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MEMORANDUM 30-2027-08

TO: Florida College System (FCS) Reports Coordinators

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

DATE: Friday, October 2, 2026

SUBJECT: 2026-2027 Integrated Postsecondary Data System (IPEDS) Graduation Rate Survey - Two-Year Institution Exclusions

DUE DATE: Friday, October 30, 2026

The Bureau of Community College and Technical Center Management Information Systems (CCTCMIS) announces the collection of exclusions data for the 2026-2027 IPEDS Graduation Rate Survey. This survey includes a three-year look at completion and graduation rates.

For the exclusions data collection, which begins on Friday, October 2, 2026, colleges will provide a file containing exclusion type and student data from the Fall 2023-2024 cohort. The format and instructions for the exclusions file are attached.

Please submit the exclusions file with the exclusion type and students' identification numbers using the filename CCxx.STU.EXCLUDE2.T2B2024.PROD.txt (where xx is the institution number). Submit the certification form and indicate "No" on the form if your college has no students meeting exclusion criteria in the cohort.

The exclusions file data submission is due Friday, October 30, 2026. The certification form is available on the CCTCMIS website and must be submitted by Monday, November 2, 2026, using the specified certification file name listed within the form.

If you have any questions, please email the appropriate staff below:

Data Processing Manager: Katherine Mueller
Exclusions Database: Dipalee Kinge

KP/dk

Attachments

cc: Florida College System Executive Assistants to the Presidents
Florida College System Chief Information Officers

Florida College System (FCS)
2026-2027 Integrated Postsecondary Data System (IPEDS)
Graduation Rate Survey - Two-Year Institution
Instructions for Exclusions File Submission

Two-Year Cohort

The Fall 2023-2024 cohort file, CCxx.IPEDS.EXCLUSIONS.GRS.EF.2024 (where xx is the institution number), has been sent to your college via TIBCO® by the Bureau of PK-20 Education Reporting and Accessibility (PERA). Download the file to a secure area.

Exclusions

Include **ONLY** those records of students from the Fall 2023-2024 cohort who meet one of the following criteria:

a. The student is deceased or is totally and permanently disabled and thus unable to return to school.
b. The student left school to serve in the armed forces or was called up to active duty (Do NOT include students already in the military who transfer to another duty station).
c. The student left school to serve with a foreign aid service of the federal government, such as the Peace Corps.
d. The student left school to serve on an official church mission.

Include all exclusions from Fall 2023-2024 through and including, Summer 2026-2027.

Return the exclusions file to Community College and Technical Center Management Information Systems (CCTCMIS) with the student identification numbers of the exclusion-eligible students, if any, using the following file naming convention:

CCxx.STU.EXCLUDE2.T2B2024.PROD.txt (where xx is the institution number)

NOTE: Files with invalid filenames will be rejected and deleted.

If your college has no exclusion-eligible students in this cohort, please send the certification form only and indicate “No” on the form.

The exclusions files are due by Friday, October 30, 2026, and the completed certification form is due by Monday, November 2, 2026.

Records not in the original cohort will not be loaded.

Florida College System (FCS)
Integrated Postsecondary Data System (IPEDS)
2026-2027 Two-Year Institution Graduation Rate Survey
2023-2024 Fall Enrollment
Exclusions Record Format

Field Characteristics: A = Alphabetic only A/N = Alphanumeric N = Numeric only					Bureau of PK-20 Education Reporting and Accessibility (PERA) cohort file already sent through TIBCO®: CCxx.IPEDS.EXCLUSIONS.GRS.EF.2024 College will submit via TIBCO® to Community College and Technical Center Management Information Systems (CCTCMIS) file: CCxx.STU.EXCLUDE2.T2B2024.PROD.txt (Where xx is the institution number)
Item No.	**From-To**	**Size**	**Field Char.**	**Field Name**	**Field Description**
1	1-2	2	N	CCNUM	Two-digit college number (**01-28**)
2	3-8	6	A/N	TrmYear	2B2024 (Beginning of Fall Term 2023-24)
3	9-18	10	A/N	PSNID	10-character student identifier
4	19-19	1	A	ExclType	Type of Exclusion: A - The student is deceased or is totally and permanently disabled and thus unable to return to school. B - The student left school to serve in the armed forces or was called up to active duty (Do NOT include students already in the military who transfer to another duty station). C - The student left school to serve with a foreign aid service of the federal government, such as the Peace Corps. D - The student left school to serve on an official church mission.
5	20-33	14	A/N	FLEID	14-character Florida Education Identifier (FLEID)