

2026 Online *DESSE* Administration Timeline

Step	Task	Due Date	Responsibility
Procedure Guide link emailed to Survey Coordinator		November 2025	DESSE liaison
1	Attend an orientation webinar	Thursday, December 4	Survey Coordinator
Link to data verification form emailed to Survey Coordinator		Monday, December 8	DESSE liaison
2	Complete data verification form	By Friday, December 12	Survey Coordinator
3	Develop survey promotion strategy and how to share the survey link to eligible students	January 2026	
4	Ensure President's Memo to Faculty, Staff, and Administrators is sent	January 2026	
5	Email high school list to liaison	By Friday, January 16	
6	Email file containing access codes for entering students to <i>DESSE</i> liaison	No earlier than two weeks after the start of the semester	
Liaison sends survey link and test codes to Survey Coordinator		Within two weeks of access code submission	DESSE liaison
7	Deploy survey promotion strategy	Week prior to administration window	Survey Coordinator
8	Send student announcement to expect survey link	Morning of the day the survey link is shared	
9	Share survey link with dual enrollment students	Weekday in February or March	
10	Continue survey promotional strategy	Throughout the administration window	
11	Send first survey reminder with survey link to students who have not yet completed the survey	Two days after the survey link is shared	
12	Ensure that faculty and staff who interact with dual enrollment students encourage survey participation	Throughout the administration window	
13	Send final reminder to participate.	Towards the end of the administration window	
All surveys completed		Friday, May 15	
Institutional reports available to college president and Survey Coordinator		August 15, 2026	CCCSE

Invoices for *DESSE* 2026 will be sent to college presidents on or around April 1, 2026, with payment due June 1, 2026.