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**MEMORANDUM 30-2019-10**

**TO:** Florida College System Reports Coordinators  
**FROM:** Juan Mestre  
**DATE:** October 24, 2018  
**SUBJECT:** **2018-19 Annual Personnel Reports (APR) Data Processing and Certification**  
**DUE DATE:** **November 16, 2018**

On October 12, 2018, the Bureau of Community College and Technical Center MIS (CCTCMIS) began processing Annual Personnel Reports (APR), data submissions for reporting year 2018-19. The APR submission file record format, verification report list, and due dates are provided in the [2018-19 Annual Personnel Reports Data Dictionary](#).

The APR data is used to populate the Integrated Postsecondary Data System (IPEDS). To support colleges in verifying the accuracy of their data, CCTCMIS produces a report titled, 2019 IPEDS Human Resources Survey. 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.

All colleges must successfully submit and load APR data by Friday, November 16, 2018. The submission window closes on Friday, November 30, 2018. The scheduled daily processing times are documented within the [2018-19 Data Submission Procedures](#) manual.

Certifications for this data submission is due Monday, December 3, 2018. Certification forms are available on the [CCTCMIS website](#) and should be submitted through TIBCO® using the specified certification file name listed within the form.

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

Data Processing Manager: [Kimberly Pippin](#)  
Personnel Database: [Linda Wheatcraft-Smith](#)

JM/lis

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