VFA 2014-15 Collection Schedule		
November 3 – April 30, 2014	**Data Entry Period**	Data Inputters, Data Administrators, and/or Key Contact must enter data into the VFA system. Colleges should use the *Data Online Forms* and *Data Validation Report* to find and correct any data entry errors.
May 1, 2015:	**Deadline for Data Entry**	Data Inputters, Data Administrators, or Key Contacts must complete data entry, correct all errors, and click the "Mark Data Entry Complete" button on the *Data Landing* page. After data are marked complete, an email will be sent to the college's Data Administrators, Key Contact, and the college president prompting them to review their VFA data.
May 2 –31, 2015:	**Data Review & Publishing Period**	This time period is earmarked for colleges to review their data submission for big-picture errors prior to approving the data for publishing. If errors are found, click "Unmark Data Entry Complete" to make the corrections. Data must pass all error checks and be marked complete prior to publishing.
June 1, 2015	**Data Publishing Deadline**	When data are reviewed and approved to be published, Data Administrators or Key Contact should click the "Lock & Publish Data" button on the *Data Landing* page to publish their data. The publisher must enter their name and confirm that they will be publishing their data. **All colleges must publish their data by June 1.**

Resources for Data Input

- [VFA Year Two Schedule:](#) The Year Two schedule is posted on the *Data Collection Schedule* page under *[Membership](#)* on the VFA website.

- [VFA Webinars:](#) AACC hosts webinars to help users with the VFA data collection and input process.

- [VFA Metrics Manual:](#) Complete operational definitions of the VFA cohorts and metrics.

- [VFA User's Guide:](#) Instruction on how to do the VFA and navigate the VFA data tools and web site.
- [Data Help Center:](#) Collection of resources and documents to aid in data submission and website navigation, including the *VFA Bulk Upload* file instructions.