FLORIDA DEPARTMENT OF EDUCATION
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Manny Diaz, Jr.
Commissioner of Education

MEMORANDUM 30-2023-05

TO: Florida College System Reports Coordinators

FROM: Kimberly Pippin, Bureau Chief

DATE: August 8, 2022

SUBJECT: Reporting Year 2022-2023 Summer End-of-Term and Fall Beginning-of-Term Processing

DUE DATE: Adult education data due September 2, 2022
Non-adult education student data and general databases due September 9, 2022

The Summer end-of-term (T1E) and Fall beginning-of-term (T2B) data submission window opens on Friday, August 12, 2022, 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 all adult education data for Summer end-of-term and Fall beginning-of-term by the end of processing on Friday, September 2, 2022. The Adult Education Data Certification form is available on our website and is due on Tuesday, September 6, 2022. Colleges should continue to submit adult education records throughout the submission window, adding and correcting data 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 9, 2022. The submission window closes by the end of processing on Friday, September 30, 2022. Certification of these data submissions and the integrated database are due Monday, October 3, 2022. 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 [2022-23 Data Submission Procedures manual](). The associated [2022-23 reference files](), including file formats, are available for download from our website.

Please ensure that you have downloaded and are using the [2022-23 database data dictionaries]().

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

       Data Processing Manager: [Katie Mueller]()
       Admissions Database: [Ayusha Mahajan]()
       Facilities and Integrated Database: [Madison Pompos]()
       Personnel Database: [Murray Cooper]()
       Student Database: [Victoria Garcia]()

KMP/klm

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