



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

**MEMORANDUM 30-2023-14**

**TO:** Florida College System Reports Coordinators  
**FROM:** Kimberly Pippin, Bureau Chief  
**DATE:** January 3, 2023  
**SUBJECT:** Reporting Year 2022-2023 Fall End-of-Term and Spring Beginning-of-Term Processing  
**DUE DATE:** **Friday, February 3, 2023**

---

The Fall End-of-Term (T2E) and Spring Beginning-of-Term (T3B) data submission window opens on Friday, January 6, 2023, 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 Fall End-of-Term and Spring Beginning-of-Term data by the end of processing on Friday, February 3, 2023. The submission window closes at the end of processing on Friday, March 10, 2023. 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 13, 2023. Certification forms are available on our [website](#). Submit the forms using the specified certification file name defined within the form.

In order to meet data reporting requirements, please ensure you have downloaded 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.

Reporting Year 2022-2023 Fall End-of-Term and Spring Beginning-of-Term Processing

January 3, 2023

Page Two

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

Data Processing Manager: [Katie Mueller](#)

Admissions Database: [Ayusha Mahajan](#)

Facilities and Integrated Database: [Madison Pompos](#)

Personnel Database: [Murray Cooper](#)

Student Database: [Victoria Garcia](#)

KP/mp

cc: Florida College Executive Assistant to the President

Florida College Chief Information Officer