

2018-2019 APPORTIONMENT ATTENDANCE REPORT

Period: Recal

District: Sonoma


CERTIFICATION

I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been reported and compiled in accordance with provisions of the Education Code and Title 5 regulations adopted by the Board of Governors and instructions on this form.

I further certify that I have determined through consultation with staff directly responsible that (1) FTES reported on this form for State apportionments includes only courses which had received individual prior approval or were part of programs with prior approval by the governing board of the district and the Chancellor's Office; (2) no attendance has been reported for: (a) courses which do not fully comply with Title 5 Section 58051.5 relative to open enrollment and participation by any person who is otherwise qualified and eligible for admission to the college, except for inmate education courses maintained pursuant to Title 5 Section 58051.6, or (b) courses excluded from State apportionments by Education Code Section 8538 or, (c) indentured apprentices in courses of related and supplemental instruction maintained pursuant to Section 3074 of the Labor Code; and (3) all FTES eligible for State support have been reported whether or not funding is available.

The original signature of the district Chief Executive Officer is required.

Chief Executive Officer: Frank Chong, ED.D.

Signature: 

Signature Date: 11/1/19

Electronic Certification Date: Friday, November 01, 2019

District Contact Person: Kate Jolley

Title: Vice President, Finance & Admin Services (Interim)

Phone: (707) 527-4413

EEmail: kjolley@santarosa.edu

Please return completed form to:

**CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE
FISCAL SERVICES UNIT
1102 Q STREET, 4th Floor
SACRAMENTO, CA 95811-6511**

2018-2019 APPORTIONMENT ATTENDANCE REPORT

Period: Recal

District: Sonoma

PART I. FULL-TIME EQUIVALENT STUDENTS

State Residents (and Nonresidents Attending Noncredit Courses)	
Attendance FTES	Factored FTES

Summer Intersession (Summer 2018 Only)

1. Noncredit (Parts IV.A.1 + VII.A.3)	237.19	237.19
2. Credit (Parts III.A.1 + VI.A.1)	3,891.29	3,891.29

Summer Intersession Courses (Summer 2019 Prior to July 1, 2019)

1. Noncredit (Parts IV.B.1 + VII.B.3)	0.61	0.61
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	11.44	11.44

Primary Terms (Exclusive of Summer Intersession)

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	8,141.77	8,141.77
(b) Daily Census Contact Hours (Part III)	697.25	733.37

2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	2,764.13	2,889.35
(b) Credit (Part IV.D)	1,279.99	1,303.93

3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	1,690.24	1,690.24
(b) Daily Census Procedure Courses (Part V)(Credit)	466.84	466.84
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

Total FTES

Total Credit FTES	16,178.82	16,238.88
Total Noncredit FTES	3,001.93	3,127.15
Total FTES	19,180.75	19,366.03

Supplemental Information	FTES
Inservice Training Courses	358.00
Basic Skills Courses and Immigrant Education (Noncredit)	483.00
Basic Skills Courses and Immigrant Education (Credit)	395.00

2018-2019 APPORTIONMENT ATTENDANCE REPORT

Period: Recal

District: Sonoma

PART I. FULL-TIME EQUIVALENT STUDENTS

Nonresidents	
Attendance FTES	Factored FTES

Summer Intersession (Summer 2018 Only)

1. Noncredit (Parts IV.A.1 + VII.A.3)	0.00	0.00
2. Credit (Parts III.A.1 + VI.A.1)	36.74	36.74

Summer Intersession Courses (Summer 2019 Prior to July 1, 2019)

1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.18	0.18

Primary Terms (Exclusive of Summer Intersession)

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	235.71	235.71
(b) Daily Census Contact Hours (Part III)	28.88	30.38

2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	0.00	0.00
(b) Credit (Part IV.D)	40.80	41.56

3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	32.84	32.84
(b) Daily Census Procedure Courses (Part V)(Credit)	11.02	11.02
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

Total FTES

Total Credit FTES	386.17	388.43
Total Noncredit FTES	0.00	0.00
Total FTES	386.17	388.43

2018-2019 APPORTIONMENT ATTENDANCE REPORT

Period: Recal

College: Santa Rosa Junior College

PART I. FULL-TIME EQUIVALENT STUDENTS

State Residents (and Nonresidents Attending Noncredit Courses)	
Attendance FTES	Factored FTES

Summer Intersession (Summer 2018 Only)

1. Noncredit (Parts IV.A.1 + VII.A.3)	237.19	237.19
2. Credit (Parts III.A.1 + VI.A.1)	3,891.29	3,891.29

Summer Intersession Courses (Summer 2019 Prior to July 1, 2019)

1. Noncredit (Parts IV.B.1 + VII.B.3)	0.61	0.61
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	11.44	11.44

Primary Terms (Exclusive of Summer Intersession)

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	8,141.77	8,141.77
(b) Daily Census Contact Hours (Part III)	697.25	733.37

2. Actual Hours of Attendance Procedure Courses

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(b) Daily Census Procedure Courses (Part V)(Credit)	466.84	466.84
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

Total FTES

Total Credit FTES	16,178.82	16,238.88
Total Noncredit FTES	3,001.93	3,127.15
Total FTES	19,180.75	19,366.03

Supplemental Information	FTES
Inservice Training Courses	358.00
Basic Skills Courses and Immigrant Education (Noncredit)	483.00
Basic Skills Courses and Immigrant Education (Credit)	395.00

2018-2019 APPORTIONMENT ATTENDANCE REPORT

Period: Recal

College: Santa Rosa Junior College

PART I. FULL-TIME EQUIVALENT STUDENTS

Nonresidents	
Attendance FTES	Factored FTES

Summer Intersession (Summer 2018 Only)

1. Noncredit (Parts IV.A.1 + VII.A.3)	0.00	0.00
2. Credit (Parts III.A.1 + VI.A.1)	36.74	36.74

Summer Intersession Courses (Summer 2019 Prior to July 1, 2019)

1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.18	0.18

Primary Terms (Exclusive of Summer Intersession)

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	235.71	235.71
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2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	0.00	0.00
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3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	32.84	32.84
(b) Daily Census Procedure Courses (Part V)(Credit)	11.02	11.02
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

Total FTES

Total Credit FTES	386.17	388.43
Total Noncredit FTES	0.00	0.00
Total FTES	386.17	388.43

2018-2019 APPORTIONMENT ATTENDANCE REPORT

Period: Recal

College: Santa Rosa Junior College

ADJUSTMENT TO FULL-TIME EQUIVALENT STUDENTS (FTES)

Reference: Education Code Section 84890 Title 5 Sections 55700ff, 55720ff	Total Faculty Contact Hours of Instruction Released for Flex-Time Activities (see Instructions 2 & 3)	Total Faculty Contact Hours of Instruction (Actual Teaching Hours) of All Instructors in the Academic Year Exclusive of any Intersession (see Instructions 5)	F Factor
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A. Credit Courses

1. Weekly Census Procedure Courses			
2. Daily Census Procedure Courses	232.42	4,488.58	1.0518
3. Positive Attendance Credit Courses	109.67	5,862.73	1.0187
4. Alternative Attendance Accounting Procedure a. Weekly Census Procedure Courses b. Daily Census Procedure Courses	0.00	0.00	1.0000

B. Noncredit Courses

1. Positive Attendance	279.78	6,176.72	1.0453
2. Noncredit Distance Education	0.00	0.00	1.0000

2018-2019 APPORTIONMENT ATTENDANCE REPORT

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PART IX. AB 540 Headcount, Special Admit FTES and Inmates in Correctional Facilities FTES

AB 540 Headcount Report

In the space provided below, for the District as a whole, please provide the total number of students who received the Nonresident tuition fee exemption under AB 540 for the Fiscal Year. This total should include any student that was considered to be an AB 540 student during any part of a term/session and should be an unduplicated student headcount (e.g. please count each student only once, regardless of how many terms/sessions they attended). This data collection will be considered to be a limited survey instrument and not tied or associated with FTES counts. Supporting documentation does not need to be submitted with this report.

Headcount	1,023
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Special Admit (Full-Time and Part-Time) P.E. Credit FTES Report

In the spaces provided below, please provide the requested districtwide Fiscal Year FTES information of special "admit" part-time and full-time students eligible to attend the Colleges of the District pursuant to Education Code Section 48800 or 48800.5. Please refer to Legal Advisory 05-01 and the Contracted District Audit Manual for the Fiscal Year, State Compliance Item No. 427.

Total FTES of Special Part-Time and Full-Time Students (Column 1)	Total FTES of Special Part-Time and Full-Time Students in P.E. Courses (Column 2)	Total Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses (Column 3)	Percent of Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses (Column 3/Column 1)
518.06	17.73	15.12	2.92 %

Inmates in Correctional Facilities FTES

In the spaces provided below, please provide the requested districtwide Fiscal Year FTES information of incarcerated students eligible to attend the Colleges of the District pursuant to Education Code Section 84810.5(a).

Total FTES of Incarcerated Students (Column 1)	Credit FTES of Incarcerated Students (Column 2)	Noncredit FTES of Incarcerated Students (Column 3)
17.35	17.35	0.00

* Reported FTES amounts should represent amounts that are subsets of FTES data certified and reported in the Annual CCFS-320 - Resident FTES, Part I, A through D. FTES shall be computed and rounded to two decimal places. Supporting documentation does not need to be submitted with this report, but should be retained by the District as records back to audit pursuant to Title 5 Section 59025.

2018-2019 APPORTIONMENT ATTENDANCE REPORT

Period: Recal

District: Sonoma

CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000591944	ADLTED501	Basic Academic Skills and GED Preparation - Reading 1	0.00	0
CCC000591945	ADLTED502	Basic Academic Skills and GED Preparation - Reading 2	0.00	0
CCC000591946	ADLTED503	Basic Academic Skills and GED Preparation - Reading 3	0.00	0
CCC000591947	ADLTED511	Basic Academic Skills and GED Preparation - Writing 1	0.00	0
CCC000591948	ADLTED512	Basic Academic Skills and GED Preparation - Writing 2	0.00	0
CCC000591949	ADLTED513	Basic Academic Skills and GED Preparation - Writing 3	0.00	0
CCC000591950	ADLTED521	Basic Academic Skills and GED Preparation - Math 1	0.00	0
CCC000591951	ADLTED522	Basic Academic Skills and GED Preparation - Math 2	0.00	0
CCC000591952	ADLTED523	Basic Academic Skills and GED Preparation - Math 3	0.00	0
CCC000593624	ADLTED531	Basic Academic Skills and GED Preparation-Science 1	0.00	0
CCC000593625	ADLTED532	Basic Academic Skills and GED Preparation-Science 2	0.00	0
CCC000593626	ADLTED533	Basic Academic Skills and GED Preparation-Science 3	0.00	0
CCC000593627	ADLTED541	Basic Academic Skills and GED Preparation-Social Science 1	0.00	0
CCC000593628	ADLTED542	Basic Academic Skills and GED Preparation-Social Science 2	0.00	0
CCC000593151	ADLTED5701	Writing and Reading Improvement for Test Preparation	0.00	0
CCC000593152	ADLTED5702	Grammar Improvement for Test Preparation	0.00	0
CCC000592398	ADLTED601	Understanding the Adult Learner: Teach/Learn Modalities	0.00	0
CCC000592236	ADLTED602	Creating Course Management Documents	0.00	0
CCC000592399	ADLTED603	Lesson Planning: Time Management and Transitions	0.00	0
CCC000592400	ADLTED604	Designing Assignments to Meet Learning Objectives	0.00	0
CCC000592436	ADLTED605	Assessment Techniques	0.00	0
CCC000592437	ADLTED606	Scaffolding for Low Literacy Learners	0.00	0
CCC000592438	ADLTED607	Technology in the Adult Education Classroom	0.00	0
CCC000592439	ADLTED608	Classroom Management Techniques	0.00	0
CCC000595460	ADLTED609	Teaching to College and Career Readiness	0.00	0
CCC000592440	ADLTED611	Team Teaching Practices	0.00	0
CCC000602891	ADLTED613	Strategies for Teaching Students with Disabilities	0.00	0

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CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000580348	ADLTED721	Workplace Arithmetic--Part 1	0.84	2
CCC000580347	ADLTED722	Workplace Arithmetic--Part 2	0.00	0
CCC000583895	ADLTED723	Financial Mathematics	0.85	2
CCC000583894	ADLTED724	Business Mathematics Using Excel	0.00	0
CCC000583896	ADLTED730	First Aid, CPR, AED and Bloodborne Pathogens	0.38	3
CCC000591953	ADLTED731A	Child Care Provider 1: Child Development	0.00	0
CCC000591954	ADLTED731B	Child Care Provider 2: Curriculum and Program Development	0.00	0
CCC000591955	ADLTED731C	Child Care Provider 3: Professional Operations and Licensing	0.00	0
CCC000586609	ADLTED734A	Foster Parent Preparation: Part I	0.00	0
CCC000586610	ADLTED734B	Foster Parent Preparation: Part II	0.00	0
CCC000591956	ADLTED7351	Early Start Developmental Screening Tools	0.00	0
CCC000591957	ADLTED7352	Trauma Informed Relationships--Part 1	0.00	1
CCC000591958	ADLTED7353	Trauma Informed Relationships--Part 2	0.00	0
CCC000592441	ADLTED736A	Medically Fragile Infants--Part 1	0.00	0
CCC000592442	ADLTED736B	Medically Fragile Infants--Part 2 Practicum	0.00	0
CCC000583892	ADLTED740	OSHA 10 Certification Preparation	0.32	1
CCC000592237	ADLTED741	Forklift Operation--Sitting and Standing	0.00	0
CCC000586737	ADLTED742	Hardscaping: Irrigation and Non-plant Features	1.54	1
CCC000595462	ADLTED7422	Hardscaping 2: Non-Plant Features	0.00	0
CCC000586585	ADLTED743	Softscape: Plants and Environmental Conditions	1.03	2
CCC000586586	ADLTED744	Survey of the Building Trades and Construction Industry	0.00	0
CCC000586580	ADLTED7451	Communication for Construction Trades Part 1	0.00	0
CCC000586581	ADLTED7452	Communication for Construction Trades Part 2	0.00	0
CCC000586583	ADLTED746	Introduction to Plan Reading for Building Trades	2.02	2
CCC000595463	ADLTED7481	Edible Landscaping	0.96	1
CCC000595464	ADLTED7482	Introduction to Nursery Operations	0.00	0
CCC000595465	ADLTED7483	Introduction to Vegetation Management for Fire Prevention	0.00	0
CCC000592443	ADLTED7491	OSHA 30--Construction Industry Procedures	0.00	0
CCC000592444	ADLTED7492	OSHA 30--General Industry Procedures	0.00	0

2018-2019 APPORTIONMENT ATTENDANCE REPORT

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CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000583459	ADLTED751	How to Start A Small Business	0.41	1
CCC000583458	ADLTED752	Small Business Financing	0.34	1
CCC000583457	ADLTED753	Marketing for a Small Business	0.85	1
CCC000583891	ADLTED756	Managing a Small Business	0.00	0
CCC000582299	ADLTED761	Basic Computers: Level 1	1.55	5
CCC000596178	ADLTED7611	Basic Computer Operations 1: Computer Operations	0.57	1
CCC000594429	ADLTED7612	Basic Computer Operations 2: Beginning MS Word Processing	1.03	2
CCC000596179	ADLTED7613	Basic Computer Operations 3: Format MS Word & Email Groups	0.65	1
CCC000596334	ADLTED7614	Basic Computer Operations 4: Google Calendar and MS Word	1.63	2
CCC000596335	ADLTED7615	Basic Computer Operations 5: MS Word, Google Docs, Excel	1.55	2
CCC000596336	ADLTED7616	Basic Computer Operations 6: Basic Excel and Google Sheets	0.00	0
CCC000582298	ADLTED762	Basic Computers: Level 2	0.49	5
CCC000582297	ADLTED763	Basic Computers: Level 3	1.46	3
CCC000586611	ADLTED764	Introduction to Student Information Systems	0.49	3
CCC000583456	ADLTED7651	Basic Keyboarding, Part I	0.00	0
CCC000583893	ADLTED7652	Basic Keyboarding, Part II	0.00	0
CCC000586587	ADLTED7661	Workforce Preparation 1: Soft Skills in the Workplace	0.00	0
CCC000586588	ADLTED7662	Workforce Preparation 2: Lifelong Learning/Professionalism	0.00	0
CCC000586589	ADLTED7663	Workforce Preparation 3: Communication, Customer Service	0.00	0
CCC000596337	ADLTED7664	Workforce Preparation 4: College Transitions to Careers	0.00	0
CCC000596338	ADLTED7665	Workforce Preparation 5: Transition To Careers	0.00	0
CCC000596339	ADLTED7666	Workforce Preparation 6: Introduction to Workplace English	0.00	0
CCC000583455	ADLTED771	Customer Service	0.00	0
CCC000592445	ADLTED772	Introduction to Tourism and Hospitality	0.00	0
CCC000592446	ADLTED773	Sonoma County Tourism Ambassador Certification	0.00	0
CCC000591959	ADLTED774	Green Hotel Service Work	0.00	0
CCC000586584	ADLTED780	Introduction to Restaurant Services	0.00	0
CCC000582416	ADLTED781	Introduction to Culinary Math Part 1	0.00	0
CCC000582415	ADLTED782	Introduction to Culinary Math Part 2	0.00	0

2018-2019 APPORTIONMENT ATTENDANCE REPORT

Period: Recal

District: Sonoma

CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000582295	ADLTED783	Workforce Preparation--Food Sanitation & Safety	0.00	0
CCC000582296	ADLTED784	Commercial Food Preparation and Service	0.00	0
CCC000583454	ADLTED791	Personal Finance	1.10	2
CCC000583453	ADLTED792	Planning for the Financial Future	0.63	1
CCC000592447	ADLTED793	Student Support Worker 1: Introduction to Student Success	0.00	0
CCC000595828	ADLTED794	Student Support Worker 2	0.00	0
CCC000446329	CSKLS731	Academic Skills I	49.70	35
CCC000446330	CSKLS732	Academic Skills II	24.82	22
CCC000446331	CSKLS733	Academic Skills III	39.95	34
CCC000517265	ESL 713CP	Beginning-Low Non-Credit ESL Conversation/Pronunciation	9.77	9
CCC000517266	ESL 714CP	Beginning-High Non-Credit ESL Conversation/Pronunciation	20.11	18
CCC000517267	ESL 716CP	Intermediate Non-Credit ESL Conversation/Pronunciation	18.19	15
CCC000517271	ESL 722	Introduction to ESL Computer Basics	9.24	9
CCC000291182	ESL701	Development of Literacy Skills in Native Language	2.91	2
CCC000052475	ESL706	English Skills Workshop	0.00	0
CCC000251854	ESL712	Beginning Non-Credit ESL Literacy	18.86	12
CCC000069822	ESL713	Beginning/Low Non-Credit English as a Second Language	78.65	36
CCC000526140	ESL713RW	Beginning-Low Non-Credit ESL Reading/Writing	0.00	0
CCC000296179	ESL714	Beginning High Non-Credit English as a Second Language	89.81	36
CCC000526139	ESL714RW	Beginning-High Non-Credit ESL Reading/Writing	16.14	12
CCC000245302	ESL715	Intermediate/Low Non-Credit English as a Second Language	57.28	33
CCC000064513	ESL716	Intermediate High Non-Credit English as a Second Language	37.01	26
CCC000526138	ESL716RW	Intermediate Non-Credit ESL Reading/Writing	20.46	16
CCC000446332	ESL720	Multi-level Non-Credit English as a Second Language	0.00	0
CCC000577233	ESL722	Introduction to ESL Computer Basics	0.00	0
CCC000307320	ESL724	Vocational English for Speakers of Other Languages Workshop	0.00	0
CCC000506926	ESL732	Beginning ESL Computer Basics	2.29	3
CCC000577232	ESL732	Beginning ESL Computer Basics	0.00	0

California Community Colleges

2018-2019 APPORTIONMENT ATTENDANCE REPORT

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District: Sonoma

CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000455305	ESL735	Vocational English as a Second Language for Culinary Arts	0.35	1
CCC000569826	ESL753	Practical ESL for Early Childhood Professionals	0.74	1
CCC000569829	ESL781	Transitional Reading/Writing/Grammar for NC ESL Students	31.33	8
CCC000569828	ESL781A	Low Interm Read/Writ/Gramm for Transitional NC ESL Pt 1	2.73	1
CCC000569827	ESL781B	Low Interm Read/Writ/Gramm for Transitional NC ESL Pt 2	2.10	1
Total			553.13	375

California Community Colleges

2018-2019 APPORTIONMENT ATTENDANCE REPORT

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CENTERS FTES

Center	Credit FTES	Noncredit FTES	Total FTES
Petaluma Center	1,554.84	118.79	1,673.63
Public Safety Training Center	891.59	73.65	965.24
Shone Farm Agricultural Center	240.59	8.96	249.55
Total	2,687.02	201.40	2,888.42

2018-2019 APPORTIONMENT ATTENDANCE REPORT

Period: Recal

District: Sonoma

ANNUAL REPORT APPLICATION FOR ADJUSTMENT

PART I. ADJUSTMENTS

Type of Adjustment	Resident Credit FTES - Understated	
Amount of Adjustment	2,545.88	
Adjustment Need Discovered By	Other	
Audit Finding Reference Number		
Nature of Adjustment	Emergency conditions waiver	

Type of Adjustment	Resident Noncredit FTES - Overstated	
Amount of Adjustment	471.05	
Adjustment Need Discovered By	Other	
Audit Finding Reference Number		
Nature of Adjustment	Emergency conditions waiver	

Type of Adjustment	CDCP NonCredit FTES Report - Understated	
Amount of Adjustment	84.87	
Adjustment Need Discovered By	Other	
Audit Finding Reference Number		
Nature of Adjustment	Emergency conditions waiver	

2018-2019 APPORTIONMENT ATTENDANCE REPORT

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ANNUAL REPORT APPLICATION FOR ADJUSTMENT

PART II. CERTIFICATION

I, the district Chief Executive Officer, hereby certify that, to the best of my knowledge and belief

1. The facts, figures, and explanations contained in this application and the attached amended CCFS-320 and/or CCFS-321 report are true and correct; and

2. All corrections have been made in conformance with the instructions below.

Chief Executive Officer: Frank Chong, ED.D.

Signature: _____

Signature Date: _____

Electronic Certification Date: Friday, November 01, 2019

District Contact Person:
Name: Kate Jolley
Title: Vice President, Finance & Admin Services (Interim)
Phone: 7075274413
E-Mail: kjolley@santarosa.edu

INSTRUCTIONS

1. Certification of this Report

An Annual Report Application for Adjustment (CCFS-317) under California Code of Regulations, Title 5, Section 58134 must be certified by the community college district chief executive officer.

2. Number and Distribution of Copies

Prepare and original and one copy of the CCFS-317 and attach to amended CCFS-320 and/or CCFS-321 report for distribution as follows:

Original Fiscal Services Unit
California Community Colleges Chancellor's Office

Duplicate District Records

3. Filing Due Dates

October 1 (Lottery and Recal) and November 1 (Recal). Please note that the revised CCFS-320 FTES amounts submitted by October 1 will be included in the FTES workload report submitted to the State Controller's Office in mid October of this year for Lottery revenue allocation purposes. Revised CCFS-320 FTES amounts submitted after October 1 will be included in the updated FTES workload report submitted to the State Controller's Office in October of the next year.

4. Number of Applications

While separate errors or needed changes shall be individually detailed on the CCFS-317, only one amended CCFS-320 or CCFS-321 report shall be submitted with each CCFS-317.

Please return completed form to:
CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE
FISCAL SERVICES UNIT
1102 Q STREET, 4th Floor
SACRAMENTO, CA 95811-6511