

## Memo of Record

From: Tracie Hunter, Director of Financial Aid

Date: November 4, 2015

Re: Gainful Employment Report Error Completion

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This memo serves as an official record to document the date when all Gainful Employment errors were submitted and validated on the NSLDS Department of Education System. The Financial Aid management team completed over 1400 error corrections with student data reporting by November 3, 2015. An email was also sent to Mr. Larry Coles, Department of Education representative, confirming the corrections were complete. Mr. Coles contacted me via telephone and informed me that there would not be an official confirmation letter from Department of Education regarding the review of the Gainful Employment student data updates. The errors were first identified and communicated to the President J. Larry Keen and myself on September 22, 2015. I verified that there was not a specific deadline to correct the errors; only that FTCC would continue to receive letters from Department of Education while the errors existed. The last official correspondence from the Department of Education was sent to FTCC on October 9, 2015 and no letters have been sent following this date or any time after November 3, 2015.