

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Redwoods

**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: Kathryn G. Smith**

Signature: *Kathryn G. Smith*

Signature Date: 11-14-14

Electronic Certification Date: Friday, November 14, 2014

**District Contact Person: Carla Spalding**

Title: Controller

Phone: (707) 476-4194

EMail: carla-spalding@redwoods.edu

Please return completed form to:

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

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Redwoods

**PART I. FULL-TIME EQUIVALENT STUDENTS**

<b>State Residents (and Nonresidents Attending Noncredit Courses)</b>	
Attendance FTES	Factored FTES

**Summer Intersession (Summer 2013 Only)**

1. Noncredit (Parts IV.A.1 + VII.A.3)	0.00	0.00
2. Credit (Parts III.A.1 + VI.A.1)	22.81	22.81

**Summer Intersession Courses (Summer 2014 Prior to July 1, 2014)**

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)	5.45	5.45

**Primary Terms (Exclusive of Summer Intersession)**

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	3,021.28	3,021.28
(b) Daily Census Contact Hours (Part III)	143.70	146.99

2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	13.54	13.85
(b) Credit (Part IV.D)	243.38	248.95

3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	264.59	264.59
(b) Daily Census Procedure Courses (Part V)(Credit)	48.79	49.91
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

**Total FTES**

Total Credit FTES	3,750.00	3,759.98
Total Noncredit FTES	13.54	13.85
Total FTES	3,763.54	3,773.83

<b>Supplemental Information</b>	<b>FTES</b>
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	23.38
Basic Skills Courses and Immigrant Education (Credit)	311.85

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Redwoods

**PART I. FULL-TIME EQUIVALENT STUDENTS**

Nonresidents	
Attendance FTES	Factored FTES

**Summer Intersession (Summer 2013 Only)**

1. Noncredit (Parts IV.A.1 + VII.A.3)	0.00	0.00
2. Credit (Parts III.A.1 + VI.A.1)	0.74	0.74

**Summer Intersession Courses (Summer 2014 Prior to July 1, 2014)**

1. Noncredit (Parts IV.B.1 + VII.B.3)	0.06	0.06
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.21	0.21

**Primary Terms (Exclusive of Summer Intersession)**

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	109.49	109.49
(b) Daily Census Contact Hours (Part III)	4.63	4.74

2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	12.12	12.40
(b) Credit (Part IV.D)	39.51	40.41

3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	4.00	4.00
(b) Daily Census Procedure Courses (Part V)(Credit)	1.53	1.57
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

**Total FTES**

Total Credit FTES	160.11	161.16
Total Noncredit FTES	12.18	12.46
Total FTES	172.29	173.62

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

College: College of the Redwoods

**PART I. FULL-TIME EQUIVALENT STUDENTS**

<b>State Residents (and Nonresidents Attending Noncredit Courses)</b>	
Attendance FTES	Factored FTES

**Summer Intersession (Summer 2013 Only)**

1. Noncredit (Parts IV.A.1 + VII.A.3)	0.00	0.00
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**Summer Intersession Courses (Summer 2014 Prior to July 1, 2014)**

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2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	5.45	5.45

**Primary Terms (Exclusive of Summer Intersession)**

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	3,021.28	3,021.28
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**Total FTES**

Total Credit FTES	3,750.00	3,759.98
Total Noncredit FTES	13.54	13.85
Total FTES	3,763.54	3,773.83

<b>Supplemental Information</b>	<b>FTES</b>
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	23.38
Basic Skills Courses and Immigrant Education (Credit)	311.85

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

College: College of the Redwoods

**PART I. FULL-TIME EQUIVALENT STUDENTS**

	<b>Nonresidents</b>	
	<b>Attendance FTES</b>	<b>Factored FTES</b>
<b>Summer Intersession (Summer 2013 Only)</b>		
1. Noncredit (Parts IV.A.1 + VII.A.3)	0.00	0.00
2. Credit (Parts III.A.1 + VI.A.1)	0.74	0.74
<b>Summer Intersession Courses (Summer 2014 Prior to July 1, 2014)</b>		
1. Noncredit (Parts IV.B.1 + VII.B.3)	0.06	0.06
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.21	0.21
<b>Primary Terms (Exclusive of Summer Intersession)</b>		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II)	109.49	109.49
(b) Daily Census Contact Hours (Part III)	4.63	4.74
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C)	12.12	12.40
(b) Credit (Part IV.D)	39.51	40.41
3. Alternative Attendance Accounting Procedure Courses		
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(b) Daily Census Procedure Courses (Part V)(Credit)	1.53	1.57
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00
<b>Total FTES</b>		
Total Credit FTES	160.11	161.16
Total Noncredit FTES	12.18	12.46
Total FTES	172.29	173.62

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

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College: College of the Redwoods

**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
<b>A. Credit Courses</b>			
1. Weekly Census Procedure Courses			
2. Daily Census Procedure Courses	137.83	6,029.92	1.0229
3. Positive Attendance Credit Courses	65.73	2,875.82	1.0229
4. Alternative Attendance Accounting Procedure			
a. Weekly Census Procedure Courses			
b. Daily Census Procedure Courses	72.66	3,179.09	1.0229
<b>B. Noncredit Courses</b>			
1. Positive Attendance	0.79	34.58	1.0228
2. Noncredit Distance Education	0.00	0.00	1.0000

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

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**PART IX. AB 540 HEADCOUNT AND SPECIAL ADMIT 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	195
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**Special Admit (Full-Time and Part-Time P.E. Credit FTES 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.

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)
117.04	4.11	1.26	1.08 %

\* 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.

California Community Colleges

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**CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES**

Control Number	Course ID	Course Title	Total FTES	Number of Sections
Total				

California Community Colleges

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

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**CENTERS FTES**

Center	Credit FTES	Noncredit FTES	Total FTES
Del Norte Center	610.08	2.77	612.85
Mendocino Coast Center	235.41	0.27	235.68
<b>Total</b>	<b>845.49</b>	<b>3.04</b>	<b>848.53</b>



**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Redwoods

**ANNUAL REPORT APPLICATION FOR ADJUSTMENT**

PART I. ADJUSTMENTS	
Type of Adjustment	Special Admit P.E. FTES Report - Understated
Amount of Adjustment	3.70
Adjustment Need Discovered By	District
Audit Finding Reference Number	
Nature of Adjustment	correction of calculation error
Type of Adjustment	Special Admit P.E. FTES Report - Overstated
Amount of Adjustment	112.08
Adjustment Need Discovered By	District
Audit Finding Reference Number	
Nature of Adjustment	correction of calculation error
Type of Adjustment	Resident Credit FTES - Overstated
Amount of Adjustment	2.85
Adjustment Need Discovered By	District
Audit Finding Reference Number	
Nature of Adjustment	deduction for 10% PE rule
Type of Adjustment	Resident Credit FTES - Overstated
Amount of Adjustment	2.40
Adjustment Need Discovered By	District
Audit Finding Reference Number	
Nature of Adjustment	overclaimed positive hours in PE

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Redwoods

**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: Kathryn G. Smith

Signature: *Kathryn G. Smith*

Signature Date: 11-14-14

Electronic Certification Date: Friday, November 14, 2014

**District Contact Person:**

Name: Carla Spalding

Title: Controller

Phone: 7074764194

EMail: carla-spalding@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 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**