
**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5070 ATTENDANCE ACCOUNTING

The Superintendent/President shall ensure that procedures are maintained to support documentation of all course enrollment, course repetition, disenrollment, and attendance reporting as required by the state. Support documentation will be maintained to enable an independent determination regarding the accuracy of district claims for state support. Authorized, detailed procedures for implementation of this policy shall be maintained in the Admissions and Records Office and shall be reviewed annually and updated as necessary to reflect changes in state enrollment, attendance, and disenrollment reporting procedures.

Also see BP/AP 5055 titled Enrollment Priorities and AP 5070 titled Attendance Accounting

References: Education Code Sections 76370 and 8450;
Title 5, Sections 55720, 55729, and 58000 et seq.

**Adopted: 12/6/83
Revised: 5/17/05
Revised: 6/19/12**

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Reviewed: 12/14/21**

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5070 ATTENDANCE ACCOUNTING

Reporting Attendance

Pursuant to Education Code Section 58000, the Department of Finance, the Auditor General, and the California Community Colleges Chancellor's Office, documentation requirements are maintained to promote standardized, accurate reporting of data used for calculating the state general fund apportionment and to facilitate annual audits required of the district. Attendance accounting requirements are administered by the appropriate District offices and include the following areas:

1. 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.
2. Selection of a single primary term length for credit courses.
3. Reporting of FTES during the "first period" (between July 1 and December 31), "second period" (between July 1 and April 15), and the annual report (between July 1 and June 30).
4. Compliance with census procedures prescribed by the State Chancellor's Office for all credit courses, including work experience, independent projects, and credit courses being reported on an actual attendance basis.
5. Compliance with attendance procedures prescribed by the State Chancellor's Office for all positive attendance courses being reported on an actual attendance basis.
6. Preparation of census day procedure tabulations.
7. Preparation of actual student contact hours of attendance procedure tabulations.
8. Preparation of actual apprentice hours of teaching procedure tabulations.
9. 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.

10. Maintenance of at least 175 days of instruction and final examinations during the academic year.

The Office of Institutional Research shall verify compliance with prescribed State procedures for reporting attendance according to valid census dates and FTES calculations for all classes.

Attendance is reported on the Apportionment Form CCFS-320 and the Apprenticeship Form CCFS-321.

Also see BP/AP 4225 titled Course Repetition and AP 5075 titled Course Adds, Drops, and Withdrawals.

References: Education Code Sections 84500-84501;
Title 5, Sections 58000 et seq.;
California Community Colleges Student Attendance Accounting Manual
Allan Hancock College Catalog

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