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**MEMORANDUM NUMBER 30-2021-02**

**TO:** Florida College System Reports Coordinators  
**FROM:** Kimberly Pippin  
**DATE:** July 6, 2020  
**SUBJECT:** 2019-20 Recreation and Leisure Headcount Report/Certification  
**DUE DATE:** **Due Friday, July 31, 2020**

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All colleges are required to submit an unduplicated headcount on the number of recreation and leisure students enrolled during the 2019-20 reporting year (summer, fall and winter/spring terms) using the [Annual Recreation and Leisure certification form](#) available on our website. This certification form is due no later than July 31, 2020, and must be submitted using the specified certification file name.

All colleges must complete and return this form, even if your college has **no** enrollments in recreation and leisure courses/programs.

If you have any questions, please contact Linda Wheatcraft-Smith at [Linda.Wheatcraft-Smith@fldoe.org](mailto:Linda.Wheatcraft-Smith@fldoe.org) or Kimberly Pippin at [Kimberly.Pippin@fldoe.org](mailto:Kimberly.Pippin@fldoe.org).

KP/lws

cc: College Executive Assistant to the President