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**MEMORANDUM 30-2020-21**

**TO:** Florida College System Reports Coordinators  
**FROM:** Juan Mestre  
**DATE:** April 1, 2020  
**SUBJECT:** Reporting Year 2019-20 Winter/Spring End-of-Term Processing  
**DUE DATE:** **Friday, May 8, 2020**

The Winter/Spring end-of-term (T3E) data submission window will open on Friday, April 3, 2020. The following databases will be processed 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 8, 2020. The submission window closes by the end of processing on Friday, June 12, 2020. 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, June 15, 2020. Certification forms are available on our [website](#) and must be submitted using the specified certification file name defined within the form.

**These submission window dates are subject to change to accommodate any adjustments made to the academic term end dates. Any changes made will be communicated separately.**

To assist you in meeting data reporting requirements, please ensure that you have downloaded from our website the most recent version of the [2019-2020 data dictionaries](#), as well as, the associated [2019-2020 reference files](#), including file formats.

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

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

JM/kmp

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