

2017-18 Chart of Reports
Florida College System

Start Date	Event/Report Name	Event/Report Description	DOE Contact(s)	Legal Reference	Data/Report Source	Data/Report Recipient(s)
5/30/2017	SREB Tab 9	Southern Regional Education Board reports for the 2015-16 data	Steve Kimble; Jay Gelin; Eric Godin		SDB (PERA)	FCS; SREB
6/1/2017	Concurrent & Joint Use Report	Concurrent and Joint-use Report	Eric Godin		College	Division of Florida Colleges
6/2/2017	SREB Tabs 1, 2 and 4	Southern Regional Education Board reports for the 2015-16 data	Steve Kimble; Jay Gelin; Eric Godin		SDB (PERA)	FCS; SREB
6/2/2017	SREB Tabs 6-8 Finance Reports	3 Financial Reports required for SREB file submissions 2016-17	Eric Godin; Sophia Gaines		Finance reports received from colleges.	FCS, SREB
6/6/2017	FTE Enrollment Plan (FEP) and Capital Outlay Full-Time Equivalency Projections (COFTE)	FTE-3 2016-17 Actuals, FTE Enrollment Plan for 2017-18, and the Capital Outlay FTE (COFTE) Projections for years 2-6, by site. Presented to the Enrollment Estimating Conference (EEC) in early August.	Juan Mestre		SDB, DFC, FDOE, and Colleges	Economic and Demographic Research (EDR), and the Enrollment Estimating Conference (EEC).
6/12/2017	ADB/FCO/IDB/PDB/SDB 2016-17 - 3E Submission Ends	Admissions Database Term 3E submission window closes.	Kristopher Bice; Database Admins		College	CCTCMIS
6/13/2017	2016-17 - (3E) Restricted Hub / Directory Certification	Certify accuracy of Restricted Hub user access and Community College & Technical Center Directory.	Murray Cooper; Kristopher Bice		Colleges	CCTCMIS
6/13/2017	ADB/FCO/IDB/PDB/SDB 2016-17 - Data Certifications Due	Database certification forms for Term 3E submissions and any prior term resubmissions due by 5 p.m. Eastern	Kristopher Bice; Database Admins		College	CCTCMIS
6/15/2017	ADB/FCO/IDB 2016-17 - Annual Verification Period Begins	Annual verification period. If errors are found, resubmission of data will be allowed only with a request signed by the College President.	Kristopher Bice; Database Admins		College	CCTCMIS
6/15/2017	PDB 2016-17 - Terms 1-3 Verification Period Begins	Terms 1-3 verification period. If errors are found, resubmission of data will be allowed only with a request signed by the College President.	Murray Cooper; Kristopher Bice			
6/15/2017	SDB 2016-17 - 3E Verification Period Begins	Data Verification Period. If errors are found or update of grades, resubmission of data will be allowed only with a request signed by the Reports Coordinator.	Linda Wheatcraft-Smith; Kristopher Bice		Colleges	CCTCMIS
6/15/2017	SREB Tabs 6, 7, 8	Southern Regional Education Board Data Survey	Steve Kimble; Jay Gelin; Eric Godin		Finance Office (PERA)	SREB/FCS
6/23/2017	SDB 2016-17 - 3E Verification Period Ends	3E data verification window closes.	Linda Wheatcraft-Smith; Kristopher Bice		Colleges	CCTCMIS
6/23/2017	SREB Tabs 3 and 5	Southern Regional Education Board reports for the 2015-16 year	Steve Kimble; Jay Gelin; Eric Godin		SDB (PERA)	FCS; SREB
6/26/2017	SDB 2016-17 - Annual Verification Begins	Annual Data Verification Period. If error are found, resubmission of data will be allowed only with a request signed by the College President	Linda Wheatcraft-Smith; Kristopher Bice		Colleges	CCTCMIS
6/30/2017	Colleges Operating Budget	College Operating Budget On or before the 60th calendar day following approval of the Appropriations Bill by the Governor. (Note: Pursuant to State Board of Education Administrative Rule 6A-14.0716, the due date is June 30 or on a later date established by the Chancellor.	Sophia Gaines	6A-14.0716, FAC	College	Self-Compliance
7/3/2017	ADB/FCO/IDB/PDB/SDB 2016-17 - Verification Period Ends	Data verification period ends.	Ashlie Kraft; Kristopher Bice		College	CCTCMIS
7/3/2017	Capital Improvement Plan	Capital Improvement Plan	Lisa Cook	1013.60(2), FS	College	EOG; LEG
7/3/2017	Non-PECO Initial Request	Request for Legislative Approval for Non-State funded Fixed Capital Outlay Projects and Authorization to Extend or Change Certain Projects for Community Colleges – Initial Request	Lisa Cook	1040(2), FS; 1040(3), FS; 216.301(3)(a), FS	College; OFP	EOG; LEG
7/3/2017	OEf 209 - AS REQ'D	Certificate of Final Inspection	Lisa Cook	1013.37(2)(c), FS	College	EF
7/3/2017	OEf 352 -AS REQ'D (see description note)	Twelve Month PECO Capital Outlay Encumbrance Projection and Request for Encumbrance Authorization (By the 5th of each month) Note: There will be new due dates and requirements for College Presidents certification.	Lisa Cook	1013.65, FS	College	EF
7/3/2017	OEf 442 - AS REQ'D	Public Education Capital Outlay (PECO): Agency Case Request and Expenditure (Monthly per EF directions)	Lisa Cook	1013.65, FS	College	EF
7/5/2017	ADB/FCO/IDB/SDB 2016-17 - Annual Close	Annual Close. No resubmission of data or a supplemental file will be accepted. Any resubmissions during the verification period must be certified by 5 p.m. Eastern.	Kristopher Bice; Juan Mestre		College	CCTCMIS
7/5/2017	PDB 2016-17 - PDB Terms 1, 2 and 3 Close	Annual Close for Terms 1, 2, and 3. No data resubmission will be accepted. Any resubmissions during the verification period must be certified by 5 p.m. Eastern.	Murray Cooper; Kristopher Bice; Juan Mestre	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS

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7/5/2017	Long Range Program Plan (LRPP)	Section 1008.31, F.S., establishes four goals for Florida's education delivery system. Each goal will be measured through the state accountability system and progress will be documented through performance indicators approved by the State Board of Education, as well as performance outcomes included in the Florida Department of Education Long Range Program Plan. The four goals are: 1. Highest Student Achievement 2. Seamless Articulation and Maximum Access 3. Skilled Workforce and Economic Development 4. Quality Efficient Services	Christine Allen; Eric Godin; Kendra Jahnke	S. 1008.31, F.S.	PERA data runs, FETPIP	Part of LBR; FCS, Paulette Mainwood, College Budget Office, EOG
7/7/2017	Auditor files of SDB RT1, RT6, and RT8 for Spring 2016 Due	Submission of Student Database RT1, RT6, and RT8 for Spring (other record types can be submitted but RT1, RT6 and RT8 are required) in format as submitted to FDOE to Auditor General's Office Secure FTP Server	Linda Wheatcraft-Smith; Kristopher Bice	FL § 11.42(7); FL § 11.45(2)(c) & (f); FL § 11.45(3)(a), (b) & (e); FL § 11.47(1), (3) & (4)	College	Auditors for the College being audited.
7/10/2017	2016-17 Rec and Leisure Headcount Opens	Annual collection of unduplicated enrollment recreation and leisure headcount. Collection included on All-in-One certification Form.	Linda Wheatcraft-Smith; Kristopher Bice		Colleges	Colleges
7/10/2017	PDB 2016-17 - 4E (Annual Salary and Benefits) Submission Begins	PDB Annual Salary and Benefits submission period begins.	Murray Cooper; Kristopher Bice	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS
7/13/2017	GED File	Request GED file from CAE	Christine Allen; Jay Gelin		CAE/GED office; (PERA)	PERA/Colleges/Districts
7/13/2017	LRPP annual information	LRPP measures requested by CAE and FCS	Christine Allen; Jay Gelin; Eric Godin		SDB (PERA)	FCS; CAE
7/14/2017	Accountability Measure 1 Part 1	Enrollment Report	Jay Gelin; Joan Roddenberry		SDB DPS; (PERA)	FCS
7/18/2017	Business Intelligence Portal Data Extracts	Business Intelligence Portal	Jay Gelin; Eric Godin		SDB; (PERA)	FCS
7/19/2017	FAC 2016-17 - 3E Inventory Reports	FCO 2016-17 Winter/Spring (3E) Site, Facilities, Room, Facilities Under Construction Inventory, Room Inventory by Space Category, Aggregate Room Area by Site and Facility, Room Area Difference, Facility and Room Area Comparison, PECO Sites Report.	Katherine Mueller; Kristopher Bice		FCODB	EF-Planning
7/19/2017	FCO 2016-17 - 3E Aggregate Room Report	Create Excel spreadsheet and a report showing the totals FCO 2016-17 End-of-Term Winter/Spring (3E) Aggregate Room Area.	Katherine Mueller; Kristopher Bice; Shelly Ford		FCODB	CCTCMIS; Florida Colleges Budget
7/19/2017	FCO 2016-17 - 3E File for OEF	Create Text File of Facilities 2016-17 Database End-of-Term Winter/Spring (3E) for OEF	Katherine Mueller; Kristopher Bice; Brian Gouin		FCODB	CCTCMIS; OEF
7/20/2017	2016-17 Level II AA/AS Programs Review Report	Report of Level II AA/AS Program Reviews.	Linda Wheatcraft-Smith; Kristopher Bice	1001.03(13), FS	Colleges	Colleges, FCS
7/27/2017	SDB 2016-17 - 3E Course Match	SDB Course Number Match Report for Winter/Spring Term	Linda Wheatcraft-Smith; Kristopher Bice	6A-10.024(23), FAC	SDB	OA
7/28/2017	Vocational Programs Offered by Colleges	Counseling Table of Programs offered by Colleges for Future Students Publication	Christine Allen; Jay Gelin		Most current AA1A file and DCC.COLLEGE.CIP file; (PERA)	Articulation Office/FCS
7/31/2017	SDB 2016-17 - Recreation and Leisure Headcounts	Annual collection of unduplicated enrollment recreation and leisure headcount. Collection included on All-in-One certification Form.	Linda Wheatcraft-Smith; Kristopher Bice		Colleges	CCTCMIS
8/1/2017	CMBE	Certified Minority Business Expenditure Report	Sophia Gaines	287.09451, FS	College	Office of Supplier Diversity (OSD)
8/1/2017	Dual Enrollment Articulation Agreements	Dual Enrollment Articulation Agreement	Todd Clark	1007.271, F.S.	Office of Articulation	FLDOE
8/1/2017	FETPIP	Data File for FETPIP of previous year enrollments to match for Perkins, Workforce and NRS - Targeting -	Christine Allen; Jay Gelin		SDB; (PERA)	FETPIP
8/1/2017	Legislative Budget Request	Florida College System Legislative Budget Request	Suzanne Pridgeon	216.013, F.S.; 216.023, F.S.	CFO	EOG
8/1/2017	NRS Table 7 - Submission Opens	National Reporting System Table 7 submission period begins.	Murray Cooper; Kristopher Bice		College	US DOE
8/1/2017	OEF 442 - AS REQ'D	Public Education Capital Outlay (PECO): Agency Case Request and Expenditure (Monthly per EF directions)	Lisa Cook	1013.65, FS	College	EF
8/2/2017	Baccalaureate Enrollment and Graduation Projections	Each Florida College System institution approved to offer a baccalaureate degree will provide five-year enrollment and graduation projections for each baccalaureate degree program the college has been approved to offer. This information needs to be submitted	Eric Godin; Karinda Barrett; Amy Albee-Levine	Section 1001.02, Florida Statutes	Colleges	FCS; Commissioner
8/3/2017	2016-17 Level II Vocational Program Review	Report of Level II Vocational Program Reviews.	Linda Wheatcraft-Smith; Kristopher Bice	1001.03(13), FS	Colleges	Colleges, FCS
8/3/2017	College Perkins Student Files	For Industry Certification Submission Term 4E	Christine Allen; Jay Gelin	Title II of the Carl D. Perkins Career and Technical Education Act	SDB (PERA)	Colleges
8/4/2017	Accountability Measure 1 Part 2	Retention and Success Report	Jay Gelin; Joan Roddenberry		SDB; (PERA)	FCS

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8/4/2017	Student Acceleration Report	Student Acceleration Report. Created for the system and not provided to a specific office or individual. Program name SDPOA2. Previous Event/Report Name of "OA2".	Linda Wheatcraft-Smith; Kristopher Bice		SDB (program SDPOA2).	CCTCMIS
8/7/2017	PDB 2016-17- 4E (Annual Salary and Benefits) Load Due Date	Load date. Colleges must load data no later than 5:00 p.m. Eastern.	Murray Cooper; Kristopher Bice	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS
8/8/2017	SDB 2016-17 - Recreation and Leisure Headcounts certification due	All-in-One Certification form is due for the annual collection of unduplicated enrollment recreation and leisure headcount.	Linda Wheatcraft-Smith; Kristopher Bice		Colleges	Colleges
8/9/2017	IPEDS Registration Opens	IPEDS 2017-18 Reporting Year begins. IPEDS institutions must complete the registration process by September 5, 2017.	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	College	FLDOE/IPEDS
8/14/2017	IDB 2016-17 - Annual Reports	Integrated Database 2016-17 Room/Space Utilization, Faculty Load, Distance Learning	Katherine Mueller; Kristopher Bice		IDB	CCTCMIS
8/14/2017	PDB 2017-18 - 4E (Annual Salary and Benefits) End of Submission	Close date. Submission period ends. Annual Salary and Fringe Benefits data must be loaded no later than 5:00 p.m. Eastern.	Murray Cooper; Kristopher Bice	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS
8/15/2017	AFR	Annual Financial Report	Tracy Rose; Suzanne Tart	6A-14.072, FAC	College	Colleges; LEG; COBA
8/15/2017	OCR Targeting Plan	A comparison of enrollment percentages of students in CTE programs compared to enrollment percentages of total enrollments of students by race, gender, disability, and limited English proficiency. Data will be requested for up to six different colleges ea	Jay Gelin; Christine Allen	Federal Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap	SDB; (PERA)	U.S. Department of Education, Office for Civil Rights; FCS
8/15/2017	PDB 2016-17- 4E (Annual Salary and Benefits) Certification Due	Certification form due no later than 5 p.m. Eastern.	Murray Cooper; Kristopher Bice	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS
8/16/2017	College NRS Tables 1-4	NRS Tables 1-4 for College Review	Christine Allen; Jay Gelin	Title II, Workforce Innovation and Opportunity Act of 2014	(PERA); SDB	Colleges; OCTAE
8/17/2017	PDB 2016-17 - 4E (Annual Salary and Benefits) Verification Period Begins	Data Verification Period begins. Data resubmission allowed only through a request signed by the College President	Murray Cooper; Kristopher Bice	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS
8/21/2017	ADB/FCO/IDB/PDB/SDB 2017-18 - 1E/2B Submission Begins	Summer end-of-term (1E)/Fall beginning-of-term (2B) submission period start date.	Kristopher Bice; Database Admins		College	CCTCMIS
8/24/2017	Enrollment and Completer File	Enrollment File With Completers for Switchboard	Christine Allen; Jay Gelin		SDB; (PERA)	FCS; CAE
8/24/2017	FETPIP 3E	All End-of-Term Enrollments for Continuing Education Follow-up	Christine Allen; Jay Gelin		SDB; (PERA)	FETPIP
8/28/2017	2016-17 Level II AA/AS Programs review Due	Report of Level II Meeting (AA/AS Programs) Due	Linda Wheatcraft-Smith; Kristopher Bice	1001.03(13), FS	Colleges	Colleges; FCS
8/28/2017	PDB 2016-17- 4E (Annual Salary and Benefits) Verification Period Ends	Data Verification Period ends. Any resubmissions during the verification period must be certified by 5 p.m. Eastern.	Murray Cooper; Kristopher Bice	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS
8/29/2017	DSO (For most colleges - due 9 mo. after the DSO fiscal yr ends)	Direct Support Organizations (DSOs) – Audit and Audit Checklist	Tracy Rose; Suzanne Tart	1004.70, FS	College	Chancellor
8/29/2017	PDB 2017 - Annual Close	Annual close. No data resubmission will be accepted.	Murray Cooper; Kristopher Bice	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS
8/31/2017	AA1A, AA1B, AA1C	Annual Enrollment, Pre-Program, Awaiting Limited Access Programs Enrollments, Special Categories, Special Needs, Apprenticeship Enrollments	Christine Allen; Jay Gelin		SDB; (PERA)	Colleges; Fact Book
8/31/2017	NRS Table 7 - Submission Ends	National Reporting System Table 7 submission period ends	Murray Cooper; Kristopher Bice		College	US DOE; College; District
9/1/2017	Accountability Measure 4 Part 1	College Preparatory Success Rate Report	Jay Gelin; Joan Roddenberry		SDB; (PERA)	FCS
9/1/2017	Accountability Measure 4 Part 2	College Preparatory Retention and Success Report	Jay Gelin; Joan Roddenberry		SDB; (PERA)	FCS
9/1/2017	OEf 442 - AS REQ'D	Public Education Capital Outlay (PECO): Agency Case Request and Expenditure (Monthly per EF directions)	Lisa Cook	1013.65, FS	College	EF
9/5/2017	IPEDS Registration Closes	IPEDS Registration must be complete. If not, institutions will not be able to complete other IPEDS surveys.	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	College	FLDOE/IPEDS
9/6/2017	IPEDS 12 Month Enrollment (E12) Survey Submission Begins	IPEDS Fall Collection - 12 Month Enrollment (E12) Survey. FLDOE-PERA populates the survey during the week of 9/6/17 to 9/12/17. Colleges review the survey from 9/13/17 to 10/11/17.	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	FLDOE-SDB-PERA	FLDOE/IPEDS

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9/6/2017	IPEDS Completion (C2) Survey Submission Begins	IPEDS Fall Collection - Completions (C2) Survey. FLDOE-PERA populates the survey during the week of 9/6/17 to 9/12/17. Colleges review the survey from 9/13/17 to 10/11/17.	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	FLDOE-SDB-PERA	FLDOE/IPEDS
9/6/2017	IPEDS Institutional Characteristics Survey Submission Begins	IPEDS Institutional Characteristics Survey Opens	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	Colleges	FLDOE/IPEDS
9/11/2017	ADB/FCO/IDB/PDB/SDB 2017-18 - 1E/2B Load Due Date	Summer end-of-term (1E)/Fall beginning-of-term load due date. Colleges must load data by 10 p.m. Eastern.	Kristopher Bice		College	College; CCTCMIS
9/14/2017	2016-17 Level II Vocational Review Due	Report of Completed Level II Vocational Program Review due	Linda Wheatcraft-Smith; Kristopher Bice	1001.03(13), FS	Colleges	Colleges; FCS
9/15/2017	CO & DS Units Actual Prior Yr.	Report on Actual CO & DS Instructional Units for Prior Year	Lisa Cook	1010.58, FS	CFO; OFP	EF - Budget
9/25/2017	SDB 2016-17 - Annual Financial Aid/Industry Certification (4E) Submission Begins	SDB 2016-17 Annual Financial Aid Record Type 8; SDB 2016-17 Program Industry Certification (PERKINS) Record; Type 9	Linda Wheatcraft-Smith; Kristopher Bice		Colleges	CCTCMIS
9/27/2017	USDOE OPE - AS REQ'D Crime Statistics	Crime Statistics - if report requested	Jay Gelin	20 USC 1092(a)	College	US DOE
9/28/2017	Dr. Philip Benjamin Expenditure Report	Dr. Philip Benjamin Matching Program Expenditure Report	Sophia Gaines; Suzanne Pridgeon	1011.85, FS	College	Legislative Staff; EOG
9/29/2017	Textbook and instructional materials costs report	Textbook and instructional materials costs report (1004.084, FS and 1004.085, FS amended by HB 7019 in the 2016 Legislative Session).	FCS Chancellor Office/Karinda Barrett	College Affordability 1004.084, Florida Statutes/Textbooks and Affordability, 1004.085 Florida Statutes	College	Florida College System Office, State Board of Education
10/2/2017	2018 GRS Four Year Survey Exclusions Submission Open	2018 Graduation Rate Survey (GRS). Colleges will need to provide deceased exclusions for the four year 2018 GRS cohort file.	Linda Wheatcraft-Smith; Kristopher Bice		College	CCTCMIS
10/2/2017	2018 GRS Two Year Survey Exclusions Submission Open	2018 Graduation Rate Survey (GRS). Colleges will need to provide deceased exclusions for the two year 2018 GRS cohort file.	Linda Wheatcraft-Smith; Kristopher Bice		College	CCTCMIS
10/2/2017	2018 IPEDS Outcome Measures for Six and Eight Yr Survey Exclusions Submission Open	2018 Outcome Measures Survey. This survey will include both six and eight year looks at completions and graduation rates. In preparation, colleges will need to provide deceased exclusions data for the Fall 2009-10 cohort for both six and eight years.	Linda Wheatcraft-Smith; Kristopher Bice		College	CCTCMIS
10/2/2017	ADB/FCO/IDB/PDB/SDB 2017-18 - 1E/2B Submission Ends	Summer End-of-Term (1E)/Fall beginning-of-Term submission period ends. Data must be loaded by 10 p.m. Eastern.	Kristopher Bice		College	CCTCMIS
10/2/2017	OEF 442 - AS REQ'D	Public Education Capital Outlay (PECO): Agency Case Request and Expenditure (Monthly per EF directions)	Lisa Cook	1013.65, FS	College	EF
10/3/2017	ADB/FCO/IDB/PDB/SDB 2017-18 - 1E/2B Certifications Due	Summer end-of-term (1E)/Fall beginning-of-term certification forms due to CCTCMIS no later than 5 p.m. Eastern.	Ashlie Kraft; Kristopher Bice		College	CCTCMIS
10/3/2017	WIOA Report	New required reports for the Feds. that are requiring additional data elements be added to the Database to be able to complete this report.	Christine Allen; Jay Gelin	Title II, Workforce Innovation and Opportunity Act of 2014	SDB; (PERA)	CAE; Colleges
10/6/2017	FCS Report of Verified Disabilities	FCS enrollments by disability and by total, adult only, adult and non adult, and completions by disability by AA, AS, PSVC, AHS Diploma, PSAVC, GED, ABE, and total by college and by system	Christine Allen, Jay Gelin, Eric Godin	Rule 6A-10.041	SDB	FCS
10/9/2017	2017-18 - (1E) Restricted Hub / Directory Certification	Certify accuracy of Restricted Hub user access and Community College & Technical Center Directory.	Murray Cooper; Kristopher Bice		Colleges	CCTCMIS
10/9/2017	FTE-1 (Date is approximate)	FTE-1 Enrollment Estimates for 2017-18 Submissions Form, typically a 2-3 week review window, with an FTE estimate certification. Report presented to the Enrollment Estimating Conference (staff from the Governor's office, Senate, House, EDR). This proc	Juan Mestre		DFC and Colleges	CCTCMIS, DFC, Economic and Demographic Research (EDR), Enrollment Estimating Conference
10/9/2017	SDB 2016-17 4E -Load Due Date	Annual Financial Aid Record Type 8 and Industry Certification Record Type 9 - Submission Due Date	Linda Wheatcraft-Smith; Kristopher Bice		Colleges	Colleges; CCTCMIS
10/10/2017	SDB 2016-17 Annual Financial Aid 4E and Industry Certification - Load Date	SDB 4E load date. Data must be loaded by 10 p.m. Eastern.	Linda Wheatcraft-Smith; Kristopher Bice		Colleges	CCTCMIS
10/11/2017	IPEDS 12 Month Enrollment (E12) Survey Lock Due	IPEDS Fall Collection - 12 Month Enrollment (E12) Survey	Steve Kimble	20 USC 1221(e-1) PL 103-382, Sec. 404(a)	Colleges-SDB-PERA	FLDOE/IPEDS
10/11/2017	IPEDS Completion (C2) Survey Lock Due	IPEDS Fall Collection - Completions (C2) Survey, Colleges must have locked their survey.	Steve Kimble	20 USC 1221(e-1) PL 103-382, Sec. 404(a)	Colleges-SDB-PERA	FLDOE/IPEDS
10/12/2017	Achieving the Dream	Achieving the Dream files for colleges	Jay Gelin;		SDB; (PERA)	Colleges
10/13/2017	Baccalaureate Accountability Reports	Baccalaureate Accountability Reports	Amy Albee-Levine, Eric Godin, Karinda Barrett	1007.33, F.S.	College	FCS Office
10/16/2017	Baccalaureate Accountability Reports	Baccalaureate Accountability Reports	Karinda Barrett	1007.33 Florida Statutes	College	FCS Office
10/17/2017	FCO 2017-18 - 1E Inventory Reports	Site, Facilities, Room, Facilities Under Construction Inventory, Room Inventory by Space Category, Aggregate Room Area by Site and Facility, Room Area Difference, Facility and Room Area Comparison, and Peco Sites Report.	Katherine Mueller; Kristopher Bice		FCODB	EF - Planning

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10/17/2017	FCO 2017-18 - 1E Aggregate Room Area	Excel spread sheet and a report showing the totals FCO 2017-18 End-of-Term Summer (1E) Aggregate Room Area.	Katherine Mueller; Kristopher Bice; Shelly Ford		FCODB	CCTCMIS and Florida Colleges Budget Office
10/17/2017	FCO 2017-18 - 1E File for OEF	Create Text File of Facilities Database 2017-18 End-of-Term (1E) for OEF.	Katherine Mueller; Kristopher Bice		FCODB	CCTCMIS,OEF
10/18/2017	Developmental Ed Reports	Developmental Ed reports requested by FCS	Christine Allen; Jay Gelin	F.S. 1008.30(4)(a)	SDB; (PERA)	FCS
10/18/2017	IPEDS Institutional Characteristics Lock Due	Colleges must apply their lock to the IPEDS Institutional Characteristics survey by this date.	Steve Kimble	20 USC 1221(e-1) PL 103-382, Sec. 404(a)	Colleges	FLDOE/IPEDS
10/18/2017	Programs of Interest	Report of Program of Interest for those students with 30+ credit hours	Christine Allen; Jay Gelin	F.S. 1007.23(3)	SDB; (PERA)	FCS
10/19/2017	Annual Cost Analysis Report	Annual Cost Analysis report	Shelly Ford	1011.84(1)(a), FS	College	Colleges; COBA; LEG
10/19/2017	Student Financial Aid Fee Report	Student Financial Aid Fee Report	Tracy Rose; Suzanne Tart	1009.23(8), FS	College	Colleges; COBA; Commissioner
10/23/2017	APR 2017-18 - 4E Submission Begins	APR submission period begins.	Murray Cooper; Kristopher Bice	APR - Public Law 88-352, Title VII Section 709(c)	College	CCTCMIS
10/24/2017	SDB 2016-17 - 4E Submission Ends	End of Submission Period. Annual Financial Aid data and Program Industry Certification must be loaded by 10 p.m. Eastern. Database is closed out for the year.	Linda Wheatcraft-Smith; Kristopher Bice		College	CCTCMIS; College
10/24/2017	SDB 2016-17 - 4E Certification Forms Due	Certification Form is due by 5 p.m. Eastern.	Linda Wheatcraft-Smith; Kristopher Bice		Colleges	CCTCMIS
10/26/2017	SDB 2016-17 - 4E Data Verification Period Begins	Data Verification Period. If errors are found resubmission of data will be allowed only with a request signed by the College President.	Linda Wheatcraft-Smith; Kristopher Bice		Colleges	CCTCMIS
10/30/2017	2018 GRS Four Year Exclusions Survey Submission Ends	2018 Graduation Rate Survey (GRS) Exclusions Submission Close. Data must be loaded by 5 p.m. Eastern.	Linda Wheatcraft-Smith; Kristopher Bice		CCTCMIS	CCTCMIS
10/30/2017	2018 GRS Two Year Exclusions Survey Submission Ends	2018 Graduation Rate Survey (GRS) Exclusions Submission Close. Data must be loaded by 5 p.m. Eastern.	Linda Wheatcraft-Smith; Kristopher Bice		CCTCMIS	CCTCMIS
10/30/2017	2018 IPEDS Outcome Measures for Six and Eight Yr Survey Exclusions Submission Ends	2018 Outcome Measures Survey Submission Close. Data must be loaded by 5 p.m. Eastern.	Linda Wheatcraft-Smith; Kristopher Bice		CCTCMIS	CCTCMIS
10/31/2017	2018 GRS and Outcome Measures Exclusions Certifications Due	2018 GRS two and four year exclusions and 2018 outcome measures six and eight year exclusions certification forms due by 5 p.m. Eastern.	Linda Wheatcraft-Smith; Kristopher Bice		College	CCTCMIS
10/31/2017	Developmental Education Accountability Reports	Developmental Education Accountability Reports	Karinda Barrett	1008.30 Florida Statutes	College	FCS Office
10/31/2017	Developmental Education Accountability Reports	Developmental Education Accountability Reports	Karinda Barrett	1008.30, F.S.	College	FCS Office
11/1/2017	IPEDS Fall Surveys Close to IPEDS State Coordinator	All IPEDS Fall Surveys are closed to the Florida IPEDS Coordinator. This includes the IC, E12, and C2 surveys.	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	FLDOE	FLDOE/IPEDS
11/1/2017	OEF 442 - AS REQ'D	Public Education Capital Outlay (PECO): Agency Case Request and Expenditure (Monthly per EF directions)	Lisa Cook	1013.65, FS	College	EF
11/3/2017	APR 2017-18 - 4E Load Due Date	Load date. Colleges must load data by 10:00 p.m. Eastern.	Murray Cooper; Kristopher Bice	APR - Public Law 88-352, Title VII Section 709(c)	College	CCTCMIS
11/6/2017	FCO 2016-17 - 3E Fact Book Data	Create excel report of Facilities Database 2016-17 End-of-Term Winter/Spring (3E) with data for the Fact Book.	Katherine Mueller; Kristopher Bice; Lisa Cook		FCODB	CCTCMIS
11/6/2017	Reports Coordinator Training (Dates are approximate)	Reports Coordinator Training will begin at 8:30 am and will be held at the Florida Department of Education	Juan Mestre		CCTCMIS	FCS, CAE, and Colleges
11/6/2017	SDB 2016-17 - 4E Verification Period Ends	Annual Financial Aid and Industry Certification data verification period ends. Data must be loaded by 10 p.m. Eastern.	Linda Wheatcraft-Smith; Kristopher Bice		College	CCTCMIS
11/6/2017	APR 2017-18 - Selected Salaries Submission Begins	APR - 2017-18 submission begins	Murray Cooper; Kristopher Bice	APR - Public Law 88-352, Title VII Section 709(c)	College	CCTCMIS
11/7/2017	SDB 2016-17 Annual Close Financial Aid and Industry Certification	Annual Close. No resubmission of data or a supplemental file will be accepted. Certification forms must be received by 5 p.m. Eastern.	Linda Wheatcraft-Smith; Kristopher Bice		Colleges	CCTCMIS
11/8/2017	MISATFOR Meeting	MISATFOR Meeting begins at 8:30 am and will be held at FDOE Turlington Building.	Juan Mestre		CCTCMIS	FCS, CAE, and Colleges
11/10/2017	Non-PECO Final Request	Request for Legislative Approval for Non-State Fixed Capital Outlay Projects and Authorization to Extend or Change Certain Projects for Community Colleges – Final Request	Lisa Cook	1040(2), FS; 1040(3), FS; 216.301(3)(a), FS	College; OFF	EOG; LEG
11/10/2017	OCNF-2	Operating Cost of New Facilities – Final Request	Lisa Cook	1011.84(3)(b)(4), FS	College; OFF	EOG; LEG
11/14/2017	Specialized Accreditation Updates	Specialized Accreditation Updates	Karinda Barrett	Informational	College	FCS Office
11/16/2017	ALA Report - Disabilities Report	Students with Disabilities Report	Christine Allen; Jay Gelin	Title II of the Americans with Disabilities Act	SDB; (PERA)	FCS
11/16/2017	APR 2017-18 - Submission Ends	APR Submission period ends. Data must be loaded no later than 10:00 p.m. Eastern.	Murray Cooper; Kristopher Bice	APR - Public Law 88-352, Title VII Section 709(c)	College	CCTCMIS
11/17/2017	APR 2017-18 - Certification Due	Certification form due no later than 5 p.m. Eastern.	Murray Cooper; Kristopher Bice	APR - Public Law 88-352, Title VII Section 709(c)	College	CCTCMIS
11/17/2017	PERKINS IV	Carl Perkins Vocational Performance Measures	Christine Allen; Jay Gelin	Title II of the Carl D. Perkins Career and Technical Education Act	SDB; (PERA)	PERA; CAE; USDOE; Colleges

2017-18 Chart of Reports
Florida College System

Start Date	Event/Report Name	Event/Report Description	DOE Contact(s)	Legal Reference	Data/Report Source	Data/Report Recipient(s)
11/20/2017	APR 2017-18 - Data Verification Period Begins	Data Verification Period begins. Data resubmission will be allowed only through a request signed by the college's President.	Murray Cooper; Kristopher Bice	APR - Public Law 88-352, Title VII Section 709(c)	College	CCTCMIS
11/21/2017	APR 2017-18 - Selected Salaries Submission Ends	Selected salaries worksheets must be submitted by 5 p.m. Eastern.	Murray Cooper; Kristopher Bice	APR - Public Law 88-352, Title VII Section 709(c)	College	CCTCMIS
11/30/2017	APR 2017-18 - DataVerification Period Ends	Data Verification Period ends. Data must be loaded and certification form submitted by 5 p.m. Eastern.	Murray Cooper; Kristopher Bice	APR - Public Law 88-352, Title VII Section 709(c)	College	CCTCMIS
12/1/2017	APR 2017-18 - Annual Close	Annual close. No data resubmission will be accepted.	Murray Cooper; Kristopher Bice	APR - Public Law 88-352, Title VII Section 709(c)	College	CCTCMIS
12/1/2017	Collegiate High School Contract Agreements 2017-18	Collegiate High School Contract Agreements 2017-18	Karinda Barrett	1007.273 Florida Statutes	College	FCS Office
12/1/2017	NRS - Adult Reporting	Adult Performance Measures	Christine Allen; Jay Gelin	Title II, Workforce Innovation and Opportunity Act of 2014	SDB; (PERA)	Colleges; CAE; OCTAE
12/1/2017	OEF 442 - AS REQ'D	Public Education Capital Outlay (PECO): Agency Case Request and Expenditure (Monthly per EF directions)	Lisa Cook	1013.65, FS	College	EF
12/4/2017	Excess Hours File Due	Excess Hours file due from Colleges	Katherine Mueller; Kristopher Bice		College	CCTCMIS
12/5/2017	PERKINS - Vocational Program Reporting	Carl Perkins Funding Request	Christine Allen; Jay Gelin	Title II of the Carl D. Perkins Career and Technical Education Act	SDB; FETPIP; (PERA)	CAE; Colleges
12/7/2017	CEEAP - Employment Equity Accountability Program	College Employment Equity Accountability Program Report. Data for this report is provided in the data request for College Equity Reports.	Christine Allen; Jay Gelin	1012.86, FS	SDB: PDB (PERA)	FCS
12/7/2017	Vocational Program Inventory	FCS VOCATIONAL Program Inventory File	Christine Allen; Jay Gelin		SDB; (PERA)	DEO
12/11/2017	Excess Hours Certification Due	Certification Excess Hours due from Colleges	Katherine Mueller; Kristopher Bice		College	CCTCMIS
12/13/2017	IPEDS Academic Libraries Survey Opens	IPEDS Academic Libraries Survey Opens	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	Colleges with assistance from Jeannie Dixon, Florida Academic Library Services Cooperative (FALSCL)	FLDOE and IPEDS
12/13/2017	IPEDS Winter Surveys Open	All IPEDS winter surveys open. This includes the Student Financial Aid, GRS and GRS200, and the Outcome Measures surveys. Colleges provide data for the Student Financial Aid survey. FLDOE-PERA populates the GRS, GRS200 the week of 12/18/2017 to 12/22/2017, and the Outcome Measures surveys the week of 1/2/2018 to 1/6/2018.	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	Colleges complete the Student Financial Aid survey. FLDOE-PERA populates the GRS, GRS200 and the Outcome Measures surveys.	Colleges, PERA, and IPEDS
12/15/2017	Equity Report	Equity Report	Christine Allen, Jay Gelin; Eric Godin, Stephanie Leland		SDB, APR (run by PERA)	Colleges, Office of Equity/Accessibility
12/19/2017	Equity Reports for Colleges	Equity Report	Christine Allen; Jay Gelin; Eric Godin; Stephanie Leland		SDB; APR; (PERA)	Colleges; OEA
12/20/2017	Accountability Measure 3 Part 2	State Vocational Program Placement Report	Christine Allen; Jay Gelin		SDB FETPIP; (PERA)	FCS
12/26/2017	ADB/FCO/IDB/PDB/SDB 2017-18 - 2E/3B Optional Submission Period Begins	Fall end-of-term (2E)/Winter/Spring beginning-of-term (3B) optional data submission window opens.	Kristopher Bice; Database Admins		College	CCTCMIS
1/2/2018	ADB/FCO/IDB/PDB/SDB 2017-18 - 2E/3B Submission Period Begins	Fall end-of-term (2E)/Winter/Spring beginning-of-term (3B) data submission window opens.	Ashlie Kraft; Kristopher Bice		College	CCTCMIS
1/3/2018	Local Plant Safety Report	Comprehensive Casualty, Safety, Sanitation, Firesafety Standards and Inspection	Lisa Cook	1013.12, FS	College	Self-Compliance (during the year)
1/3/2018	OEF 110A - AS REQ'D	Project Implementation Information	Lisa Cook	6A-2.0111, FAC	College	EF
1/3/2018	OEF 110B - AS REQ'D	Certificate of Occupancy (Reported by Colleges as they occur throughout the year.)	Lisa Cook	6A-2.0111, FAC	College	EF
1/3/2018	OEF 216 AS REQ'D	Request to Amend Resolution for Issuance of State Board of Education Capital Outlay Bonds (COBI) (To change authorized projects)	Lisa Cook	FL Constitution Article XII Section 9(d)	College	EF-Budget
1/3/2018	OEF 442 - AS REQ'D	Public Education Capital Outlay (PECO): Agency Case Request and Expenditure (Monthly per EF directions)	Lisa Cook	1013.65, FS	College	EF
1/3/2018	SCOA-1	Local Resolution Requesting Issuance of State Board of Education Capital Outlay Bonds (CO & DS) (COBI)	Lisa Cook	FL Constitution Article XII Section 9(d)	College	EF - Budget
1/15/2018	IPEDS Human Resources (HR) Survey Opens	The IPEDS Human Resources (HR) Survey is populated by FLDOE/PERA during 1/15/18 through 1/19/18. Colleges have until 3/1/18 to review and lock the survey.	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	FLDOE/PERA/APR	Colleges/PERA/IPEDS
1/26/2018	IPEDS Finance Survey Opens	Colleges have until 3/9/18 to complete and lock their Finance survey. Sophia Gaines with the FLDOE assists the colleges.	Steve Kimble; Sophia Gaines	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	Audited Financial Statement	FLDOE/IPEDS
1/29/2018	ADB/FCO/IDB/PDB/SDB 2017-18 - 2E/3B Load Due Date	Fall end-of-term/Winter/spring beginning-of-term load date. Data must be loaded by 10 p.m. Eastern.	Kristopher Bice; Database Admins		College	College; CCTCMIS

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Start Date	Event/Report Name	Event/Report Description	DOE Contact(s)	Legal Reference	Data/Report Source	Data/Report Recipient(s)
2/1/2018	IPEDS Graduation Rate Survey - Keyholder Lock Due	IPEDS Graduation Rate Survey - The college Keyholder must have reviewed and locked the survey.	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	College SDB - PERA	PERA - IPEDS
2/1/2018	IPEDS GRS200 Survey Keyholder Lock Due	IPEDS Graduation Rate Survey - The keyholder for two year colleges must have reviewed and locked the survey.	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	College SDB - PERA	College - PERA - IPEDS
2/1/2018	OE 442 - AS REQ'D	Public Education Capital Outlay (PECO): Agency Case Request and Expenditure (Monthly per EF directions)	Lisa Cook	1013.65, FS	College	EF
2/1/2018	OE 564	Report on Cost of Construction (Annual Summary Report from prior year)	Lisa Cook	1013.60, FS	College	EF-Budget
2/5/2018	FTE-2 (Date is approximate)	FTE-2 Enrollment Estimates for 2017-18 Submissions Form, typically a 2-3 week review window, with an FTE estimate certification. Report presented to the Enrollment Estimating Conference (staff from the Governor's office, Senate, House, EDR). This proc	Juan Mestre		SDB and college review	CCTCMIS, DFC, Economic and Demographic Research(EDR), and Enrollment Estimating Conference(EEC)
2/8/2018	IPEDS Outcome Measures Keyholder Lock Due	IPEDS Winter Collection - Outcome Measures Survey keyholder lock due.	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	College SDB - PERA	College - PERA - IPEDS
2/9/2018	AA-2C, AA-2L	Placement and Follow-Up (Reports Completers/Leavers)	Christine Allen; Jay Gelin	1004.92(2)(b)2, FS	College; FETPIP; (PERA)	Colleges
2/13/2018	Dr. Benjamin Final Certification	Dr. Philip Benjamin Matching Program for the Florida College System – Final Certification	Sophia Gaines; Suzanne Pridgeon	1011.85, FS	CFO; Colleges	LEG
2/15/2018	IPEDS Student Financial Aid (SFA) Survey Lock Due	IPEDS Winter Collection - Student Financial Aid (SFA) survey keyholder lock due.	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	College/Financial Audit	PERA - IPEDS
2/26/2018	Antic. Degree Grads	Anticipated Degree Grad File	Katherine Mueller; Kristopher Bice		College; SDB	ICUF; DCU
2/28/2018	Winter Surveys Close to State IPEDS Coordinator	The following surveys close to the State IPEDS Coordinator as of 2/28/2018. Student Financial Aid, GRS, GRS200 and Outcome Measures.	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	Colleges; SDB; PERA	PERA - IPEDS
3/1/2018	IPEDS Human Resources (HR) Keyholder Lock Due	IPEDS Spring Collection - Human Resources (HR) Survey, Keyholder Lock Due	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	College APR - PERA	College - PERA - IPEDS
3/1/2018	OE 442 - AS REQ'D	Public Education Capital Outlay (PECO): Agency Case Request and Expenditure (Monthly per EF directions)	Lisa Cook	1013.65, FS	College	EF
3/5/2018	2017-18 - (2E) Restricted Hub / Directory Certification	Certify accuracy of Restricted Hub user access and Community College & Technical Center Directory.	Murray Cooper; Kristopher Bice		Colleges	CCTCMIS
3/5/2018	ADB/FCO/IDB/PDB/SDB 2017-18 - 2E/3B Submission Period Ends.	Fall End-of-Term (2E)/Winter/spring beginning-of-term submission window closes. Data must be loaded by 10 p.m. Eastern.	Kristopher Bice; Database Admins		College	CCTCMIS
3/5/2018	Articulation Level I Reports	Performance of FCS students found attending the SUS universities in a given reporting year.	Christine Allen; Jay Gelin		SUS Files; (PERA)	Colleges; FCS
3/5/2018	IPEDS Fall Enrollment (EF2) Survey Opens	IPEDS Spring Collection - Fall Enrollment (EF2) Survey opens to the colleges. PERA populates the survey during the week of 3/5/2018 through 3/9/2018.	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	Colleges - SDB 2B, PERA	Colleges - PERA - IPEDS
3/6/2018	ADB/FCO/IDB/PDB/SDB 2017-18 - 2E/3B Certifications Due	2E/3B Certification forms due for all databases. Certification forms must be submitted by 5 p.m. Eastern.	Ashlie Kraft; Kristopher Bice		College	CCTCMIS
3/7/2018	Accountability Measure 2	A.A. Degree Transfers to the SUS	Jay Gelin; Joan Roddenberry		SDB SUS; (PERA)	FCS
3/8/2018	HECC Program Enrollments and Completion Files	FCS College program enrollments and completions by college	Christine Allen; Jay Gelin		SDB; (PERA)	Higher Education Coordinating Council thru The Clearinghouse for Applied Research Florida ExpertNet
3/9/2018	IPEDS Finance Survey Keyholder Lock Due	IPEDS Spring Collection - Finance Survey Review and keyholder lock due.	Steve Kimble; Sophia Gaines	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	Audited Financial Statement	PERA - IPEDS
3/14/2018	College Academic Calendar	College Academic Calendar	Karinda Barrett	1001.02, Florida Statutes	College	FCS Office
3/14/2018	Performance Based Funding Metric Generation Lower Division Graduation	FCS Performance Based Funding	Steve Kimble; Jay Gelin; Eric Godin	2015 Legislation	College, FETPIP, SDB, SUS, National Student Clearing House, FRAG, ABLE, WDIS; (PERA)	FCS; Commissioner; SBOE
3/14/2018	Performance Based Funding Metric Generation Lower Retention	FCS Performance Based Funding	Jay Gelin; Christine Allen	2017 Legislation	College, FETPIP, SDB, SUS, National Student Clearing House, FRAG, ABLE, WDIS; (PERA)	FCS; Commissioner; SBOE
3/14/2018	Performance Based Funding Metric Generation Upper Graduation	FCS Performance Based Funding	Christine Allen; Jay Gelin; Eric Godin	2015 Legislation	College, FETPIP, SDB, SUS, National Student Clearing House, FRAG, ABLE, WDIS; (PERA)	FCS; Commissioner; SBOE

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3/14/2018	Performance Based Funding Metric Generation Upper Retention	FCS Performance Based Funding	Christine Allen; Jay Gelin	2015 Legislation	College, FETPIP, SDB, SUS, National Student Clearing House, FRAG, ABLE, Bright Futures, FSAG, WDIS; (PERA)	FCS; Commissioner; SBOE
3/15/2018	Articulation Report (http://www.fldoe.org/CCTCMIS/)	Report for the Florida College System	Christine Allen; Jay Gelin		SUS; SDB; (PERA)	Colleges; FCS; Website
3/15/2018	IPEDS Academic Library Survey Keyholder Lock Due	IPEDS Academic Library Survey Closes to Colleges. The keyholder's lock is due.	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	Colleges with assistance from Jeannie Dixon, Florida Academic Library Services Cooperative (FALSC).	PERA - IPEDS
3/19/2018	FCO 2017-18 - 2E Reports	Site, Facilities, Room, Facilities Under Construction Inventory, Room Inventory by Space Category, Aggregate Room Area by Site and Facility, Room Area Difference, Facility and Room Area Comparison, PECO Sites Report	Katherine Mueller; Kristopher Bice		FCODB	EF-Planning
3/19/2018	FCO 2017-18 - 2E Aggregate Room Area	Excel spread sheet and a report showing the totals FCO 2017-18 End-of-Term Fall (2E) Aggregate Room Area.	Katherine Mueller; Kristopher Bice; Shelly Ford		FCODB	CCTCMIS and Florida Colleges Budget Office
3/19/2018	FCO 2017-18 - 2E File for OEF	Create Text File of Facilities Database 2017-18 End-of-Term Fall (2E) for OEF.	Katherine Mueller; Kristopher Bice; Brian Gouin		FCODB	CCTCMIS; OEF
3/20/2018	Developmental Ed Reports	Developmental Ed reports requested by FCS	Christine Allen; Jay Gelin	F.S. 1008.30(4)(a)	SDB; (PERA)	FCS
3/20/2018	Perkins Approved Performance Measures for Colleges	Federally approved Perkins Performance Measure Student level files for colleges, districts and reports to the levels requested by CAE	Christine Allen; Jay Gelin	Title II of the Carl D. Perkins Career and Technical Education Act	SDB; (PERA)	Colleges; CAE
3/21/2018	Accountability Measure 1 Part 2 B	Baccalaureate Retention and Success	Jay Gelin; Joan Roddenberry		SDB SUS; (PERA)	FCS
3/29/2018	FETPIP Completers and Leavers File	Florida Education & Training Placement Information Program (Completers and Leavers)	Christine Allen; Jay Gelin	20 USC 1221(e-1)	SDB; (PERA)	Colleges; FETPIP
3/30/2018	Final Approved Federal NRS Reports	Final 2016-17 Approved NRS reports for all Colleges, Districts, and CBOs	Christine Allen; Jay Gelin	Title II, Workforce Innovation and Opportunity Act of 2014	SDB; (PERA)	Colleges; CAE;
3/30/2018	Mid Year Perkins Performance Measure Concentrator Files	Student Level Files for Perkins Performance Measures 1A1 and 1P1	Christine Allen; Jay Gelin	Title II of the Carl D. Perkins Career and Technical Education Act	SDB; (PERA)	CAE; Colleges
3/30/2018	NRS Mid Year Table 4	Mid Year Adult Performances	Christine Allen; Jay Gelin	Title II, Workforce Innovation and Opportunity Act of 2014	SDB; (PERA)	CAE; Colleges
3/30/2018	Programs of Interest	Report of Program of Interest for those students with 30+ credit hours	Christine Allen; Jay Gelin	F.S. 1007.23(3)	SDB; (PERA)	FCS
4/2/2018	ADB/FCO/IDB/PDB/SDB 2017-18 - 3E Optional Submission Period Begins	Winter/Spring End-of-Term (3E) optional submission period window opens.	Kristopher Bice; Database Admins		College	CCTCMIS
4/2/2018	OEF 442 - AS REQ'D	Public Education Capital Outlay (PECO): Agency Case Request and Expenditure (Monthly per EF directions)	Lisa Cook	1013.65, FS	College	EF
4/12/2018	IPEDS Fall Enrollment (EF2) Keyholder Lock Due	IPEDS Fall Enrollment (EF2) Keyholder Lock Due	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	College SDB 2B, PDB 2E, and PERA	Colleges, PERA and IPEDS
4/16/2018	ADB/FCO/IDB/PDB/SDB 2017-18 - 3E Submission Period Begins	Winter/Spring End-of-Term (3E) submission window opens.	Ashlie Kraft; Kristopher Bice		College	CCTCMIS
4/17/2018	Vocational Program Inventory	Vocational Program Inventory File	Christine Allen; Jay Gelin		SDB; (PERA)	DEO
4/18/2018	MISATFOR Meeting	MISATFOR Meeting being held at TCC	Juan Mestre			
4/25/2018	All Spring Surveys Close to State IPEDS Coordinator	Last day for the Florida IPEDS Coordinator to review and lock the four Spring surveys, including Academic Libraries, Human Resources, Finance and Fall Enrollment.	Steve Kimble	20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)	Multiple sources.	PERA and IPEDS
4/27/2018	Strategic Plan/Imperative Information	DOE/FCS Strategic Plan/Imperatives for latest year available. Statewide and FCS Strategic measures.	Christine Allen; Steve Kimble; Jay Gelin		SDB; (PERA)	FCS; ARM
4/30/2018	Annual College Equity Plan Update	Annual College Equity Plan Update	Stephanie Leland	1000.05, 1006.71, and 1012.83, Florida Statutes	College	FCS Office
4/30/2018	Annual Equity Plan Update	Annual Equity Plan Update	Stephanie Leland	1000.05, 1006.71, 1012.83 Florida Statutes	Colleges	FCS Office
4/30/2018	CO & DS Units Estimated Final	Report on Estimated Actual CO & DS Instructional Units for Current Year	Lisa Cook	1010.58, FS	CFO; SDB	EF-Budget
4/30/2018	The Fact Book (http://www.fldoe.org/accountability/data-sys/CCTCMIS/)	Report for the Florida College System	Christine Allen; Jay Gelin		AFR, APR; CA; SDB: Colleges; FDB; (PERA)	Colleges; Website
5/1/2018	OEF 442 - AS REQ'D	Public Education Capital Outlay (PECO): Agency Case Request and Expenditure (Monthly per EF directions)	Lisa Cook	1013.65, FS	College	EF
5/4/2018	Nursing Enrollments and Completions Update	Annual Blue Cross Blue Shield Scholarship	Christine Allen; Jay Gelin; Eric Godin		PERA/SDB	FCS
5/10/2018	ADB/FCO/IDB/PDB/SDB 2017-18 - 3E Load Due Date	Winter/Spring End-of-Term (3E) due date. Colleges must load data by 10 p.m. Eastern	Kristopher Bice; Database Admins		College	CCTCMIS

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Start Date	Event/Report Name	Event/Report Description	DOE Contact(s)	Legal Reference	Data/Report Source	Data/Report Recipient(s)
5/15/2018	CO & DS Units Projected	Report on Projected CO & DS Instructional Units for Next Year	Lisa Cook	1010.58, FS	CFO; SDB	EF-Budget
5/21/2018	FCO - FCPSRENO01	2018-19 Maintenance and Renovation Report (Sum-of-the Digits Report)	Katherine Mueller; Kristopher Bice; Lisa Cook	1013.64(1)(a), FS	FCODB	CCTCMIS; EF
5/31/2018	SREB Tabs 6-8 Finance Reports	Financial Reports for SREB report submissions	Eric Godin; Sophia Gaines		Financial Reports received from Colleges for 2017-18.	FCS; SREB
6/1/2018	Concurrent- and Joint-Use Partnerships	Concurrent- and Joint-Use Partnerships Survey of colleges	Eric Godin		Colleges	Florida College System office
6/1/2018	OEF 217 AS REQ'D	Request to State Board of Education for Approval of Order of Priorities for Expenditures of State Capital Outlay Funds (PPL)	Lisa Cook	6A-2.0111, FAC	College	EF - Planning
6/1/2018	OEF 442 - AS REQ'D	Public Education Capital Outlay (PECO): Agency Case Request and Expenditure (Monthly per EF directions)	Lisa Cook	1013.65, FS	College	EF
6/4/2018	FEP and COFE (Date is Approximate)	FTE-3 17-18 Actuals, FTE Enrollment Projection for 18-19, and the Capital Outlay FTE (COFE) 6 year projections by site. Report presented to Enrollment Estimating Conference (staff from the Governor's office, Senate, House, EDR).	Juan Mestre		SDB, EDR, FDOE, and college review	CCTCMIS, Economic and Demographic Research (EDR), and Enrollment Estimating Conference (EEC)
6/4/2018	SREB Board Reports for 2016-17 and 2017-18 data	Southern Regional Education Board Reports for 2016-17 and 2017-18 data for Tables 1-5 + 9	Jay Gelin, Steve Kimble, Eric Godin		SDB	FCS, SREB
6/11/2018	ADB/FCO/IDB/PDB/SDB 2017-18 - 3E Submission Period Ends	Winter/Spring end-of-term (3E) submission window closes. Data must be loaded by 10 p.m. Eastern	Kristopher Bice; Database Admins		College	CCTCMIS
6/12/2018	ADB/FCO/IDB/PDB/SDB 2016-17 - Data Certifications Due	Database certification forms for Term 3E submissions and any prior term resubmissions due by 5 p.m. Eastern	Ashlie Kraft; Kristopher Bice		College	CCTCMIS
6/13/2018	2017-18 - T3E Restricted Hub / Directory Certification	Certify accuracy of Restricted Hub user access and college directory.	Murray Cooper; Kristopher Bice		Colleges	CCTCMIS
6/14/2018	ADB/FCO/IDB 2016-17 - Annual Verification Period Begins	Annual verification period. If errors are found, resubmission of data will be allowed only with a request signed by the College President.	Kristopher Bice; Database Admins		College	CCTCMIS
6/14/2018	PDB 2016-17 - Terms 1-3 Verification Period Begins	Terms 1-3 verification period. If errors are found, resubmission of data will be allowed only with a request signed by the College President.	Murray Cooper; Kristopher Bice		Colleges	CCTCMIS
6/14/2018	SDB 2016-17 - 3E Verification Period Begins	3E data verification period. If errors are found or update of grades, resubmission of data will be allowed only with a request signed by the Reports Coordinator.	Linda Wheatcraft-Smith; Kristopher Bice		College	CCTCMIS
6/22/2018	SDB 2017-18 - 3E Verification Period Ends	3E data verification window closes.				
6/25/2018	SDB 2017-18 - Annual Data Verification Period Begins	Annual Data Verification Period. If errors are found, resubmission of data will be allowed only with a request signed by the College President.	Linda Wheatcraft-Smith; Kristopher Bice		College	CCTCMIS
7/2/2018	ADB/FCO/IDB/SDB Annual Verification Period Ends	Annual data verification period ends. Colleges must load data by 10 p.m. Eastern.	Kristopher Bice; Database Admins		College	CCTCMIS
7/2/2018	PDB 2017-18 - Terms 1-3 Verification Period Ends	Personnel database Data verification period ends.	Murray Cooper; Kristopher Bice	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS
7/2/2018	Long Range Program Plan (LRPP)	Section 1008.31, F.S., establishes four goals for Florida's education delivery system. Each goal will be measured through the state accountability system and progress will be documented through performance indicators approved by the State Board of Education, as well as performance outcomes included in the Florida Department of Education Long Range Program Plan. The four goals are: 1. Highest Student Achievement 2. Seamless Articulation and Maximum Access 3. Skilled Workforce and Economic Development 4. Quality Efficient Services	Jay Gelin, Eric Godin, Kendra Jahnke	s. 1008.31, FS	Metrics are run by PERA and FETPIP	Paulette Mainwood, FDOE Budget Office, Executive Office of the Governor
7/3/2018	ADB/FCO/IDB/SDB 2017-18 Annual Close	Annual close. No data resubmissions will be accepted	Kristopher Bice; Database Admins		College	CCTCMIS
7/3/2018	PDB 2018 - Terms 1 - 3 Close	Terms 1, 2, and 3 closed. No data resubmission will be accepted.	Murray Cooper; Kristopher Bice	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS
7/9/2018	PDB 2017-18 - 4E (Annual Salary and Benefits) Submission Begins	Open date. Submission period begins.	Murray Cooper; Kristopher Bice	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS
7/10/2018	FAC 2017-18 - 3E Inventory Reports	FCO 2017-18 Winter/Spring (3E) Site, Facilities, Room, Facilities Under Construction Inventory, Room Inventory by Space Category, Aggregate Room Area by Site and Facility, Room Area Difference, Facility and Room Area Comparison, PECO Sites Report	Katherine Mueller; Kristopher Bice		FCODB	EF-Planning
7/17/2018	FCO 2017-18 - 3E Aggregate Room	Excel spread sheet and a report showing the totals FCO 2017-18 End-of-Term Winter/Spring (3E) Aggregate Room Area.	Katherine Mueller; Kristopher Bice; Shelly Ford		FCODB	CCTCMIS; Florida Colleges Budget

2017-18 Chart of Reports
Florida College System

Start Date	Event/Report Name	Event/Report Description	DOE Contact(s)	Legal Reference	Data/Report Source	Data/Report Recipient(s)
7/17/2018	FCO 2017-18 - 3E File for OEF	Create Text File of Facilities 2017-18 Database End-of-Term Winter/Spring (3E) for OEF	Katherine Mueller; Kristopher Bice; Brian Gouin		FCODB	CCTCMIS; OEF
7/17/2018	IDB 2017-18 - Annual Reports	Integrated Database 2017-18 Room/Space Utilization, Faculty Load, Distance Learning	Katherine Mueller; Kristopher Bice		IDB	CCTCMIS
8/1/2018	Baccalaureate Enrollment/Graduation Projections	Each Florida College System institution approved to offer a baccalaureate degree will provide five-year enrollment and graduation projections for each baccalaureate degree program the college has been approved to offer.	Eric Godin, Amy Albee-Levine, Karinda Barrett	1001.02, F.S.	Colleges	FCS, FDOE Commissioner
8/6/2018	PDB 2017-18 - Annual Salary and Benefits Load Due Date	Load date. Data must be loaded no later than 10:00 p.m. Eastern.	Murray Cooper; Kristopher Bice	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS
8/13/2018	PDB 2017-18 - Annual Salary and Benefits Submission Period Ends	Submission period ends. Data must be loaded no later than 10:00 p.m. Eastern.	Murray Cooper; Kristopher Bice	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS
8/14/2018	PDB 2017-18 - Annual Salary and Benefits Certification Due	Certification form due no later than 5 p.m. Eastern.	Murray Cooper; Kristopher Bice	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS
8/16/2018	PDB 2017-18 - Annual Salary and Benefits Verification Period Begins	Data Verification Period begins. Data resubmission allowed only through a request signed by the College President	Murray Cooper; Kristopher Bice	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS
8/20/2018	OCR Targeting Plan	A comparison of enrollment percentages of students in CTE programs compared to enrollment percentages of total enrollments of students by race, gender, disability, and limited English proficiency. Data will be requested for up to six different colleges.	Christine Allen; Jay Gelin	Federal Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap	SDB; (PERA)	U.S. Department of Education, Office for Civil Rights; FCS
8/27/2018	PDB 2017-18 - 4E Annual Salary and Benefits Verification Period Ends	Data Verification Period ends. Data must be loaded and certification form submitted by 5 p.m. Eastern.	Murray Cooper; Kristopher Bice	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS
8/28/2018	PDB 2018 - Annual Close	Annual close. No data resubmission will be accepted	Murray Cooper; Kristopher Bice	PDB - 1993 Proviso Language, located in Specific Appropriations 388, 389, 390A, and 390B	College	CCTCMIS
10/5/2018	DFC Report of Verified Disabilities	FCS enrollments by disability and by total, adult only, adult and non adult, and completions by disability by AA, AS, PSVC, AHS Diploma, PSAVC, GED, ABE, and total by college and by system	Christine Allen, Jay Gelin, Eric Godin	Rule 6A-10.041	SDB	FCS
10/15/2018	Baccalaureate Accountability Reports	Baccalaureate Accountability Reports	Amy Albee-Levine, Eric Godin, Karinda Barrett	1007.33, F.S.	Colleges	FCS Office
12/14/2018	Equity Report	Equity Report	Christine Allen, Jay Gelin; Eric Godin, Stephanie Leland		SDB, APR (run by PERA)	Colleges, Office of Equity/Accessibility