



2018-19 Monthly Attendance and Discipline Submissions

90% Monthly Attendance Check

Per the DC PCSB Data and Document Submission Policy: "...attendance data must be submitted to DC PCSB's established data system by **five business days after the start of the next month.**" Therefore, the due date is typically the 7th of the month or the last business day prior to the 7th. For more information on this data collection, please refer to the DC PCSB Data Manager Overview Training Materials stored at bit.ly/SY1819_PCSB_DM_Training, or reach out to Jessica Taguding at jtaguding@dcpcsb.org.

Collection Period	Submission Due Date
August & September (Start of school to 9/30/2018)	Extended to 10/17 due to enrollment audit
October (10/1/2018 to 10/31/2018)	11/7/18
November (11/1/2018 to 11/30/2018)	12/7/18
December (12/1/2018 to 12/31/2018)	1/8/19
January (1/1/2019 to 1/31/2019)	2/7/19
February (2/1/2019 to 2/28/2019)	3/7/19
March (3/1/2019 to 3/31/2019)	4/5/19
April (4/1/2019 to 4/30/2019)	5/7/19
May (5/1/2019 to 5/31/2019)	6/7/19
June (6/1/2019 to 6/28/2019)	6/28/19

Monthly Discipline Submission

Per the DC PCSB Data and Document Submission Policy: "Discipline data must be submitted **14 days after the end of the that month.**" Therefore, the due date is the 14th of the month or the next business day should the 14th fall on a weekend. For more information on this data collection, please refer to the DC PCSB Data Manager Overview Training Materials stored at bit.ly/SY1819_PCSB_DM_Training, or reach out to Jessica Taguding at jtaguding@dcpcsb.org.

Collection Period	Submission Due Date
August & September (Start of school to 9/30/2018)	Extended to 10/17 due to enrollment audit
October (10/1/2018 to 10/31/2018)	11/14/18
November (11/1/2018 to 11/30/2018)	12/14/18
December (12/1/2018 to 12/31/2018)	1/14/19
January (1/1/2019 to 1/31/2019)	2/14/19
February (2/1/2019 to 2/28/2019)	3/14/19
March (3/1/2019 to 3/31/2019)	4/15/19
April (4/1/2019 to 4/30/2019)	5/14/19
May (5/1/2019 to 5/31/2019)	6/14/19
June (6/1/2019 to 6/28/2019)	6/28/19