

## ATTENDANCE ACCOUNTING

Full-time equivalent students (FTES) shall be reported on forms prepared by the state Chancellor's Office at such times as required by law or regulation. Each college's office of Admissions and Records is responsible for accurate reporting of FTES and for entering the data into the state Chancellor's Office reporting tool. The work file is updated through screen CA3B and the reports are generated through screen CA3R within the Enterprise Resource Planning system. After the data are input, the certification of the attendance reports (CCFS-320, CCFS-321, and CCFS 320-F) is done by the Director of District Finance Services, or designee.

### Reporting Dates for State Apportionment Reports (CCFS-320 CCFS-321, CCFS-320F)

- The "first period" reports encompass data for July 1 through December 31 and are due in the state Chancellor's Office on or before January 15.
- The "second period" reports encompass data for July 1 through April 15 and are due in the state Chancellor's Office on or before April 20.
- The "annual" reports encompass data for July 1 through June 30 and are due in the state Chancellor's Office on or before July 15.

### Correction of Attendance Errors

The District is required to correct significant attendance errors. Factors in the state apportionment formula consider all districts in total, and any significant attendance report change in one district could impact all other districts. Every effort must be made to report accurate attendance the first time with notification to the state Chancellor's Office of any major change in claimed amounts. If corrections are necessary, they are to be submitted on a CCFS-317 report.

### Attendance Computation

The District follows the Student Attendance Accounting Manual (SAAM) for all student workload measurements. SAAM is a set of statutory and regulatory guidelines all California Community Colleges must adhere to. An electronic copy of the SAAM is available at the state Chancellor's Office website. Common terminology and computations are listed for reference.

The "class hour" is the basic unit of attendance for computing FTES. It is a period of not less than 50 minutes of scheduled instruction and/or examination. There can be only one "class hour" in each "clock hour," except as provided for multiple class hour classes. A class scheduled for less than a single 50-minute period is not eligible for apportionment. For purposes of computing FTES, a class hour is commonly referred to as a "contact hour" or "Student Contact Hour" (SCH). A partial class hour can be claimed for a class scheduled for more than one clock hour.

A "clock hour" is a 60-minute timeframe which may begin at any time. For example, 8am to 9am or 8:30am to 9:30am. Each clock hour is composed of one class hour segment and a segment referred to as "passing time," "break," etc. No additional attendance may be claimed for this 10-minute segment, except as provided for under "multiple class hours." A multiple hour class is a period of instruction scheduled for more than one clock hour.

The following examples show how weekly student contact hours (WSCH) are computed:

MWF 0800-0850 (excludes passing time) = 3.0 WSCH  
 MWF 0810-0900 (excludes passing time) = 3.0 WSCH  
 MWF 0800-0900 (includes passing time) = 3.0 WSCH  
 0800 to 0850 = 50 min. = 1 class hour in 1 clock hour = 1.0 WSCH x 3 days = 3.0 WSCH  
 0810 to 0900 = 50 min. = 1 class hour in 1 clock hour = 1.0 WSCH x 3 days = 3.0 WSCH  
 0800 to 0900 = 1 clock hour = 1.0 WSCH x 3 days = 3.0 WSCH  
 TTh 0800-0915 (excludes break time) = 3.0 WSCH  
 TTh 0810-0925 (excludes break time) = 3.0 WSCH  
 TTh 0800-0925 (includes break time) = 3.0 WSCH

0800 to 0850 = 50 min. = 1 class hour = 1.0 WSCH  
 0850 to 0915 = 25 min. = 0.5 class hours = 0.5 WSCH  
 1.5 WSCH x 2 days = 3.0 WSCH

Calculation of FTES to WSCH for weekly student contact hours is generally done as follows:

Census Date Contact Hours x Term Length Multiplier / 525 x FTES annualizer

An FTES annualizer is part of the FTES formula because statute specifically requires the use of 525 as the divisor. The FTES annualizer is a function of the length of the academic year and the proportion of that year completed during each reporting period in terms of scheduled faculty contact hours of instruction and examination.

Calculations for other forms of attendance are also listed:

Daily Student Contact Hours (DSCH) is the number of class hours each course is regularly scheduled to meet on each day multiplied by the number of students actively enrolled in the course.

Census Date DSCH x Days Course is Scheduled to meet / 525 x FTES annualizer

The actual hours of attendance calculation (also referred to as "positive attendance") is based on an actual count of enrolled students present at each class meeting.

Total Hours of Actual Attendance / 525 x FTES annualizer

Further information on attendance accounting can be found in the SAAM.

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