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MEMORANDUM 30-2025-18

TO: Florida College System Reports Coordinators

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

DATE: March 28, 2025

SUBJECT: 2024-2025 College Directory Certification

DUE DATE: **April 25, 2025**

The Bureau of Community College and Technical Center Management Information Systems (CCTCMIS) utilizes the contact information contained within the College Directory to disseminate vital information such as data reporting timelines, criteria and requirements. It is extremely important to ensure the directory is current and correct throughout the year.

To assist in maintaining accurate information, reports coordinators must review the existing directory annually and certify the accuracy and completeness of their information. If updates to the directory are warranted, utilize the instructions available on the [College Directory](#) webpage to make the needed changes.

After verification and/or updating of your information in the College Directory, please complete and submit the [College Directory Certification Form](#) using the specified certification file name defined within the form. The certification form is available on our website and is due by **Friday, April 25, 2025**.

If you have any questions, please contact Katie Mueller at Katherine.Mueller@fldoe.org.

KP/km