Operational Reports

All reports must be completed for each semester throughout the academic school year.

Report	Due Date
Student Request Form	90 days before class start date
Class Offering Form	90 days before class start date
Degree Plan* **	90 days before class start date for Fall Semester
Monthly Enrollment Report	5th of each month (for prior month) *Ex: April due May 5*
End of Semester Report	30 days after the class end date

*** If any changes are made to a degree plan throughout the school year, an updated degree plan must be submitted.

End of Semester Report

The End of Semester Report (EOSR) is inclusive of several documents. The report must contain each of the required documents if applicable for the report to be considered complete. End of Semester Reports are **due 30 days after the class end date** of each semester.

End of Semester Report Checklist
❑ **Achievement report**
❑ **Unofficial transcripts**
❑ **Advising services form**
❑ **Summary of class cancelation & make-ups**
❑ **Time to completion report**

Annual Reports

All reports must be completed annually and should be **submitted with the summer EOSR**.

Annual Report Checklist
❑ **Academic instructor experience report**
❑ **Workforce instructor experience report**
❑ **First time in college (FTIC) advising services report**
❑ **Post-release enrollment report**
❑ **Student learning outcomes assessment**
❑ **Transferability between PEP and non-PEP programs**

All documents should be submitted to postsecondary@wsdtx.org.