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MEMORANDUM 30-2024-04

TO: Florida College System Reports Coordinators

FROM: Kimberly Pippin, Bureau Chief

DATE: August 10, 2023

SUBJECT: Reporting Year 2023-2024 Summer End-of-Term and Fall Beginning-of-Term Processing

DUE DATE: **Adult education data due September 1, 2023**
Non-adult education student data and general databases due September 8, 2023

The Summer end-of-term (T1E) and Fall beginning-of-term (T2B) data submission window opens on Friday, August 11, 2023, for the following databases and terms:

- Admissions Database: Summer end-of-term (T1E)
- Facilities and Capital Outlay Database: Summer end-of-term (T1E)
- Personnel Database: Summer end-of-term (T1E)
- Student Database: Summer end-of-term (T1E)
- Student Database: Fall beginning-of-term (T2B)

Adult Education Program Load Date

All colleges with adult education programs must submit and load all adult education data for Summer end-of-term and Fall beginning-of-term by the end of processing on **Friday, September 1, 2023**. The [Adult Education Data Certification form](#) is available on our website and is due on **Tuesday, September 5, 2023**. Colleges should continue to submit adult education records throughout the submission window, adding and correcting data as necessary for a complete and accurate record at close.

Load Date for All Colleges

All colleges must successfully submit and load Summer end-of-term and Fall beginning-of-term data by the end of processing on **Friday, September 8, 2023**. The submission window closes by the end of processing on **Friday, September 29, 2023**. Certification of these data submissions and the integrated database are due **Monday, October 2, 2023**. The certification form is available on our [website](#) and must be submitted using the specified certification file name defined within the form.

To assist you in meeting data reporting requirements, scheduled processing times for your submission files are available in the [2023-24 Data Submission Procedures manual](#). The associated [2023-24 reference files](#), including file formats, are available for download from our website.

Please ensure that you have downloaded and are using the [2023-24 database data dictionaries](#).

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

Data Processing Manager: [Katie Mueller](#)

Admissions Database: [Katie Mueller](#)

Facilities and Integrated Database: [Ayusha Mahajan](#)

Personnel Database: [Murray Cooper](#)

Student Database: [Madison Pompos](#)

KMP/mmc

cc: Florida College Executive Assistant to the President
Florida College Chief Information Officer