

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 California Community
- 11 Colleges Chancellor’s Office for all credit courses, including work experience,
- 12 independent study, and credit courses being reported on an actual attendance
- 13 basis.
- 14 • Preparation of census day procedure tabulations.
- 15 • Preparation of actual student contact hours of attendance procedure tabulations.
- 16 • Preparation (as applicable) of actual apprentice hours of teaching procedure
- 17 tabulations.
- 18 • Preparation of support documentation regarding all course enrollment, attendance,
- 19 and disenrollment information.
- 20 • Computation of FTES that includes only the attendance of students while they are
- 21 engaged in educational activities required of students and while they are under the
- 22 immediate supervision and control of an academic employee of the District
- 23 authorized to render service in that capacity.
- 24 • Scheduling at least 175 instructional days during the fiscal year.

25 Office of Primary Responsibility: Vice President, Academic Affairs
26 Vice President, Business Services
27 Vice President, Student Services

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