

DATE 01/23/14 DEPT. CODE DACA
 DIV. CODE
 TERM 2014SP
 INSTRUCTOR
 CLASS TITLE College Student Success
 CLASS NO. ACA-111-05W CREDIT HRS. 1.00
 CLASS TYPE WB
 BEGIN DATE 01/09/14 END DATE 05/12/14
 CENSUS DATE 01/22/14

CURRICULUM ATTENDANCE REPORT
ALAMANCE COMMUNITY COLLEGE
 CLASS SCHEDULE

CENSUS COPY

INST. METHOD	MEETING DAY(S)							TIME		LECTURE OR LABORATORY LOCATION		
LEC. LAB.	SUN	MON	TUES	WED	THU	FRI	SAT	BEGIN TIME	END TIME	BLDG. NO.	ROOM NO.	LOCATION
X			X					11:15A	12:10P	MAIN	00221	Graham Campus

ATTENDANCE CODES:
 E = FIRST DAY OF ATTENDANCE
 D = CONFIRMED DROP
 A = ABSENT
 T = TARDY
 T. = TRANSFER OF SECTION

TOTAL STUDENTS ENROLLED AT REPORTING DATE 13 FOR OFFICE USE ONLY
 CONTACT HRS. 1.00 MEMBERSHIP HRS. 14
 MONTHS IN TERM JAN - MAY 208

Registrar Enters Data in this section
 Do Not Put Anything in here!!!

Example of how to annotate a section transfer
 Enter a "T" on section transferring out of and an "E" on section transferring into

Attendance Codes Listed Here

EXAMPLE

ID NUMBER	STUDENT'S NAME	PROG CODE	1	2	1	1	2	1	2	3								
			5	2	9	5	2	9	6	5	9	6	2	9	6	3	0	7
		A10300																
		A10300																
		A10300																
		A10300																
		A10100																
		A55150																
		A10300																
		A55180																
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*02/09/14
 T - Transfer to ACA-111-06*

Note that this student did not start attending until after the 1st date of class so columns are empty until the 1st date of attendance (E)

Example of how to annotate school closure

Example of how to annotate NA (Never Attended)

Instructor should print name, sign it and date it here. Original signature. Name should match Instructor listed above (on top left)
 Date Signed should be on or after census date listed above (on top left)

ATTENTION INSTRUCTOR:
 BEFORE YOU ADD A NAME TO THIS ROSTER, YOU MUST VERIFY REGISTRATION WITH THE REGISTRAR'S OFFICE OR CHECK DATATEL OR WEBADVISO

I CERTIFY THAT THE ABOVE ATTENDANCE INFORMATION IS ACCURATE. I UNDERSTAND THAT FEDERAL AND STATE FUNDS MAY BE DISBURSED BASED UPON THE INFORMATION PROVIDED ON THIS ROSTER.

2/5/14
 INSTRUCTOR'S SIGNATURE _____
 Date _____