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MEMORANDUM 30-2026-15

TO: Florida College System Reports Coordinators

FROM: Kimberly Pippin, Bureau Chief
Community College and Technical Center Management Information Services

DATE: January 5, 2026

SUBJECT: Reporting Year 2025-2026 Fall End-of-Term and Spring Beginning-of-Term Processing

DUE DATE: **Friday, February 6, 2026**

The Fall End-of-Term (T2E) and Spring Beginning-of-Term (T3B) data submission window opens on Monday, January 5, 2026, for the following databases and terms:

- Admissions Database: Fall End-of-Term (T2E)
- Facilities and Capital Outlay Database: Fall End-of-Term (T2E)
- Personnel Database: Fall End-of-Term (T2E)
- Student Database: Fall End-of-Term (T2E)
- Student Database: Spring Beginning-of-Term (T3B)

All colleges must successfully submit and load their Fall End-of-Term and Spring Beginning-of-Term data by the end of processing on Friday, February 6, 2026. The submission window closes at the end of processing on Friday, March 6, 2026. The 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, March 9, 2026. Certification forms are available on our [website](#). All certifications must be submitted using the specified certification file naming convention defined within the form.

In order to meet data reporting requirements, please ensure you have downloaded the most recent version of the [2025-2026 data dictionaries](#) from our website as well as the associated [2025-2026 reference files](#) and file formats.

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January 5, 2026

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

Data Processing Manager: [Katie Mueller](#)
Admissions Database: [Dipalee Kinge](#)
Facilities and Integrated Database: [Abigail Brake](#)
Personnel Database: [Murray Cooper](#)
Student Database: [Ayusha Mahajan](#)

KP/ab

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