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MEMORANDUM 30-2020-16

TO: Florida College System Reports Coordinators

FROM: Juan Mestre

DATE: December 17, 2019

SUBJECT: Reporting Year 2019-2020 Fall End-of-Term and Winter/Spring Beginning-of-Term Processing

DUE DATE: Friday, February 7, 2020

The Fall end-of-term (T2E) and Winter/Spring beginning-of-term (T3B) data submission window opens on Friday, January 3, 2020, for the following databases and terms:

- Admissions Database: Fall end-of-term (T2E)
- Facilities and Capital Outlay Database: Fall end-of-term (T2E)
- Personnel Database: Fall end-of-term (T2E)
- Student Database: Fall end-of-term (T2E)
- Student Database: Winter/Spring beginning-of-term (T3B)

All colleges must successfully submit and load Fall end-of-term and Winter/Spring beginning-of-term data by the end of processing on Friday, February 7, 2020. The submission window closes by the end of processing on Friday, March 6, 2020. The 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, March 9, 2020. Certification forms are available on our [website](#) and must be submitted using the specified certification file name defined within the form.

To assist you in meeting data reporting requirements, please ensure that you have downloaded from our website the most recent version of the [2019-2020 data dictionaries](#), as well as, the associated [2019-2020 reference files](#), including file formats.

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

Data Processing Manager: [Kimberly Pippin](#)

Admissions Database: [Victoria Garcia](#)

Facilities & 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