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MEMORANDUM 30-2019-06

TO:	Florida College System Reports Coordinators
FROM:	Juan Mestre
DATE:	September 10, 2018
SUBJECT:	Reporting Year 2017-2018 Annual Financial Aid and Perkins Industry Certification Processing and Certifications
DUE DATE:	October 8, 2018

On Monday, September 24, 2018, the annual Financial Aid and Perkins Industry Certification process opens. Processing for the submitted college data is only in the server environment using a secure FTP process called TIBCO®. The following databases and terms will be processed:

- Annual Financial Aid (T4E)
- Perkins Industry Certification (T4E)

All colleges must successfully submit and load the annual Financial Aid and Perkins Industry Certification files for (T4E) processing on Monday, October 8, 2018. The submission window closes by the end of day processing on Monday, October 22, 2018. The scheduled submission processing times are documented in the 2018-2019 Florida College System Data Submission Procedures manual.

Certifications for these data submissions are due Tuesday, October 23, 2018. Certification forms are available on the CCTCMIS website and should be submitted through TIBCO® using the specified certification file name listed within the form.

The 2017-2018 reference file listed below and associated file format is available now to download at CCTCMIS Reference File website:

- PINDCER.2018.txt

Please ensure that you have downloaded and are using the 2017-2018 version of data dictionary.

If you have any questions, please email the appropriate staff below:
Data Processing Manager: Kimberly Pippin
Student Database: Katie Mueller

JM/lws
cc: Florida College Executive Assistant to the President
        Florida College Chief Information Officer