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**MEMORANDUM 30-2021-03**

**TO:** Florida College System Reports Coordinators  
**FROM:** Kimberly Pippin  
**DATE:** August 3, 2020  
**SUBJECT:** 2019-2020 National Reporting System (NRS) Table 7 Submission  
**Data and Certification Due: Friday, August 28, 2020**

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The National Reporting System (NRS) Table 7 data is a federal report for institutions that received adult education federal funding and provided instruction during the 2019-2020 year.

To report NRS Table 7 data, complete the attached one-page Excel spreadsheet. Data entry is limited to only those cells requiring your input, which are highlighted in yellow. Instructions are provided within the spreadsheet. Aside from data entry, do not attempt to alter this spreadsheet in any way.

For reporting instructions, click the Technical Assistance Guide for Performance Accountability under the Workforce Innovation and Opportunity Act. The current guide is available at [NRSWEB Site](#).

Please submit the completed spreadsheet through TIBCO® using the file name: **CCxx.NRS.NRS7.T4E2020.PROD.xlsx** (where xx is the institution number).

Both the completed spreadsheet and certification form are due no later than Friday, August 28, 2020. The certification form is available on the [CCTCMIS website](#) and should be submitted through TIBCO® using the certification file name defined within the form.

If you have any technical questions regarding the form or the submission process, email [Kimberly Pippin](#) and [Linda Wheatcraft-Smith](#).

KP/lws

Attachments