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MEMORANDUM 30-2027-12

TO: Florida College System (FCS) Reports Coordinators

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

DATE: Friday, October 16, 2026

SUBJECT: 2026-2027 Annual Personnel Reports (APR) Data Processing and Certification

DUE DATE: Friday, November 6, 2026

On Friday, October 16, 2026, the window opens for the Annual Personnel Reports (APR) data submissions for the 2026-2027 reporting year. This data is used to populate the Integrated Postsecondary Data System (IPEDS).

The Bureau of Community College and Technical Center Management Information Systems (CCTCMIS) produces a verification report titled IPEDS Human Resources Survey to support colleges in verifying the accuracy of their data. This report is a mirror image of the report that colleges will receive from PK-20 Education Reporting and Accessibility (PERA) to populate the IPEDS data collection system. The APR submission file record format, verification report list and due dates are provided in the 2026-2027 Annual Personnel Reports Data Dictionary.

All colleges must successfully submit and load APR data by the end of processing on Friday, November 6, 2026. The submission window closes by the end of processing on Friday, November 20, 2026. The scheduled daily processing times are documented within the Data Submission Procedures.

The certification for this data submission is due Monday, November 23, 2026. Certification forms are available on the CCTCMIS website and should be submitted using the specified certification file name listed within the form. If this date proves problematic due to the holiday schedule, the certification would be due Friday, November 20, 2026.

If you have any questions, please email the following staff: Katherine Mueller, Data Processing Manager or Murray Cooper, Personnel Database Administrator.

KP/mmc
cc: Florida College System Executive Assistants to the President
Florida College System Chief Information Officers