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MEMORANDUM 30-2018-01

TO: Florida College System Reports Coordinators
FROM: Juan Mestre
DATE: July 6, 2017
**SUBJECT: 2016-17 Recreation and Leisure Headcount Report/Certification
Due by July 31, 2017**

All colleges are required to submit an unduplicated headcount on the number of recreation and leisure students enrolled during the 2016-17 reporting year (summer, fall and winter/spring terms). There is a *2016-17 Recreation and Leisure* certification form available within the department's SharePoint site to report and certify your submission. Your signed certification is **due no later than July 31, 2017, 5 p.m. EDT.**

This certification form must be completed and returned by all colleges, even if your college has **no** enrollments in recreation and leisure courses/programs. Data certification forms are located in the All-In-1 Certification Library of the Restricted Hub SharePoint site landing page. In the lower left, go to:

<https://floridadoe.sharepoint.com/sites/CCEDM/fcs/College%20All%20in%201%20Certifications/Forms/AllItems.aspx>.

If you have any questions, please email our staff at:

Data Processing Manager: Kristopher.Bice@fldoe.org
Personnel Database: Linda.Wheatcraft-Smith@fldoe.org

JM/lis

cc: College Executive Assistant to the President