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MEMORANDUM 30-2025-19

TO: Florida College System Reports Coordinators

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

DATE: April 2, 2025

SUBJECT: Reporting Year 2024-2025 Spring End-of-Term Processing

DUE DATE: Friday, May 9, 2025

The Spring End-of-Term (T3E) data submission window will open on Friday, April 4, 2025. 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 9, 2025. The submission window closes by the end of processing on Friday, June 13, 2025. 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 16, 2025. 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 [2024-2025 data dictionaries](#) from our website as well as the associated [2024-2025 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: [Ayusha Mahajan](#)
Personnel Database: [Murray Cooper](#)
Student Database: [Katie Mueller](#)

KP/dk

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