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MEMORANDUM 30-2024-14

TO: Florida College System Reports Coordinators

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

DATE: January 3, 2024

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

DUE DATE: **Friday, February 2, 2024**

The Fall End-of-Term (T2E) and Spring Beginning-of-Term (T3B) data submission window opens on Friday, January 5, 2024, 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 2, 2024. The submission window closes at the end of processing on Friday, March 8, 2024. 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 11, 2024. Certification forms are available on our [website](#). All certifications must be submitted using the specified certification file naming convention defined within the form.

In order to meet data reporting requirements, please ensure you have downloaded the most recent version of the [2023-2024 data dictionaries](#) from our website, as well as the associated [2023-2024 reference files](#), including file formats.

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January 3, 2024

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: [Madison Pompos](#)

KP/km

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