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**MEMORANDUM 30-2023-06**

**TO:** Florida College System Reports Coordinators  
**FROM:** Kimberly Pippin, Bureau Chief  
**DATE:** September 12, 2022  
**SUBJECT:** Reporting Year 2021-2022 Annual Financial Aid Processing and Certification  
**DUE DATE:** **Friday, October 7, 2022**

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On Friday, September 16, 2022, the annual financial aid data submission window opens for the 2021-2022 reporting year.

All colleges must successfully submit and load the annual financial aid data by the end of processing on Friday, October 7, 2022. The submission window closes by the end of processing on Friday, October 21, 2022. The scheduled submission processing times are documented in the [Data Submission Procedures](#).

Certifications for these data submissions are due Monday, October 24, 2022. Certification forms are available on the [CCTCMIS website](#) and should be submitted using the specified certification file name listed within the form.

If you have any questions, please email Victoria Garcia, Student Database Administrator, at [Victoria.Garcia@fldoe.org](mailto:Victoria.Garcia@fldoe.org) or Katie Mueller at [Katherine.Mueller@fldoe.org](mailto:Katherine.Mueller@fldoe.org).

KMP/vrg

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