

**California Community Colleges**  
**2009-10 APPORTIONMENT ATTENDANCE REPORT**  
**COMPOSITE - State Residents**

**ReCalc Period**  
**Date Due in Chancellor's Office:**

**Redwoods CCD**

| <b>Part I. Full-Time Equivalent Student</b>                              | Attendance FTES* of State Residents (and Nonresidents Attending Noncredit Courses) | Factored FTES |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------|
| A. Summer Intersession (Summer 2009 Only)                                |                                                                                    |               |
| 1. Noncredit (Parts IV.A.1 + VII.A.3.)                                   | 0.00                                                                               | 0.00          |
| 2. Credit (Parts III.A.1. + IV.A.1. + VI.A.1.)                           | 36.66                                                                              | 36.66         |
| B. Summer Intersession (Summer 2010 - Prior to July 1, 2010)             |                                                                                    |               |
| 1. Noncredit (Parts IV.B.1 + VII.B.3.)                                   | 0.00                                                                               | 0.00          |
| 2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)                           | 0.26                                                                               | 0.26          |
| C. Primary Terms (Exclusive of Summer Intersession)                      |                                                                                    |               |
| 1. Census Procedure Courses                                              |                                                                                    |               |
| (a) Weekly Census Contact Hours (Part II.)                               | 4, 596.50                                                                          | 4, 596.50     |
| (b) Daily Census Contact Hours (Part III)                                | 235.07                                                                             | 240.45        |
| 2. Actual Hours of Attendance Procedure Courses                          |                                                                                    |               |
| (a) Noncredit (Part IV.C.)                                               | 1.57                                                                               | 1.61          |
| (b) Credit (Part IV.D.)                                                  | 290.12                                                                             | 296.76        |
| 3. Alternative Attendance Accounting Procedure                           |                                                                                    |               |
| (a) Weekly Census Procedure Courses (Part V.)(Credit)                    | 322.24                                                                             | 322.24        |
| (b) Daily Census Procedure Courses (Part VI.)(Credit)                    | 46.01                                                                              | 47.06         |
| (c) Noncredit Independent Study/Distance Education Courses (Part VII.C.) | 0.00                                                                               | 0.00          |
| D. Total FTES                                                            | 5, 528.43                                                                          | 5, 541.54     |

| <b>SUPPLEMENTAL INFORMATION ***</b>                    |        |
|--------------------------------------------------------|--------|
| In-service Training Courses (FTES)                     | 19.70  |
| Basic Skills Courses and Immigrant Education ** (FTES) |        |
| 1. Non-Credit                                          | 1.84   |
| 2. Credit                                              | 521.38 |

**California Community Colleges**  
**2009-10 APPORTIONMENT ATTENDANCE REPORT**  
**COMPOSITE - Non-Residents**

**ReCalc Period**  
**Date Due in Chancellor's Office:**

**Redwoods CCD**

| <b>Part I. Full-Time Equivalent Student</b>                               | Attendance FTES* of Non-Residents | Factored FTES |
|---------------------------------------------------------------------------|-----------------------------------|---------------|
| A. Summer Intersession (Summer 2009 Only)                                 |                                   |               |
| 1. Noncredit (Parts IV.A.1 + VII.A.3.)                                    | 0.00                              | 0.00          |
| 2. Credit (Parts III.A.2. + IV.A.2. + VI.A.2.)                            | 0.86                              | 0.86          |
| B. Summer Intersession (Summer 2010 - Prior to July 1, 2010)              |                                   |               |
| 1. Noncredit (Parts IV.B.1 + VII.B.3.)                                    | 0.00                              | 0.00          |
| 2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)                            | 0.00                              | 0.00          |
| C. Primary Terms (Exclusive of Summer Intersession)                       |                                   |               |
| 1. Census Procedure Courses                                               |                                   |               |
| (a) Weekly Census Contact Hours (Part II.)                                | 168.07                            | 168.07        |
| (b) Daily Census Contact Hours (Part III)                                 | 11.44                             | 11.70         |
| 2. Actual Hours of Attendance Procedure Courses                           |                                   |               |
| (a) Noncredit (Part IV.C.)                                                | 0.31                              | 0.32          |
| (b) Credit (Part IV.D.)                                                   | 43.99                             | 45.00         |
| 3. Alternative Attendance Accounting Procedure                            |                                   |               |
| (a) Weekly Census Procedure Courses (Part V.)(Credit)                     | 5.22                              | 5.22          |
| (b) Daily Census Procedure Courses (Part V.)(Credit)                      | 0.89                              | 0.91          |
| (c) Non-credit Independent Study/Distance Education Courses (Part VII.C.) | 0.00                              | 0.00          |
| D. Total FTES                                                             | 230.78                            | 232.08        |

## PART II. STUDENT CONTACT HOURS OF WEEKLY CENSUS PROCEDURE COURSES

Fiscal Year: 2009-10

Period: ReCalc

### Redwoods CCD - COMPOSITE

| Reference:<br>Education Code Section 84750, Title 5 Sections 55100,<br>58003.1(b), 58004, 58050 and 58051 | Contact Hours of<br>State Residents | Contact Hours of<br>Non-Residents (ECS 76140)* |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------|
| First Primary Term                                                                                        |                                     |                                                |
| 1. 1st CW            Day                                                                                  | 57,251.54                           | 2,286.78                                       |
| 2. 1st CW            Extended Day                                                                         | 15,962.57                           | 457.58                                         |
| Second Primary Term                                                                                       |                                     |                                                |
| 3. 1st CW            Day                                                                                  | 58,270.94                           | 2,251.60                                       |
| 4. 1st CW            Extended Day                                                                         | 15,658.99                           | 384.41                                         |
| Third Primary Term                                                                                        |                                     |                                                |
| 5. 1st CW            Day                                                                                  | 0.00                                | 0.00                                           |
| 6. 1st CW            Extended Day                                                                         | 0.00                                | 0.00                                           |

### FTES Calculations

|                                         | Resident FTES | Non-Resident FTES |
|-----------------------------------------|---------------|-------------------|
| First Period Report<br>Part 1.C.(1)(a)  | 4,583.53      | 173.60            |
| Second Period Report<br>Part 1.C.(1)(a) | 4,613.62      | 170.32            |
| Annual Period Report<br>Part 1.C.(1)(a) | 4,552.50      | 169.27            |
| ReCalc Period Report<br>Part 1.C.(1)(a) | 4,596.50      | 168.07            |

## PART III. STUDENT CONTACT HOURS OF DAILY CENSUS PROCEDURE COURSES

Fiscal Year: 2009-10

Period: ReCalc

### Redwoods CCD - COMPOSITE

| Reference:<br>Education Code Section 84750, Title 5 Sections 55100,<br>58003.1(c), 58004, 58050 and 580511 | Contact Hours of<br>State Residents | Contact Hours of Non-Residents<br>(ECS 76140)* |
|------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------|
| A. Summer Intersession Courses (Summer 2009 Only)<br>1. 1st CD                                             | 9,702.00                            | 162.00                                         |
| B. Summer Intersession Courses (Summer 2010<br>- Prior to July 1, 2010)<br>1. 1st CD                       | 0.00                                | 0.00                                           |
| C. July 1 - December 31, 2009<br>(Exclusive of Summer Intersession)<br>1. 1st CD Day                       | 51,675.00                           | 2,767.00                                       |
| 2. 1st CD Extended Day                                                                                     | 20,277.00                           | 1,584.00                                       |
| January 1 - April 15, 2010<br>3. 1st CD Day                                                                | 39,427.00                           | 1,143.00                                       |
| 4. 1st CD Extended Day                                                                                     | 11,709.00                           | 513.00                                         |
| April 16 - June 30, 2010<br>5. 1st CD Day                                                                  | 0.00                                | 0.00                                           |
| 6. 1st CD Extended Day                                                                                     | 324.00                              | 0.00                                           |

### FTES Calculations

|                      |                 | Resident FTES | Non-Resident FTES |
|----------------------|-----------------|---------------|-------------------|
| First Period Report  | Part 1.A.(2)    | 18.48         | 0.31              |
|                      | Part 1.B.(2)    | 104.83        | 2.57              |
|                      | Part 1.C.(1)(b) | 274.45        | 16.64             |
| Second Period Report | Part 1.A.(2)    | 18.48         | 0.31              |
|                      | Part 1.B.(2)    | 104.83        | 2.57              |
|                      | Part 1.C.(1)(b) | 236.29        | 11.48             |
| Annual Period Report | Part 1.A.(2)    | 18.48         | 0.31              |
|                      | Part 1.B.(2)    | 0.00          | 0.00              |
|                      | Part 1.C.(1)(b) | 235.17        | 11.34             |
| ReCalc Period Report | Part 1.A.(2)    | 18.48         | 0.31              |
|                      | Part 1.B.(2)    | 0.00          | 0.00              |
|                      | Part 1.C.(1)(b) | 235.07        | 11.44             |

## PART IV. STUDENT CONTACT HOURS OF ACTUAL HOURS OF ATTENDANCE

Fiscal Year: 2009-10

Period: ReCalc

### Redwoods CCD - COMPOSITE

| Reference:<br>Education Code Section 84750, Title 5 Sections 55100,<br>58003.1(d), 58003.1(e) 580071 | Contact Hours of<br>State Residents | Contact Hours of Non-Residents<br>(ECS 76140)* |
|------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------|
| A. Summer Intersession Courses (Summer 2009 Only)                                                    |                                     |                                                |
| 1. Non-Credit Courses                                                                                | 0.00                                | 0.00 **                                        |
| 2. Credit Courses                                                                                    | 9,544.70                            | 288.90                                         |
| B. Summer Intersession Courses<br>(Summer 2009 - Prior to July 1, 2010)                              |                                     |                                                |
| 1. Non-Credit Courses                                                                                | 0.00                                | 0.00 **                                        |
| 2. Credit Courses                                                                                    | 135.00                              | 0.00                                           |
| C. Non-Credit Courses<br>(Exclusive of Summer Intersession)                                          |                                     |                                                |
| 1. July 1 - December 31, 2009                                                                        | 387.50                              | 104.30 **                                      |
| 2. January 1 - April 15, 2010                                                                        | 0.00                                | 0.00 **                                        |
| 3. April 16 - June 30, 2010                                                                          | 434.30                              | 55.90 **                                       |
| D. Credit Courses<br>(Exclusive of Summer Intersession)                                              |                                     |                                                |
| 4. July 1 - December 31, 2009                                                                        | 74,328.20                           | 14,774.40                                      |
| Day                                                                                                  |                                     |                                                |
| Extended Day                                                                                         | 4,683.00                            | 45.00                                          |
| 5. January 1 - April 15, 2010                                                                        | 7,392.50                            | 72.00                                          |
| Day                                                                                                  |                                     |                                                |
| Extended Day                                                                                         | 1,167.00                            | 18.00                                          |
| 6. April 16 - June 30, 2010                                                                          | 61,457.10                           | 8,186.70                                       |
| Day                                                                                                  |                                     |                                                |
| Extended Day                                                                                         | 3,283.40                            | 0.00                                           |

+ Not to be included for FTES purposes.

\*\* Report hours generated by non-residents for which FTES are not claimed for non-credit courses

**FTES Calculations**

|                      |                 | Resident FTES | Non-Resident FTES |
|----------------------|-----------------|---------------|-------------------|
| First Period Report  | Part 1.A.(1)    | 0.00          | 0.00              |
|                      | Part 1.A.(2)    | 18.06         | 0.67              |
|                      | Part 1.B.(1)    | 0.00          | 0.00              |
|                      | Part 1.B.(2)    | 3.12          | 0.14              |
|                      | Part 1.C.(2)(a) | 0.74          | 0.31              |
|                      | Part 1.C.(2)(b) | 285.86        | 56.32             |
| Second Period Report | Part 1.A.(1)    | 0.00          | 0.00              |
|                      | Part 1.A.(2)    | 18.06         | 0.67              |
|                      | Part 1.B.(1)    | 0.00          | 0.00              |
|                      | Part 1.B.(2)    | 3.12          | 0.14              |
|                      | Part 1.C.(2)(a) | 1.11          | 0.35              |
|                      | Part 1.C.(2)(b) | 285.86        | 56.32             |
| Annual Period Report | Part 1.A.(1)    | 0.00          | 0.00              |
|                      | Part 1.A.(2)    | 18.06         | 0.67              |
|                      | Part 1.B.(1)    | 0.00          | 0.00              |
|                      | Part 1.B.(2)    | 0.26          | 0.00              |
|                      | Part 1.C.(2)(a) | 1.57          | 0.31              |
|                      | Part 1.C.(2)(b) | 290.14        | 43.97             |
| ReCalc Period Report | Part 1.A.(1)    | 0.00          | 0.00              |
|                      | Part 1.A.(2)    | 18.18         | 0.55              |
|                      | Part 1.B.(1)    | 0.00          | 0.00              |
|                      | Part 1.B.(2)    | 0.26          | 0.00              |
|                      | Part 1.C.(2)(a) | 1.57          | 0.31              |
|                      | Part 1.C.(2)(b) | 290.12        | 43.99             |

**PART V. ALTERNATIVE ATTENDANCE ACCOUNTING PROCEDURE**

**Weekly Census**

**Fiscal Year: 2009-10**

**Period: ReCalc**

**Redwoods CCD - COMPOSITE**

| Reference:<br>Education Code Section 84750, Title 5 Sections 55100,<br>58003.1(f), 58050, 58051, 58009, 58009.5 | Contact Hours of<br>State Residents | Contact Hours of Non-Residents<br>(ECS 76140)* |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------|
| First Primary Term                                                                                              |                                     |                                                |
| 1. 1st CW Day                                                                                                   | 4,765.00                            | 64.00                                          |
| 2. 1st CW Extended Day                                                                                          | 0.00                                | 0.00                                           |
| Second Primary Term                                                                                             |                                     |                                                |
| 1. 1st CW Day                                                                                                   | 5,550.50                            | 103.00                                         |
| 2. 1st CW Extended Day                                                                                          | 0.00                                | 0.00                                           |
| Third Primary Term                                                                                              |                                     |                                                |
| 1. 1st CW Day                                                                                                   | 0.00                                | 0.00                                           |
| 2. 1st CW Extended Day                                                                                          | 0.00                                | 0.00                                           |

+ Not to be included for FTES purposes.  
One WSCH is counted for each unit of credit for which the student is enrolled as of the census date.

**FTES Calculations**

|                      |                 | Resident FTES | Non-Resident FTES |
|----------------------|-----------------|---------------|-------------------|
| First Period Report  | Part 1.C.(3)(a) | 299.01        | 4.19              |
| Second Period Report | Part 1.C.(3)(a) | 323.45        | 4.94              |
| Annual Period Report | Part 1.C.(3)(a) | 323.45        | 4.94              |
| ReCalc Period Report | Part 1.C.(3)(a) | 322.24        | 5.22              |

**PART VI. ALTERNATIVE ATTENDANCE ACCOUNTING PROCEDURE**

**Daily Census**

**Fiscal Year: 2009-10**

**Period: ReCalc**

**Redwoods CCD - COMPOSITE**

| Reference:<br>Education Code Section 84750, Title 5 Sections 55100,<br>58003.1(f), 58050, 58051, 58009.5 1 | Contact Hours of<br>State Residents | Contact Hours of Non-Residents<br>(ECS 76140)* |
|------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------|
| A. Summer Intersession Courses (Summer 2009 Only)<br>1. 1st CD                                             | 0.00                                | 0.00                                           |
| B. Summer Intersession Courses (Summer 2010<br>- Prior to July 1, 2010)<br>1. 1st CD                       | 0.00                                | 0.00                                           |
| C. July 1 - December 31, 2009<br>(Exclusive of Summer Intersession)<br>1. 1st CD Day                       | 20,448.00                           | 432.00                                         |
| 2. 1st CD Extended Day                                                                                     | 0.00                                | 0.00                                           |
| January 1 - April 15, 2010<br>3. 1st CD Day                                                                | 3,708.00                            | 36.00                                          |
| 4. 1st CD Extended Day                                                                                     | 0.00                                | 0.00                                           |
| April 16 - June 30, 2010<br>5. 1st CD Day                                                                  | 0.00                                | 0.00                                           |
| 6. 1st CD Extended Day                                                                                     | 0.00                                | 0.00                                           |

**FTES Calculations**

|                      |                 | Resident FTES | Non-Resident FTES |
|----------------------|-----------------|---------------|-------------------|
| First Period Report  | Part 1.A.(2)    | 0.00          | 0.00              |
|                      | Part 1.B.(2)    | 39.05         | 1.00              |
|                      | Part 1.C.(3)(b) | 78.10         | 1.65              |
| Second Period Report | Part 1.A.(2)    | 0.00          | 0.00              |
|                      | Part 1.B.(2)    | 39.05         | 1.00              |
|                      | Part 1.C.(3)(b) | 46.11         | 0.89              |
| Annual Period Report | Part 1.A.(2)    | 0.00          | 0.00              |
|                      | Part 1.B.(2)    | 0.00          | 0.00              |
|                      | Part 1.C.(3)(b) | 46.11         | 0.89              |
| ReCalc Period Report | Part 1.A.(2)    | 0.00          | 0.00              |
|                      | Part 1.B.(2)    | 0.00          | 0.00              |
|                      | Part 1.C.(3)(b) | 46.01         | 0.89              |



**PART VII. ALTERNATIVE ATTENDANCE ACCOUNTING PROCEDURE**

**NonCredit**

**Fiscal Year: 2009-10**

**Period: ReCalc**

**Redwoods CCD - COMPOSITE**

| Reference:<br>Education Code Sections 66700, 70901, 84750, 84757;<br>Title 5 Sections 58003.1(f)(2), 55200, 55230, 55250 | Contact Hours of<br>State Residents | Contact Hours of Non-Residents<br>(ECS 76140)* |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------------|
| A. Summer Intersession Courses (Summer 2009 Only)                                                                        |                                     |                                                |
| 1. 1st CD                                                                                                                | 0.00                                | 0.00                                           |
| 2. 2nd CD                                                                                                                | 0.00                                | 0.00                                           |
| 3. Average (1+2)/2                                                                                                       | 0.00                                | 0.00                                           |
| B. Summer Intersession Courses (Summer 2010<br>- Prior to July 1, 2010)                                                  |                                     |                                                |
| 1. 1st CD                                                                                                                | 0.00                                | 0.00                                           |
| 2. 2nd CD                                                                                                                | 0.00                                | 0.00                                           |
| 3. Average (1+2)/2                                                                                                       | 0.00                                | 0.00                                           |
| C. July 1 - December 31, 2009                                                                                            |                                     |                                                |
| 1. 1st CD Day                                                                                                            | 0.00                                | 0.00                                           |
| 2. 1st CD Extended Day                                                                                                   | 0.00                                | 0.00                                           |
| 3. 2nd CD Day                                                                                                            | 0.00                                | 0.00                                           |
| 4. 2nd CD Extended Day                                                                                                   | 0.00                                | 0.00                                           |
| 5. Average (1+2+3+4)/2                                                                                                   | 0.00                                | 0.00                                           |
| January 1 - April 15, 2010                                                                                               |                                     |                                                |
| 6. 1st CD Day                                                                                                            | 0.00                                | 0.00                                           |
| 7. 1st CD Extended Day                                                                                                   | 0.00                                | 0.00                                           |
| 8. 2nd CD Day                                                                                                            | 0.00                                | 0.00                                           |
| 9. 2nd CD Extended Day                                                                                                   | 0.00                                | 0.00                                           |
| 10. Average (1+2+3+4)/2                                                                                                  | 0.00                                | 0.00                                           |
| April 16 - June 30, 2010                                                                                                 |                                     |                                                |
| 11. 1st CD Day                                                                                                           | 0.00                                | 0.00                                           |
| 12. 1st CD Extended Day                                                                                                  | 0.00                                | 0.00                                           |
| 13. 2nd CD Day                                                                                                           | 0.00                                | 0.00                                           |
| 14. 2nd CD Extended Day                                                                                                  | 0.00                                | 0.00                                           |
| 15. Average (1+2+3+4)/2                                                                                                  | 0.00                                | 0.00                                           |

**FTES Calculations**

|                      |                 | Resident FTES | Non-Resident FTES |
|----------------------|-----------------|---------------|-------------------|
| First Period Report  | Part 1.A.(1)    | 0.00          | 0.00              |
|                      | Part 1.B.(1)    | 0.00          | 0.00              |
|                      | Part 1.C.(3)(c) | 0.00          | 0.00              |
| Second Period Report | Part 1.A.(1)    | 0.00          | 0.00              |
|                      | Part 1.B.(1)    | 0.00          | 0.00              |
|                      | Part 1.C.(3)(c) | 0.00          | 0.00              |
| Annual Period Report | Part 1.A.(1)    | 0.00          | 0.00              |
|                      | Part 1.B.(1)    | 0.00          | 0.00              |
|                      | Part 1.C.(3)(c) | 0.00          | 0.00              |
| ReCalc Period Report | Part 1.A.(1)    | 0.00          | 0.00              |
|                      | Part 1.B.(1)    | 0.00          | 0.00              |
|                      | Part 1.C.(3)(c) | 0.00          | 0.00              |

**Part IX - AB 540 HEADCOUNT AND SPECIAL ADMIT FTES**

Fiscal Year: 2009-10

Period: ReCalc

Redwoods CCD

**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 non-resident 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**

108

**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 4880 or 4880.5. 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 Col. 1 | Total FTES of Special Part-Time and Full-Time Students in P.E. Courses Col. 2 | Total Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses Col. 3 | Percent of Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses (Col. 3/Col. 1) |
|---------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 199.43                                                        | 17.90                                                                         | 9.98                                                                                    | 5.00%                                                                                                 |

\* 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.

**Redwoods CCD - Centers FTES****2009-10 Fiscal Year - ReCalc Period**

|                        | Credit FTES     | Noncredit FTES | Total FTES      |
|------------------------|-----------------|----------------|-----------------|
| Del Norte Center       | 782.10          | 0.00           | 782.10          |
| Mendocino Coast Center | 440.71          | 0.91           | 441.62          |
| <b>TOTAL:</b>          | <b>1,222.81</b> | <b>0.91</b>    | <b>1,223.72</b> |

No CDCP Noncredit Courses

**CALIFORNIA COMMUNITY COLLEGES**  
**ANNUAL REPORT APPLICATION FOR ADJUSTMENT**  
**FULL-TIME EQUIVALENT STUDENT (FTES), APPRENTICE HOURS, OTHER**  
*(CCFS-320 and CCFS-321)*

Due: October 1 (Lottery and Recal); November 1 (Recal)

District: Redwoods CCD

Fiscal Year Affected: 2009-10

**State Use Only**

|               |
|---------------|
| Revision No.: |
|---------------|

|                            |
|----------------------------|
| <b>PART I. ADJUSTMENTS</b> |
|----------------------------|

FOR EACH INDIVIDUAL TYPE OF ERROR OR CHANGE, PROVIDE THE FOLLOWING INFORMATION.

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>Type of Adjustment:</b>      | <b>Resident Credit FTES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Understated</b> |
| Amount of Adjustment:           | 41.12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |
| Adjustment Need Discovered By:  | District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |
| Audit Finding Reference Number: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |
| Nature of Adjustment:           | <p><b>District implemented a 320 team to review 320 data and submission. Re-running Datatel's 320 report gave us slightly different numbers. Team reviewed data and approved data for Recal period. 320 Team consists of Institutional Research Analyst; Manager, Admissions and Records; Scheduling Manager; and Controller. On Nov. 8, 2010, Elias Regalado called to our attention an error in over-reporting Special Admit PE FTES; Institutional Research ran new reports and I corrected the error. This correction resulted in reducing our Resident Credit on the RECAL of 10.29.10 by 07.92 FTES or 253.54 hours. Correction of the RECAL for 11.10.10 in Resident Credit FTES is lower by 07.92.</b></p> |                    |

|                                 |                                                                                                                                                                                                                                                                                                                                       |                   |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Type of Adjustment:</b>      | <b>Nonresident Credit FTES</b>                                                                                                                                                                                                                                                                                                        | <b>Overstated</b> |
| Amount of Adjustment:           | 0.61                                                                                                                                                                                                                                                                                                                                  |                   |
| Adjustment Need Discovered By:  | District                                                                                                                                                                                                                                                                                                                              |                   |
| Audit Finding Reference Number: |                                                                                                                                                                                                                                                                                                                                       |                   |
| Nature of Adjustment:           | <p><b>District implemented a 320 team to review 320 data and submission. Re-running Datatel's 320 report gave us slightly different numbers. Team reviewed data and approved data for Recal period. 320 Team consists of Institutional Research Analyst; Manager, Admissions and Records; Scheduling Manager; and Controller.</b></p> |                   |

|                                 |                                                                                                                                                                                                                                                                                                                                       |                   |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Type of Adjustment:</b>      | <b>Basic Skills Credit FTES</b>                                                                                                                                                                                                                                                                                                       | <b>Overstated</b> |
| Amount of Adjustment:           | 1.84                                                                                                                                                                                                                                                                                                                                  |                   |
| Adjustment Need Discovered By:  | District                                                                                                                                                                                                                                                                                                                              |                   |
| Audit Finding Reference Number: |                                                                                                                                                                                                                                                                                                                                       |                   |
| Nature of Adjustment:           | <p><b>District implemented a 320 team to review 320 data and submission. Re-running Datatel's 320 report gave us slightly different numbers. Team reviewed data and approved data for Recal period. 320 Team consists of Institutional Research Analyst; Manager, Admissions and Records; Scheduling Manager; and Controller.</b></p> |                   |

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|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Type of Adjustment:             | <b>In-service Training Courses FTES</b>                                                                                                                                                                                                                                                                                        | <b>Understated</b> |
| Amount of Adjustment:           | <b>0.04</b>                                                                                                                                                                                                                                                                                                                    |                    |
| Adjustment Need Discovered By:  | <b>District</b>                                                                                                                                                                                                                                                                                                                |                    |
| Audit Finding Reference Number: |                                                                                                                                                                                                                                                                                                                                |                    |
| Nature of Adjustment:           | <b>District implemented a 320 team to review 320 data and submission. Re-running Datatel's 320 report gave us slightly different numbers. Team reviewed data and approved data for Recal period. 320 Team consists of Institutional Research Analyst; Manager, Admissions and Records; Scheduling Manager; and Controller.</b> |                    |

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|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Type of Adjustment:             | <b>AB 540 Student Headcount Report</b>                                                                                                                                                                                                                                                                                         | <b>Overstated</b> |
| Amount of Adjustment:           | <b>10.00</b>                                                                                                                                                                                                                                                                                                                   |                   |
| Adjustment Need Discovered By:  | <b>District</b>                                                                                                                                                                                                                                                                                                                |                   |
| Audit Finding Reference Number: |                                                                                                                                                                                                                                                                                                                                |                   |
| Nature of Adjustment:           | <b>District implemented a 320 team to review 320 data and submission. Re-running Datatel's 320 report gave us slightly different numbers. Team reviewed data and approved data for Recal period. 320 Team consists of Institutional Research Analyst; Manager, Admissions and Records; Scheduling Manager; and Controller.</b> |                   |

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|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Type of Adjustment:             | <b>Special Admit P.E. FTES Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Overstated</b> |
| Amount of Adjustment:           | <b>48.18</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |
| Adjustment Need Discovered By:  | <b>District</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| Audit Finding Reference Number: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| Nature of Adjustment:           | <b>District implemented a 320 team to review 320 data and submission. Re-running Datatel's 320 report gave us slightly different numbers. Team reviewed data and approved data for Recal period. 320 Team consists of Institutional Research Analyst; Manager, Admissions and Records; Scheduling Manager; and Controller. Institutional Analyst found a double counting error in previous data submission. On Nov. 8, 2010, Elias Regalado called to inform us of an error in reporting Special Admit FTES; this resulted in Institutional Research producing new reports and finding a slightly different number from the 10.29.10 RECAL which is most likely attributable to IR using eight decimal points and our Datatel 320 extracts using two decimal points in most instances (and one decimal point in the rest of the reports).</b> |                   |

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| Type of Adjustment:             | <b>Center FTES Report</b>                                                                                                                                                                                                                                                                                                      | <b>Overstated</b> |
| Amount of Adjustment:           | <b>3.90</b>                                                                                                                                                                                                                                                                                                                    |                   |
| Adjustment Need Discovered By:  | <b>District</b>                                                                                                                                                                                                                                                                                                                |                   |
| Audit Finding Reference Number: |                                                                                                                                                                                                                                                                                                                                |                   |
| Nature of Adjustment:           | <b>District implemented a 320 team to review 320 data and submission. Re-running Datatel's 320 report gave us slightly different numbers. Team reviewed data and approved data for Recal period. 320 Team consists of Institutional Research Analyst; Manager, Admissions and Records; Scheduling Manager; and Controller.</b> |                   |

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**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: Dr. Jeff Marsee**

Signature: \_\_\_\_\_

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

Electronic Certification Date: Monday, August 20, 2012

**DISTRICT CONTACT PERSON:**

Name: Kathleen L. Goodlive

Title: Manager, Admissions & Records

Phone: 7074764151

e-mail: kathy-goodlive@redwoods.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 an original and one copy of CCFS-317 and attach to amended CCFS-320 and/or CCFS-321 report for distribution as follows:

- |           |                                                                              |
|-----------|------------------------------------------------------------------------------|
| Original  | -> Fiscal Services Unit<br>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 submitted after October 1 will be included in the updated FTES workload report submitted to the State Controller's Office in October of 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**