

*AHEIS
Reference Manual
for the*

***Student
Information
System***

**Independent Institutions,
Baptist School of Nursing,
Jefferson School of Nursing**

**Arkansas Department of Higher Education
Little Rock, Arkansas
2011-2012**

A D H E Division of Research and Planning 2011-2012 Reporting Calendar for Institutions of Higher Education

Month	Due Date	Indep	Activity
July	07/01/2011 Fri	★	Financial Aid Crosswalk
July	07/06/2011 Wed	★	Academic Calendar Note: A copy of the academic year calendar from an institutional catalog may be substituted.
July	07/13/2011 Wed	★	Graduated Student File for prior academic year Note: A.D.H.E. will upload the I.P.E.D.S. Completions data to institutional web pages from GSF.
August	08/03/2011 Wed	★	I.P.E.D.S. Registration Opens. UserIDs and passwords for the upcoming collection cycle will be distributed to those designated as key-holders via e-mail. All institutions for which there is no designated key-holder will receive a letter directed to the CEO containing registration information. ALL institutions are required to register! Institution Identification must be completed and IC Header must be locked before the Fall surveys can be started.
August	08/03/2011 Wed	★	Summer 1 End of Term File
August	08/03/2011 Wed	★	Summer 2 Term File (Student, Registration, Course, Instructor)
August	08/15/2012 Wed		The due date for the first Perkins annual file submission is August 15, 2012. (for prior academic year)
August	08/24/2011 Wed		Annual Instructor File (for prior academic year)
August	08/31/2011 Wed		Annual Report on type and amount of compensatory options awarded to students called to military service per Act 85 of 2005.
September	09/07/2011 Wed	★	I.P.E.D.S. Fall Collection Opens Includes: Institutional Characteristics; Completions; 12-month Enrollment
September	09/07/2011 Wed		Workforce Education and Training Course File (Summer 1 data)
September	09/14/2011 Wed	★	Graduated Student File for current academic year (July and August graduates)
September	09/14/2011 Wed		Roger Phillips Transfer
September	09/14/2011 Wed		ACTS Transfer Report
September	09/21/2011 Wed	★	Estimated Fall Census Enrollment (submit totals via form in Appendix P)
September	09/30/2011 Fri	★	Financial Aid Data File
October	10/19/2011 Wed	★	I.P.E.D.S. Fall Collection Closes for Institutions
October	10/19/2011 Wed	★	Summer 2 End of Term File
October	10/19/2011 Wed	★	Fall Term File (Student, Registration, Course, Instructor)
October	10/19/2011 Wed		Workforce Education and Training Course File (Summer II data)
October	10/19/2011 Wed		Intercollegiate Athletic File (for prior academic year)
November	11/02/2011 Wed	★	Send pdf copies of IPEDS Fall form data via ft server with email notification to ADHE
November	11/09/2011 Wed		O C R A-5: Governing Board Composition
November	11/09/2011 Wed		O C R B-1: Student Applications, Acceptances , and Enrollments
November	11/09/2011 Wed		O C R B-3: Financial Aid
November	11/09/2011 Wed		E E O 6: Supplement: Faculty Tenure (as of November 1st)
December	12/07/2011 Wed	★	I.P.E.D.S. Winter Collection Opens Includes: Human Resources; Student Financial Aid
December	12/07/2011 Wed	★	I.P.E.D.S. Spring Collection Opens Includes: Fall Enrollment; Graduation Rates; 200% Graduation Rates; Finance
February	02/08/2012 Wed	★	I.P.E.D.S. Winter Collection Closes for Institutions
February	02/15/2012 Wed	★	Send pdf copies of IPEDS Winter form data via ft server with email notification to ADHE
February	02/29/2012 Wed	★	Fall End of Term File
February	02/29/2012 Wed	★	Spring Term File (Student, Registration, Course, Instructor)
February	02/29/2012 Wed		Workforce Education and Training Course File (Fall data)
April	04/11/2012 Wed	★	I.P.E.D.S. Spring Collection Closes for Institutions
May	05/02/2012 Wed	★	Send pdf copies of IPEDS Spring form data via ft server with email notification to ADHE
June	06/20/2012 Wed	★	Spring End of Term File
June	06/20/2012 Wed	★	Summer 1 Term File (Student, Registration, Course, Instructor)
June	06/20/2012 Wed		Workforce Education and Training Course File (Spring data)

Compliance Notice: Mandatory Reporting Requirements for Institutions with Program Participation Agreements.

Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325) requires that "institutions will complete surveys conducted as part of the Integrated Postsecondary Education Data System (IPEDS)...in a timely manner and to the satisfaction of the Secretary". Thus, reporting to IPEDS is mandatory for institutions that participate in or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended (20 USC 1094(a)(17)).

