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MEMORANDUM 30-2019-16

TO: Florida College System Reports Coordinators
FROM: Juan Mestre
DATE: March 27, 2019
SUBJECT: Reporting Year 2018-2019 Winter/Spring End-of-Term
DUE DATE: **Due May 10, 2019**

The winter/spring end-of-term (T3E) data submission window will open on Friday, April 5, 2019. The following databases will be processed during this term:

- Admissions Database
- Facilities and Capital Outlay Database
- Personnel Database
- Student Database

All colleges must successfully submit and load their T3E data by the end of processing on Friday, May 10, 2019. The submission window closes by the end of processing on Friday, June 14, 2019. Scheduled processing times are documented in the [Florida College System Data Submission Procedures](#).

Certifications for these data submissions and the integrated database are due Monday, June 17, 2019. 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 2018-2019 reference files and associated formats are now available for download via the [CCTCMIS Reference Files](#) website.

Please ensure that you have downloaded and are using the 2018-2019 version of the [Florida College System Data Submission Procedures](#) manual and database specific data dictionaries.

If you have any questions, email the appropriate department staff listed below:

Data Processing Manager: [Kimberly Pippin](#)
Admissions Database: [Victoria Garcia](#)
Facilities Database: [Murray Cooper](#)
Integrated Database: [Murray Cooper](#)
Personnel Database: [Linda Wheatcraft-Smith](#)
Student Database: [Katie Mueller](#)

JM/kmp

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