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MEMORANDUM

TO: Florida College System Presidents

FROM: Kathryn S. Hebda 

DATE: May 5, 2026

SUBJECT: 2025-26 Course Substitution Report for Eligible Students with Disabilities

In accordance with Sections 1007.264 and 1007.265, Florida Statutes, and State Board of Education Rule 6A-10.041, Florida Administrative Code, each Florida College System institution must annually report records on the number of students granted substitutions by type of disability, the substitutions provided, the substitutions identified as available for each documented disability and the number of requests for substitutions that were denied. The values reported are to include substitutions, or the request for substitution, from the fall 2024 semester through the summer 2025 semester.

Each institution's reporting of substitutions provided must be submitted to the Division of Florida Colleges (Division) by **July 01, 2026**. To assist institutions with reporting, the Division has provided a template (Form CSR-01) for response within the attached document.

The completed 2025-26 report template must be submitted to the Division's email address at FCSInfo@fldoe.org. Additional files may be attached to the report as appendices, if applicable.

Thank you for your attention to this important work and for all that you do to support Florida's students.

KH/rc

Attachment

cc: Kevin O'Farrell, Senior Chancellor, Florida Department of Education

KATHRYN S. HEBDA
FLORIDA COLLEGE SYSTEM CHANCELLOR