MEMORANDUM 30-2020-11

TO: Florida College System Reports Coordinators

FROM: Juan Mestre

DATE: October 7, 2019

SUBJECT: **2019-20 Annual Personnel Reports (APR) Data Processing and Certification**

DUE DATE: Friday, November 8, 2019

On Friday, October 18, 2019, the window opens for the Annual Personnel Reports (APR) data submissions for the 2019-20 reporting year. These data are used to populate the Integrated Postsecondary Data System (IPEDS).

To support colleges in verifying the accuracy of their data, the Bureau of Community College and Technical Center Management Information Systems (CCTCMIS) produces a verification report titled, IPEDS Human Resources Survey. This report is a mirror image of the report that colleges will receive from PK-20 Education Reporting and Accessibility (PERA) to populate the IPEDS data collection system. The APR submission file record format, verification report list and due dates are provided in the 2019-20 APR Data Dictionary.

All colleges must successfully submit and load APR data by the end of processing on Friday, November 8, 2019. The submission window closes by the end of processing on Friday, November 22, 2019. The scheduled daily processing times are documented within the Data Submission Procedures.

Certifications for this data submission is due Monday, November 25, 2019. Certification forms are available on the CCTCMIS website and should be submitted using the specified certification file name listed within the form. If this date proves problematic due to the holiday schedule, the certification would be due Friday, November 22, 2019.

If you have any questions, please email the appropriate staff below:
        Data Processing Manager: Kimberly Pippin
        Personnel Database: Linda Wheatcraft-Smith

JM/kmp

cc: Florida College System Executive Assistants to the President
     Florida College System Chief Information Officers