found on the Transportation Reporting webpage , under the Annual (year-end) Reporting tab.	Kelly Garvey 651-582-8524
August 2025	31	Q Comp Program update form	Form required for districts receiving Q Comp funds that are making revisions to the approved plan	Kristie Anderson 651-582-8860
September – November 2025	Months of	American Indian Education Aid Application	Per-pupil funding for districts, charter schools, and Tribally Controlled Schools with 20 or more American Indian students. Application opens September 25 and closes November 30.	Kristen Aeikens 651-582-8558
September 2025	1	Charter School Calendar	Charter School Calendar due to MDE on or before first day of school. Calendar is submitted to jeanne.krile@state.mn.us .	Jeanne Krile 651-582-8637
September 2025	5	Graduation Requirements Records (GRR)	Enter reimbursement requests for eligible students for college entrance exams	Academic Standards, Instruction, and Assessment 651-582-8674

Month	Reporting Date or Period	Report	Description	Contact
September 2025	15	Uniform Financial Accounting and Reporting (UFARS) (unaudited)	Financial reporting for districts	Deb Meier 651-582-8656
September 2025	20	Career and Technical Education (CTE) Levy (actual)	Districts report on actual CTE expenditures from previous school year (open since July 19, 2024)	Shelli Sowles 651-582-8403
September 2025	30	Levy Information System Levy Certification System	Required for MDE to compute the district's levy limitations	Jason Reil 651-582-8866
September 2025	30	Charter School Enrollment Projections Report Update	Charter Schools 1–3 years old update to Enrollment Projections Report 2024–25 Form ED-02158 for aid entitlement effective October 30, 2024.	Jeanne Krile 651-582-8637
October – November 2025	Months of	Staff Automated Reporting (STAR) (for assignments as of October 1)	Includes the employment and assignment data for Licensed and non-licensed Staff; generates the compliance report Report includes the hiring and dismissal reporting requirements found in 122A.40, subd. 3(b) Due on the last Monday of November, November 24, 2025.	PELSB Staff 651-539-4200
October 2025	Month of	Topical Record Review	Annual reporting for select districts of student special education record compliance related to a specific topic, reported through Stepwell MN	Rebecca Nesset 651-582-8238

Month	Reporting Date or Period	Report	Description	Contact
October 2025	Month of	Disproportionality Policies and Procedures Review	Annual reporting for identified districts of compliance in district special education policies and procedures related to disproportionate representation, reported through Stepwell MN	Rebecca Nasset 651-582-8238
October 2025	1	Digital Equity	Ed-Fi data submission; survey of student access to the Internet and digital devices	Jeff Plaman 651-582-8457
October 2025	1	MARSS WES (final year-end data) – date determined each year	Student data required by more than one area of (MDE) via one system	Kateri Little 651-582-8456
October 2025	1	Minnesota Common Course Catalogue (MCCC) – (Early Education and K-12 closes reporting 2024-25 school year)	Early Education and K-12 course classification and data collection system.	Karen Millette 651-582-8632
October 2025	15	Athletics Data Reporting	Intramural and interscholastic athletics report	Erin Levin 651-582-8710
October 2025	15	Quarterly Seclusion Report	Quarterly report on use of seclusion with individual students with disabilities from July 1 through Sept 30, reported through Stepwell MN	Ellen Seibert 651-582-8620
October 2025	15	New and Significant Expansion of Charter Schools	Notice of significant expansion of charter school due to be considered for additional ESEA Title program funding	MDE ESEA
October 2025	30	Concurrent Enrollment Aid Application	Application deadline for schools to receive concurrent enrollment aid	Jacqui McKenzie 651-582-8852

Month	Reporting Date or Period	Report	Description	Contact
October 2025	30	Annual Charter School Assurances	Charter schools must fill out annual assurances, return it to their authorizers and copy MDE.	Charter Center 651-582-8297
October 2025	31	MARSS WES (final year-end data) – date determined each year	Student data required by more than one area of (MDE) via one system	Kateri Little 651-582-8456
October 2025	31	Minnesota Bilingual Seals and World Language Proficiency Certificate Awards	Minnesota Bilingual Seals and World Language Proficiency Certificate are awarded upon high school graduation for students who have demonstrated designated levels of non-English language proficiency through assessments and who have met all the English Language Arts credits for graduation. Schools are asked to submit the data only for the seniors who are graduating or have graduated. (Opens on April 1.)	Bilingual Seals and World Language Proficiency Certificate Coordinator 651-582-8707
October 2025	31	Homeless Children and Youth Data Survey	Public school districts and charter schools receiving Title I fund are required to submit data on homeless children and youth. (Opens on September 17.)	Educating Homeless Children and Youth (EHCY) Coordinator 651-582-8579
October 2025	31	Neglected or Delinquent Youth Data Survey	Public school districts operating programs for neglected or delinquent students under Title I, Part D are required to submit data on neglected or delinquent children and youth. (Opens on September 17.)	Neglected Delinquent State Coordinator 651-582-8579

Month	Reporting Date or Period	Report	Description	Contact
October 2025	31	Title III Consolidated State Performance Reporting (CSPR) Survey	Language Instruction Educational Program data needed by MDE to complete the federal CSPR. (Opens on September 17.)	English Learner (EL) Team 651-582-8579
November 2025	3	Student Travel Incident Report	Number of Minnesota student deaths and hospitalizations due to accident or illness resulting from their participation in a foreign exchange or travel abroad program sponsored by the school district or charter school.	Ayumi Stockman 651-582-8707
November 2025	15	Assurance of Compliance	Assurance districts do not discriminate in their use of MDE special education funds	Kellie Brady 651-582-8338
November 2025	15	Verification of Education Benefits data	Verify benefit data (number of free and reduced-price meal students) for student meals	Nutrition Program Services 651-582-8526
November 2025	20	Test WES (Pretest Edit) – late November to mid-May	Pretest edit for statewide assessments	Academic Standards, Instruction, and Assessment 651-582-8674
November 2025	20	Early Childhood Education Outcomes – Child Outcome Summary (COS) Data Collection	COS data collection for infants, toddlers and preschool children with disabilities	ECE Outcomes Support 651-582-8473
November 2025	30	Fiscal Compliance Table	Confirm that UFARS balance sheet data matches results of the independent audit. With the due date falling on weekend, deadline is December 1, 2025.	Pam Sanders 651-582-8489

Month	Reporting Date or Period	Report	Description	Contact
November 2025	30	Uniform Financial Accounting and Reporting (UFARS) (audited)	Financial reporting for districts and charter schools	Deb Meier 651-582-8656
November 2025	30	SEDRA (Special Education Expenditures) and ACTE-SPED Expenditures	Special Education and ACTE-SPED expenditures report	SPED Funding 651-582-8867
November 2025	30	0-4 Census	Number of resident children ages 0-4	Greg Sogaard 651-582-8858
December 2025	Month of December	MARSS WES (final fall data) – date determined each year	Student data required by more than one area of (MDE) via one system	Kateri Little 651-582-8456
December 2025	Month of December	Annual Immunization Status Report (AISR)	All K–12 schools, including charter schools, must submit a report to the Minnesota Department of Health (MDH) detailing how many enrolled students have received the vaccines require for school entry, or have submitted documentation of a legal exemption.	MDH AISR
December 2025	1	Achievement Integration Actual Expenditures Report	Applicable to school districts with program	Pam Booker 651-582-8462
December 2025	1	Compulsory Instruction Compliance	Numbers of home-school and nonpublic school students, aged 5-18 (school districts only)	MDE School Choice 651-582-8572
December 2025	12	Charter School Enrollment Projections Report Update	Charter Schools 1–3 years old update to Enrollment Projections Report 2025–26 Form ED-02158 for aid entitlement effective February 28, 2026.	Jeanne Krile 651-582-8637

Month	Reporting Date or Period	Report	Description	Contact
December 2025	15	Achievement Integration Progress Report	Progress toward goals in approved Achievement and Integration Plan (School districts with program only)	Pam Booker 651-582-8462
December 2025	15	Facilities Age and Square Footage Report	District's inventory of buildings used to calculate the Operating Capital and Long-Term Facilities Maintenance portion of General Education Revenue	Sarah Miller 651-582-8370
December 2025	15	ESEA Consolidated Application Fall Amendment Window Closes	Complete required application amendment to the ESEA Consolidated Application. (Window opens November 1.)	Student Access and Opportunity 651-582-8579
December 2025	15	Charter School Extended Time Revenue Application	Instructions and application form available on Charter School Resources webpage	Charter Center 651-582-8297
December 2025	19	Neglected and Delinquent Annual Child Count	Student data for this student group. (Collection opens December 2.)	Neglected Delinquent State Coordinator 651-582-8579
December 2025	28	Levy Certification System (final)	Required for MDE to compute the district's levy limitations (school districts only)	Jason Reil 651-582-8866
December 2025	31	Annual External CPA Financial Audits (Financial Management)	Independent audit to be compared to UFARS data. Fiscal year-end audit report. Due to the holiday, FY24 Audited Financial Statements are due on Friday, January 2, 2026.	Financial Management 651-582-8489
January 2026	1	MARSS WES (final fall data) – date determined each year	Student data required by more than one area of (MDE) via one system	Kateri Little 651-582-8456

Month	Reporting Date or Period	Report	Description	Contact
January 2026	15	Seclusion Report	Quarterly report on use of seclusion with individual students with disabilities from October 1 through December 31, reported through Stepwell MN	Ellen Seibert 651-582-8620
February 2026	Month of	Indicator Data Collection	Annual reporting for randomly selected districts of student special education record compliance related to federal reporting indicators, reported through Stepwell MN	Rebecca Nasset 651-582-8238
March 2026	1	District and American Indian Parent Advisory Committee (AIPAC) Annual Compliance	All districts, charter schools, and Tribally Controlled Schools with ten or more American Indian students must have an American Indian Parent Advisory Committee and submit annual compliance.	Kimberly Brenden 651-582-8253
March 2026	1	MARSS 62 Report for Active Charter Schools	Charter schools must notify the districts in which they are located of their transportation choice by March 1 for existing charter schools, and July 1 for charter schools in their first year.	Kelly Garvey 651-582-8524
March 2026	2	Title III Consortium Documents	Application deadline for all districts and charter schools that want to operate as a Title III consortium in the upcoming school year.	English Learner (EL) Team 651-582-8379
March 2026	15	Achievement Integration Program Plan - every three years	Reports on progress toward achievement and integration plan goals and budget	Venessa Moe 651-582-8733

Month	Reporting Date or Period	Report	Description	Contact
March 2026	15	Achievement and Integration Annual Budget		Venessa Moe 651-582-8733
April 2026	1	Minnesota Common Course Catalogue (MCCC) (Early Education and K-12 opens reporting 2026-27 school year)	Early Education and K-12 course classification and data collection system	Karen Millette 651-582-8632
April 2026	10	Charter School Enrollment Projections Report Update	Charter Schools 1–3 years old update to Enrollment Projections Report 2026–27 Form ED-02158 for aid entitlement effective April 30, 2026 (if significantly reduced).	Jeanne Krile 651-582-8637
April 2026	15	Seclusion Report	Quarterly report on use of seclusion with individual students with disabilities from January 1 through March 31 reported through Stepwell MN	Ellen Seibert 651-582-8620
April 2026	30	ESEA Consolidated Application Spring Amendment Window	Revise ESEA consolidated application (finance codes 401, 406, 414, 417, 424, 433, and 442). (Window opens December 15.)	Student Access and Opportunity 651-582-8579
May 2026	1	CLiCS Program Administration for SFSP New Sponsor Application	Deadline for submitting a New Sponsor Application in CLiCS for the Summer Food Service Program (SFSP)	Nutrition Program Services 651-582-8526
May 2026	15	CLiCS Program Administration for SFSP Renewal	Deadline for renewing the Summer Food Service Program in CLiCS	Nutrition Program Services 651-582-8526
May 2026	17	Renewal of school nutrition application – end of month	Sponsors of school nutrition programs application	Nutrition Program Services 651-582-8526

Month	Reporting Date or Period	Report	Description	Contact
May 2026	18	Test WES (Posttest Edit) – late May to mid-June	Posttest edit for statewide assessments	Academic Standards, Instruction, and Assessment 651-582-8674
May 2026	22	Carl Perkins (submission window late May – late-September)	Data submission for state-approved CTE programs eligible to use Carl D. Perkins funding and access state CTE levy.	Kari-Ann Ediger 651-582-8269
June 2026	1	Special Education Application and Eligibility for Program Approval	Special Education Application Materials and Eligibility for Program Approval	Angie Sepp 651-582-8868
June 2026	1	Student Support Data Collection (SSDC) • Students with Limited or Interrupted Formal Education (SLIFE) • Immigrant • Active Duty Parent (ADP) • Recently Arrived English Learner (RAEL)	SSDC data collection information will be taken on July 1 for the immediately preceding school year. The data collection systems will be available for identifying students after June 1, but the students identified in each system will be the information used for the recent school year.	Student Access and Opportunity 651-582-8579

Month	Reporting Date or Period	Report	Description	Contact
June 2026	1	Charter School Updates to MDE-ORG	Update grades served at the charter school in MDE-ORG via the District and School Site Verification System . Grades need to be updated to reflect grades served for the following fiscal year. These grades are checked by systems such as Average Daily Membership Web Estimates (ADMWE) and MARSS and must match otherwise there will be errors, which impact funding.	Michelle Carey 651-582-8287
June 2026	1	North American Indian Appeal Deadline	North American Indian Appeal Guidance	Tara Chapa <u>651-582-8439</u>
June 2026	6	Career and Technical Education (CTE) Levy (anticipated)	Districts report on anticipated CTE budgets for upcoming school year (open since May 1, 2026)	Shelli Sowles 651-582-8403
June 2026	10	Charter School Enrollment Projections Report	Charter Schools 1–3 years old initial submission of Enrollment Projections Report 2025–26 Form ED-02158 for first aid entitlement effective July 15	Jeanne Krile 651-582-8637

Month	Reporting Date or Period	Report	Description	Contact
June 2026	15	Reading Data and Local Literacy Plan Submission	Districts and charter schools are required to annually submit a local literacy plan to MDE, as well as data on student performance in kindergarten, grade 1, 2 and 3 on foundational reading skills including phonemic awareness, phonics, decoding, fluency and oral language; students who demonstrate characteristics of dyslexia; and students in grades 4 to 12 who are identified as not reading at grade level.	Local Literacy Plan 651-582-8800
June 2026	30	Ancestry Ethnic Origin/Counting All Students	Deadline for data entry of expanded race and ethnicity data via Ed-Fi	Ed-Fi Data Submission 651-582-8629
June 2026	30	Disciplinary Incident Reporting System (DIRS)	Deadline for schools to complete 2025-26 data entry and principals to confirm accuracy.	Carly Lykes 651-582-8683
June 2026	30	ESEA Consolidated Application Due	Final submission date for upcoming fiscal year initial applications in MEGS; Title I, Part A (FIN401), Title I, Part D (FIN406), Title II, Part A (FIN414), Title III, Part A (FIN417), and Title IV, Part A (FIN433)	Student Access and Opportunity 651-582-8579
June 2026	30	Early Childhood Education Outcomes – KEP Assessment Data	Voluntary prekindergarten (VPK), school readiness plus (SRP), and Early Childhood Special Education Part B 619 programs submit KEP assessment data	ECE Outcomes 651-582-8584

Month	Reporting Date or Period	Report	Description	Contact
June 2026	30	Charter School Extended Time Revenue Certification Report	A charter school receiving extended time revenue is required to submit a year-end certification report to verify that extended time programming was provided before final revenue is calculated.	Charter Center 651-582-8297

Ongoing Reports

The following reports are due at various times or on an ongoing basis throughout the year.

- ADM Web Estimates (ADMWE)
- Continuing Education Clock Hour Reporting
- Cyber-Linked Interactive Child Nutrition System (CLICS); no later than 60 days after meals served between September – August
- District and School Site Verification
- Early Learning Scholarship Administration System (ELSA)
- Stepwell MN (special education compliance)
- School Readiness Reporting
- Student ID Validations