FLORIDA DEPARTMENT OF EDUCATION
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MEMORANDUM 30-2025-06

TO: Florida College System Reports Coordinators

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

DATE: Thursday, September 12, 2024

SUBJECT: Reporting Year 2023-2024 Annual Financial Aid Processing and Certification

DUE DATE: Friday, October 4, 2024

On Friday, September 13, 2024, the annual financial aid data submission window opens for the 2023-2024 reporting year.

All colleges must successfully submit and load the annual financial aid data by the end of processing on Friday, October 4, 2024. The submission window closes by the end of processing on Friday, October 18, 2024. The scheduled submission processing times are documented in the Data Submission Procedures.

Certifications for these data submissions are due Monday, October 21, 2024. Certification forms are available on the CCTCMIS website and should be submitted using the specified certification file name listed within the form.

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

KMP/klm

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