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## **MEMORANDUM 30-2025-05**

**TO:** Florida College System Reports Coordinators

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

**DATE:** August 7, 2024

**SUBJECT:** Reporting Year 2024-2025 Summer End-of-Term and Fall Beginning-of-Term Processing

**DUE DATE:** **Adult Education Data Due August 30, 2024**  
**Non-Adult Education Student Data and General Databases Due September 6, 2024**

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The Summer end-of-term (T1E) and Fall beginning-of-term (T2B) data submission window opens on Friday, August 9, 2024, 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, August 30, 2024**. The [Adult Education Data Certification form](#) is available on our website and is due on **Tuesday, September 3, 2024**. 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 6, 2024**. The submission window closes by the end of processing on **Friday, September 27, 2024**. Certification of these data submissions and the integrated database are due **Monday, September 30, 2024**. 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 9, 2024

To assist in meeting data reporting requirements, scheduled processing times for your submission files are available in the [2024-25 Data Submission Procedures manual](#). The associated [2024-25 reference files](#), including file formats, are available for download from our website.

Please ensure that you have downloaded and are using the [2024-25 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: [Ayusha Mahajan](#)  
Personnel Database: [Murray Cooper](#)  
Student Database: [Madison Pompos](#)

KMP/mmc

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