

AP 5070 ATTENDANCE

References: \_\_\_\_\_

Title 5 Sections 58000 et seq.

The District shall comply with State attendance accounting regulations as published in Education Code, Title 5, and the California Community Colleges Chancellor's Office Student Attendance Accounting Manual. Attendance records shall be maintained by faculty prior to census according to rules and regulations prescribed by the Board of Governors of the California Community Colleges. The only official rosters for all classes are the records stored on the District's student information system. Prior to census, each faculty member shall verify class rosters and drop students who never attended. Daily attendance records for each student shall be maintained by faculty teaching courses designated as positive attendance courses. Additionally, faculty are responsible for maintaining these records and inputting student attendance hours into the District's student information system.

District attendance accounting includes:

- Computation of units of full-time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course;
- Selection of a single primary term length for credit courses;
- Reporting of FTES during the "first period" (between July 1 and December 31) and "second period" (between July 1 and April 15);
- Compliance with census procedures prescribed by the California Community College Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis;
- Preparation of census day procedure tabulations;
- Preparation of actual student contact hours of attendance procedure tabulations;
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations;
- Preparation of support documentation regarding all course enrollment, attendance and disenrollment information;
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he/she/they served; and

- Maintenance of the colleges in the District for at least 175 days during the fiscal year.

## 1. Attendance Accounting

- a. Enrollment Documentation** - The administrator responsible for attendance records will retain enrollment source documents for three years or if audited, until resolution.
- b. Attendance Documentation**
  - i. Census Procedure** - Census reports which reflect class enrollments as of the one-fifth (1/5) period of each term are submitted by instructors for those classes so designated.
  - ii. Positive Attendance Procedure** - A record of actual hours of attendance will be submitted by instructors for students attending courses so designated. Forms and directions for complying with these requirements will be initiated by the administrator responsible for attendance records.
- c. Adds and Drops (Withdrawals)**
  - i. Adds** - A student may add a course only during the designated add/drop period. The only exceptions to this policy are adds into courses designated as open entry/open exit or short term graded courses.
  - ii. Drops** - Information regarding Withdrawal from a class – The withdrawal data will be retained to verify withdrawal from classes. The date of the student or instructor initiated withdrawal will appear on this document. A drop may be initiated at any point during a semester or session. The student grade record assigned will be in accordance with the parameters set forth in Title 5 based on the time at which the drop was requested. Grade assignment or no grade record (NGR) are assigned based on the parameters set forth in Title 5. Class termination past Title 5 deadlines for assigning a “W” (withdrawal) grade, will be based on extenuating circumstances as also defined in Title 5. The drop periods as described above will be prorated for short-term graded and summer session courses.

## 2. Faculty Responsibility for Attendance Accounting

- a.** Faculty members will ensure that their census reports reflect enrollments as of twenty percent (20%) of the class meeting. Positive attendance records will reflect actual hours of attendance for each student. All faculty members must follow attendance accounting procedures as reviewed in orientations and in correspondence which accompany attendance documents.

## 3. Audit Trail Documentation

- a.** All course enrollment, attendance and disenrollment records will be managed and retained in accordance with Education Code and Title 5 regulations.

i. **Required Tabulations** - For each reporting period, the District will submit data for the following attendance categories and subsets thereof:

1. census week procedure courses scheduled during each term;
2. a work experience subset of the census courses;
3. an independent study subset of the census courses;
4. positive attendance procedure courses scheduled during each term;
5. an in-service training (police and fire science) subset of the positive attendance courses;
6. a separate tabulation of apprenticeship contact hours;
7. a separate tabulation of contact hours generated in noncredit courses.
8. daily census procedure courses scheduled during each term.

These reports are produced for each campus college, as well as for the entire District.

ii. **Required Data Elements** - All data elements, as mandated by Title 5 and listed in the California Community Colleges Chancellor's Office Student Attendance Accounting Manual, are contained in the official student attendance records of Chabot College. These are readily available for review as required by law. Census and positive attendance hours and related data elements are reported both by student and by class section.

#### 4. **Computation and Reporting of State Supported FTES**

a. **Computation of FTES** - Two standard formulae are used to compute FTES. These are known as the census and the positive attendance formulae.

Apportionment for apprenticeship courses is calculated by employing a third accounting method which allocates funds on a "per hour" as opposed to an FTES basis. Specific formulae for these procedures are found in both Title 5 and in the revised California Community Colleges Chancellor's Office Student Attendance Accounting Manual.

b. **Reporting of FTES** - FTES is reported to the California Community Colleges Chancellor's Office for each required computation period on the CCFS-320. Apprenticeship hours are reported on the CCFS-321 report.

[Also see BP/AP 5052 Open Enrollment, BP/AP 5055 Enrollment Priorities, BP 5070 Attendance, and AP 5075 Course Adds and Drops.](#)

---

**Approved:** March 18, 2014

**Revised:** \_\_\_\_\_

| (~~This new procedure r~~Replaces former CLPCCD Administrative Rules and Procedure 5128)