Cerritos Community College District Procedure
No. 5070

Student Services

1 AP 5070 ATTENDANCE ACCOUNTING

2 References:
3 Title 5, Sections 55757, 55758, 58000 et seq.

4 Attendance accounting requirements include the following areas:
5 • 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
6 • Selection of a single primary term length for credit courses
7 • Reporting of FTES during the “first period” (between July 1 and December 31) and
“second period” (between July 1 and April 15)
8 • Compliance with census procedures prescribed by the state Chancellor’s Office
for all credit courses, including work experience, independent study, and credit
courses being reported on an actual attendance basis
9 • Preparation of census day procedure tabulations
10 • Preparation of actual student contact hours of attendance procedure tabulations
11 • Preparation (as applicable) of actual apprentice hours of teaching procedure
12 tabulations
13 • Preparation of support documentation regarding all course enrollment, attendance
and disenrollment information.
14 • 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 that capacity.
15 • Scheduling at least 175 instructional days during the fiscal year.

16 Office of Primary Responsibility: Vice President, Student Services

Date Approved: May 21, 2007
(Replaces former Cerritos CCD Policies 4104 and 4104.1)