Human Resources Collection Timeline

2026-2027

Local Educational Agencies (LEAs) may submit data at any time starting December 2nd.

Date	Event	Event Description
9/01/26	**Open**	Staff Profile & Staff Assignment Interchange Open
9/02/26	**Training**	Collection Training 9-10AM
9/30/26	**Training**	Human Resources Office Hours
10/16/26	**Collection Checkpoint**	Upload at least 1 Staff Profile Interchange file
10/23/26	**Collection Checkpoint**	Upload at least 1 Staff Assignment Interchange file
11/01/26	**Open**	Human Resources Snapshot Open
12/01/26	**Count Day**	Staff Count Day
12/11/26	**Collection Checkpoint**	Error free Staff Profile Interchange file
12/18/26	**Collection Checkpoint**	Error free Staff Assignment Interchange file
12/18/26	**Collection Checkpoint**	Create at least one Human Resources Snapshot
1/08/27	**Collection Checkpoint**	Human Resources Snapshot Error free
1/18-2/12/27	**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 Unit during this process. Verify snapshot data, confirming that all staff providing services are accurately reported.
2/19/27	**Deadline &**	Human Resources Snapshot must be submitted to CDE and verification emailed to the **Human Resources Collection Inbox**
2/26/27	**Verification Form Deadline**	LEAs must send the signed verification form (aka signature form) on or before this date.
3/01/27	**Closed & Finalized**	Collection is no longer available for LEA's.
4/01/27	**Data Release**	Human Resources and Special Education collection data combined for published staff data reports

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.
Collection Checkpoint	LEAs are strongly encouraged to meet these criteria by this date to remain on track for this collection.
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 (submit) data by this date.
Verification Form Deadline	LEAs must send the signed verification form (aka signature form) on or before this date. Data cannot be updated or changed between the Collection Deadline and this date.
Data Release	Education statistics based upon this collection are publicly released and the embargo is lifted for this dataset.
Closed	Collection is not available for LEAs.
Closed & Finalized	Collection is no longer available for LEAs. CDE finalizes data for use in public reporting.