

Student Services

1 **AP 5070 ATTENDANCE ACCOUNTING**

2 **References:**

3 Title 5, Sections 55757, 55758, 58000 et seq.

4 Attendance accounting requirements include the following areas:

- 5 • Computation of units of full time equivalent student (FTES) based on the type of
- 6 course, the way the course is scheduled, and the length of the course
- 7 • Selection of a single primary term length for credit courses
- 8 • Reporting of FTES during the “first period” (between July 1 and December 31) and
- 9 “second period” (between July 1 and April 15)
- 10 • Compliance with census procedures prescribed by the state Chancellor’s Office
- 11 for all credit courses, including work experience, independent study, and credit
- 12 courses being reported on an actual attendance basis
- 13 • Preparation of census day procedure tabulations
- 14 • Preparation of actual student contact hours of attendance procedure tabulations
- 15 • Preparation (as applicable) of actual apprentice hours of teaching procedure
- 16 tabulations
- 17 • Preparation of support documentation regarding all course enrollment, attendance
- 18 and disenrollment information.
- 19 • Computation of FTES that includes only the attendance of students while they are
- 20 engaged in educational activities required of students and while they are under the
- 21 immediate supervision and control of an academic employee of the District
- 22 authorized to render service in that capacity.
- 23 • Scheduling at least 175 instructional days during the fiscal year.

24 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007

Date Reviewed: February 20, 2019

(Replaces former Cerritos CCD Policies 4104 and 4104.1)