

Month	Reporting	Office	Submitted by	Report	Description	Due	Notes
JANUARY	Federal	College Advancement - LCSC Foundation	Foundation & Treasurer	1098-C for Vehicle Donors	Vehicle donors tax forms	31-Jan	Annual
JANUARY	Federal	College Advancement - LCSC Foundation	Foundation Treasurer	1099-R for Charitable Gift Annuitants	Annuitants tax forms	31-Jan	Annual
JANUARY	Federal	Financial Aid	Associate Director of Processing	Net Price Calculator	Federal requirement to allow students to calculate the potential cost of the institution while considering scholarship funding typically provided by the school.		Annually
JANUARY	Federal	Financial Aid	Laura Hughes	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	deleted	State Board went to annual reporting.
JANUARY	Federal	Human Resource Services	HRS Director	1099 Form	Transmittal form for the 1099's	31-Jan	
JANUARY	Federal	Human Resource Services	HRS Director	Occupational Safety and Health Administration Form 300 and 300A	Notice of workplace Injuries	31-Jan	
JANUARY	Federal	International Programs	Coordinator	SEVIS	Graduation report		21-days from end of Fall semester
JANUARY	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
JANUARY	Federal	Office of Institutional Research & Effectiveness	Director	Designation as an Eligible Institution for Title III	Application for Title III & V eligibility.	March	Submitted annually (may not be eligible every year). Responsible office changed from Office of Grants & Contracts to Institutional Research & Effectiveness. Window of submission is Jan-March 2021.
JANUARY	Federal	Student Account Services	Director	1098-E Tax Forms to Students	Student Loan Interest Statement Tax Form (1098-E) for Education & Nursing Incentive (ENI) borrowers	31-Jan	Annually
JANUARY	State	Career-Technical Programs	AE Director	Desk Audit Reports to ICTE	Program quality review and analysis	1-15	Quarterly
JANUARY	State	Career-Technical Programs	AE Director	Time and Effort to Grants Office	Certify level of program effort	01-15	Quarterly or Semester depending on employee position
JANUARY	State	Controller's Office	Controller	Lobby Report	Report expenses spent to influence legislation in Idaho	January 1	Registration, monthly reports during the Legislative session and an annual report are due through the state portal.
JANUARY	State	Controller's Office	Controller	Lobby Report	Annual Lobby report for prior year	January 31	
JANUARY	State	Controller's Office	Controller	Quarterly Financial Statements	Quarterly Financial Statements to SBOE Audit Committee	Various	Quarterly
JANUARY	State	Natural Science & Mathematics	Kacey Diemert, ASSOC. Professor	Regional Mathematics Center, Contract #074008	Mid-Year Report (variety of formats allowed)	31-Jan	Annual - as long as IRMC exists
JANUARY	State	Nursing & Health Sciences	Division Chair	Idaho Board of Nursing Annual 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.	January 15th	Annual Report
JANUARY	State	Small Business Development Center	Regional Director	Quarterly Financial Report	Quarterly technical and financial report.	January 31	Quarterly
JANUARY	State	Student Affairs	Compliance Officer	State Board of Education Compliance Report			
JANUARY	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
JANUARY	Other	Center for Arts & History	CAH Director	Application	Idaho Commission on the Arts Entry Track Grant for next Fiscal Year	30-Jan	
JANUARY	Other	Controller's Office	Grants & Contracts; Program 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.	Jan 15th	Submitted Quarterly. Responsible office changed from Office of Grants & Contracts to the Controller's Office to reflect the position of the Grants & Contracts Program Specialist now reporting to the Controller.
JANUARY	Other	Human Resource Services	HR Specialist	American Association of University Professors	Salary Reports for Faculty	22-Feb	
JANUARY	Other	Human Resource Services	HR Specialist	College and University Personnel Association	Salary Reports for Professional Staff employees	10-Jan	
JANUARY	Other	LCSC Radio Station	Radio Advisor	Sound Exchange	Non-commercial educational webcasting license	31-Jan	Annually

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JANUARY	Other	Office of Institutional Research & Effectiveness	Director	Graduate Survey - Academic & CTE Summary		15-Jan	
JANUARY	Other	Office of the Provost	Office of the Provost	Application	Reapply for various state authorizations for distance education	end/mnth	Submitted Monthly. Responsible office changed from Office of Institutional Research & Effectiveness to the Office of the Provost.
JANUARY	Other	Student Account Services	Director	1098-T tuition statement	1098-T Tuition and Scholarship report - to students	31-Jan	Annual - as long as IRMC exists
FEBRUARY	Federal	College Advancement - LCSC Foundation	Foundation Treasurer	1096-transmittals to IRS	Transmittals for Vehicle donations and CGA's	28-Feb	Annual
FEBRUARY	Federal	Controller's Office	Controller	Single Audit Report	Single Audit Report (A-133 federal expenditures) and detail to Federal Audit Clearinghouse	28-Feb	Annually
FEBRUARY	Federal	Financial Aid	Associate Director of Processing	Shopping Sheet	Federal One-Page Informational sheet for students to use to compare colleges and universities		Annually
FEBRUARY	Federal	International Programs	Coordinator and ALL DSOS	Federal Information Security Management Act's Annual DSO and PDSO verification report	In compliance with FISMA, all users who access a federal system (which includes SEVIS) must annually verify that they have the both the business need and the authorization to access the system. PDSO must verify the names and positions of all current DSOs who access SEVIS.	end/mnth	Annually
FEBRUARY	Federal	International Programs	Coordinator	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)
FEBRUARY	Federal	Library	Director	Academic Libraries Survey	Survey that provides an overview of academic libraries nationwide and by state		Biennial
FEBRUARY	Federal	Office of Institutional Research & Effectiveness	Assistant Director of Institutional Research	IPEDS 200% Graduation Rate		Feb	Exact deadlines available here: https://surveys.nces.ed.gov/ipeds/public/data-collection-schedule
FEBRUARY	Federal	Office of Institutional Research & Effectiveness	Assistant Director of Institutional Research	IPEDS Admissions	Admissions completes the report, but the Assistant Director of Institutional Research is the "keyholder" that does the final submission.	Feb	Exact deadlines available here: https://surveys.nces.ed.gov/ipeds/public/data-collection-schedule
FEBRUARY	Federal	Office of Institutional Research & Effectiveness	Assistant Director of Institutional Research	IPEDS Graduation Rate		Feb	Exact deadlines available here: https://surveys.nces.ed.gov/ipeds/public/data-collection-schedule
FEBRUARY	Federal	Office of Institutional Research & Effectiveness	Assistant Director of Institutional Research	IPEDS Outcomes Measures		Feb	
FEBRUARY	Federal	Office of Institutional Research & Effectiveness	Assistant Director of Institutional Research	IPEDS Student Financial Aid		Feb	Exact deadlines available here: https://surveys.nces.ed.gov/ipeds/public/data-collection-schedule
FEBRUARY	Federal	Student Account Services	Director	1096/1098-E to IRS	Submit cover page (1096) and copies of 1098-E's to IRS	28-Feb	Annually
FEBRUARY	State	Athletics/Budget Office	Budget Office	Intercollegiate Athletic Compensation Report due to State Board	Athletic salary information for two fiscal years	27-Feb	Report is due 30 days prior to the February State Board Meeting
FEBRUARY	State	Athletics/Budget Office	Budget Office	Intercollegiate Athletics Gender Equity Compliance Report	EADA Report Format	27-Feb	Report is due 30 days prior to the February State Board Meeting
FEBRUARY	State	Athletics/Budget Office	Budget Office	Intercollegiate Athletics Report	Summary of Athletic Revenues and Expenses due to State Board	27-Feb	Report is due 30 days prior to the April State Board Meeting
FEBRUARY	State	Budget Office	Director	Cost of Attendance Report to SBOE	Cost of attendance including room, board, books, transp.	15-Feb	
FEBRUARY	State	College Advancement - LCSC Foundation	Advancement Director	Foundation 990 upload to State of WA CGA		28-Feb	Annual
FEBRUARY	State	Controller's Office	Controller	Lobby Report	January report	February 15	
FEBRUARY	State	Office of Institutional Research & Effectiveness	Assistant Director of Institutional Research	End of Term SLDS Tables		15-Feb	
FEBRUARY	State	Small Business Development Center	Regional Director	SBDC Year End Financial Report	Report and request funds	25-Feb	
FEBRUARY	State	Small Business Development Center	Regional Director	SBDC Year End Narrative Report	Explain details of annual results	15-Feb	

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FEBRUARY	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
FEBRUARY	Other	Office of Institutional Research & Effectiveness	Assistant Director of Institutional Research	Common Dataset	Report similar to IPEDS that covers overall college performance and information regarding our student population such as First-time, First-year enrollment, retention, completion, financial aid, etc. Not a required report, but one that many external stakeholders use to post information in their websites about LC State. IRE posts on website for their retrieval.	Feb	
FEBRUARY	Other	Office of the Provost	Office of the Provost	Application	Reapply for various state authorizations for distance education	end/mnth	Responsible office changed from Office of Institutional Research & Effectiveness to the Office of the Provost.
MARCH	Federal	Controller's Office	Controller	Annual Financial Statement Audit	Copy of annual financial statements to US Dept of Education	31-Mar	Annually
MARCH	Federal	Student Account Services	Director	1042-S foreign person income	1042-S Foreign Person's U.S. Source Income Subject to Withholding - statements to students	15-Mar	Annually
MARCH	Federal	Student Account Services	Director	1042-T annual summary and transmittal	1042-S and 1042-T Annual Summary and Transmittal of Forms 1042-S - to IRS	15-Mar	Annually
MARCH	State	Budget Office	Budget Office	Student Fee Proposal Documentation	Student Fee Proposal Narrative	15-Mar	Report is due according to April Board Agenda item due date.
MARCH	State	Budget Office	Budget Office	Student Fee Proposal Documentation	Changes to Student Fees for Fiscal Year	15-Mar	Report is due according to April Board Agenda item due date.
MARCH	State	Budget Office	Budget Office	Student Fee Proposal Documentation	Potential Student Fee Revenue Changes for Fiscal Year	15-Mar	Report is due according to April Board Agenda item due date.
MARCH	State	Budget Office	Budget Office	Student Fee Proposal Documentation	Peer Student Fee Comparisons	15-Mar	Report is due according to April Board Agenda item due date.
MARCH	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
MARCH	State	Controller's Office	Controller	Lobby Report	February Lobby Report	March 15	
MARCH	State	Controller's Office	Controller	Quarterly Financial Statement	2nd quarter Financial Statement to the State Board of Education-Audit Committee	1-Mar	Quarterly
MARCH	State	Office of Institutional Research & Effectiveness	Assistant Director of Institutional Research	Snapshot Student Enrollment (PSR1)	Spring Snapshot	March 26	
MARCH	State	Office of Institutional Research & Effectiveness	Director	Strategic Plan	Update annual strategic plan with current numbers for measures.	March 26	
MARCH	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
MARCH	Other	International Programs	Coordinator	Demographic report to Institute for International Education	Open Doors International Student Census. 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	
MARCH	Other	Office of the Provost	Office of the Provost	Application	Reapply for various state authorizations for distance education	end/mnth	Responsible office changed from Office of Institutional Research & Effectiveness to the Office of the Provost.
MARCH	Other	Small Business Development Center	Regional Director	Evergreen Foundation 2020 Final Report	Final recap of activities and financial administration of grant.	3-31-2021	
MARCH	Other	Workforce Training	AH Coordinator	CoAEMSP Annual Report	Paramedic accreditation report	15-Mar	Annually
MARCH	Federal	Student Account Services	Director	1098-T tuition statement	1098-T Tuition and Scholarship report to IRS (1096 not used when filed electronically)	31-Mar	Annually
APRIL	Federal	Budget Office	Budget Office	IPEDS Finance	(Budget Office prepares; IRE submits.)	9-Apr	

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APRIL	Federal	Controller's Office	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	Submitted Quarterly. Responsible office changed from Office of Grants & Contracts to the Controller's Office to reflect the position of the Grants & Contracts Program Specialist now reporting to the Controller.
APRIL	Federal	Human Resource Services	Director	IPEDS Human Resources		9-Apr	Annually
APRIL	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
APRIL	Federal	Office of Institutional Research & Effectiveness	Assistant Director of Institutional Research	IPEDS Academic Libraries			Was falsely labeled as "IPEDS Admissions (Office = Library; Submitted by Director of Library)". This record is the corrected record. Exact deadlines available here: https://surveys.nces.ed.gov/ipeds/public/data-collection-schedule
APRIL	Federal	Office of Institutional Research & Effectiveness	Assistant Director of Institutional Research	IPEDS Fall Enrollment			Exact deadlines available here: https://surveys.nces.ed.gov/ipeds/public/data-collection-schedule
APRIL	Federal	Office of Institutional Research & Effectiveness	Assistant Director of Institutional Research	IPEDS Finance			Exact deadlines available here: https://surveys.nces.ed.gov/ipeds/public/data-collection-schedule
APRIL	Federal	Office of Institutional Research & Effectiveness	Assistant Director of Institutional Research	IPEDS Human Resources	Report completed by Human Resources Office but Assistant Director of IRE is "Keyholder" and formally submits the report.		Exact deadlines available here: https://surveys.nces.ed.gov/ipeds/public/data-collection-schedule
APRIL	Federal	Teacher Education 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.		
APRIL	Federal	Teacher Education 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.		
APRIL	Federal	Teacher Education Division	Division Chair &	Title II	The College's Title II Report provides information to the US		
APRIL	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
APRIL	State	Career-Technical Programs	AE Director	Desk Audit Reports to ICTE	Program quality review and analysis	04-15	Quarterly
APRIL	State	Career-Technical Programs	AE Director	Time and Effort to Grants Office	Certify level of program effort	04-15	Quarterly or Semester depending on employee position.
APRIL	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	

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APRIL	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	
APRIL	State	Controller's Office	Controller	Lobby Report	March Lobby Report	April 15	
APRIL	State	Early College Programs	IR	State Dual Credit numbers and course offerings	Total numbers of students, classes, credits	month end	
APRIL	State	Office of Institutional Research & Effectiveness	Assistant Director of Institutional Research	Carl Perkins V - CP 11		April	
APRIL	State	Office of Institutional Research & Effectiveness	Assistant Director of Institutional Research	CTE Completers Survey (Carl Perkins Reporting)		April 30	
APRIL	State	Small Business Development Center	Regional Director	SBDC quarterly financial report 1 st quarter		30-Apr	
APRIL	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.		
APRIL	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.		
APRIL	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
APRIL	Other	Library	Director	Trends and Statistics Survey	Annual survey of academic and research libraries to collect data		Annual
APRIL	Other	Office of the Provost	Office of the Provost	Application	reapply for various state authorizations for distance education	end/mnth	Responsible office changed from Office of Institutional Research & Effectiveness to the Office of the Provost.
APRIL	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
MAY	Federal	Financial Aid	Director	Audit	Annual Audit from an outside agency to review the Federal Aid Programs		Annual
MAY	Federal	Financial Aid	Associate Director of Processing	Satisfactory Academic Progress	Review of academic performance for each student who received federal aid during the Spring Semester		Varies with FAFSA
MAY	Federal	International Programs	Coordinator	SEVIS	Graduation report		21-days from end of Spring semester
MAY	Federal	VPSA	VPSA	Foreign Gifts, Contracts, & Relationships Report	I also write to remind you of the important obligation institutions of higher education have under section 117 of the Higher Education Act. This law requires your "institution" -- as defined in section 117 (h)(4) -- to report gifts from, or contracts with, a foreign source in the amount of \$250,000 or more in one year. In addition, the law requires that, if your institution is owned or controlled by a foreign source, you disclose certain information relating to that ownership or control. (see letter from Deputy Secretary Mitchell Zais dated 5/13/19 for more details.)	May/June	
MAY	State	Budget Office	Budget Office	Operating Budget Documentation (SBOE):	Budget Narrative	15-May	Report is due according to June Board Agenda item due date.
MAY	State	Budget Office	Budget Office	Operating Budget Documentation (SBOE):	Budget Distribution by Activity and Expense Class	15-May	Report is due according to June Board Agenda item due date.

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MAY	State	Budget Office	Budget Office	Operating Budget Documentation (SBOE):	Summary of Salary Changes	15-May	Report is due according to June Board Agenda item due date.
MAY	State	College Advancement - LCSC Foundation	Advancement Director	Foundation annual report to Secretary of State-WA	General charitable org registration	May	Annual
MAY	State	Controller's Office	Controller	SBOE interim audit	Spring interim audit from external financial auditors mandated by the State Board of Education	May	Annual
MAY	State	Information Technology	Director	SBOE audit	The IT audit mandated by the State Board of Education is associated with the annual financial audit.		Annual
MAY	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
MAY	Other	e-Learning Services	Director	Annual Report		end/mnth	
MAY	Other	Office of the Provost	Office of the Provost	Application	Reapply for various state authorizations for distance education	end/mnth	Responsible office changed from Office of Institutional Research & Effectiveness to the Office of the Provost.
JUNE	Federal	International Programs	Coordinator	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)
JUNE	Federal	LCSC Radio Station	Radio Advisor	FCC License Renewal of KLCZ	Necessary to maintain radio license	1-Jun	Every 8 years
JUNE	Federal	LCSC Radio Station	Radio Advisor	FCC Ownership Report of KLCZ	Necessary to maintain radio license	31-Jan	Every 2 years
JUNE	State	Career-Technical Programs	Transition Coordinator	Advanced Opportunities Application to Idaho Division of Career & Technical Education		30-Jun	Annual
JUNE	State	Career-Technical 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
JUNE	State	Controller's Office	Controller	Quarterly Financial Statement	3rd quarter Financial Statement to the State Board of Education-Audit Committee	1-Jun	Quarterly
JUNE	State	Financial Aid	Laura Hughes	State Scholarships	Semester reports required by the State Board of Education for the programs they fund. List of recipients with other pertinent information	June	Change Semester to Annual
JUNE	State	Natural Science & Mathematics	Kacey Diemert, ASSOC. Professor	Regional Mathematics Center, Contract #074008	End-of-Year Report (written)	30-Jun	Annual - as long as IRMC exists
JUNE	State	Office of Institutional Research & Effectiveness	Director	Revised Yearly Credit Hour Report (PSR 1.5)		15-Jun	
JUNE	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
JUNE	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.		Annual - as long as IRMC exists
JUNE	State	Student Affairs	Compliance Officer	State Board of Education Compliance Report			
JUNE	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
JUNE	State	VPFA	VPFA	Permanent Building Fund Capital Budget Request (ID Dept of Public Works)	Annual request for capital appropriations	1-Jun	Preliminary Request
JUNE	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

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JUNE	Other	Office of the Provost	Office of the Provost	Application	Reapply for various state authorizations for distance education	end/mnth	Responsible office changed from Office of Institutional Research & Effectiveness to the Office of the Provost.
JULY	Federal	Controller's Office	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-Jul	Submitted Quarterly. Responsible office changed from Office of Grants & Contracts to the Controller's Office to reflect the position of the Grants & Contracts Program Specialist now reporting to the Controller.
JULY	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
JULY	State	Budget Office	Director	State Appropriations Request	Annual request for state appropriations	15-Jul	Report is due according to June Board Agenda item due date.
JULY	State	Career-Technical Programs	AE Director	Desk Audit Reports to ICTE	Program quality review and analysis	07-15	Quarterly
JULY	State	Career-Technical Programs	AE Director	Time and Effort to Grants Office	Certify level of program effort	07-15	Quarterly or Semester depending on employee position.
JULY	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	
JULY	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	
JULY	State	Office of Institutional Research & Effectiveness	Director	1054Y ANNUAL-enrollment and completion report for CTE students only			
JULY	State	Office of Institutional Research & Effectiveness	Director	Dual Credit Report		15-Jul	
JULY	State	Office of Institutional Research & Effectiveness	Director	PSR 1 ANNUAL - Post-Secondary Report of annual headcount and aggregate credit hours by lower division, upper division, and CTE			Annually
JULY	State	Office of Institutional Research & Effectiveness	Director	PSR 1.5 ANNUAL-Post-Secondary Reporting of credit hours by 2-digit CIP code-used for the Enrollment Workload Adjustment			
JULY	State	Office of Institutional Research & Effectiveness	Assistant Director of Institutional Research	Revised Yearly Credit Hour Report (PSR 1.5)		July 17	
JULY	State	Office of Institutional Research & Effectiveness	Director	SLDS SPRING END OF TERM-Statewide Longitudinal Data System			
JULY	State	Office of Institutional Research & Effectiveness	Director	Transfer Articulation Report	SBOE Reporting	1-Jul	
JULY	State	Small Business Development Center	Regional Director	SBDC quarterly financial report 2 nd quarter		31-Jul	
JULY	State	Small Business Development Center	Regional Director	SBDC semi-annual narrative report		15-Jul	
JULY	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
JULY	State	VPFA	VPFA	Permanent Building Fund Capital Budget Request (ID Dept of Public Works)	Annual request for capital appropriations	1-Jul	Final Request
JULY	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

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JULY	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.
JULY	Other	Admissions		Official Publications	Lewis-Clark State College is accredited by the Northwest Commission on College and Universities, 8060 165 th Avenue NE, Suite 100, Redmond, WA 98052-3981		
JULY	Other	Admissions		Official Publications	This institution is an equal opportunity provider		
JULY	Other	Admissions		Official Publications	TTY 1-800-377-3529		
JULY	Other	Admissions		Official Publications	If the division is accredited, the accrediting body must be included in official publications and websites (Policy 3.1)		
JULY	Other	Admissions		Official Publications	All photos/testimonials are of current students or recent graduates of LCSC		
JULY	Other	Admissions		Official Publications	Check out the consumer information link on LCSC's homepage for important statistics and reports. www.lcsc.edu/consumer-information.com		
JULY	Other	Admissions		Official Publications	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.		
JULY	Other	Office of the Provost	Office of the Provost	Application	Reapply for various state authorizations for distance education	end/mnth	Responsible office changed from Office of Institutional Research & Effectiveness to the Office of the Provost.
AUGUST	Federal	Financial Aid	Associate Director of Processing	Satisfactory Academic Progress	Review of academic performance for each student who received federal aid during the Spring Semester		Varies with FAFSA
AUGUST	Federal	Student Account Services	Director	Nursing Loan Annual Operating Report (AOR)	Annual operating report to HRSA for Federal Nursing Loan	Mid-August	Annually
AUGUST	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; statutorily due September 1.
AUGUST	State	College Advancement - LCSC Foundation	Advancement Director	Annual CGA Report-State of WA	Due to Department of Insurance for WA CGA's	August	Annual
AUGUST	State	Financial Aid	Director	State Work-Study	Annual report submitted to the State Board regarding work-study expenditures for the prior year	15-Aug	Annually
AUGUST	State	Office of Institutional Research & Effectiveness	Director	Performance Measure Reports		15-Aug	
AUGUST	State	Office of Institutional Research & Effectiveness	Director	Remediation Report	SBOE Reporting	16-Aug	

Month	Reporting	Office	Submitted by	Report	Description	Due	Notes
AUGUST	State	Office of the Provost	Provost	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
AUGUST	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
AUGUST	Other	Human Resource Services	HRS Director	LCSC Turnover Report	Tracks number of employees by job classification who terminated during the year	1-Aug	
AUGUST	Other	Office of Institutional Research & Effectiveness	Director	IPEDS Reporting: Registration; Report Mapping; Institution ID; IC-Header		7-Aug	
AUGUST	Other	Office of the Provost	Office of the Provost	Application	Reapply for various state authorizations for distance education	end/mnth	Responsible office changed from Office of Institutional Research & Effectiveness to the Office of the Provost.
SEPTEMBER	Federal	Financial Aid	Director	Audit	Annual Review of federal financial aid programs. Outside agency performs the audit.		Annually
SEPTEMBER	Federal	International Programs	Coordinator	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)
SEPTEMBER	Federal	Office of Institutional Research & Effectiveness	Director	NAIA Survey		1-Sep	
SEPTEMBER	Federal	Student Account Services	Director of Financial Aid	FISAP - Perkins Section	The section of the FISAP report specifically covering the Federal Perkins Loan program is prepared by SAS and submitted by the FAO	Mid-September	Annually
SEPTEMBER	State	Budget Office	Director	Gross Square Feet (SBOE)	Annual report of institution's gross square fee to State Board	15-Sep	Due in September each year
SEPTEMBER	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
SEPTEMBER	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
SEPTEMBER	State	Nursing & Health Sciences	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.		
SEPTEMBER	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.		
SEPTEMBER	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.		
SEPTEMBER	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
SEPTEMBER	Other	College Advancement - LCSC Foundation	Advancement Director	Annual Report of the Foundation's Major Activities	Description of Foundation's major activities	September	Annual
SEPTEMBER	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
SEPTEMBER	Other	College Advancement - LCSC Foundation	Advancement Director	List of Foundation Officers and Directors	List of Foundation Officers and Directors	September	
SEPTEMBER	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
SEPTEMBER	Other	College Advancement - LCSC Foundation	Advancement Director	Report of Unrestricted Funds Received	Summary of unrestricted income and expenses	September	Annual

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SEPTEMBER	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	
SEPTEMBER	Other	Nursing & Health Sciences	RS Director	Annual Report	Report of enrollment, number of graduates, completion rate, ARRT pass rates, job placement	end/mnth	Annually
SEPTEMBER	Other	Office of the Provost	Office of the Provost	Application	Reapply for various state authorizations for distance education	end/mnth	Responsible office changed from Office of Institutional Research & Effectiveness to the Office of the Provost.
OCTOBER	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, IRE locks report
OCTOBER	Federal	Campus Security	Director	Annual Security and Fire Safety Report (Previously Clery and Fire Report)	The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety. ASRs must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence, and stalking.	October 1	
OCTOBER	Federal	Campus Security	Director	Campus Safety and Security Survey	Administered by the Department of Education Office of Postsecondary Education as part of the Clery Act requirements, the online survey collects data about the number of and nature of crimes and fires at our institution's campuses for the previous calendar year. Providing this information is required under section 485 of the Higher Education Act of 1965 (HEA), as amended, as a condition of our institution's continued participation in the Federal student financial assistance programs.	October 15	
OCTOBER	Federal	College Advancement - LCSC Foundation	Foundation Treasurer	Foundation's annual tax returns	Foundation's annual tax returns	October	
OCTOBER	Federal	Controller's Office	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-Oct	Submitted Quarterly. Responsible office changed from Office of Grants & Contracts to the Controller's Office to reflect the position of the Grants & Contracts Program Specialist now reporting to the Controller.
OCTOBER	Federal	Financial Aid	Director	FISAP	Annual Federal report submitted to the Department of Education regarding campus-based aid in addition to student eligibility.	1-Oct	Annually
OCTOBER	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
OCTOBER	Federal	Office of Institutional Research & Effectiveness	Director	Equity in Athletics (EADA) Survey		1-Oct	
OCTOBER	Federal	Office of Institutional Research & Effectiveness	Director	IPEDS 12-Month Enrollment		16-Oct	
OCTOBER	Federal	Office of Institutional Research & Effectiveness	Director	IPEDS Completions		16-Oct	
OCTOBER	Federal	Office of Institutional Research & Effectiveness	Director	IPEDS Institutional Characteristics		16-Oct	

Month	Reporting	Office	Submitted by	Report	Description	Due	Notes
OCTOBER	Federal	Teacher Education 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		
OCTOBER	State	Budget Office	Director	Fee Waivers & Discounts to SBOE	Included in April SBOE meeting agenda materials	1-Oct	
OCTOBER	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	Due October 1 to State Board of Examiners
OCTOBER	State	Career-Technical Programs	AE Director	Desk Audit Reports to ICTE	Program quality review and analysis	10-15	Quarterly
OCTOBER	State	Career-Technical Programs	AE Director	Time and Effort to Grants Office	Certify level of program effort	10-15	Quarterly or Semester depending on employee position.
OCTOBER	State	Financial Aid	Director	Financial Aid State Scholarships	Fall Semester recipients of State Scholarship funds. Information requested by the State Board of Education.	15-Oct	Annually
OCTOBER	State	Office of Institutional Research & Effectiveness	Director	SLDS summer end of term & fall census snapshot			
OCTOBER	State	Office of Institutional Research & Effectiveness	Director	Snapshot Student Enrollment (PSR1)		25-Oct	
OCTOBER	State	Small Business Development Center	Regional Director	SBDC quarterly financial report 3 rd quarter	Report and request funds	31-Oct	
OCTOBER	State	Teacher Education 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		
OCTOBER	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
OCTOBER	Other	Nursing & Health Sciences	Radiographic Science Director	Joint Review Committee on Education in Radiologic Technology Annual Report	Report of enrollment, number of graduates, completion rate, ARRT pass rates, job placement	October 1st	Annual Report
OCTOBER	Other	Office of the Provost	Office of the Provost	Application	Reapply for various state authorizations for distance education	end/mnth	Responsible office changed from Office of Institutional Research & Effectiveness to the Office of the Provost.
OCTOBER		Residence Life	Debbie Kolstad	Fall occupancy	Count, by building, of the number of students living on campus and in campus rentals.	10/15/2020	This is requested by the SBOE
OCTOBER	Federal	College Advancement - LCSC Foundation	Controller	Alumni Association Annual Tax Returns	Alumni Association-990	Mid-November	Annual
NOVEMBER	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
NOVEMBER	Federal	College Assistance Migrant Program	CAMP Director	Annual Performance Report	Annual performance report of grant outcomes	November 30	
NOVEMBER	Federal	Controller's Office	Controller	990 Tax return	990 Tax returns for Warrior Athletic Association and Alumni Association	November 15	
NOVEMBER	Federal	Controller's Office	Controller	990T	990T annual tax return	November 15	
NOVEMBER	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
NOVEMBER	Federal	TRIO Student Support Services/Talent Search	Traci Birdsell	Annual Performance Report	Annual performance report of grant outcomes	November 30th	Please delete SSS from this report since it was defunded
NOVEMBER	State	Budget Office	Budget Office	Net Assets Balances	Annual report to State Board	15-Nov	Report is due according to December State Board Meeting agenda item due dates
NOVEMBER	State	Career-Technical Programs	AE Director	Annual Report to ICTE	Program results.	11-22	Annually
NOVEMBER	State	Career-Technical Programs	Dean of CTE Programs	Graduate Follow-up to IDPTE	Graduation Follow up Survey	1-Nov	Annually
NOVEMBER	State	Career-Technical Programs	AE Director	Leadership Activities to ICTE	Professional development activities and results	11-22	Annually
NOVEMBER	State	Controller's Office	Cash Manager	Raffle License	Annual license	30-Nov	Annually to Idaho Lottery

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NOVEMBER	State	Office of Institutional Research & Effectiveness	Director	Carl Perkins V - 1P1-5P2		1-Nov	
NOVEMBER	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
NOVEMBER	Other	Business Division	Division Chair	International Assembly for Collegiate Business Education (IACBE)	Report required for compliance with IACBE accreditation standards.		Bi-Annually
NOVEMBER	Other	Controller's Office	Cash Manager	PCI Certification	PCI Certification	4-Nov	Annually to Pure Protection for TIB MIDs
NOVEMBER	Other	e-Learning Services	Director	Annual Renewal Report		end/mnth	
NOVEMBER	Other	Office of the Provost	Office of the Provost	Application	Reapply for various state authorizations for distance education	end/mnth	Responsible office changed from Office of Institutional Research & Effectiveness to the Office of the Provost.
NOVEMBER	Other	School of Liberal Arts & Sciences; School of Professional Studies	Deans	Advisory Board Database, submitted to the Provost (LCSC Policy 2.104, Advisory Committees)			
DECEMBER	Federal	Financial Aid	Associate Director of Processing	Financial Aid Satisfactory Academic Progress	Review of academic performance for each student who received federal aid during the Spring Semester		Varies with FAFSA
DECEMBER	Federal	VPSA	VPSA	Foreign Gifts, Contracts, & Relationships Report	I also write to remind you of the important obligation institutions of higher education have under section 117 of the Higher Education Act. This law requires your "institution" -- as defined in section 117 (h)(4) -- to report gifts from, or contracts with, a foreign source in the amount of \$250,000 or more in one year. In addition, the law requires that, if your institution is owned or controlled by a foreign source, you disclose certain information relating to that ownership or control. (see letter from Deputy Secretary Mitchell Zais dated 5/13/19 for more details.)	May/June	
DECEMBER	Federal	Workforce Training	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
DECEMBER	State	Budget Office	Director	Cost of College	Annual report to State Board	15-Dec	Used to prepare portion of Performance Measures report posted on DFM website
DECEMBER	State	Controller's Office	Controller	Quarterly Financial Statement	1st quarter Financial Statement to the State Board of Education-Audit Committee	1-Dec	Quarterly
DECEMBER	State	Controller's Office	Cash Manager	Raffle Report	Annual report to State Lottery	31-Dec	Annually to Idaho Lottery
DECEMBER	State	Small Business Development Center	Regional Director	Portable Assistance Grant Financial Report	Quarterly technical and financial report.	12-15-2020	
DECEMBER	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
DECEMBER	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.		
DECEMBER	State	VPFA	VPFA	Litigation Report	Update State Board on litigation status and legal issues	Mid-Month	Monthly status report
DECEMBER	State	Workforce Training	WFT Apprentice Administrative Assistant	Electrical Apprentice to Idaho Division of Building Safety	Student numbers, hours of attendance and names who passed the course.		Annually
DECEMBER	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

Month	Reporting	Office	Submitted by	Report	Description	Due	Notes
DECEMBER	State	Workforce Training	WFT Apprentice Administrative Assistant	HVAC Apprentice to Idaho Division of Building Safety	Student numbers, hours of attendance and names who passed the course.		Annually
DECEMBER	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
DECEMBER	State	Workforce Training	WFT Apprentice Administrative Assistant	Plumbing Apprentice to Idaho Division of Building Safety	Student numbers, hours of attendance and names who passed the course.		Annually
DECEMBER	State	Workforce Training	WFT Business/Industry Administrative Assistant	Traffic Safety (Flagging) to American Traffic Safety Services Association (As Needed)	Student numbers and names who passed the course.		After Each Class
DECEMBER	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
DECEMBER	Other	Office of the Provost	Office of the Provost	Application	Reapply for various state authorizations for distance education	end/mnth	Responsible office changed from Office of Institutional Research & Effectiveness to the Office of the Provost.
DECEMBER	Other	Workforce Training	WFT Allied Health Coordinator	EMT to National Registry for Emergency Medical Services (As Needed)	Programmatic evaluation		After Each Class
DECEMBER	Other	Workforce Training	WFT Allied Health Coordinator	Paramedic to National Registry for Emergency Medical Services (As Needed)	Programmatic evaluation		After Each Class
DECEMBER	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