

**STUDENT ATTENDANCE DOCUMENTATION**

The District adheres to all state attendance accounting manual standards including calculation and reporting timeframes. This procedure specifies the responsibilities of the District in maintaining attendance documentation.

1. The college Director of Admissions and Records or designee will implement internal controls for the documentation and accuracy of the attendance tabulations. These controls will include directions for:
  - a. instructors on how to provide documentation for course enrollment attendance and disenrollment including daily, weekly, and positive attendance procedures;
  - b. completion of the census roster and the clean-up roster (if provided) including the process for late add petitions and course drops; and
  - c. documentation of positive attendance procedure courses including the accuracy of the instructors' attendance roster.
2. Inactive enrollments shall be cleared in one of the following ways:
  - a. Faculty shall drop "No Show" students (students enrolled but who never attended) by
    - 1) the second class meeting date for enrollment management purposes, and by
    - 2) no later than the end of business on the day immediately preceding the census date for attendance accounting purposes.
  - b. Faculty can drop students who are no longer participating in the course, including, but not limited to, the accumulation of excessive absences as defined as more than two full weeks of class meetings except if there are extenuating circumstances defined as verified cases of accident, illness, or other circumstances beyond the control of the student. Instructors are authorized to require verification by a disinterested third party.
  - c. Students shall file an official withdrawal from the course within timelines required by Board Policy 4001 (Standards of Scholarship).
3. The District Chief Business Officer or designee shall assure accurate and timely attendance and contact hour data are provided to the Chancellor's Office as the basis of claim for state support per Title 5, Section 58030.

Title 5, California Code of Regulations, Section 58030