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MEMORANDUM 30-2026-05

TO: Florida College System (FCS) Reports Coordinators

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

DATE: August 14, 2025

SUBJECT: Reporting Year 2025-2026 Summer End-of-Term and Fall Beginning-of-Term Processing

DUE DATE: **Adult Education Data Due September 5, 2025**
Non-Adult Education Student Data and General Databases Due September 12, 2025

The Summer End-of-Term (T1E) and Fall Beginning-of-Term (T2B) data submission window opens on Friday, August 15, 2025, 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 5, 2025**. The [Adult Education Data Certification form](#) is available on our website and is due on **Monday, September 8, 2025**. 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 12, 2025**. The submission window closes by the end of processing on **Friday, October 3, 2025**. Certification of these data submissions and the integrated database are due **Monday, October 6, 2025**. The certification form is available on our [website](#) and must be submitted using the specified certification file name defined within the form.

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August 14, 2025

To assist in meeting data reporting requirements, scheduled processing times for your submission files are available in the [2025-26 Data Submission Procedures manual](#). The associated [2025-26 reference files](#), including file formats, are available for download from our website.

Please ensure that you have downloaded and are using the [2025-26 database data dictionaries](#).

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

Data Processing Manager: [Katie Mueller](#)

Admissions Database: [Dipalee Kinge](#)

Facilities and Integrated Database: [Abigail Brake](#)

Personnel Database: [Murray Cooper](#)

Student Database: [Ayusha Mahajan](#)

KMP/arb

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