



CENSUS ATTENDANCE ACCOUNTING

Census attendance procedures allow the district to count and report the attendance of all students enrolled as of the “census day.” This category includes courses that are scheduled as Weekly Census, Daily Census, Independent Study, Work Experience, and Distance Education courses.

Weekly Census procedures are applied to full semester length credit courses. Daily Census procedures may be applied to short term courses scheduled to meet for five or more days and scheduled regularly with respect to the number of hours during each scheduled day. Alternative attendance procedures are applied to independent study, work experience and distance education classes.

The following documents are produced for accounting purposes required by Title 5, Sections 58000-58060:

Weekly Census Classes:

1. Class Rosters, are available in WebAdvisor two weeks prior to the first day of instruction.
2. First Census Rosters are available in WebAdvisor prior to the First Census Day.
3. Submission of First Census Rosters must be completed within one week of the First Census Day. Faculty must clear the roster of inactive enrollment. Inactive enrollment is determined as follows:
As of each census day, any student who has,
 - a. been identified as a no show, or
 - b. officially withdrawn from the course, or
 - c. been dropped from the course.
4. Final Grading Rosters are accessed through WebAdvisor.
5. Final grades must be submitted no later than one week after the end of the semester.
6. Instructors are to submit a Last Day of Attendance for all non-completions.
This includes students assigned a grade of “W,” “NP,” “I,” or “F.”

Daily Census Classes

1. Class Rosters are available in WebAdvisor two weeks prior to the first day of instruction.
2. First Census Rosters are available in WebAdvisor prior to First Census Day.
3. Submission of First Census Rosters must be completed within one week of the First Census Day. Faculty must clear the roster of inactive enrollment. Inactive enrollment is determined as follows:
As of each census day, any student who has,
 - a. been identified as a no show, or
 - b. officially withdrawn from the course, or
 - c. been dropped from the course.
4. Final Grading Rosters are accessed through WebAdvisor.
5. Final grades must be submitted no later than one week after the end of the course.
6. Instructors are to submit a Last Day of Attendance for all non-completions.
This includes students assigned a grade of “W,” “NP,” “I,” or “F.”

Alternative Attendance – Weekly Census

(Includes Independent Study, Work Experience and Distance Education courses.)

1. Class Rosters are available in WebAdvisor two weeks prior to the first day of instruction.
2. First Census Rosters are available in WebAdvisor prior to the First Census Day.
3. Submission of First Census Rosters must be completed within one week of the First Census Day. Faculty must clear the roster of inactive enrollment. Inactive enrollment is determined as follows:
As of each census day, any student who has,
 - a. been identified as a no show, or
 - b. officially withdrawn from the course, or
 - c. been dropped from the course.
4. Final Grading Rosters are accessed through Webadvisor.
5. Final grades must be submitted no later than one week after the end of the semester.
6. Instructors are to submit a Last Day of Attendance for all non-completions.
This includes students assigned a grade of “W,” “NP,” “I,” or “F.”

Alternative Attendance – Daily Census

(Includes Independent Study, Work Experience and Distance Education courses.)

1. Class Rosters are available in WebAdvisor two weeks prior to the first day of instruction.
2. First Census Rosters are available in WebAdvisor prior to the First Census Day.
3. Submission of First Census Rosters must be completed within one week of the First Census Day. Faculty must clear the roster of inactive enrollment. Inactive enrollment is determined as follows:
As of each census day, any student who has
 - a. been identified as a no show, or
 - b. officially withdrawn from the course, or
 - c. been dropped from the course.
4. Final Grading Rosters are accessed through WebAdvisor.
5. Final grades must be submitted no later than one week after the end of the course.
6. Instructors are to submit a Last Day of Attendance for all non-completions.
This includes students assigned a grade of “W,” “NP,” “I,” or “F.”

Adopted: April 10, 2002

Revised: November 5, 2013