

	Reporting	Office	Submitted by	Report	Description	Due	Notes	
JANUARY	Federal	Financial Aid	Financial Aid Program Coordinator	Net Price Calculator	Federal requirement to allow students to calculate the potential cost of the institution while considering scholarship funding		Annually	
	Federal	Career-Technical Programs	Dean of CTE Programs	Gainful Employment	Federal requirement to track the cost and success of certificate programs as they are compared to students' job placement and	31-Jan	Annually	
	Federal	College Advancement-LCSC Foundation	Foundation & Treasurer	1098-C for Vehicle Donors	Vehicle donors tax forms	31-Jan	Annual	
	Federal	LC Service Corps	Program Director	Volunteers in Service to America (VISTA) Progress Report	Report progress toward meeting performance measures	3rd Week		
	Federal	Career-Technical Programs	Dean of PT Programs	Gainful Employment to US Department of Education	Certificate completers, college costs, and employment information.	31-Jan	Annually	
	Federal	Grants & Contracts	Grants & Contracts Specialist	Designation as an Eligible Institution for Title III	Application for Title III & V eligibility.	2nd Friday	Annually	
	Federal	Grants & Contracts	Grants & Contracts Specialist	Federal Financial Reports (FFRs) on applicable federal grants	Summary of reporting period and cumulative expenses, program income earned within reporting period and cumulatively, and remaining balances for federal and non-federal portions of overall grant project budget.	15-Jan	Quarterly	
	Federal	LCSC Radio Station	Radio Advisor	Quarterly Programming Report	This report is placed in the Station's Public File and lists time and date of most significant treatment of community issues during the three preceeding months.	1-Jan	Quarterly	
	Federal	Human Resource Services	HRS Director	1099 Form	Transmittal form for the 1099's			
	Federal	International Programs	Director	SEVIS	Graduation report		21-days from end of Fall semester	
	State	Controller's Office	Controller	Quarterly Financial Statements	Quarterly Financial Statements to SBOE Audit Committee	Various	Quarterly	
	State	Athletics/Budget Office	Budget Office	Intercollegiate Athletics Gender Equity Compliance Report	EADA Report Format	15-Jan	Report is due 30 days prior to the February State Board Meeting	
	State	Athletics/Budget Office	Budget Office	Intercollegiate Athletic Compensation Report due to State Board	Athletic salary information for two fiscal years	15-Jan	Report is due 30 days prior to the February State Board Meeting	
	State	Career-Technical Programs	ALC/ABE Director	Desk Audit Reports to ICTE	Program quality review and analysis.	1-Jan	Quarterly	
	State	Career-Technical Programs	ALC/ABE Director	Time and Effort to ICTE	Certify level of program effort.	1-Jan	Quarterly	
	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report	
	State	Student Affairs	Compliance Officer	State Board of Education Compliance Report				
	Other	Controller's Office	Student Accounts	1098-T tuition statement	1098-T Tuition and Scholarship report - to students	31-Jan	Annually	
	Other	e-Learning	Director	Application	Reapply for various state authorizations for distance education	end/mnth		
	Other	Workforce Training	Allied Health Coordinator	ICE Healthcare Partnership Quarterly Reports	Describe activity and student outcomes for the NIC TAACT grant	30-Jan	Through October 2018	
	Other	Workforce Training	Student Success Navigator	Time and Effort Reports	Describe time and effort expended on the NIC TAACT grant	first of each month		
	Other	LCSC Radio Station	Radio Advisor	Sound Exchange	Non-commercial educational webcasting license	31-Jan	Annually	
	Other	Center for Arts & History	CAH Director	Application	Idaho Commission on the Arts Entry Track Grant for next Fiscal Year	30-Jan		
	Other	Human Resource Services	HR Specialist	College and University Personnel Association	Salary Reports for Professional Staff employees			
	Other	Human Resource Services	HR Specialist	American Association of University Professors	Salary Reports for Faculty			
	February	Federal	Financial Aid	Financial Aid Program Coordinator	Shopping Sheet	Federal One-Page Informational sheet for students to use to compare colleges and universities		Annually
		Federal	Financial Aid	Director of Financial Aid	Financial Aid State Scholarships	Semester reports required by the State Board of Education for the programs they fund. List of recipients with other pertinent information	15-Feb	
Federal		College Advancement-LCSC Foundation	Foundation Treasurer	1099-R for Charitable Gift Annuitants	Annuitants tax forms	31-Jan	Annual	
Federal		College Advancement-LCSC Foundation	Foundation Treasurer	1096-transmittals to IRS	Transmittals for Vehicle donations and CGA's	28-Feb	Annual	
Federal		Human Resource Services	HRS Director	Occupational Safety and Health Administration Form 300 and 300A	Notice of workplace Injuries			
Federal		Institutional Research & Effectiveness	Director	IPEDS Student Financial Aid		12-Feb		
Federal		Institutional Research & Effectiveness	Director	IPEDS Graduation Rate		12-Feb		
Federal		Institutional Research & Effectiveness	Director	IPEDS 200% Graduation Rate		12-Feb		
Federal		Library	Director	Academic Libraries Survey	Survey that provides an overview of academic libraries nationwide and by state		Biennial	
Federal		Controller's Office	Controller	Single Audit Report	Single Audit Report (A-133 federal expenditures) and detail to Federal Audit Clearinghouse	28-Feb	Annually	
Federal		International Programs	Director	SEVIS	Spring semester SEVIS registration reporting the arrival of college and IIE students and reporting US address. Confirmation of enrollment for all F-1 visa holders. Also cancellation of non-arrivals and termination of no-shows.	Mid-Month	30 days from beginning of program (1st day of classes)	

State	Institutional Research & Effectiveness	Director	End of Term SLDS Tables		15-Feb	
State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
State	<b>Budget Office</b>	<b>Director</b>	<b>Cost of Attendance Report to SBOE</b>	<b>Cost of attendance including room, board, books, transp.</b>	<b>15-Feb</b>	
State	College Advancement-LCSC Foundation	Advancement Director	Foundation 990 upload to State of WA CGA		28-Feb	Annual
State	College Advancement-LCSC Foundation	Advancement Director	Audited Foundation Financial Statements due to State of WA	Due to Department of Insurance for WA CGA's	31-Mar	Annual
State	Natural Science & Mathematics	Kacey Diemert, Assistant Professor	Regional Mathematics Center, Contract #074008	Progress reports are described in the service agreement in the following way: "...summary of identified regional needs, implemented professional development, evaluation and recommendations for professional development, and number of teachers being served..."		
State	Small Business Development Center	Regional Director	SBDC Year End Narrative Report	Explain details of annual results	15-Feb	
State	Small Business Development Center	Regional Director	SBDC Year End Financial Report	Report and request funds	25-Feb	
Other	Workforce Training	Student Success Navigator	Time and Effort Reports	Describe time and effort expended on the NIC TAACT grant	first of each month	
Other	e-Learning	Director	Application	Reapply for various state authorizations for distance education	end/mnth	
<b>MARCH</b>						
Federal	Controller's Office	Controller	Annual Financial Statement Audit	Copy of annual financial statements to US Dept of Education	31-Mar	Annually
Federal	Controller's Office	Student Accounts	1098-T tuition statement	1098-T Tuition and Scholarship report to IRS (1096 not used when filed electronically) <del>with 1096 cover sheet to IRS</del>	31-Mar	Annually
Federal	Controller's Office	Student Accounts	1042-S foreign person income	1042-S Foreign Person's U.S. Source Income Subject to Withholding - statements to students	15-Mar	Annually
Federal	Controller's Office	Student Accounts	1042-T annual summary and transmittal	1042-S and 1042-T Annual Summary and Transmittal of Forms 1042-S - to IRS	15-Mar	Annually
State	Controller's Office	Controller	Quarterly Financial Statement	2nd quarter Financial Statement to the State Board of Education-Audit Committee	1-Mar	Quarterly
State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
State	Budget Office	Budget Office	Student Fee Proposal Documentation	Student Fee Proposal Narrative	15-Mar	Report is due 30 days prior to the April State Board Meeting
State	Budget Office	Budget Office	Student Fee Proposal Documentation	Changes to Student Fees for Fiscal Year	15-Mar	Report is due 30 days prior to the April State Board Meeting
State	Budget Office	Budget Office	Student Fee Proposal Documentation	Potential Student Fee Revenue Changes for Fiscal Year	15-Mar	Report is due 30 days prior to the April State Board Meeting
State	Budget Office	Budget Office	Student Fee Proposal Documentation	Peer Student Fee Comparisons	15-Mar	Report is due 30 days prior to the April State Board Meeting
State	<b>Athletics/Budget Office</b>	<b>Budget Office</b>	<b>Intercollegiate Athletics Report</b>	<b>Summary of Athletic Revenues and Expenses due to State Board</b>	<b>19-Mar</b>	<b>Report is due 30 days prior to the April State Board Meeting</b>
State	Institutional Research & Effectiveness	Director	PTE Completers Survey (Carl Perkins Reporting)		7-Mar	
State	Institutional Research & Effectiveness	Director	Snapshot Student Enrollment (PSR1)		25-Mar	
State	Institutional Research & Effectiveness	Director	Carl Perkins - CP 11		31-Mar	
Other	e-Learning	Director	Application	Reapply for various state authorizations for distance education	end/mnth	
Other	Workforce Training	Student Success Navigator	Time and Effort Reports	Describe time and effort expended on the NIC TAACT grant	first of each month	
Other	International Programs	International Student Advisor	Demographic report to Institute for International Education	<b>Open Doors International Student Census.</b> Open Doors is the only long-standing, comprehensive source of detailed data on international students in the U.S., and is used by policy makers, international education practitioners, researchers and media around the world	21-Mar	
<b>April</b>						
Federal	Education & Kinesiology Division	Division Chair & Program Assistant	Selected PEDS trends data are shared with Council for the Accreditation of Educator Preparation for annual accreditation reports.	PEDS is the Professional Education Data System that provides AACTE with member-specific data on enrollment, degree, program completion, faculty and resources. It serves as an authoritative aggregate database for member institutions' professional education programs and research. Selected data are included in publications and provide a rich description of AACTE member institutions to the public. Selected PEDS trend data are shared with the National Council for Accreditation of Teacher Education for annual accreditation reports.		

Federal	Education & Kinesiology Division	Division Chair & Program Assistant	Title II	The College's Title II Report provides information to the US Department of Education regarding teacher education programs, initiated as a directive from the Higher Education Opportunity Act. This information is included in a report prepared yearly by the US Department of Education for Congress and the public on the quality of teacher education preparation.		
Federal	Education & Kinesiology Division	Division Chair & Program Assistant	CAEP Annual Report	The CAEP annual report provides the nationally accrediting body for the teacher education program, the Council for the Accreditation of Educator Preparation, with updates about program assessment data points.		
Federal	Human Resource Services	Director	IPEDS Human Resources		9-Apr	Annually
Federal	Institutional Research & Effectiveness	Director	IPEDS Fall Enrollment		12-Apr	
Federal	Institutional Research & Effectiveness	Director	IPEDS Finance	(Budget Office prepares; IRE submits.)	12-Apr	
Federal	Budget Office	Budget Office	IPEDS Finance	(Budget Office prepares; IRE submits.)	9-Apr	
Federal	Grants & Contracts	Grants & Contracts Specialist	Federal Financial Reports (FFRs) on applicable federal grants	Summary of reporting period and cumulative expenses, program income earned within reporting period and cumulatively, and remaining balances for federal and non-federal portions of overall grant project budget.	15-Apr	Quarterly
Federal	LC Service Corps	Program Director	AmeriCorps Progress Report	progress toward meeting performance measures, provide demographic information, relate member stories of impact, report challenges and successes for time period covering September 1 through March 31	3rd Week	
Federal	LCSC Radio Station	Radio Advisor	Quarterly Programming Report	This report is placed in the Station's Public File and lists time and date of most significant treatment of community issues during the three preceeding months.	1-Jan	Quarterly
Federal	Workforce Training	Allied Health Coordinator	Letter of Review	Paramedic programs who are in the process of applying for CAAHEP accreditation and have submitted initial paperwork but have not completed their site visit	1-Apr	Annually
State	College Advancement - Alumni Association	Director of Alumni Relations	Alumni Association Annual Report with the Secretary of State	Lists officers and board members of the Alumni Association	30-Apr	
State	College Advancement - LCSC Foundation	Advancement Director	LCSC Foundation Annual Report with the Secretary of State	Lists officers and board members of the Alumni Association	30-Apr	
State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
State	Nursing & Health Sciences Division	Division Chair	Washington Health Report	Reports yearly program information including: new faculty, number of students in programs, preceptors, accreditation, clinical placements, projection of nursing students in the program, etc.		
State	Career-Technical Programs	ALC/ABE Director	Desk Audit Reports to ICTE	Program quality review and analysis.	1-Apr	Quarterly
State	Career-Technical Programs	ALC/ABE Director	Time and Effort to ICTE	Certify level of program effort.	1-Apr	Quarterly
Other	Workforce Training	WFT Allied Health Coordinator	Letter of Review Report to CoAEMSP	Information to update the initial application for Accreditation. Will be dropped out as soon as full accreditation is granted.	1-Apr	Annually
State	Small Business Development Center	Regional Director	SBDC quarterly financial report 1 <sup>st</sup> quarter		30-Apr	
State	Social Sciences Division	Title IV-E Coordinator	Idaho Child Welfare Scholar Student Tracking Report	Compliance with Contract KC252100 between LCSC and Idaho Department of Health and Welfare regarding students receiving scholarships via Title IV-E program. Includes student progress related to overall program effectiveness, program achievement and challenges, evaluation of training, etc.		
State	Social Sciences Division	Title IV-E Coordinator	Quarterly Report	Compliance with Contract KC252100 between LCSC and Idaho Department of Health and Welfare regarding training conducted through Title IV-E program. Includes progress and accomplishments, summary of trainings done, evaluation of training, budget and billing issues, needs for future planning, etc.		
State	Dual Credit and Special Projects	IR	State Dual Credit numbers and course offerings	Total numbers of students, classes, credits	monthend	
Other	Workforce Training	Allied Health Coordinator	ICE Healthcare Partnership Quarterly Reports	Describe activity and student outcomes for the NIC TAACT grant	30-Jan	Through October 2018
Other	Workforce Training	Student Success Navigator	Time and Effort Reports	Describe time and effort expended on the NIC TAACT grant	first of each month	
Other	e-Learning	Director	Application	reapply for various state authorizations for distance education	end/mnth	
Other	Library	Director	Trends and Statistics Survey	Annual survey of academic and research libraries to collect		Annual
MAY	Federal	Financial Aid	Director of Financial Aid	Audit	Annual Audit from an outside agency to review the Federal Aid Programs	Annual

	Federal	Financial Aid	Financial Aid Program Coordinator	Satisfactory Academic Progress	Review of academic performance for each student who received federal aid during the Spring Semester		Varies with FAFSA	
	Federal	International Programs	Director	SEVIS	Graduation report		21-days from end of Spring semester	
	State	Controller's Office	Controller	SBOE interim audit	Spring interim audit from external financial auditors mandated by the State Board of Education	May	Annual	
	State	College Advancement-LCSC Foundation	Advancement Director	Foundation annual report to Secretary of State-WA	General charitable org registration	May	Annual	
	State	Information Technology	Director	SBOE audit	The IT audit mandated by the State Board of Education is associated with the annual financial audit.		Annual	
	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report	
	State	Budget Office	Budget Office	Operating Budget Documentation (SBOE):	Budget Narrative	15-May	Report is due 30 days prior to the June State Board Meeting	
	State	Budget Office	Budget Office	Operating Budget Documentation (SBOE):	Budget Distribution by Activity and Expense Class	15-May	Report is due 30 days prior to the June State Board Meeting	
	State	Budget Office	Budget Office	Operating Budget Documentation (SBOE):	Summary of Salary Changes	15-May	Report is due 30 days prior to the June State Board Meeting	
	Other	Workforce Training	Student Success Navigator	Time and Effort Reports	Describe time and effort expended on the NIC TAACT grant	first of each month		
	Other	e-Learning	Director	Application	Reapply for various state authorizations for distance education	end/mnth		
JUNE	Federal	LCSC Radio Station	Radio Advisor	FCC License Renewal of KLCZ	Necessary to maintain radio license	1-Jun	Every 8 years	
	Federal	LCSC Radio Station	Radio Advisor	FCC Ownership Report of KLCZ	Necessary to maintain radio license	1-Jun	Every 2 years	
	Federal	Financial Aid	Director of Financial Aid	State Scholarships	Semester reports required by the State Board of Education for the programs they fund. List of recipients with other pertinent information	1-Jun		
	Federal	International Programs	Director	SEVIS	Summer semester SEVIS registration reporting the arrival of college and IIE students and reporting US address. Confirmation of enrollment for all F-1 visa holders. Also cancellation of non-arrivals and termination of no-shows.		30 days from beginning of program (1st day of classes)	
	State	Controller's Office	Controller	Quarterly Financial Statement	3rd quarter Financial Statement to the State Board of Education-Audit Committee	1-Jun	Quarterly	
	State	Career & Technical Education Programs	Transition Coordinator	Advanced Opportunities Application to Idaho Division of Career & Technical Education		30-Jun	Annual	
	State	Natural Science & Mathematics	Kacey Diemert, Assistant Professor	Regional Mathematics Center, Contract #074008	Progress reports are described in the service agreement in the following way: "...summary of identified regional needs, implemented professional development, evaluation and recommendations for professional development, and number of teachers being served...".			
	State	Social Sciences Division	Title IV-E Coordinator	Idaho Child Welfare Scholar Student Tracking Report	Compliance with Contract KC252100 between LCSC and Idaho Department of Health and Welfare regarding students receiving scholarships via Title IV-E program. Includes student progress related to overall program effectiveness, program achievement and challenges, evaluation of training, etc.			
	State	Social Sciences Division	Title IV-E Coordinator	Compliance with Contract KC252100 between LCSC and Idaho Department of Health and Welfare regarding training conducted through Title IV-E program	Includes progress and accomplishments, summary of trainings done, evaluation of training, budget and billing issues, needs for future planning, etc.		Quarterly	
	State	Career & Technical Education Programs	CND Coordinator/CTE Dean	Displaced Homemaker Grant to IDPTE	Demographics and eEnrollment or continuing in an education program or obtained a job or promoted at their job.	1-Jun	Annually	
	State	Institutional Research & Effectiveness	Director	Revised Yearly Credit Hour Report (PSR 1.5)		15-Jun		
	State	Institutional Research & Effectiveness	Director	PSR 1		15-Jun	Annually	
	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report	
	State	VPFA	VPFA	Permanent Building Fund Capital Budget Request (ID Dept of Public Works)	Annual request for capital appropriations	1-Jun	Preliminary Request	
	State	Student Affairs	Compliance Officer	State Board of Education Compliance Report				
	Other	Workforce Training	Student Success Navigator	Time and Effort Reports	Describe time and effort expended on the NIC TAACT grant	first of each month		
	Other	e-Learning	Director	Application	Reapply for various state authorizations for distance education	end/mnth		
	JULY	Federal	Institutional Research & Effectiveness	Director	HEOA Fall Enrollment Data (student diversity)			
		Federal	Institutional Research & Effectiveness	Director	HEOA Financial Aid Data			
		Federal	Institutional Research & Effectiveness	Director	HEOA FRFY FT BA seeking student retention rate			
Federal		Institutional Research & Effectiveness	Director	HEOA Transfer-out rate				
Federal		Institutional Research & Effectiveness	Director	HEOA 150% Completion Rate for FTFY full-time cohort by gender				
Federal		Institutional Research & Effectiveness	Director	HEOA 150% Completion Rate for FTFY full-time cohort by ethnicity				
Federal		Institutional Research & Effectiveness	Director					

Federal	Institutional Research & Effectiveness	Director	HEOA 150% Completion rate for FTFY FT cohort Pell recipients			
Federal	Institutional Research & Effectiveness	Director	HEOA 150% Completion rate for FTFY FT cohort by students who did not receive a Pell grant or a subsidized Stafford loan			
Federal	Institutional Research & Effectiveness	Director	HEOA 150% Completion rate for FTFY FT cohort by students who received a subsidized Stafford Loan and did not receive a Pell grant			
Federal	LCSC Radio Station	Radio Advisor	Quarterly Programming Report	This report is placed in the Station's Public File and lists time and date of most significant treatment of community issues during the three preceding months.	1-Jan	Quarterly
Federal	LC Service Corps	Office Specialist	VISTA Progress Report	Progress toward meeting performance measures	2nd Week	
Federal	<b>Grants &amp; Contracts</b>	<b>Grants &amp; Contracts Specialist</b>	<b>Federal Financial Reports (FFRs) on applicable federal grants</b>	<b>Summary of reporting period and cumulative expenses, program income earned within reporting period and cumulatively, and remaining balances for federal and non-federal portions of overall grant project budget.</b>	<b>15-Jul</b>	<b>Quarterly</b>
State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
State	VPFA	VPFA	Permanent Building Fund Capital Budget Request (ID Dept of Public Works)	Annual request for capital appropriations	1-Jul	Final Request
State	Budget Office	Director	State Appropriations Request	Annual request for state appropriations	15-Jul	Report is due 30 days prior to the August State Board Meeting
State	Center for Arts & History	CAH Director	Idaho Commission on the Arts Grant; Entry Track Grant (general exhibit support)	Final report for end of fiscal year expenditures for grant	31-Jul	
State	Information Technology	Director	IT Plan, ID Office of CIO, Department of Administration	These are typically project lists that identify purchasing trends and enterprise systems. The rationale is that one agency might be doing something that can benefit another.	15-Jul	
State	Institutional Research & Effectiveness	Director	Dual Credit Report		15-Jul	
State	Institutional Research & Effectiveness	Director	Performance Based Funding Metric 1: Annual # of unique students receiving degrees at each institution		1-Jul	
State	Institutional Research & Effectiveness	Director	Performance Based Funding Metric 2: Annual # of credits completed versus attempted		2-Jul	
State	Institutional Research & Effectiveness	Director	Remediation Activity Report (Collected from the SLDS beginning in Summer 2013 for the 2011-2012 year)		15-Jul	
State	Institutional Research & Effectiveness	Director	Yearly Credit Hour Report (based on institutions PSR 1.5)		1-Jul	
State	Career-Technical Programs	ALC/ABE Director	Desk Audit Reports to ICTE	Program quality review and analysis.	1-Jul	Quarterly
State	Career-Technical Programs	ALC/ABE Director	Time and Effort to ICTE	Certify level of program effort.	1-Jul	Quarterly
State	Workforce Training	WFT Director	Adult Retraining Grant to IDPTE	Student numbers, class numbers, FTE, report information changes each year upon request of Idaho State PTE.	1-Jul	Quarterly
State	Small Business Development Center	Regional Director	SBDC quarterly financial report 2 <sup>nd</sup> quarter		31-Jul	
State	Small Business Development Center	Regional Director	SBDC semi-annual narrative report		15-Jul	
State	Workforce Training	WFT Director	WIOA Report	Reporting on all student who have taken a WIOA approved class to the State Board of Education who assigns an Idaho Educational ID Number and sends to the State Department of Labor who assigns a Department of Labor ID number then returns that number to the Department of Education. Both numbers are returned to WFT and placed in the students' Student Manager Name Record. This report is tied to employment records for each student. It is a new process and IR&E will be involved with the actual transmission of the data.	July	New Process; has not yet been finalized. It is an annual report.
Other	Workforce Training	Allied Health Coordinator	ICE Healthcare Partnership Quarterly Reports	Describe activity and student outcomes for the NIC TAACT grant	30-Jan	Through October 2018
Other	Workforce Training	Student Success Navigator	Time and Effort Reports	Describe time and effort expended on the NIC TAACT grant	first of each month	
Other	e-Learning	Director	Application	Reapply for various state authorizations for distance education	end/mnth	
Other	Admissions		Official Publications	Lewis-Clark State College is accredited by the Northwest Commission on College and Universities, 8060 165 <sup>th</sup> Avenue NE, Suite 100, Redmond, WA 98052-3981		
Other	Admissions		Official Publications	This institution is an equal opportunity provider		
Other	Admissions		Official Publications	TTY 1-800-377-3529		

	Other	Admissions		Official Publications	If the division is accredited, the accrediting body must be included in official publications and websites (Policy 3.1)		
	Other	Admissions		Official Publications	All photos/testimonials are of current students or recent graduates of LCSC		
	Other	Admissions			Lewis-Clark State College does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, gender identity, protected veteran status, or sexual orientation. This policy applies to all programs, services, and facilities, including applications, admissions, and employment. The Director of Human Resource Services has been designated to handle inquiries regarding non-discrimination policies and can be reached at 208-792-2269 or at the Administration Building, Room 102, on LCSC's campus, 500 8th Avenue, Lewiston, Idaho, 83501. TTY 1-800-377-3529.		
	Other	Admissions			Check out the consumer information link on LCSC's homepage for important statistics and reports. www.lcsc.edu/consumer-information.com		
	Other	Admissions		Official Publications			
AUGUST	Federal	Financial Aid	Director of Financial Aid	State Work-Study	Annual report submitted to the State Board regarding work-study expenditures for the prior year	15-Aug	Annually
	Federal	Financial Aid	Financial Aid Program Coordinator	Satisfactory Academic Progress	Review of academic performance for each student who received federal aid during the Spring Semester		Varies with FAUSA
	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
	State	Budget Office	Director	State Appropriations Request	Annual request for state appropriations	30-Aug	Data entry completed in the State Budget Development System for annual appropriations request; <b>statutorily due September 1.</b>
	State	Grants & Contracts	Grants & Contracts Specialist	Higher Education Research Council (HERC) Infrastructure Report	Report and analysis of HERC funds designated for grant and research related expenses and projected supported through HERC funding.	Mid Mnth	Annually
	State	College Advancement-LCSC Foundation	Advancement Director	Annual CGA Report-State of WA	Due to Department of Insurance for WA CGA's	August	Annual
	State	Institutional Research & Effectiveness	Director	Performance Measure Reports		15-Aug	
	Other	Institutional Research & Effectiveness	Director	IPEDS Reporting: Registration; Report Mapping; Institution ID; IC-Header		7-Aug	
	Other	Workforce Training	Student Success Navigator	Time and Effort Reports	Describe time and effort expended on the NIC TAACT grant	first of each month	
	Other	e-Learning	Director	Application	Reapply for various state authorizations for distance education	end/mnth	
		Other			Annual Review of federal financial aid programs. Outside agency performs the audit.		Annually
	SEPTEMBER	Federal	Financial Aid	Director of Financial Aid	Audit		
Federal		Institutional Research & Effectiveness	Director	NAIA Survey		1-Sep	
Federal		International Programs	Director	SEVIS	Fall semester SEVIS registration reporting the arrival of college and IIE students and reporting US address. Confirmation of enrollment for all F-1 visa holders. Also cancellation of non-arrivals and termination of no-shows.		30 days from beginning of program (1st day of classes)
State		VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
State		Budget Office	Budget Office	Sources and Uses Report (SBOE)	Annual Sources and Uses Report to State Board	15-Sep	Report is due 30 days prior to the October State Board Meeting
State		Nursing & Health Sciences Division	Division Chair	Idaho Board of Nursing Report	Reports yearly program information including: new faculty, number of students in programs, preceptors, accreditation, clinical placements, projection of nursing students in the program, etc.		
State		Social Sciences Division	Title IV-E Coordinator	Idaho Child Welfare Scholar Student Tracking Report	Compliance with Contract KC252100 between LCSC and Idaho Department of Health and Welfare regarding students receiving scholarships via Title IV-E program. Includes student progress related to overall program effectiveness, program achievement and challenges, evaluation of training, etc.		
State		Social Sciences Division	Title IV-E Coordinator	Compliance with Contract KC252100 between LCSC and Idaho Department of Health and Welfare regarding training conducted through Title IV-E program	Includes progress and accomplishments, summary of trainings done, evaluation of training, budget and billing issues, needs for future planning, etc.		
State		Controller's Office	Controller	Annual Financial Statement Audit	Final audited financial statements with A-133 report to State Controller's Office	30-Sep	Annually
Other		College Advancement - LCSC Foundation	Advancement Director	Financial Audit Report (provided in October of each year due to audit process)	Financial Audit Report from auditors	September	Annual
Other		College Advancement - LCSC Foundation	Advancement Director	Report of Transfers made to the College	Report of gifts made through the LCSC Foundation and transferred to the college	September	Annual

Other	College Advancement - LCSC Foundation	Advancement Director	Report of Unrestricted Funds Received	Summary of unrestricted income and expenses	September	Annual	
Other	College Advancement - LCSC Foundation	Advancement Director	List of Foundation Officers and Directors	List of Foundation Officers and Directors	September		
Other	College Advancement - LCSC Foundation	Advancement Director	Annual Report of the Foundation's Major Activities	Description of Foundation's major activities	September	Annual	
Other	College Advancement - LCSC Foundation	Advancement Director	Supplemental Report for the College President	Report of college employees who receive compensation from LCSC Foundation, state and federal grants managed by the Foundation, real estate purchases, etc., or litigations or legal counsel used by the Foundation	September		
Other	Workforce Training	Student Success Navigator	Time and Effort Reports	Describe time and effort expended on the NIC TAACT grant	first of each month		
State	Workforce Training	WFT Allied Health Coordinator	NATCEP to Idaho Board of Nursing & Idaho Division of Medicaid	All students who took the class-completers vrs non completers, curricula used, teachers, sites, Students who passed/failed the registry exam.	1-Jun	Annually	
Other	e-Learning	Director	Application	Reapply for various state authorizations for distance education	end/mnth		
Other	Nursing & Health Sciences Division	Division Chair	AACN LCSC report	Reports yearly number of students in programs, anticipated students in programs, faculty salaries, projection of nursing students in the program, etc			
<b>OCTOBER</b>	Federal	College Advancement - LCSC Foundation	Foundation Treasurer	Foundation's annual tax returns	October		
	Federal	College Advancement-LCSC Foundation	Controller	Alumni Association Annual Tax Returns	Mid-November	Annual	
	Federal	Athletics/Budget Office	Budget Office	Equity in Athletics (EADA) Survey <i>in conjunction with IPRA</i>	Report to the US Dept of Education on information on Athletic gender equity	15-Oct	Budget Office completes data, IPRA locks report
	State	<b>Budget Office</b>	Director	<b>Gross Square Feet (SBOE)</b>	<b>Annual report of instituiton's gross square fee to State Board</b>	<b>15-Oct</b>	<b>Annual report due upon request</b>
	Federal	Education & Kinesiology Division	Division Chair & Program Assistant	ETS Title II Reporting	The ETS/Title II report provides ETS with names and demographic information of students officially enrolled in our teacher education program. ETS matches those names to Praxis scores in their database, then sends the results to the Department of Education to become part of our institutions Title II report		
	Federal	LCSC Radio Station	Radio Advisor	Quarterly Programming Report	This report is placed in the Station's Public File and lists time and date of most significant treatment of commuinity issues during the three preceeding months.	1-Jan	Quarterly
	Federal	Financial Aid	Director of Financial Aid	FISAP	Annual Federal report submitted to the Department of Education regarding campus-based aid in additonal to student eligibility.	1-Oct	Annually
	Federal	Financial Aid	Director of Financial Aid	Financial Aid State Scholarships	Fall Semester recipients of State Scholarship funds. Information requested by the State Board of Education.	15-Oct	Annually
	Federal	Institutional Research & Effectiveness	Director	IPEDS Institutional Characteristics		16-Oct	
	Federal	Institutional Research & Effectiveness	Director	IPEDS 12-Month Enrollment		16-Oct	
	Federal	Institutional Research & Effectiveness	Director	IPEDS Completions		16-Oct	
	Federal	Institutional Research & Effectiveness	Director	Equity in Athletics (EADA) Survey		1-Oct	
	Federal	LC Service Corps	Program Director	AmeriCorps Final Progress Report	Progress toward meeting performance measures, provide demographic information, relate member stories of impact, report challenges and successes for time period covering September 1 through August 31	2nd Week	
	Federal	<b>Grants &amp; Contracts</b>	<b>Grants &amp; Contracts Specialist</b>	<b>Federal Financial Reports (FFRs) on applicable federal grants</b>	<b>Summary of reporting period and cumulative expenses, program income earned within reporting period and cumulatively, and remaining balances for federal and non-federal portions of overall grant project budget.</b>	<b>15-Oct</b>	<b>Quarterly</b>
	Federal	Security	Director	Clery & Fire Report	The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act in which all institutes of higher education must disclose crime statistics for previous three calendar years for specific areas on and around campus. Fire Report is for all residence halls and includes type of equipment, updates, planned updates and any open flame fires for the previous three calendar years. Can be attached to Clery Report for publication	1-Oct	
	Federal	Security	Director	Crime Statistics	Crime statistics are submitted to the Office of Postsecondary Education's website for the previous three calendar years	15-Oct	
	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
	State	Budget Office	Budget Office	Moving Expense Report (For ID Board of Examiners, submitted through SBOE)	Annual moving expense reimbursement report due to the State Board of Examiners per State Moving Policy	1-Oct	
	State	<b>Budget Office</b>	Director	<b>Fee Waivers &amp; Discounts to SBOE</b>	<b>Included in April SBOE meeting agenda materials</b>	<b>1-Oct</b>	

	State	Education & Kinesiology Division	Ken Wareham, Professor	Math/Science Partnership Annual Performance Review (MSP APR)	Number of teachers and students serviced by grant are reported. In addition, measurement of improvements in student and teacher content knowledge and improvements in teacher's pedagogical knowledge are reported			
	State	Institutional Research & Effectiveness	Director	Snapshot Student Enrollment (PSR1)		25-Oct		
	State	Career-Technical Programs	ALC/ABE Director	Desk Audit Reports to ICTE	Program quality review and analysis.	1-Oct	Quarterly	
	State	Career-Technical Programs	ALC/ABE Director	Time and Effort to ICTE	Certify level of program effort.	1-Oct	Quarterly	
	State	Small Business Development Center	Regional Director	SBDC quarterly financial report 3 <sup>rd</sup> quarter	Report and request funds	31-Oct		
	Other	Workforce Training	Allied Health Coordinator	ICE Healthcare Partnership Quarterly Reports	Describe activity and student outcomes for the NIC TAACT grant	30-Jan	Through October 2018	
	Other	Workforce Training	Student Success Navigator	Time and Effort Reports	Describe time and effort expended on the NIC TAACT grant	first of each month		
	Other	e-Learning	Director	Application	Reapply for various state authorizations for distance education	end/mnth		
	Other	Human Resource Services	HRS Director	LCSC Turnover Report	Tracks number of employees by job classification who terminated during the year			
NOVEMBER	Federal	TRIO	Director of TRIO	Annual Performance Report - SSS/TS	Annual report of demographics and statistics of all TRIO students served for the past 6 years. Use for computation of Prior Experience Points for Department of Education	30-Nov	Annually	
	Federal	Educational Talent Search	Director	CV ETS submits Performance Report to the U.S. Department of Education	Report progress toward meeting performance measures	30-Nov	Annually	
	Federal	Career-Technical Programs	BTS Division Chair	Medical Assistant Report to American Association of Medical Assistants	Graduates and graduates passing Certified Medical Assistant Exam, Graduate/Employer followup survey	1-Nov	Annually	
	State	Career-Technical Programs	Dean of CTE Programs	Graduate Follow-up to IDPTE	Graduation Follow up Survey	1-Nov	Annually	
	State	Career-Technical Programs	ALC/ABE Director	ABE Report to ICTE	Program results.	22-Nov	Annually	
	State	Career-Technical Programs	ALC/ABE Director	Leadership Activities to ICTE	Professional development activities and results.	22-Nov	Annually	
	State	Institutional Research & Effectiveness	Director	Fact Sheet		28-Oct		
	State	Institutional Research & Effectiveness	Director	Carl Perkins - 1P1-5P2		1-Nov		
	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report	
	State	Budget Office	Budget Office	Net Assets Balances	Annual report to State Board	15-Dec	Report is due 30 days prior to the December State Board Meeting	
	State	Controller's Office	Controller	Quarterly Financial Statement	1st quarter Financial Statement to the State Board of Education-Audit Committee	1-Dec	Quarterly	
	State	Controller's Office	Cash Manager	Raffle License	Annual license	30-Nov	Annually to Idaho Lottery	
	State	Controller's Office	Cash Manager	Raffle Report	Annual report to State Lottery	31-Dec	Annually to Idaho Lottery	
	Other	Controller's Office	Cash Manager	PCI Certification	PCI Certification	4-Nov	Annually to Pure Protection for TIB MIDs	
	Other	e-Learning	Director	Application	Reapply for various state authorizations for distance education	end/mnth		
	Other	Academic Programs	Deans	Advisory Board Database, submitted to the Provost (LCSC Policy 2.104, Advisory Committees)				
	Other	Workforce Training	Student Success Navigator	Time and Effort Reports	Describe time and effort expended on the NIC TAACT grant	first of each month		
	Other	Business Division	Division Chair	International Assembly for Collegiate Business Education (IACBE)	Report required for compliance with IACBE accreditation standards.		Bi-Annually	
	DECEMBER	Federal	Financial Aid	Director of Financial Aid	Financial Aid State Scholarships	Fall Semester recipients of State Scholarship funds. Information requested by the State Board of Education.	20-Dec	
		Federal	Financial Aid	Financial Aid Program Coordinator	Financial Aid Satisfactory Academic Progress	Review of academic performance for each student who received federal aid during the Spring Semester		Varies with FAFSA
State		Budget Office	Director	Cost of College	Annual report to State Board		Used to prepare portion of Performance Measures report posted on DFM website	
Other		Workforce Training	WFT Director	Paramedic to National Registry for Emergency Medical Services (As Needed)	Programmatic evaluation		After Each Class	
Other		Workforce Training	WFT Director	EMT to National Registry for Emergency Medical Services (As Needed)	Programmatic evaluation		After Each Class	
Other		Workforce Training	WFT Director	C-Stop to American Traffic Safety Services Association (As Needed)	Student numbers and names who passed the course.		After Each Class	
Federal		Workforce Training	WFT Director/WFT Allied Health Coordinator	Accreditation Annual Report to Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (CoAEMSP)	Programmatic evaluation and changes made to accommodate accreditation.	1-Dec	Annually	
State		Workforce Training	WFT Industrial Safety Coordinator	Traffic Safety (Flagging) to American Traffic Safety Services Association (As Needed)	Student numbers and names who passed the course.		After Each Class	



State	Social Sciences Division	Title IV-E Coordinator	Idaho Child Welfare Scholar Student Tracking Report	Compliance with Contract KC252100 between LCSC and Idaho Department of Health and Welfare regarding students receiving scholarships via Title IV-E program. Includes student progress related to overall program effectiveness, program achievement and challenges, evaluation of training, etc.		
State	Social Sciences Division	Title IV-E Coordinator	Compliance with Contract KC252100 between LCSC and Idaho Department of Health and Welfare regarding training conducted through Title IV-E program	Includes progress and accomplishments, summary of trainings done, evaluation of training, budget and billing issues, needs for future planning, etc.		Quarterly
State	Workforce Training	WFT Industrial Apprentice Coordinator	Electrical Apprentice to Idaho Division of Building Safety	Student numbers, hours of attendance and names who passed the course.		Annually
State	Workforce Training	WFT Industrial Apprentice Coordinator	Plumbing Apprentice to Idaho Division of Building Safety	Student numbers, hours of attendance and names who passed the course.		Annually
State	Workforce Training	WFT Industrial Apprentice Coordinator	HVAC Apprentice to Idaho Division of Building Safety	Student numbers, hours of attendance and names who passed the course.		Annually
State	Workforce Training	Paramedic Program Director/WFT Allied Health Coordinator	Paramedic to Idaho EMS (As Needed)	Student numbers, hours of attendance and names who passed the course.		After Each Class
State	Workforce Training	WFT Allied Health Coordinator	EMT to Idaho EMS (As Needed)	Student numbers, hours of attendance and names who passed the course.		After Each Class
Other	Institutional Research & Effectiveness	Director	Graduate Survey - Academic & PTE Summary		15-Jan	
State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
Other	LCSC Radio Station	Radio Advisor	ASCAP, SESAC, BMI	Required annual royalty fees to be paid for the right to play music on the air.	31-Dec	Annually
Other	e-Learning	Director	Application	Reapply for various state authorizations for distance education	end/mnth	
Other	Workforce Training	WFT Industrial Apprentice Coordinator	Washington Basic Training to Washington Labor and Industrial (As Needed)	Upload students into the Washington State LNI online system so students receive recognition for their training.		After Each Class
Other	Workforce Training	Student Success Navigator	Time and Effort Reports	Describe time and effort expended on the NIC TAACT grant	first of each month	