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MEMORANDUM 30-2020-03

TO: Florida College System Reports Coordinators
FROM: Juan Mestre
DATE: July 23, 2019
SUBJECT: 2019-20 College Directory Certification
DUE DATE: August 16, 2019

The Bureau of Community College and Technical Center Management Information Systems (CCTCMIS) utilizes the contact information contained within the college directory to disseminate vital information such as data reporting timelines, criteria and requirements.

It is extremely important to ensure that the directory is current and correct throughout the year. However, annually, reports coordinators must review the existing directory and certify the accuracy and completeness of the information. If updates to the directory are warranted, instructions are available on the [Reports Coordinator Resources](#) webpage.

After verification of the accuracy and completeness of the college directory, reports coordinators will complete and submit the certification form using the specified certification file name defined within the form. The [college directory certification form](#) is available on our website and is due by Friday, August 16, 2019.

If you have any questions, please contact Kimberly Pippin at Kimberly.Pippin@fldoe.org.

JM/kmp