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MEMORANDUM 30-2021-13

TO: Florida College System Reports Coordinators

FROM: Kimberly Pippin

DATE: December 17, 2020

SUBJECT: Reporting Year 2020-21 Fall End-of-Term and Winter/Spring Beginning-of-Term Processing

DUE DATE: Friday, February 12, 2021

The Fall end-of-term (T2E) and Winter/Spring beginning-of-term (T3B) data submission window opens on Friday, January 8, 2021, 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 12, 2021. The submission window closes by the end of processing on Friday, March 12, 2021. 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 15, 2021. Certification forms are available on our [website](#). Submit the forms 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 [2020-2021 data dictionaries](#), as well as, the associated [2020-2021 reference files](#), including file formats.

If you have any questions, email the appropriate staff listed below:
      Bureau Chief: Kimberly Pippin
      Admissions Database: Victoria Garcia
      Facilities & Integrated Database: Murray Cooper
      Personnel Database: Linda Wheatcraft-Smith
      Student Database: Katie Mueller

KP/mc

cc: Florida College Executive Assistant to the President
    Florida College Chief Information Officer