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## **MEMORANDUM 30-2020-05**

**TO:** Florida College System Reports Coordinators

**FROM:** Juan Mestre

**DATE:** August 5, 2019

**SUBJECT:** Reporting Year 2019-20 Summer End-of-Term and Fall Beginning-of-Term Processing

**DUE DATE:** Adult education data due September 6, 2019  
Non-adult education student data and general databases due September 13, 2019

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The summer end-of-term (T1E) and fall beginning-of-term (T2B) data submission window opens on Friday, August 16, 2019, for the following databases and terms:

- Admissions Database: Summer end-of-term (T1E)
- Facilities and Capital Outlay Database: Summer end-of-term (T1E)
- Personnel Database: Summer end-of-term (T1E)
- Student Database: Summer end-of-term (T1E)
- Student Database: Fall beginning-of-term (T2B)

### Adult Education Program Load Date:

All colleges with adult education programs must submit and load, at a minimum, all adult education data for summer end-of-term and fall beginning-of-term by the end of processing on Friday, September 6, 2019. The [Adult Education Data Certification form](#) is available on our website and is due on Monday, September 9, 2019. Colleges should continue to submit adult education records throughout the submission window, adding and correcting records as necessary for a complete and accurate record at close.

### Load Date for All Colleges:

All colleges must successfully submit and load summer end-of-term and fall beginning-of-term data by the end of processing on Friday, September 13, 2019. The submission window closes by the end of processing on Friday, October 4, 2019. Certification of these data submissions and the integrated database are due Monday, October 7, 2019. The certification form is 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, scheduled processing times for your submission files are available in the [2019-20 Data Submission Procedures](#) manual. The associated [2019-20 reference files](#), including file formats, are available for download from our website.

Please ensure that you have downloaded and are using the [2019-20 database data dictionaries](#).

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

Data Processing Manager: [Kimberly Pippin](#)

Admissions Database: [Victoria Garcia](#)

Facilities Database: [Murray Cooper](#)

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