



Hi Deans,

Welcome back from the break and Happy New Year!

In an effort to minimize the end of semester juggle to get positive attendance reported, I'd like to share this list of scheduled positive attendance classes, as of 01.06.21. **If you are receiving this email, that means there are positive attendance courses in your division.**

The faculty teaching these classes need to:

- Keep a detailed, **daily** log of attendance in their classes for every student
- Report the cumulative hours attended for every student (even those who take a W) at the end of the semester when grading
- Submit their detailed, **daily** log of attendance to Admissions & Records through the [Positive Attendance Roster Submission](#) link available in VC Faculty Forms.

Detailed, accurate records and timely submission of the rosters is important for the college to ensure audit compliance, as our annual auditors compare these rosters to the hours submitted at grading to our MIS reporting to ensure we are reporting attendance accurately, and then receiving apportionment correctly.

Keeping a detailed, daily log of attendance can be accomplished through 1 of 2 methods.

1. By keeping an excel spreadsheet generate from their excel roster. It is easier to understand and with some simple formulas, it can calculate automatically how many hours each student earned in the semester. I've attached two examples of faculty who keep attendance on the spreadsheet.
2. Or, if the courses is a lab using Accudemia or CI Track for the student to check in and check out, IT can help the faculty export the attendance record from Accudemia or CI Track at the end of the term, and we will accept this file.

I appreciate your help in following up with the faculty to ensure they are keeping a detailed, daily log of attendance and are aware the rosters must be turned into Admissions at the end of the semester. To be clear: **nothing is due right now**, I just want to give you a heads up on the requirements coming up at the end of the semester.