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MEMORANDUM 30-2027-06

TO: Florida College System (FCS) Reports Coordinators

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

DATE: Friday, August 14, 2026

SUBJECT: Reporting Year 2026-2027 Summer End-of-Term and Fall Beginning-of-Term
Processing

DUE DATE: Adult Education Data Due September 4, 2026
Non-Adult Education Student Data and General Databases Due
September 11, 2026

The Summer End-of-Term (T1E) and Fall Beginning-of-Term (T2B) data submission window opens on Friday, August 14, 2026, 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 4, 2026**. The [Adult Education Data Certification form](#) is available on our website and is due on **Tuesday, September 8, 2026**. 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 11, 2026**. The submission window closes by the end of processing on **Friday, October 2, 2026**. Certification of these data submissions and the integrated database are due **Monday, October 5, 2026**. 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, 2026

To assist in meeting data reporting requirements, scheduled processing times for your submission files are available in the [2026-27 Data Submission Procedures manual](#). The associated [2026-27 reference files](#), including file formats, are available for download from our website.

Please ensure that you have downloaded and are using the [2026-27 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/aum

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