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**MEMORANDUM 30-2020-08**

**TO:** Florida College System Reports Coordinators  
**FROM:** Juan Mestre  
**DATE:** October 7, 2019  
**SUBJECT:** 2019-2020 Integrated Postsecondary Data System (IPEDS) Graduation Rate Survey– Two Year Institution Exclusions  
**DUE DATE:** **Friday, November 15, 2019**

The Bureau of Community College and Technical Center Management Information Systems (CCTCMIS) announces the collection of exclusions data for the *2019-2020 IPEDS Graduation Rate Survey*. This Survey includes a three-year look at completions and graduation rates.

For the exclusions data collection, which begins on October 7, 2019, colleges will provide a file containing deceased students from the Fall 2016-17 cohort. The format and instructions for the exclusions file are attached.

Please submit the exclusions file with the deceased students' identification numbers using the filename CCxx.STU.EXCLUDE2.T2B2017.PROD.txt (where xx is the institution number). If your college has no deceased students in the cohort, only submit the certification form and indicate "No" on the form.

The exclusions file data submission is due Friday, November 15, 2019. The certification form is available on the [CCTCMIS website](#) and must be submitted by Monday, November 18, 2019, using the specified certification file name listed within the form.

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

Data Processing Manager: [Kimberly Pippin](#)  
Personnel Database: [Linda Wheatcraft-Smith](#)

JM/kmp

Attachments

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