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MEMORANDUM 30-2026-18

TO: Florida College System Reports Coordinators

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

DATE: Wednesday, April 1, 2026

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

DUE DATE: Friday, May 8, 2026

The Spring End-of-Term (T3E) data submission window will open on Friday, April 3, 2026. 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 8, 2026. The submission window closes by the end of processing on Friday, June 12, 2026. 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 15, 2026. Certification forms are available on our [website](#). All certifications must be submitted using the file naming convention defined within the form.

For assistance in meeting data reporting requirements, please consult the most recent version of the [2025-2026 data dictionaries](#) from our website as well as the associated [2025-2026 reference files](#), including file formats.

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

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

KP/am

cc: Florida College Executive Assistants to the President
Florida College Chief Information Officers