

	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
	<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
	OTHER EXTERNAL REPORTING	02-1202	1 OF 1
	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
	6Hx7-9.1 Curriculum	November 8, 2023	

## **Purpose**

The purpose of this procedure is to establish operating processes associated with reports requested by external agencies other than the Florida Department of Education or its subdivisions.

## **Procedure**

- A. College departments are frequently requested to file reports with various external agencies that are not part of the Florida Department of Education. The responsible administrator shall consult with the Institutional Analytics and Research, State and Federal Data Reporting, Office of the Registrar and/or other areas responsible for data integrity and report development as appropriate. Before submission of reports to external agencies, the originating administrator shall review the report with the assigned College cabinet member and obtain approval.
  
- B. The responsible cabinet member shall forward an electronic copy of the completed report to the Office of Institutional Effectiveness and Strategic Priorities for record-keeping/cataloging purposes.

REFERENCES: F. S. 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: September 13, 2011, February 3, 2015, March 14, 2018, November 8, 2023