

FY20 Membership Reporting Schedule

<u>Membership Reporting Task</u>	<u>Due Date</u>
Check USBE Data Gateway CTE Data Quality for Data Errors and Correct	Beginning of School Year July 1st – June 29th (Morning)
Upload Data to UTREx (This should happen once every 24 hours scheduled by your LEA)	Beginning of School Year July 1st – June 29th (Morning)
Districts Review Membership in the "Invalid" list from Data Gateway and Contact USBE Specialists with Questions or Issues	August 1st - June 15th
Districts and USBE can run real-time membership reports	Daily
Annual Online Program Approval Report Due	TBD
UTREx Data Final Upload Due	June 29, 2020 (Morning)
Last Day to Correct CACTUS	June 29, 2020 (Morning)
Current year membership data is FINAL – no changes allowed/accepted	June 29, 2020 (Morning)
Districts and USBE run final Data Gateway reports	June 29, 2020 (Morning)
Draw Monitoring Sample	July 15, 2020
Membership Monitoring	August - December 2020