

Attendance accounting is conducted in accordance with the requirements of Title 5 and the Student Attendance Accounting Manual (SAAM). Collection and reporting of attendance is the responsibility of the Admissions and Records Office. Attendance accounting is accomplished using the following procedures:

- A. 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.
- B. Selection of a single, primary term length for credit courses.
- C. Reporting of FTES during the “first period” (between July 1 and December 31), “second period” (between July 1 and April 15), and “annual” (between April 16 and June 30).
- D. Compliance with census procedures prescribed by the California Community Colleges Chancellor’s Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual-attendance basis.
- E. Preparation of census-day procedure tabulations.
- F. Preparation of actual student contact hours of attendance procedure tabulations.
- G. Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations.
- H. Preparation of support documentation regarding all course enrollment, attendance, and disenrollment information.
- I. 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 they served.
- J. Maintenance for at least 175-days during the fiscal year.