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**MEMORANDUM 30-2026-06**

**TO:** Florida College System (FCS) Reports Coordinators

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

**DATE:** Thursday, September 18, 2025

**SUBJECT:** Reporting Year 2024-2025 Annual Financial Aid Processing and Certification

**DUE DATE:** Friday, October 10, 2025

On Friday, September 19, 2025, the annual financial aid data submission window opens for the 2024-2025 reporting year.

All colleges must successfully submit and load the annual financial aid data by the end of processing on Friday, October 10, 2025. The submission window closes by the end of processing on Friday, October 24, 2025. The scheduled submission processing times are documented in the [Data Submission Procedures](#).

Certifications for these data submissions are due Monday, October 27, 2025. 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 Ayusha Mahajan, Student Database Administrator, at [Ayusha.Mahajan@fldoe.org](mailto:Ayusha.Mahajan@fldoe.org) or Katie Mueller at [Katherine.Mueller@fldoe.org](mailto:Katherine.Mueller@fldoe.org).

KMP/klm

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