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**MEMORANDUM 30-2022-18**

**TO:** Florida College System Reports Coordinators  
**FROM:** Kimberly Pippin, Bureau Chief  
**DATE:** March 29, 2022  
**SUBJECT:** Reporting Year 2021-22 Spring End-of-Term Processing  
**DUE DATE:** Friday, May 6, 2022

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The Spring end-of-term (T3E) data submission window will open on Friday, April 1, 2022. 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 6, 2022. The submission window closes by the end of processing on Friday, June 10, 2022. 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 13, 2022. 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 [2021-22 data dictionaries](#) from our website as well as the associated [2021-22 reference files](#), including file formats.

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

Database Processing Manager: [Katie Mueller](#)  
Admissions Database: [Tahir Mitchell](#)  
Facilities and Integrated Database: [Murray Cooper](#)  
Personnel Database: [Murray Cooper](#)  
Student Database: [Victoria Garcia](#)

KP/mc

cc: Florida College Executive Assistant to the Presidents  
Florida College Chief Information Officers