

**PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY**

4265-PVC

Attendance Accounting Policy

Reference: Title 5, Sections 58050 et seq.; California Community Colleges Attendance Accounting Manual

The Permanent Class Roster, completed by each Instructor, is the official record of the college. This is a legal document and grades and attendance must be recorded in legible fashion. Attendance shall be recorded in the following manner:

A = Absent
A = Tardy
E = Entry
W = Withdrawal

In addition, on the first census day, each Instructor must submit to the Registrar a signed copy of his or her roster(s).

Instructors must comply with these uniform attendance methods mandated by the State of California to satisfy audit requirements.

See also BP/AP 5070 - Attendance
See also BP/AP 5075 – Course Adds and Drops

(Formerly PVC Board Policy 6540)

09/25/08 College Council Approval
10/28/08 Board First Read
11/18/08 Board Second Read and Approval