State Board of Education

Tom Grady, *Chair*
Ben Gibson, *Vice Chair*
Members
Monesia Brown
Esther Byrd
Grazie Pozo Christie
Ryan Petty
Joe York

Manny Diaz, Jr.
Commissioner of Education

MEMORANDUM 30-2023-18

TO: Florida College System Reports Coordinators

FROM: Kimberly Pippin, Bureau Chief

DATE: March 28, 2023

SUBJECT: Reporting Year 2022-2023 Spring End-of-Term Processing

DUE DATE: Friday, May 5, 2023

The Spring end-of-term (T3E) data submission window will open on Friday, March 31, 2023. 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 5, 2023. The submission window closes by the end of processing on Friday, June 9, 2023. 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 12, 2023. 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 [2022-2023 data dictionaries](#) from our website as well as the associated [2022-2023 reference files](#), including file formats.

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

Database Processing Manager: [Katie Mueller](#)
Admissions Database: [Ayusha Mahajan](#)
Facilities and Integrated Database: [Madison Pompos](#)
Personnel Database: [Murray Cooper](#)
Student Database: [Katie Mueller](#)

KP/am

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