

**PROCEDURE FOR PROCESSING**

**ATTENDANCE ACCOUNTING**

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## Attendance Accounting Procedure Introduction

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Lassen Community College District (LCCD) is required by both federal and state agencies to maintain accurate, auditable records of student enrollment and attendance. Attendance accounting relates directly to the amount of funding the District receives for its instructional programs and general operations. Our faculty members provide the principal basis for assuring that the college fulfills its attendance accounting responsibilities.

The attendance accounting procedure may vary depending on whether your courses are traditional face-to-face, positive attendance, delivered via correspondence or on-line. This document provides step-by-step instructions to assure you fully understand your role, how to access and complete documents and how to submit student enrollment, attendance and grade information for reporting purposes. There are four steps to the successful completion of your attendance and enrollment accounting.

To begin:

### 1. Access WebAdvisor for Faculty

The instructions for completing this step can be found on the LCC Web Page at [www.lassencollege.edu](http://www.lassencollege.edu).

Figure 1

Click on Web Advisor in the upper right hand corner of the web page.

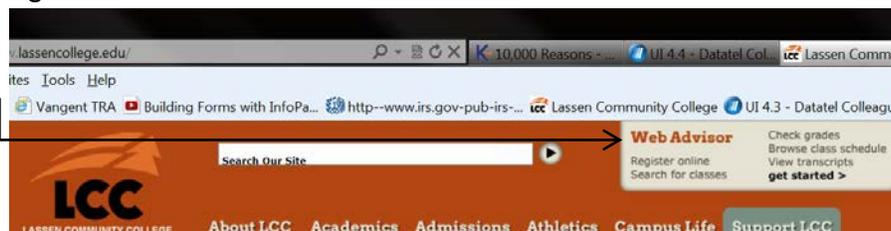
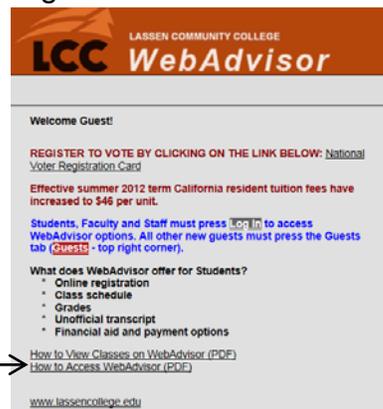


Figure 2

How to Access Web Advisor instructions.



- **Special note:** WebAdvisor accounts are normally created for all faculty members prior to the term start date. If your account has not yet been created ('Username not found in registry'), contact Academic Services/Office of Instruction at [academicservices@lassencollege.edu](mailto:academicservices@lassencollege.edu) or call 530.251.8819 Monday thru Friday 8:00am-4:30pm (PST).

## Attendance Accounting Documents Quick Guide

Document Name	Document Origin	Submission	Submission Date
Attendance Roster (census date courses only)	Faculty member downloads from Report Server or may be viewed via Web Advisor	Original document to Admissions & Records. <i>*Faculty member maintains for a period of three years</i>	Five (5) business days following class end date
Correspondence Roster (census date courses)	Faculty member downloads from Report Server or may be viewed via Web Advisor	Original document to Admissions & Records. <i>*Faculty member maintains for a period of three years</i>	Five (5) business days following class end date
Positive Attendance Roster (Positive Attendance courses only)	Faculty member downloads from Report Server	Original document to Admissions & Records. <i>*Faculty member maintains for a period of three years</i>	Five (5) business days following class end date. Attach to Grade Report (listed below) and submit
Census Roster (census date courses only)	Copy sent from Admissions and Records Office to each faculty member	Submit signed and dated original to Admissions and Records Office	Five (5) business days following term census date.
Grade Report	Entered by Faculty via Web Advisor	Submit signed and dated original to Admissions and Records Office  OR Once grades have been entered via Web Advisor use your LCC email account to send an email to <a href="mailto:LCCAttendanceclerk@lassencollege.edu">LCCAttendanceclerk@lassencollege.edu</a>  See attachment 3 for sample email.	Must be entered via Web Advisor within five (5) business days following class end date

\*Requiring faculty members to maintain original records for three years is currently being researched.

## 2. Download Attendance Rosters, Correspondence Rosters and/or Positive Attendance Rosters

- As an LCCD faculty member, you are required to track attendance for all of your courses on approved attendance rosters. There are three types of rosters, the *Attendance Roster*, the *Correspondence/Online Roster* and the *Positive Attendance Roster*.
  - **Attendance Rosters** are used for courses with a census date. Traditional face-to-face, correspondence and work experience courses have a census date.
  - **Correspondence/ Online Rosters** are used for courses offered via correspondence. Correspondence courses have a census date. This roster is to be used for sections that need correspondence interactions recorded. Instructors are required to have at least six (6) interactions with each student throughout the course. This means that students must turn in work on at least six different dates. This includes assignments turned in, tests, written and verbal correspondence. Document the date and code with “A” = Assignments, “T” = Test, “W” = Written and “V” = Verbal.
  - **Positive Attendance Rosters** are used for courses that do not have a census date. These are short term courses less than 5 days, have TBA hours and/or are irregularly scheduled. Actual dates and hours of attendance must be tracked for each student on the *Positive Attendance Roster*.
- Rosters are downloaded from the LCCD’s Report Server at <http://dtrpt/reports> if you are on campus OR <https://webvpn.lassencollege.edu/faculty> if you are off campus. (See Attachment 1 for instructions). The rosters may be downloaded in different formats (e.g., PDF or Excel) according to your preference.
- Students are allowed to add courses during the first week of instruction of a full-term course. When you download your rosters you will notice there are blank lines at the end of the roster. You may enter student names and utilize these lines to track attendance for these additional students.
- **Special note:** These are the approved Lassen Community College attendance rosters. They are to be signed on every page, dated and submitted to the Admissions and Records’ Attendance Clerk at the end of a course. If you are located on-campus, these rosters may be submitted via interoffice mail. If you are located off-campus, please submit via US Postal Service. Make a copy of your roster and maintain it in your files for a three year period.

### 3. Submit Census Roster (for census date courses only)

- In addition to maintaining your *Attendance Roster*, *Correspondence Roster* or *Positive Attendance Roster*, you must also submit a *Census Roster*. This document provides valuable course information. In addition to student names and contact information, it also provides the course drop date, withdrawal date, course census type, etc.
- The LCCD Admissions and Records Office will provide you with an electronic PDF copy of this document on or near census day via your LCC email address. Contact the Admission and Records' Attendance Clerk at [LCCattendanceclerk@lassencollege.edu](mailto:LCCattendanceclerk@lassencollege.edu) or 530.257.6181 ext. 8942 if you do not receive your *Census Roster*. *Census Rosters* must be completed and returned within 5 days after the census date. To find the census date on your classes look for the drop date on the top right side of the *Census Roster*. The census date is the day after the drop date. (See Attachment 2 for a sample *Census Roster*.)
- Complete the *Census Roster* using one of the following codes in the empty line to the right of each student's name:
  - **NS** – (no show) for students who have not attended or taken part in the course; this applies to correspondence courses as well
  - **LC** – (last class) is used for students who are actively attending the course
  - **DROP (with date provided)** – is used for students who should be dropped from your course. You are required to write the effective drop date next to "drop" for these students or we cannot properly process the drop date. This information must be accurate as it may have an impact on the status of the student's financial aid.
- **Special notes:**
  - Students who do not appear on your *Census Roster* must provide a copy of their *registration statement* showing proof of enrollment. However, you can also check their enrollment by accessing your class roster in WebAdvisor. The class roster located there will have the most current student enrollment information. College policy prevents students from taking part in a course until they are properly enrolled. Exceptions to this are students on your class roster waitlist waiting for approval to complete registration for your class.
  - Write the names of students at the bottom of the *Census Roster* for students whose names are not listed. The Attendance Clerk will follow up with you regarding these students.
  - You are not required to turn in a *Census Roster* for positive attendance courses.
  - If you need assistance finding your census date, or have any questions, contact the Admissions & Records Office at 530.257.6181 Ext. 8942.

#### 4. **Submit Grades or Grade Rosters**

- **Grade entry:** Grades must be entered within five (5) District business days (not including holidays) from the last day of finals. This includes correspondence courses.
  - Enter grades for **courses with a census date** via WebAdvisor. **Special notes:**
    - Students cannot be dropped on your *Grade Report* – a grade must be issued. In the rare event that a student drop is overlooked, contact Admissions and Records via email [LCCattendanceclerk@lassencollege.edu](mailto:LCCattendanceclerk@lassencollege.edu). Our procedure requires written documentation that you are requesting the student be dropped; Students may not be dropped by phoning Admissions and Records. Include the following information in your email:
      - **Please drop the following student (s):**
        - **Course #** \_\_\_\_\_
        - **Section #** \_\_\_\_\_
        - **Student** \_\_\_\_\_
        - **Student I.D.** \_\_\_\_\_
        - **Drop Date** \_\_\_\_\_
        - **Reason for the late drop** \_\_\_\_\_
    - A **Pass /No Pass** can only be assigned if a student has petitioned for it in advance or if that is the grade option for this course. The Pass/No Pass option cannot be changed at the end of the class. Incompletes may not be issued on Pass/No Pass courses.
    - **Incompletes:** Students whose final work has not been fully reviewed yet are to receive an incomplete until a grade is determined. If an Incomplete grade has been issued for a student on the *Grade Report*, an incomplete form must be completed and attached to the *Grade Report*. Incompletes can be entered in WebAdvisor. An incomplete form must be completed for each student and submitted to the Admissions & Records Office. This form is available on the LCC web page at [www.lassencollege.edu](http://www.lassencollege.edu) under Faculty and Staff/ Faculty and Staff Resources/ Forms.
  - **Positive Attendance courses:** The Attendance Clerk will mail *Grade Rosters* to instructors who are teaching Positive Attendance courses, as these courses require submission of Positive Attendance hours that cannot be entered via Web Advisor. You must complete both documents remembering to sign and date every page. Document the total hours for each student on the *Grade Roster*. Return both the *Positive Attendance Roster* and the completed *Grade Roster* to the Admissions and Records' Attendance Clerk either by interoffice mail or US Postal Service. The *Grade Report* should be attached to the *Positive Attendance Roster* and

submitted to the Admissions and Records Office within five District business days following the end date of the class.

If you have any questions regarding these steps, please feel free to contact the Admission and Records' Office at 530.257.6181 Ext. 8942 OR contact the TEC Center at 530.257.6181 Ext. 8924 for training and assistance. We look forward to working with you this term as you implement your critical attendance accounting function.

**References:**

1. Title 5 – 58000, 58003.1, 58004, 58022, 58030, and 58030.1
2. *California Community College Attendance Accounting Manual* – (January 2001 page 3.2)
3. *LCC Board Policy* – 4117.5 ABOUT LASSEN/ Board of Trustees Policies/ 4000 Series <http://www.boarddocs.com/ca/lccca/Board.nsf>

Instructions for Accessing Faculty Attendance Rosters on the LCC Report Server

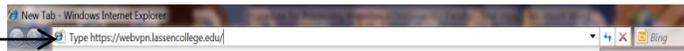
Click on a web browser... (Internet Explorer, etc.) (Figure 1) ←

Figure 1



Type the following in the URL address field if you are: ←

Figure 2



- **On-campus** type <http://dtrpt/reports> in the URL field. This will take you directly to the LCC Report Server where Faculty Rosters are located.
- **Off-campus** type <https://webvpn.lassencollege.edu/faculty> in the URL field; a dialog box will pop-up on your screen.

You can also place the cursor over the URL addresses above and while holding the CTRL key down on your keyboard, click your mouse.

URL field - ←

Figure 3



If you have a computer on campus you may use your computer user name and password (generally first initial and last name). ←



Figure 4



If you do not have a faculty network login enter LASSENfacultyrosters with password - r0\$ter\$. ←



Select "Login". ←

Figure 5

Select "Report Server"  
(It may take a few seconds).

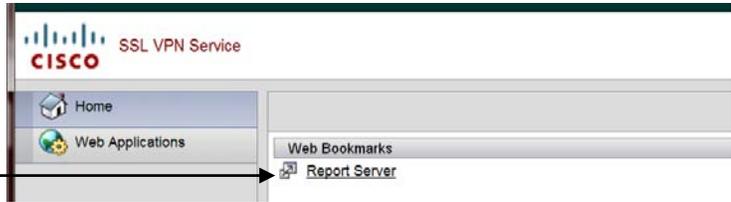


Figure 6

Select "Use another account".

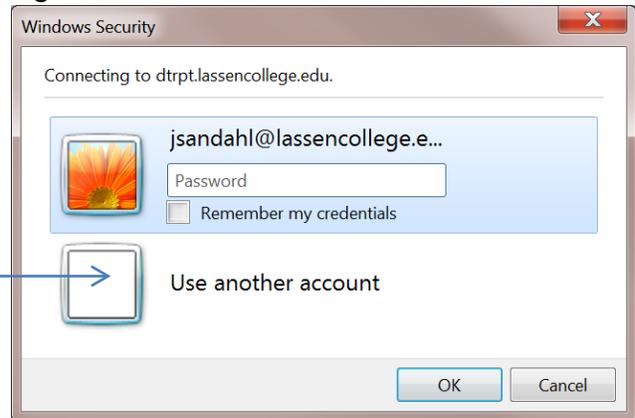


Figure 7

This form will come up on your screen. Enter  
"LASSEN\facultyrosters" on the top line and  
"r0\$ter\$" on the second line.

Select "OK".

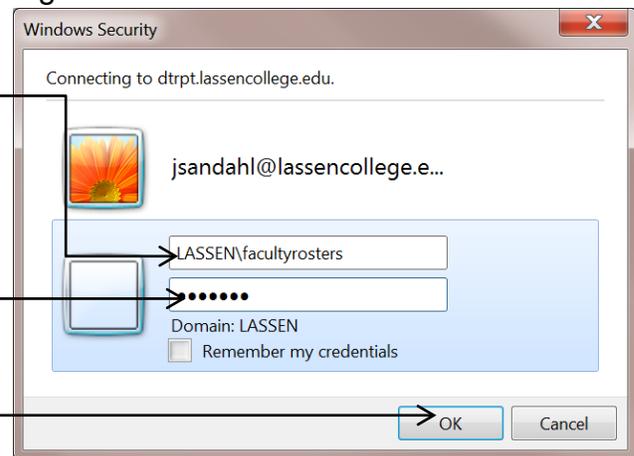


Figure 8

Select "Faculty Rosters".

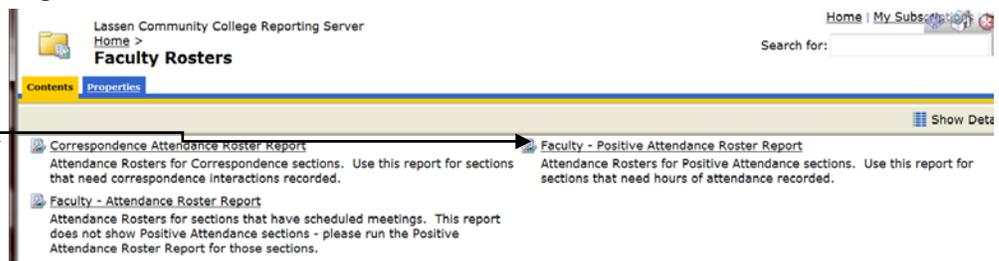


There are three (3) options listed in the **Faculty Rosters** folder. Select your roster based on its attendance type; Attendance Roster, Positive Attendance Roster and Correspondence Roster. (Figure 7)

- **Faculty – Attendance Roster Report** – is to be used for recording student attendance for regular term course/sections. These courses consist of regularly scheduled course/sections and/or course/sections which last for more than 5 days, including Work Experience and excluding TBA sections.
- **Faculty – Positive Attendance Roster Report** - is to be used for recording student attendance for non-regular/short term course/sections which are considered Positive Attendance accounting courses. These courses consist of irregularly scheduled course/sections and/or course/sections which last for less than 5 days, including TBA sections and excluding Work Experience.
- **Faculty - Correspondence Roster** - Attendance Rosters for Correspondence sections. Use this report for sections that need correspondence interactions recorded.

Figure 9

Select the appropriate Faculty attendance roster report link.



The report contains two (2) required parameters which must be supplied:

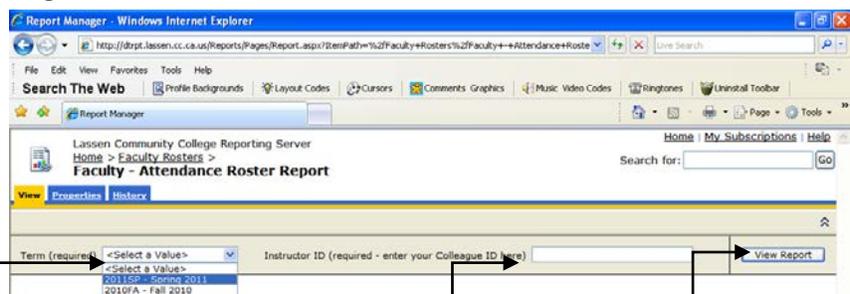
- **Term:**
- **Instructor ID**

**Term** (required) - Click on the down arrow to the right of this field and drag the mouse to highlight and select the proper term.

**Instructor ID** (required) – enter your LCC Colleague ID number here). If you do not know your number contacts the Academic Services office at 530.251.8819.

**View Report** – Select this icon button to view roster(s).

Figure 10



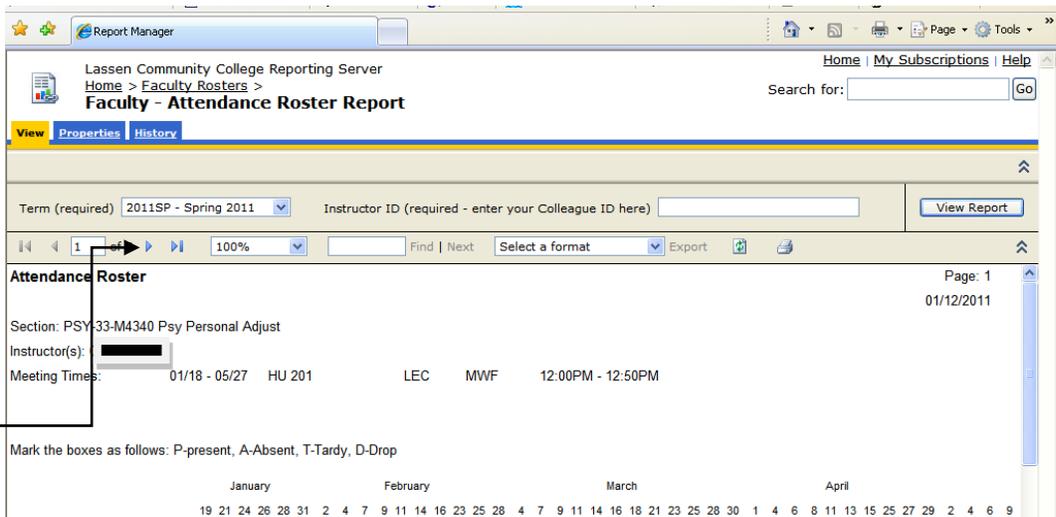
It should take less than a minute for the roster(s) to generate. ←

Figure 11



This instructor's roster report contains five (5) pages. They may be viewed individually by selecting the right arrow (highlighted in blue) under the Term parameter. ←

Figure 12



This roster/report may be downloaded in two (2) different formats; a PDF or to an Excel worksheet.

Figure 13

Click on the down arrow in the Select a format – drop down menu. ←

Drag the mouse to highlight then click to select Acrobat (PDF) or Excel. ←

Select the "Export" icon. ←

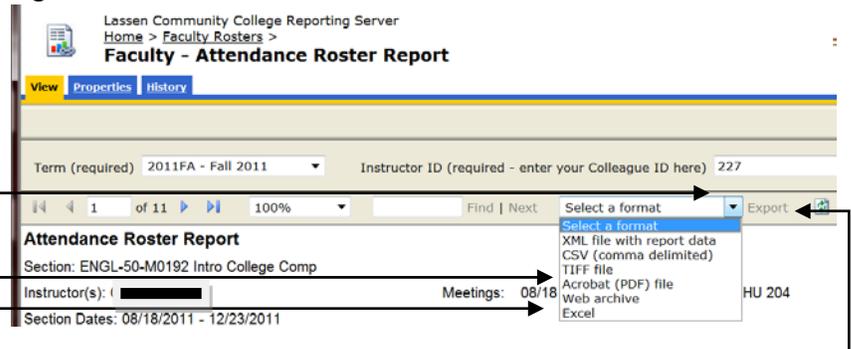


Figure 14

If you selected Acrobat (PDF) a "File Download" box will pop up. Select "Open". ←

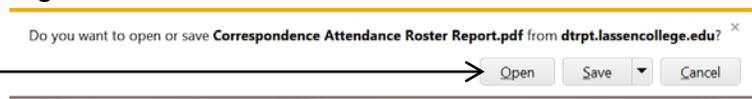


Figure 15

To print the roster(s) select "File" and the "Print" option

OR

Select the print icon.

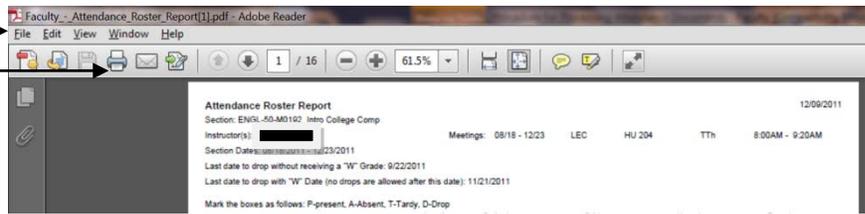


Figure 16

Select what printer to print to.

Select "OK".

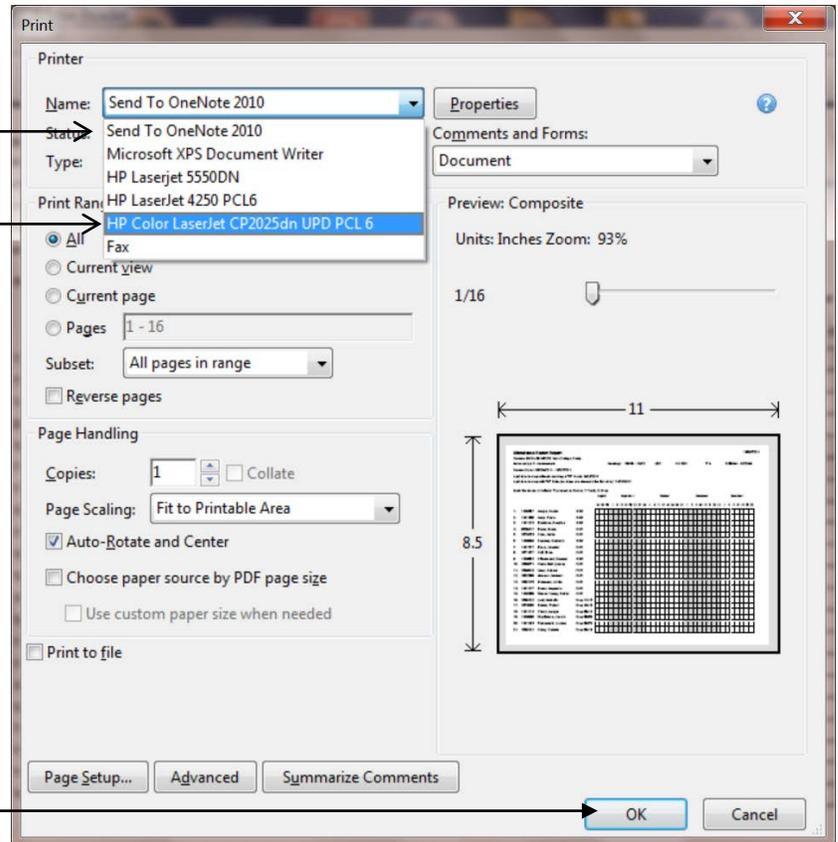
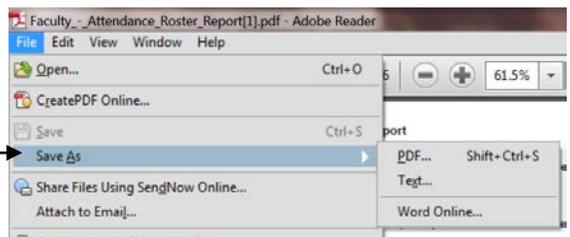


Figure 17

Rosters may also be saved. Select "Save As/ PDF" and name the file.



To download your roster(s) to Excel, perform steps 13 and 14 above. Rosters downloaded to Excel can be updated with current student information. For staff training on how to use Excel with class rosters contact the TECC Center at 530.257.6181 Ext.8924. It will be well worth your time!

Census date is the date after the drop date

ATTACHMENT 2

XSRO  
Page 1

Lassen Community College District  
CENSUS ROSTER (OFFICIAL) - 2011SP

01/11/11 03:20PM

The instructor is required to clear the rolls of all students' no longer in attendance. Record one of the following for each student listed below: LC (still attending), NS (no show), or DROP with drop date.

SIGN, DATE AND RETURN TO THE ADMISSIONS AND RECORDS OFFICE NO LATER THAN FIVE DAYS AFTER RECEIPT. THIS IS CRITICAL TO LASSEN'S REPORTING AND FUNDING

Section....: SPAN-2-M4630 Second Course in Spanish  
Instructors: L. Jones

Drop (DR)Date: 02/13/11  
Withdraw (W)Date: 04/15/11  
Units: 4.0  
Weekly Census  
Regular Grade-CR/NC Option

----- Schedule -----  
01/18/11 05/27/11 VT 101 LEC MW 05:30PM 06:50PM  
01/18/11 05/27/11 VT 101 LAB MW 07:00PM 07:50PM

ID	Student Name	LC, NS or DR with Date	Phone Num(s)	Curr Stat	Status Date	Cours Rpeat	Attmptd Credits
1.		_____	██████████	New	11/09/10		4.00
2.		_____	██████████	New	11/15/10		4.00
3.		_____	██████████	New	11/22/10		4.00
4.		_____	██████████	New	11/18/10		4.00
5.		_____	██████████	New	11/15/10		4.00
6.		_____	██████████	New	01/05/11		4.00
7.		_____	██████████	New	12/16/10		4.00
8.		_____	██████████	New	11/17/10		4.00

8 Students currently enrolled

I certify that I have cleared the rolls of all inactive enrollments.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ATTACHMENT 3

Sample email to send to Attendance Clerk at [lccattendanceclerk@lassencollege.edu](mailto:lccattendanceclerk@lassencollege.edu) once grades have been entered via Web Advisor.

To Attendance Clerk,

I have entered 2012 fall grades for the following class(es).

Engl 1	4321
Engl 50	5432

Accept this email notification as official notice of grade submission. If there are any questions or concerns, please email me back (LCC email address must be used for all attendance correspondence) or (list a contact phone number).

Name  
Title