OCTOBER 2025

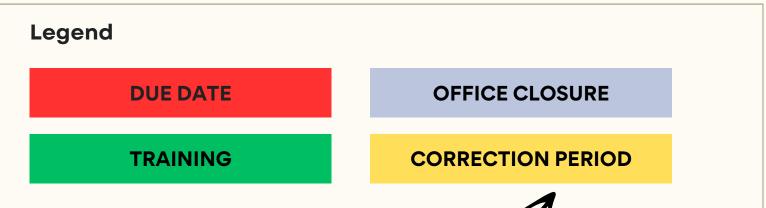| Mon	Tue	Wed	Thu	Fri
29	30	01	02 — 24/25 Summer Term Orphanage Training	03
06	07 — October To Dos Training	08	09 — IAASE	10
13 — Indigenous Peoples' Day	14 — SPP 11 & Fund Codes N & U Training	15 — Mass Change Due Exit Data Due for SY 24/25	16 — Funds B & S Data Error Correction Begins	17
20	21	22	23	24
27	28	29	30	31 — Summer Term DEF Approvals & Claims Due; Room & Board Claims Due

Data Management Reminders

- Funds B & S approval error corrections ends on 10/15
- Funds B & S claim corrections ends on 10/31
- Perform mass change by October 15th
- Ensure approval record fatal errors are corrected
- Delete approvals for students who have moved/graduated
- Review Possible YIC tab for monthly changes
- Sign up for October trainings
- Enter Summer Term data for Funds DEF Students in SY 24/25
- Enter Approval/Claim data for Funds B & S for SY 24/25
- Run Error Reports to identify fatal errors
- Enter exit data for SY 24/25

Legend

DUE DATE	OFFICE CLOSURE
TRAINING	CORRECTION PERIOD

Ensure approval record fatal errors are corrected