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MEMORANDUM 30-2024-06

TO: Florida College System Reports Coordinators

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

DATE: September 11, 2023

SUBJECT: Reporting Year 2022-2023 Annual Financial Aid Processing and Certification

DUE DATE: **Friday, October 6, 2023**

On Friday, September 15, 2023, the annual financial aid data submission window opens for the 2022-2023 reporting year.

All colleges must successfully submit and load the annual financial aid data by the end of processing on Friday, October 6, 2023. The submission window closes by the end of processing on Friday, October 27, 2023. The scheduled submission processing times are documented in the [Data Submission Procedures](#).

Certifications for these data submissions are due Monday, October 30, 2023. Certification forms are available on the [CCTCMIS website](#) and should be submitted using the specified certification file name listed within the form.

If you have any questions, please email Madison Pompos, Student Database Administrator, at Madison.Pompos@fldoe.org or Katie Mueller at Katherine.Mueller@fldoe.org.

KMP/klm

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