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Report Dates Subject to Withholding of State or Federal Aids FY 2025-26

The purpose of this document is to notify districts, in accordance with § TCS 7.09(1), Wis. Admin. Code, of reports to be filed with the System Office and the respective due dates for filing each report during the next fiscal year. The following schedules list only those reports that are continuing in nature. Ad hoc or additional reports may be required during the year but are not subject to withholding of state or federal aids unless they are subject to s. 38.28(2)(d) and (e), Wis. Stats.

Schedule A1 – State Aids Reports details the reports subject to withholding of state aids.

Schedule A2 – State Aids Other identifies ongoing submission requirements regarding district board policies and budget modifications.

Schedule B – Federal Aids details the reports subject to withholding of federal aids.

Schedule C – Master Calendar is a calendar of reports to be submitted to the System Office, including those subject to withholding of state or federal aid (or both) and those which are not subject to withholding of aids. For each report the System Office administrative and programmatic contacts are listed. These individuals are available to provide clarification on the form and content of required reports.

Specific details on these reports can be found in user manuals issued by this office. These manuals are available at <http://mywtcs.wtcsystem.edu>.

If any due date on the attached schedules falls on a weekend or holiday, the report is due on the first following work day. Districts are encouraged to submit reports earlier than the final due date to allow time if corrections are needed.

Schedule A1 – State Aids Reports

Reports Subject to Withholding, Suspension or Reduction of State Aids

Aid Advance Contingent on Receipt of the Report*	Report	Final District Submission Due Date
July Aid Advance 15%	Budget Document (FY 2025-26)	July 1
August Aid Advance 15%	Cost Allocation – Budget Mode (FY 2025-26)	July 15
September Aid Advance 15%	Client Reporting – Grant Activity and Courses (FY 2024-25)	August 15
October Aid Advance 15%	None	
November Aid Advance 15%	Cost Allocation – Actual Mode (FY 2024-25) Cost Allocation – November Re-Estimate (FY 2025-26) Apprenticeship Completer (FY 2024-25) Client Reporting Records (FY 2025-26, Summer & 1st Semester) Projected Cost Allocation – Forthcoming Budget Year (FY 2026-27)	November 6 November 6 November 15 November 15 November 15
January Aid Advance 5%	38.14 Contract Reporting Records (FY 2024-25) Applied Technology Center Report (FY 2024-25) Uniform Financial Fund Accounting (FY 2024-25) Financial Audit Reporting Package (FY 2024-25)	November 30 December 1 December 15 December 31
February Aid Advance 5%	Course Approval / Program Curriculum (FY 2025-26, Summer & 1st Semester)	January 31
June Aid Advance 15%	Graduate Outcomes (FY 2024-25) Cost Allocation – April Re-Estimate (FY 2025-26) Projected Cost Allocation – Forthcoming Budget Year (FY 2026-27) Client Reporting Records (FY 2025-26, 2nd Semester) Employer Satisfaction (FY 2024-25) Course Approval / Program Curriculum (FY 2025-26) (Final Submission)	February 28 April 1 April 1 April 15 May 15 May 31

*The indicated aid advance and subsequent aid advances are subject to withholding until the required report(s) are received.

Schedule A2 – State Aids Other

Reports Subject to Withholding, Suspension or Reduction of State Aids

Statutes or Administrative Rules specify that the following information is to be submitted to the System Office; accordingly, aids may be withheld, suspended or reduced for failure to comply.

Aid Report	Reports	District Submission Date
Any aid payment	District board policies adopted relating to s. 38.14(3); district board member, district president, and employee travel expenses; procurement; and personnel.	Within 30 days of adoption by the district board
Any aid payment	Budget modifications to legal appropriations of the district.	Within 30 days of approval by the district board

All aid advances subsequent to the due date are subject to withholding until the required report(s) are received.

Schedule B – Federal Aids

Reports Subject to Withholding, Suspension or Reduction of Federal Aids

Report	Due Date	For
AEFLA – Final Financial (SFR-1)	August 15, 2025	- Final Expenditure Reports (FY 2024-25)
Perkins – Final Financial (SFR-1)	August 15, 2025	- Final Expenditure Reports (FY 2024-25)
Student Financial Aid	November 7, 2025	- Student Headcount and Financial Aid Data (FY 2024-25)
WTCS – Graduate Outcomes	February 28, 2026	- Prior year students (FY 2024-25)

Schedule C – Master Calendar

Schedule for Final Due Dates of District Reports to be Submitted to the System Office

Programmatic and Administrative Contacts are listed for each report. Contact the person in the programmatic column for questions regarding the content and purpose of the reporting requirement. Contact the person in the administrative column for technical questions regarding submission of the report.

Report Description	Time Period Covered	Due Date	WTCS Contact - Programmatic	WTCS Contact - Administrative
Final Report and Grant Evaluation (Leadership grants)	July 2024 – June 2025	No later than 45 days from the grant end date.	T. Khang	T. Khang
Budget Document	2025-26	July 1, 2025	M. Rudman	M. Rudman
AEFLA Quarterly Reports	April 2025 – June 2025	July 15, 2025	B. Konruff	B. Graf
Cost Allocation – Budget Mode	2025-26	July 15, 2025	M. Rudman	M. Rudman
Faculty Headcount & Professional Development Workload Hours Survey	2024-25	July 30, 2025	A. Richter	A. Richter
Facility Three-Year Plan Update	2025-27	August 1, 2025	D. Scanlon	D. Scanlon
State – Final Financial (SFR-1) – Apprentice-Related Instruction, Career Pathways, Core Industry, Developing Markets, Professional Growth, Completion, IET Development & Expansion and Work-Based Learning for Tribal Colleges Grants	2024-25	August 15, 2025	None	V. Chung
State – Final Financial (SFR-1) – Open Educational Resources	2023-25	August 15, 2025	None	V. Chung
State – Final Financial (SFR-1) – Dental Health	2024-25	August 15, 2025	None	V. Chung
AEFLA – Final Financial (SFR-1)	2024-25	August 15, 2025	None	V. Chung

Report Description	Time Period Covered	Due Date	WTCS Contact - Programmatic	WTCS Contact - Administrative
Perkins – Final Financial (SFR-1)	2024-25	August 15, 2025	None	V. Chung
State Emergency Assistance Grant Final Report	2024-25	August 15, 2025	J. Tyznik	J. Tyznik
Client Reporting	2024-25	August 15, 2025	C. Nelson	C. Nelson / B. Graf
Affirmative Action Annual Update Plan	2024-25	October 1, 2025	M. Erce	M. Erce
AEFLA Quarterly Reports	July 2025 – Sept 2025	October 15, 2025	B. Konruff	B. Graf
Veterans Summer / Fall Credit Data	Summer & 1 st Semester 2025-26	October 15, 2025	C. Nelson	B. Graf
Certified Mill Rate & Property Valuations	2025-26	October 31, 2025	M. Rudman	M. Rudman
Final Report and Grant Evaluation	July 2024 – June 2025	November 1, 2025	T. Khang	T. Khang
Cost Allocation – Actual Mode	2024-25	November 6, 2025	M. Rudman	M. Rudman
Cost Allocation – November Re-Estimate	2025-26	November 6, 2025	M. Rudman	M. Rudman
Apprenticeship Completer	2023-2024	November 15, 2025	H. Barker	B. Graf
Client Reporting Records	Summer & 1 st Semester 2025-26	November 15, 2025	C. Nelson	C. Nelson / B. Graf
Cost Allocation – Projected for Forthcoming Budget Year	2026-27	November 15, 2025	M. Rudman	M. Rudman
38.14 Contract Report Records	2024-25	November 30, 2025	C. Nelson	C. Nelson / B. Graf
Applied Technology Center Report	2024-25	December 1, 2025	A. Richter	A. Richter
Perkins District Applications	2026-27	December 12, 2025*	T. Khang	T. Khang
State – Final Financial (SFR-1) – Workforce Advancement Training	2024-25	December 15, 2025	None	V. Chung
Uniform Financial Fund Accounting	2024-25	December 15, 2025	M. Rudman	M. Rudman / B. Graf
WAT Grant Economic Impact Survey	2024-25	December 30, 2025	S. DuBenske	C. Nelson

Report Description	Time Period Covered	Due Date	WTCS Contact - Programmatic	WTCS Contact - Administrative
Cost Allocation / Financial Audit Reconciliation	2024-25	December 31, 2025	M. Rudman	M. Rudman
Financial Audit Reporting Package	2024-25	December 31, 2025	M. Rudman	M. Rudman
Civil Rights Assurance of Compliance Certifications	2024-25	January 1, 2026	A. Richter	A. Richter
AEFLA District Applications	2026-27	January 8, 2026*	T. Khang	T. Khang
State District Applications	2026-27	January 9, 2026*	T. Khang	T. Khang
Information on Sexual Assault and Harassment	2024-25	January 15, 2026	M. Erce	M. Erce
Student Discrimination Complaints Report	2024-25	January 15, 2026	M. Erce	M. Erce
AEFLA Quarterly Reports	October 2025 – December 2025	January 15, 2026	B. Konruff	B. Graf
Program Fee Survey	2025-26 & 2026-27	January 16, 2026	M. Rudman	M. Rudman
WAT Grant Final Report	2024-25	January 29, 2026	S. DuBenske	T. Khang
Program Curriculum / Course Approval Records	Summer & 1 st Semester 2025-26	January 31, 2026	J.P. Villavicencio	B. Graf
Mid-Year Report	July 2025 – December 2025	February 15, 2026	T. Khang	T. Khang
Graduate Outcomes	2024-25	February 28, 2026	H. Barker	B. Graf
IET Development & Expansion Grant Applications	2026-27	March 13, 2026*	T. Khang	T. Khang
Veterans Year-to-Date Credit Data	2025-26	March 15, 2026	C. Nelson	B. Graf
Cost Allocation – April Re-Estimate	2025-26	April 1, 2026	M. Rudman	M. Rudman
Cost Allocation – Projected Forthcoming Year	2026-27	April 1, 2026	M. Rudman	M. Rudman

Report Description	Time Period Covered	Due Date	WTCS Contact - Programmatic	WTCS Contact - Administrative
AEFLA Quarterly Reports	January 2026 – March 2026	April 14, 2026	B. Konruff	B. Graf
Client Reporting Records	2 nd Semester 2025-26	April 15, 2026	C. Nelson	C. Nelson / B. Graf
WAT Grant Applications (Initial)	2026-27	May 1, 2026*	S. DuBenske	T. Khang
Employer Satisfaction	2024-25	May 15, 2026	H. Barker	B. Graf
Program Curriculum / Course Approval Records	2 nd Semester 2025-26	May 31, 2026	J.P. Villavicencio	B. Graf
Veterans Final Financial and Credit Data for HEAB	2025-26	June 8, 2026	C. Nelson	B. Graf
Course Approval Year-End Deletions	2025-26	June 15, 2026	J.P. Villavicencio	B. Graf
2% Fire Service Courses	2025-26	June 30, 2026	W. Lyon	C. Nelson / B. Graf
HazMat Courses	2025-26	June 30, 2026	W. Lyon	C. Nelson / B. Graf
FQAS Annual Report	2025-26	June 30, 2026	M.J. Johnson	M.J. Johnson

***Subject to change by System Office.**