

**CHAPTER 8: Business Operations**  
**ADMINISTRATIVE PROCEDURE NO. 8.08.1 (AP 5070)**

**ADMINISTRATIVE PROCEDURE**  
**San Mateo County Community College District**

**Subject:** AP 8.08.1 Attendance Accounting

**Revision Date:** 9/13

**References:** Title 5 Sections 58000 et seq.

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1. 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. Appropriate support records include the following:
    - 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) and "second period" (between July 1 and April 15)
    - d. Compliance with census procedures prescribed by the California Community College 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 he or she served.
    - j. Maintenance of the colleges in the District for at least 175 days during the fiscal year
  2. Students are expected to attend all meetings of the courses in which they are enrolled. Meetings include regularly scheduled sessions of the course, and other required activities such as field trips, athletic meets, and performance. It is the responsibility of the instructor to notify the students of all such required activities early enough in the semester to enable students to attend all meetings.