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**MEMORANDUM 30-2021-05**

**TO:** Florida College System Reports Coordinators

**FROM:** Kimberly Pippin

**DATE:** September 8, 2020

**SUBJECT:** Reporting Year 2019-20 Annual Financial Aid and Perkins Industry Certification Processing and Certifications

**DUE DATE:** Friday, October 9, 2020

On Friday, September 18, 2020, the window opens for the annual Financial Aid and Perkins Industry Certification data submissions for the 2019-20 reporting year. Although the annual Financial Aid and Perkins Industry Certification data submissions coincide, these are two separate submissions requiring different record types as identified below:

1. Annual Financial Aid: Demographic record (record type 1) and Financial Aid record (record type 8)
2. Perkins Industry Certification: Industry Certification record (record type 9)

All colleges must successfully submit and load the annual Financial Aid and Perkins Industry Certification data by the end of processing on Friday, October 9, 2020. The submission window closes by the end of processing on Friday, October 23, 2020. The scheduled submission processing times are documented in the [Data Submission Procedures](#).

Certifications for these data submissions are due Monday, October 26, 2020. Certification forms are available on the [CCTCMIS website](#) and should be submitted using the specified certification file name listed within the form.

The PINDCER.2020 reference file and the associated file format are available to download from the [CCTCMIS Reference Files](#) webpage.

If you have any questions, please email Katherine Mueller, Student Database Administrator, at [Katherine.Mueller@fldoe.org](mailto:Katherine.Mueller@fldoe.org), or Kimberly Pippin, Data Processing Manager, at [Kimberly.Pippin@fldoe.org](mailto:Kimberly.Pippin@fldoe.org).

KMP/klm

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