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MEMORANDUM NUMBER 30-2019-02

TO: Florida College System Reports Coordinators
FROM: Juan Mestre
DATE: July 5, 2018
SUBJECT: 2017-18 Recreation and Leisure Headcount Certification
Due Monday, July 30, 2018

All colleges are required to submit an unduplicated headcount for the number of recreation and leisure students enrolled during the 2017-2018 reporting year (summer, fall and winter/spring terms) to the Community College and Technical Center Management Information Systems (CCTCMIS) staff. The Annual Recreation and Leisure Certification form is available on the [CCTCMIS website](#).

All colleges must complete and return the form, even if your college has **no** enrollments in recreation and leisure courses and/or programs. Submit the completed certification form through TIBCO® using the specified file name on the form no later than Monday, July 30, 2018.

If you have any questions, please email Data Processing Manager [Kimberly Pippin](#) or the Personnel Database Administrator [Linda Wheatcraft-Smith](#).

JM/lis

cc: College Executive Assistant to the President