



**Pierpont Community and  
Technical College**

# **DATA REPORTING CALENDAR**

Prepared by :

**Office of Institutional  
Effectiveness**



**304-367-4906**



**PIERPONT.EDU**



Month	Reporting Requirement	Agency	Notes/Data Coverage
July	Data Files	WVHEPC	Graduation: Include all students receiving degrees or awards from June 2024 through May 2025
	Perkins Expense Reimbursement Requests	WVCTCS	
	Summer Enrollment Files	NSCH	
	CTC Student Service Specialist Report	WVDHS	
	Perkins Annual Reporting	WVCTCS	
	Perkins Local Planning Guide	WVCTCS	
	Respiratory Care Accreditation Report	CoARC	
August	End-of-Year Workforce Data Files	WVHEPC	Registration, Course, Program Enrollment, Completions and Program Inventory for the period July 1, 2024 to June 30, 2025
	Enrollment Files	NSCH	Graduates / Degree Verify
	Current Employment Statistics Report (CES)	USDOL	
	Enrollment Files	NSCH	Graduates / Degree Verify / Early Registration
	Learn & Earn Grant	WVCTCS	
September	Data Files	WVHEPC	Student, Course, Teaching Workload, and Registration (Only collection of Summer 2025-26 data)
	Higher Education Adult Part-Time Student Grant Program Closing Statement	WVHEPC	



Month	Reporting Requirement	Agency	Notes/Data Coverage
September	Higher Education Adult Part-Time Student Grant Program WorkForce Closing Statement	WVHEPC	
	Summer Promise Scholarship Closing Statement	WVHEPC	
	West Virginia Science, Technology, Engineering & Math Grant	WVHEPC	
	Enrollment Files	NSCH	First of Term
	Current Employment Statistics Report (CES)	USDOL	
	Data Files	WVHEPC	Financial Aid, Comprehensive 2024-25
	Financial Value Transparency and Gainful Employment Reporting / Term Enrollment	NSCH	
	Federal Work-Study Earnings Report	USDOE	
	Veterinary Technology Accreditation Report	AVMA	
October	Census Workforce Data Files	WVHEPC	Student, Registration, Course, Program Enrollment, and Program Inventory
	Fiscal Operations Report and Application to Participate	USDOE	
	West Virginia Higher Education Grant Request Invoice	WVHEPC	
	Data Files	WVHEPC	Student, Course, Teaching Workload, Registration, Personnel, and Applicant
	Current Employment Statistics Report (CES)	USDOL	
	IPEDs Fall Submission	NCES	Institutional Characteristics, Cost I, Completions, 12-month Enrollment



Month	Reporting Requirement	Agency	Notes/Data Coverage
<b>October</b>	Perkins Expense Reimbursement Requests	WVCTCS	
	CTC Student Service Specialist Report	WVDHS	
	Financial Statement Audit	WVCTCS	
	Clery Data	USDOE	
	Dual Enrollment Initiative	WVHEPC	Student Rosters for dual credit high school students in a pathway
	Medical Laboratory Technology Accreditation Report	NAACLS	
	Radiology Technology Accreditation Report	JRCERT	
<b>November</b>	Enrollment Files	NSCH	Subsequent Term
	Current Employment Statistics Report (CES)	USDOL	
	Statewide Single Audit	USDOE	
<b>December</b>	Enrollment Files	NSCH	Subsequent Term
	Current Employment Statistics Report (CES)	USDOL	
	Enrollment Files	NSCH	Graduates / Degree Verify
	Physical Therapy Assistant Accreditation Report	CAPTE	
<b>January</b>	Current Employment Statistics Report (CES)	USDOL	



Month	Reporting Requirement	Agency	Notes/Data Coverage
<b>January</b>	Current Employment Statistics Report (CES)	USDOL	
	Perkins Expense Reimbursement Requests	WVCTCS	
	Enrollment Files	NSCH	Early Registration
	Data Files	WVHEPC	Student, Course, Teaching Workload, Registration, and Schedule File
	Enrollment Files	NSCH	First of Term
	CTC Student Service Specialist Report	WVDHS	
	1098-T's	PCTC	
<b>February</b>	IPEDs Winter Submission	NCES	Student Financial Aid, Cost II, Graduation Rates, 200% Graduation Rates, Admissions, Outcome Measures
	Current Employment Statistics Report (CES)	USDOL	
	Enrollment Files	NSCH	Subsequent Term
<b>March</b>	Current Employment Statistics Report (CES)	USDOL	
	Enrollment Files	NSCH	Subsequent Term
	West Virginia Higher Education Grant Request Invoice	WVHEPC	
	Dual Enrollment Initiative	WVHEPC	Student Rosters for dual credit high school students in a pathway
<b>April</b>	Annual Tuition and Fee Changes	WVHEPC	



Month	Reporting Requirement	Agency	Notes/Data Coverage
<b>April</b>	IPEDs Spring Submission	NCES	Fall Enrollment, Finance, Human Resources, Academic Libraries
	2026 Institutional Update: Non-financial Form & Financial Form	HLC	
	Current Employment Statistics Report (CES)	USDOL	
	Perkins Expense Reimbursement Requests	WVCTCS	
	CTC Student Service Specialist Report	WVDHS	
	Schedule of Expenditures of Federal Awards Reporting	PCTC	
<b>May</b>	Current Employment Statistics Report (CES)	USDOL	
	Annual Budget Approval	WVHEPC	
	WV State Expenditure Schedule	WVHEPC	
	Health Information Technology Accreditation Report	CAHIIM	
	Emergency Medical Services, Paramedic Accreditation Report	CAAHEP	
<b>June</b>	Current Employment Statistics Report (CES)	USDOL	
	NC-SARA Annual Data Reporting	NC-SARA	Exclusively Distance Education Enrollments and Out-of-State Learning Placements
	Data Files	WVHEPC	Student, Course, Teaching Workload, Registration, and Schedule File
	West Virginia Board of Risk and Insurance Management Reporting	State of WV	