COLORADO
Department of Education

Human Resources Collection Timeline 2025-2026

Date	Event	Event Description
8/26/25	Training Event	Human Resources Collection Training **Register here**
9/2/25	Open	Staff Profile & Staff Assignment Interchange Files Open
9/16/25	Training Event	Human Resources Collection Training **Register here**
10/24/25	Interim Deadline	Upload at least 1 Staff Profile Interchange file
10/31/25	Interim Deadline	Upload at least 1 Staff Assignment Interchange file
11/3/25	Open	Human Resource Snapshot Open
12/1/25	Count Day	Staff count day
12/12/25	Interim Deadline	Staff Profile and Staff Assignment Interchange files error free
12/19/25	Interim Deadline	Create at least 1 Human Resources Snapshot
1/21/26	Interim Deadline	Error Free Human Resource Snapshot
1/22-2/13/26	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 are accurately reported.
2/19/26	Deadline	Human Resources Snapshot must be submitted to CDE and verification emailed to the **Human Resources Collection Inbox**

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.
Interim Deadline	LEAs should meet these criteria by this point in time; if not complete, then notification is required with frequent check-ins by the collection lead until the criteria is met.
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 by this time as set by the collection lead.
State Deadline**	LEAS must finalize by this time as set by legislation.
Data Release	Education statistics based upon this collection are publicly released and the embargo is lifted for this dataset.
Closed	Collection is no longer available for LEAs.

Extensions may be granted due to extreme circumstances as determined by the collection lead.

**Extensions are not allowed as this deadline is set in legislation.*