

BOARD POLICY
San Mateo County Community College District

Subject: 8.08 Attendance Accounting
Revision Date: 3/11

1. In accordance with regulations specified in the Education Code and in Title 5 of the California Administrative Code, the Chancellor shall file attendance reports as required by the Office of the Chancellor of the California Community Colleges which shall serve as the basis of the District's claim for State support.
2. Uniform procedures to be followed by each College shall be established for documentation of all required course enrollment, attendance, and disenrollment information. Such procedures shall include rules for retention of support documentation which will enable an independent determination regarding the accuracy of tabulations submitted to the State Chancellor's Office. The procedures must provide for accurate and timely attendance and contract hour data and shall be so structured as to provide for internal controls.