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MEMORANDUM 30-2018-4

TO: Florida College System Reports Coordinators
FROM: Juan Mestre
DATE: August 17, 2017
SUBJECT: 2016-2017 National Reporting System (NRS) Table 7 Submission
DUE DATE: August 31, 2017

The National Reporting System (NRS) Table 7 data is a federal report for institutions that received adult education federal funding and provided instruction during the 2016-2017 year. The NRS Table 7 data submission from your college is required by August 31, 2017.

The NRS Table 7 spreadsheet can be downloaded using the following link:
<http://www.fldoe.org/core/fileparse.php/15245/urlt/ccxxNRS7.xls>

NRS Table 7 reporting has been simplified going forward, and is based on a one-page Excel spreadsheet. Data entry has been limited only to the cells requiring your input, and are highlighted in **yellow**. Instructions are provided within the spreadsheet. Aside from data entry, please do not attempt to alter this spreadsheet in any manner.

For detailed reporting instructions consult the NRS' *Implementation Guidelines*, that can be downloaded from the [NRS website](#).

Once the spreadsheet has been completed, please rename your spreadsheet using the file naming convention CCxx.NRS7.xlsx, where xx is your college's number. Please attach your spreadsheet and submit by email to cctcmis.communications@fldoe.org.

If you have any questions, please email [Kristopher Bice](#) or [Murray Cooper](#).

JM