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**MEMORANDUM 30-2025-14**

**TO:** Florida College System Reports Coordinators

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

**DATE:** January 3, 2025

**SUBJECT:** Reporting Year 2024-2025 Fall End-of-Term and Spring Beginning-of-Term Processing

**DUE DATE:** Friday, February 7, 2025

The Fall End-of-Term (T2E) and Spring Beginning-of-Term (T3B) data submission window opens on Friday, January 3, 2025, 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 7, 2025. The submission window closes at the end of processing on Friday, March 7, 2025. 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 10, 2025. Certification forms are available on our [website](#)

In order to meet data reporting requirements, please ensure you have downloaded the most recent version of the [2024-2025 data dictionaries](#) from our website, as well as the associated [2024-2025 reference files](#) and file formats.

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January 3, 2025

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

Data 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 Assistant to the Presidents  
Florida College Chief Information Officers