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**MEMORANDUM 30-2021-17**

**TO:** Florida College System Reports Coordinators  
**FROM:** Kimberly Pippin  
**DATE:** March 31, 2021  
**SUBJECT:** Reporting Year 2020-21 Spring End-of-Term Processing  
**DUE DATE:** Friday, May 7, 2021

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The Spring end-of-term (T3E) data submission window will open on Friday, April 2, 2021. The Florida Department of Education (FDOE) will process the following databases during this term:

- Admissions Database
- Facilities and Capital Outlay Database
- Personnel Database
- Student Database

All colleges must successfully submit and load their T3E data by the end of processing on Friday, May 7, 2021. The submission window closes by the end of processing on Friday, June 11, 2021. FDOE documents the scheduled processing times in the [Florida College System Data Submission Procedures](#).

Certifications for these data submissions and the integrated database are due Monday, June 14, 2021. Certification forms are available on our [website](#) and you must submit them using the specified certification file name defined within the form.

To assist you in meeting data reporting requirements, please ensure that you download the most recent version of the [2020-2021 data dictionaries](#) from our website as well as the associated [2020-2021 reference files](#), including file formats.

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

Admissions Database: [Victoria Garcia](#)  
Facilities and Integrated Database: [Murray Cooper](#)  
Personnel Database: [Linda Wheatcraft-Smith](#)  
Student Database: [Katherine Mueller](#)

KP/vg

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