2023-2024 Timeline: Human Resources Snapshot

Date	Event
Friday, September 1, 2023	Staff Profile and Assignment Interchange open and files may be uploaded in Data Pipeline
Thursday, November 2, 2023	Human Resources Snapshot open and available
Friday, November 17, 2023	Date by which you must have uploaded the following interchange files **at least once:** ☐ **Staff Profile** ☐ **Staff Assignment**
Friday, December 1, 2023	**Official Annual Count Date**
Friday, December 8, 2023	All Staff data included in the interchange files are error free at the interchange level. If you anticipate that you will not be able to meet this deadline, please contact **Dawna Gudka by email: Gudka_d@cde.state.co.us**
Friday, January 12, 2024	Date by which a Human Resources snapshot must be created at least once.
Thursday, January 25, 2024 – Thursday, February 1, 2024	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 Administrative Unit during this process.
Thursday, February 15, 2024	**Date by which you must have a complete Human Resources Snapshot. Complete Human Resource Snapshot means:** ☐ **All staff that must be reported are accurately reported** ☐ **All staff interchange errors are resolved** ☐ **All Human Resources snapshot errors are resolved**
Friday, February 16, 2024 – Thursday, February 22, 2024	Final Snapshot Report Review – This is your opportunity to review reports in detail and make any data corrections you deem necessary to make sure you are reporting valid and reliable data. All data corrections must be completed during this time.
Friday, February 23, 2024	**Required to have HR snapshot error free and finalized before or on this date.** **Human Resources closed and final report is signed and provided to CDE Attention: Dawna Gudka Gudka_d@cde.state.co.us**