



California Community Colleges

NEW ONLINE APPORTIONMENT ATTENDANCE REPORT PROGRAM CCFS-320 REPORT USER INSTRUCTIONS AND GUIDELINES, Version 12

Last Update 4/16/2025

CCFS-320 Apportionment Attendance Report Program

The attendance report program is used to enter attendance contact hours for the fiscal year and report period set by the Fiscal Services Unit of the Chancellor's Office. The program will calculate factored and unfactored attendance Full-Time Equivalent Student (FTES) based on the contact hours, period annualizers, and "F-Factor" data entered by community college districts. For multi-college districts, the program will summarize a district composite from the individual college attendance reports.

TECHNICAL:

- 1) Required Desktop Configuration:
 - a) The desktop must have access to the Internet
 - b) The desktop computer must be a personal computer running Windows (e.g., Apple Mac is not compatible)
- 2) The online CCFS-320 program can be used on any internet browser, but Google Chrome or Microsoft Edge is recommended.

CCFS-320 Apportionment Attendance Report Program – Standardized Attendance Accounting Method Changes:

The Board of Governors recently approved new regulations that will alter how districts calculate Full-Time Equivalent Students (FTES) for credit courses in 2024. The updates to Title 5, Section 58003.1, and the addition of Section 58003.2 introduce the new Standardized Attendance Accounting Method, which will replace some existing attendance accounting methods for credit courses. Certain changes have been made to the CCFS-320 to align with the regulatory changes.

General Overview of the Changes:

Starting in 2024-25 P2, districts will have the option to use the newly approved Standardized Attendance Account method. Currently, under title 5, section 58003.1, there are five methodologies available to calculate FTES based on course type, scheduling format, and course duration.

Amendments to Title 5 sections 58000-58164 simplify existing attendance accounting policies by reducing



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the number of methodologies from five to three and replacing the following methods: weekly census, daily census, and the alternative attendance accounting method for credit courses. The three new methods are the standardized attendance accounting method, positive attendance, and alternative attendance accounting procedure – noncredit.

Districts will have the option to use the prior Attendance Accounting Methods or the new Standardized Attendance Methods, listed below. Within the CCFS-320, districts will determine whether they are transitioning to the new method or utilizing the prior methods. The opportunity to transition will be allowed during specific reporting periods. Below are the allowable transition periods:

- 2024-25 P2
- 2024-25 R1
- 2025-26 P1
- 2025-26 R1

Once a district has transitioned to the new Standardized Attendance Accounting methods, the decision cannot be reversed. While the decision to transition is made by each district, all districts must utilize the new methods by 2026-27 P1.

Prior Attendance Accounting Methods:

- a) Weekly Student Contact Hour Procedure (credit courses only, one census point); Title 5, Section 58003.1 (b).
- b) Daily Student Contact Hour Procedure (credit courses only, one census point); Title 5, Section 58003.1 (c).
- c) Actual Hours of Attendance Procedure – Positive Attendance (credit and noncredit courses, no census); Title 5, Section 58003.1 (d) and (e).
- d) Alternative Attendance Accounting Procedure – Credit (credit asynchronous distance education courses only, one census point); Title 5, Section 58003.1 (f)(1).
- e) Alternative Attendance Accounting Procedure – Noncredit (noncredit asynchronous distance education and noncredit independent study courses, two census points); Title 5, Section 58003.1 (f)(2).

New Standardized Attendance Accounting Methods:

- a) Standardized Student Contact Hour Procedure (credit courses only, one census point).
- b) Actual Hours of Attendance Procedure – Positive Attendance (credit and noncredit courses, no census) Note: Positive attendance will still be required for credit courses that are open entry/ open exit. All other credit courses would use the Standardized Attendance Accounting Method.



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- c) Alternative Attendance Accounting Procedure – Noncredit (noncredit asynchronous distance education and noncredit independent study courses, two census points)

Changes for the CCFS-320:

All districts, whether transitioning or not, should expect to see certain changes within the CCFS-320. For districts who do not transition, overall changes should be minimal, but the application has been updated to accommodate the regulatory changes starting in 2024-25 P2.

Below is an overview of the expected changes:

- Transition Administrator
- Transition Selection
- College/District Forms
- CCFS-317 Form (More details at a later time)

Transition Administrator:

The Transition Administrator is responsible for determining whether the district will transition to the new methods or using the prior ones. Each district will have one designated Transition Administrator. This role can be assigned to a new or an existing user; however, any changes must be requested through the Chancellor's Office by emailing ccfs320admin@cccco.edu.

The Transition Administrator will not have the ability to enter, certify or view existing data unless assigned one of the user levels listed below. The Chancellor's Office can assign an additional user level to the Transition Administrator, but that is at the district's discretion.

Users with multiple levels of authority will be able to see all available options upon logging into the CCFS-320.

Below is the list of user levels in the CCFS-320:

- District Administrator – may enter, save data, view users who have access at any level, and certify;
- District View – may only view data and not save data;
- College Administrator – may only view data, enter and save college data;
- College View – may only view college data and not save data;
- Transition Administrator – must decide whether the district is transitioning in the allowable transition periods (24-25 P2/R1 and 24-25 P1/R1) but cannot view and save data.



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Transition Selection:

During the allowable transition periods, **all districts** must decide whether to transition. The notification will be displayed during the four allowable periods and the district cannot enter data until a selection is made.

Once the transition selection has been made, the transition administrator role is done unless they have a different level of authority. To access another level of authority, the user must click on the “Logout” button and then log in again, selecting their regular role (District Administrator, etc.).

Regardless of transition status, the district must refresh the window to see the appropriate selections.

Please note, all districts will have the ability to view previous periods, even if they transition.

College/District Forms:

Districts will see different College/District forms depending on their transition status.

College Forms – Transition Districts

Districts that transitioned to the new methods will see the following College forms:

- Part I
- Supplemental
- Standardized Part
- Part IV – Actual/Positive
- Part VII – AAA (Noncredit)
- Part VIII – FTES Annualizers
- F Factor

College Forms – Non-transition Districts

Districts that did not transition to the new methods will see the following College forms:

- Part I
- Supplemental
- Part II – Weekly



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- Part III – Daily
- Part IV – Actual/Positive
- Part V – AAA (Weekly)
- Part VI – AAA (Daily)
- Part VII – AAA (Noncredit)
- Part VIII – FTES Annualizers
- F Factor

District Forms – Transition Districts

Districts that transitioned to the new methods will see the following District forms:

- Part I – FTES Composite
- Supplemental Information - Composite
- Standardized Part - Composite
- Part IV – Actual/Positive Composite
- Part VII – AAA (Noncredit) Composite
- Part IX – Other FTES
- CDCP NC FTES
- Center FTES
- CCFS – 317

District Forms – Non-transition Districts

Districts that did not transition to the new methods will see the following District forms:

- Part I – FTES Composite
- Supplemental Information - Composite
- Part II – Weekly Composite
- Part III – Daily Composite
- Part IV – Actual/Positive Composite
- Part V – AAA (Weekly) Composite
- Part VI – AAA (Daily) Composite
- Part VII – AAA (Noncredit) Composite
- Part IX – Other FTES
- CDCP NC FTES
- Center FTES



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- CCFS-317

Please note that the Center FTES form is only available to complete at Annual or R1. The CCFS-317 form is required if a district submits an R1 report.

Changes to College/District Forms for Transition District

Certain College/District forms will see minor adjustments to the Standardized Attendance Accounting Method. Overall, districts that did **not transition** into the new methods will see minimal changes, while significant changes will apply to the districts that transitioned.

College Forms – Transition Districts

Part I

Districts that transition to the new method will no longer be able to see the attendance accounting procedures not applicable to them. This includes Weekly, Daily, and Alternative Attendance Accounting Weekly/Daily). The Part I table will display only the attendance accounting procedures applicable to the transitioned districts.

Important notes:

- Data from the previous periods will not be carried over to any parts in the system if the district transitions. The district can view prior submitted data by clicking on the “Change Period” button.
- The F-Factor applies only to Positive Attendance and Noncredit.

This Part 1 table is only for transitioned districts.



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PART I. FULL-TIME EQUIVALENT STUDENT	ATTENDANCE FTES* OF STATE RESIDENTS (AND NONRESIDENTS ATTENDING NONCREDIT COURSES)	FACTORED RESIDENTS FTES	ATTENDANCE FTES* OF NONRESIDENTS	FACTORED NONRESIDENTS FTES
A. Summer Intersession				
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00	0.00	0.00
3. Credit Standardized (Standardized Part A.1 + IV.A.2.)	0.00	0.00	0.00	0.00
B. Summer Intersession				
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00	0.00	0.00
3. Credit Standardized (Standardized Part B.1 + IV.B.2.)	0.00	0.00	0.00	0.00
C. Primary Terms (Exclusive of Summer Intersession)				
1. Census Procedure Courses				
(c) Standardized Census Contact Hours (Standardized Part C)	0.00	0.00	0.00	0.00
2. Actual Hours of Attendance Procedure Courses				
(a) Noncredit (Part IV.C)	0.00	0.00	0.00	0.00
(b) Credit (Part IV.D.)	0.00	0.00	0.00	0.00
3. Alternative Attendance Accounting Procedure Courses				
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00	0.00	0.00
D. Total FTES	0.00	0.00	0.00	0.00

* Full-Time Equivalent Student

The purpose of the F-Factor is to restore FTES that would otherwise be lost when Daily Census or Positive Attendance classes are cancelled to permit faculty to participate in Flex Day staff development activities, and that since no classes are cancelled on Flex Days scheduled outside the instructional days of the term, those Flex Days have no effect on the F-Factor. Many colleges with a compressed calendar have F-Factors of 1.00 since no instructional time is lost due to Flex Days they schedule outside the instructional days of the term.

There is no F Factor adjustment for weekly student contact hour procedures courses, as an appropriate adjustment is made via the college's Term Length Multiplier. The F Factor adjustment is not applicable to the Alternative Attendance Accounting procedure for credit weekly.

The F Factor calculation is performed at the college level, in the college forms tab.

Supplemental

No changes were made to this part.

Standardized Form

The Standardized Form is only visible to districts that transitioned into the new method. Districts will enter their contact hours, and the system will calculate using the following process:

Part 1.A (3)*: Divide summer intersession courses contact hours by 525. Both resident and nonresident FTES are calculated the same way.

Part 1.B (3)*: Divide summer intersession courses contact hours by 525. Both resident and nonresident FTES are calculated the same way.

Part 1.C (1)(c)*: Add all contact hours amounts for Day and Extended Day, divided it by 525 and multiple it by the annualizer. Both resident and nonresident FTES are calculated the same way.

*These parts represent the location in Part 1.



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The Standardized Part table is only for transitioned districts.

Standardized Hours (SH) References: Education Code Section 84750, Title 5 Sections 58000, 58001, 58003.1, 58003.2	CONTACT HOURS OF STATE RESIDENTS 1	CONTACT HOURS OF NONRESIDENTS* ECS 76140 2
A. Summer Intercession Courses (Summer 2024 Only)		
1. 1st SH Day	0.00	0.00
B. Summer Intercession Courses (Summer 2025 - Prior to July 1, 2025)		
1. 1st SH Day	0.00	0.00
C. July 1 – December 31, 2024 (Exclusive of Summer Intercession)		
1. 1st SH Day	0.00	0.00
2. 1st SH Extended Day	0.00	0.00
January 1 – April 15, 2025		
3. 1st SH Day	0.00	0.00
4. 1st SH Extended Day	0.00	0.00
April 16 – June 30, 2025		
5. 1st SH Day	0.00	0.00
6. 1st SH Extended Day	0.00	0.00

* Not included as FTES for state apportionment purposes

Reminder: Contact hours produced by the Standardized Attendance Accounting method does not include the course length multiplier.

SAVE

	RESIDENT FTES	NONRESIDENT FTES
First Period Report ① Part I.A(3)	0.00	0.00
Part I.B(3)	0.00	0.00
Part I.(C)(1)(c)	0.00	0.00
Second Period Report ① Part I.A(3)	0.00	0.00
Part I.B(3)	0.00	0.00
Part I.(C)(1)(c)	0.00	0.00
Annual Report ① Part I.A(3)	0.00	0.00
Part I.B(3)	0.00	0.00
Part I.(C)(1)(c)	0.00	0.00
Recal Report ① Part I.A(3)	0.00	0.00
Part I.B(3)	0.00	0.00
Part I.(C)(1)(c)	0.00	0.00

Part IV – Actual/Positive

No changes were made to this part.

Part VII – AAA (Noncredit)

No changes were made to this part.

Part VIII – FTES Annualizers

Annualizers will still be applicable to the FTES produced under the Standardized Method.

Districts that transition will not see the parts not applicable to them, including Part II (Weekly), Part III



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(Daily), Part V (Alternative Attendance Accounting Procedure – Weekly), and Part VI (Alternative Attendance Accounting Procedure – Daily).

The Annualizer table is for Transitioned districts only.

First Period Report	Annualizer
A. Part II - Weekly	<input type="text" value="11.0000"/>
C. Part III - Daily	<input type="text" value="11.0000"/>
D. Part IV - Actual/Positive Noncredit	<input type="text" value="11.0000"/>
Credit	<input type="text" value="11.0000"/>
E. Part V - AAA (Weekly)	<input type="text" value="11.0000"/>
F. Part VI - AAA (Daily)	<input type="text" value="11.0000"/>
G. Part VII - AAA (Noncredit)	<input type="text" value="11.0000"/>

Second Period Report	Annualizer
B. Standardized Part	<input type="text" value="1.0000"/>
D. Part IV - Actual/Positive Noncredit	<input type="text" value="1.0000"/>
Credit	<input type="text" value="1.0000"/>
G. Part VII - AAA (Noncredit)	<input type="text" value="1.0000"/>

SAVE

F Factor

The F-Factor will be applicable to positive attendance and noncredit courses, but not standardized census procedure courses.

The F-Factor table has been updated to only display the census procedures applicable to transitioned district.



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**** Reminder: Factors cannot exceed 1.0938. Please Contact Chancellor's Office at ccfs320admin@ccco.edu if you have questions. ****

References: Education Code Section 84890, Title 5 Section 55700, 55720, and 55729	TOTAL FACULTY CONTACT HOURS OF INSTRUCTION RELEASED FOR FLEX TIME ACTIVITIES 1	TOTAL FCH OF INSTRUCTION (ACTUAL TEACHING HOURS) OF ALL INSTRUCTORS IN THE ACADEMIC YEAR EXCLUSIVE OF ANY INTERSESSION 2	F FACTOR *
A. Credit Courses			
2. Standardized Census Procedure Courses			
3. Positive Attendance Credit Courses	0.00	0.00	1.0000
B. Noncredit Courses			
1. Positive Attendance	0.00	0.00	1.0000
2. Noncredit Distance Education	0.00	0.00	1.0000
* An adjustment (F) factor will not be applied to FTES generated in weekly student contact hour procedure courses. An adjustment (F) factor will also not be applied to FTES generated in standardized census procedure.			

District Forms – Transition Districts

Part I – FTES Composite

This part combines all the FTES and applies the F-Factor in the “Factored Residents FTES” column.

The table below is only for districts who have transitioned into the new methods.

PART I. FULL-TIME EQUIVALENT STUDENT	ATTENDANCE FTES* OF STATE RESIDENTS (AND NONRESIDENTS ATTENDING NONCREDIT COURSES)	FACTORED RESIDENTS FTES	ATTENDANCE FTES* OF NONRESIDENTS	FACTORED NONRESIDENTS FTES
A. Summer Intersession				
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00	0.00	0.00
3. Credit Standardized (Standardized Part A.1 + IV.A.2.)	0.00	0.00	0.00	0.00
B. Summer Intersession				
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00	0.00	0.00
3. Credit Standardized (Standardized Part B.1 + IV.B.2.)	0.00	0.00	0.00	0.00
C. Primary Terms (Exclusive of Summer Intersession)				
1. Census Procedure Courses (c) Standardized Census Contact Hours (Standardized Part C)	0.00	0.00	0.00	0.00
2. Actual Hours of Attendance Procedure Courses (a) Noncredit (Part IV.C) (b) Credit (Part IV.D.)	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
3. Alternative Attendance Accounting Procedure Courses (c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00	0.00	0.00
D. Total FTES	0.00	0.00	0.00	0.00

* Full-Time Equivalent Student

Supplemental Information – Composite



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No changes.

Standardized Part - Composite

This part combines all the contact hours from each Standardized Part under the district. Single-college districts will just have their one Standardized Part data pulled.

References: Education Code Section 84750, Title 5 Sections 58000, 58001, 58003.1, 58003.2		CONTACT HOURS OF STATE RESIDENTS 1	CONTACT HOURS OF NONRESIDENTS* ECS 76140 2
A. Summer Intersession Courses (Summer 2024 Only)			
1. 1st SH		0.00	0.00
B. Summer Intersession Courses (Summer 2025 - Prior to July 1, 2025)			
1. 1st SH		0.00	0.00
C. July 1 – December 31, 2024 (Exclusive of Summer Intersession)			
1. 1st SH	Day	0.00	0.00
2. 1st SH	Extended Day	0.00	0.00
January 1 – April 15, 2025			
3. 1st SH	Day	0.00	0.00
4. 1st SH	Extended Day	0.00	0.00
April 16 – June 30, 2025			
5. 1st SH	Day	0.00	0.00
6. 1st SH	Extended Day	0.00	0.00

* Not included as FTES for state apportionment purposes

Reminder: Contact hours produced by the Standardized Attendance Accounting method does not include the course length multiplier.

	RESIDENT FTES	NONRESIDENT FTES
First Period Report ① Part1.A(3)	0.00	0.00
Part1.B(3)	0.00	0.00
Part 1.(C)(1)(c)	0.00	0.00
Second Period Report ① Part1.A(3)	0.00	0.00
Part1.B(3)	0.00	0.00
Part 1.(C)(1)(c)	0.00	0.00
Annual Report ① Part1.A(3)	0.00	0.00
Part1.B(3)	0.00	0.00
Part 1.(C)(1)(c)	0.00	0.00
Recal Report ① Part1.A(3)	0.00	0.00
Part1.B(3)	0.00	0.00
Part 1.(C)(1)(c)	0.00	0.00

Part IV – Actual/Positive Composite

No changes.

Part VII – AAA (Noncredit) Composite

No changes.



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Part IX – Other FTES

No changes.

CDCP NC FTES

No changes.

Center FTES

No changes.

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Changes will be announced soon.

Changes to College/District Parts for Non-transition District

Districts that did not transitioned to the new methods will see minor changes to the College Parts.

Part 1

No changes

Supplemental

No changes

Part II – Weekly

No changes

Part III – Daily

No changes

Part IV – Actual/Positive



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No changes

Part V – AAA (Weekly)

No changes

Part VI – AAA (Daily)

No changes

Part VII – AAA (Noncredit)

No changes

Part VIII – FTES Annualizers

The Annualizer table for First Period report and Second Period report include a section for the Standardized Part, but it is not visible for districts who have not transitioned. The numbering of the table is missing “B” because it is reserved for the Standardized Part.

F Factor

The F Factor table has been updated to include the Standardized Census Procedure Courses, but it will not be visible for districts who have not transitioned. The numbering of the table is missing “A2” because it is reserved for the Standardized Census Procedure Courses.

Please note that the F Factor does not apply to Standardized Census Procedure Courses.

District Forms – Non-transition Districts

No changes are expected to the District Forms for non-transitioned districts. Below is the list of District forms for these districts:

- Part I – FTES Composite
- Supplemental Information - Composite
- Part II – Weekly Composite
- Part III – Daily Composite



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- Part IV – Actual/Positive Composite
- Part V – AAA (Weekly) Composite
- Part VI – AAA (Daily) Composite
- Part VII – AAA (Noncredit) Composite
- Part IX – Other FTES
- CDCP NC FTES
- Center FTES
- CCFS-317

GENERAL INFORMATION:

- 3) Select the “Colleges” tab and select college to enter contact hour and FTES information. After doing this you will be taken to a page that will allow you to select one of the various parts of the CCFS-320 Report.
- 4) For individual Parts of the CCFS-320 Report, entering contact hour information will compute FTES for review purposes, but will NOT save the results upon leaving the page (resulting FTES for that section will be displayed at the bottom of the page). You must click on “SAVE” to save the entered contact hour and FTES data.
- 5) Cell movement must be done by tabbing from cell to cell or by clicking on an individual cell. The ‘Enter’ key on your keyboard does not produce any activity.
- 6) For the First (P1) and Second (P2) Period Reports, please be sure to add/update the corresponding Annualizers in Part VIII as appropriate. As noted above, you must click on “SAVE” to save entered data. College Term Length Multipliers are pre-entered by the Chancellor’s Office and can only be modified by the Chancellor’s Office - Fiscal Services Unit CCFS-320 Administrator.
- 7) Within the “College Forms” tab, Basic Skills and In-Service Training Courses FTES are entered in the Part labeled as “Supplemental.” As is the case with other supplemental information, FTES data (Center FTES, Special Admit FTES, Apprenticeship FTES, and Career Development and College Preparation (CDCP) Noncredit FTES), FTES from such courses will also be included in the “D. Total FTES” row of Part I and contact hours will be included in the corresponding Parts of the College CCFS-320 Reports. For example, in addition to displaying In-service FTES in the “SUPPLEMENTAL INFORMATION” section of Part I, contact hours of all students in police, fire science, corrections, and other criminal justice system occupations, in-service training courses are to be included in data reported in the total FTES (parts II, III, or IV depending on the attendance accounting procedure used). Title 5 section 58051(g) allows in-service training courses to be assigned to any attendance accounting procedure for which they meet



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the requirements (for example if an in-service training course is assigned to the weekly census procedure, the course must meet all applicable requirements to use this procedure). Additionally, hours must be tracked as required by law and/or the state or public agency regardless of the attendance accounting procedure used.

- 8) As applicable, District-level Composite Reports for reporting Inmate Education FTES, AB 540 Student Headcount data, Special Admit P.E. Credit FTES, Center FTES, Apprenticeship FTES and Career Development and College Preparation (CDCP) Noncredit FTES are accessible via the “District Forms” tab and must be entered by the “District Administrator” responsible for certifying and submitting the online CCFS-320 Report. Under district forms, click on “Part IX” to report Inmate Education FTES, AB 540 Student Headcount data, Apprenticeship FTES and Special Admit P.E. Credit FTES. Click on “Center FTES” or “CDCP NC FTES” to enter data for these separate FTES categories. “College Users” will not have access to these district level tabs since they collect district-level data only.

Inmate Education FTES, AB 540 Student headcount data, Apprenticeship FTES and Special Admit FTES is reported at each reporting period (First, Second, Annual, and Recal). These figures should represent the total for the year (at P1 and P2, these will be estimated annual figures) as these fields are not annualized. For Apprenticeship, Inmate Education, and Special Admit FTES, districts must enter the credit and noncredit FTES separately; these two values will be combined in the system to calculate the total FTES in each category. The data entered in these fields is used in the Student Centered Funding Formula calculation to determine apportionment.

Apprenticeship FTES should only include apprenticeship attendance reported on the CCFS-320 report (not hours reported for RSI in NOVA). The [Student Attendance Accounting Manual](#) discusses apprenticeship hours and options for reporting on the CCFS-320 beginning on page 1-23.

Center FTES is currently only reported as part of the Annual and Recal CCFS-320 reporting periods.

CDCP Noncredit FTES is currently reported at each reporting period (First, Second, Annual, and Recal).

- 9) A Recal CCFS-320 Report, which is necessary when revisions to an Annual CCFS-320 Report are needed, must be accompanied by an *Annual Report Application for Adjustment* (CCFS-317). The CCFS-317 is to be completed within the online CCFS-320 reporting system and requires a separate CEO certification signature. The CCFS-317 is accessible via the “District Forms” tab and must be entered by the “District Administrator” responsible for certifying and submitting the online CCFS-320 Report. Please provide as much detail as possible in the appropriate section of the form as to the reason for the FTES adjustment or correction. In order to electronically certify the Recal CCFS-320 Report, the district will need to complete a CCFS-317 application for adjustment. For Districts that transition to the new Standardized



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Attendance Accounting methods at R1, it's fine to add a sentence to the form stating that the FTES values changed as a result of the district's transition to the new attendance accounting method.

- 10) The online CCFS-320 reporting system has a 30-minute browser timeout for inactivity on Google Chrome or Edge. To avoid losing unsaved data, please save frequently. Additionally, be sure to also log out in between key-entry sessions.

CHANGE PERIOD:

- 11) The "Change Period" tab allows view access to prior "certified" fiscal years and reporting periods. To change the fiscal year and/or period, select the desired reporting period and click the "Set Period" button. The setting will remain active for the length of the session and will reset to the default reporting period at the next login. Access to revise/update prior certified reporting periods is at the discretion of the State Chancellor's Office - Fiscal Standards and Accountability Unit CCFS-320 Administrator.

ACCOUNTS AND SIGN-IN:

- 12) Users with District Administrator level access will have key-entry access to both college and district level data. Users with College Administrator level access will have key-entry access to college data for their specific college only. Users with the College View or District View role have read-only access and cannot change data or certify reports. Below is a quick overview.

All users will log in to the application using their Microsoft 365 accounts. To request access for yourself or a colleague, please reach out to ccfs320admin@cccco.edu. Once you have been added as an external user to the CCCC's organization, you will be sent an email invitation and after accepting the invite will be able to log into the system. Please note that if a user has already been added as an external user to gain access to other CCCC applications they have access to the CCFS-320 immediately, without receiving a second email invitation

To maintain the highest security standards and protect your digital identity, the CCCC requires the use of Multi-Factor Authentication (MFA) for accessing our systems. If your institution already supports MFA, you may continue using your existing MFA method. If you do not have MFA set up, you will be prompted to configure it when attempting to log in to the system. Please note that the CCCC does not support SMS or email-based authentication. We strongly encourage the use of Authenticator Applications or Hardware MFA keys. For more information on setting up MFA, please visit Microsoft's support page: <https://support.microsoft.com/en-us/office/set-up-your-microsoft-365-sign-in-for-multi-factor-authentication-ace1d096-61e5-449b-a875-58eb3d74de14>.



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Feel free to reach out to the ccfs320admin@cccco.edu email if you have any troubles logging into the application.

PRINTING:

- 13) When all attendance data has been entered, proof copies of the CCFS-320 may be printed for review. However, please note that under most circumstances the reports **cannot** be directly printed to a physical printer (the printer icon displayed in the Reports section of the program will likely not work for most districts). Instead, you will have to create a “PDF” or “Excel” report to print. PDF and Excel reports are generated from within the program (click on either the “District Reports” tab for District Composite and College Reports or the “College Reports” tab for individual college reports only. Click “Continue” and then choose the Part(s) to be created and “Select the format” of the report to be created (PDF or Excel). After the selected reports are created, they can be printed to a physical printer and/or saved to the computer hard drive.

CERTIFICATION AND SUBMISSION OF REPORTS:

- 14) Each fiscal year, it is requested that each district prepare their First Period (P1) Reports by January 15; Second Period (P2) Reports by April 20; Annual Reports by July 15; and Recal (R1) Reports by November 1 (October 1 for Lottery Attendance Purposes). Recal reports submitted by October 1 will be included in the FTES workload report submitted to the State Controller’s Office in mid-October for the just completed fiscal year for lottery revenue allocation purposes. Recal reports submitted after October 1 will be included in the updated FTES workload report submitted to the State Controller’s Office in October of the following year.
- 15) District must verify that contact hours and other information are entered correctly.
- 16) Values entered can be modified or changed until attendance reports electronically “Certified.” Once the CCFS-320 has been certified, contact hours and FTES cannot be entered or changed. If changes are required, district staff must contact the Chancellor’s Office at ccfs320admin@cccco.edu to unlock the data (uncertified report).
- 17) Electronic “Certification” of CCFS-320 Reports can only be done at the district-level. The District Administrator can certify the CCFS-320 Report for the district and its colleges by clicking on the “Certification” tab and clicking “yes” to the “Certify the period?” prompt. Please note that you will be prevented from certifying if certain required data is missing from the CCFS-320 report, such as Basic Skills FTES (Supplemental Part) or district Contact information. In this instance, a certification error report will be generated that will display the specific required data that is needed for a successful certification.



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18) We are not requiring districts to submit a signed certification page to Fiscal Standards, as certification is completed through the CCFS-320. Please note that the CCFS-317 application for adjustment, which must be submitted with the Recal CCFS-320 Report, is required as part of the CCFS-320 report. The following reports may be used for each district's records.

a) **Single College District:**

- i) District CEO Certification Form
- ii) District/College Report (Part I) – State Residents Unfactored and Factored FTES
- iii) District/College Report (Part I) – State Nonresidents Unfactored and Factored FTES
- iv) Faculty Contact Hours – Adjustment to FTES (F-Factor Part—if applicable)
- v) District Inmate Education FTES Report/AB 540 Student Headcount Report/Special Admit. FTES Report/Apprenticeship FTES Report (Part IX) (reported at the First, Second, Annual, and Recal reporting periods)
- vi) District CCFS-320 Report for CDCP Noncredit FTES, if applicable (reported at the First, Second, Annual, and Recal reporting periods) See next section for additional information.
- vii) District CCFS-320 Report for Center FTES, if applicable (reported at the Annual, and Recal reporting periods) See next section for additional information.
- viii) District CCFS-317 (*Annual Report Application for Adjustment*) – Completed within the online CCFS-320 Reporting Program at Recal reporting period only and must accompany the Recal CCFS-320 Report.

b) **Multi-College District:**

- i) District CEO Certification Form
- ii) District Composite Report (Part I) – State Residents Unfactored and Factored FTES
- iii) District Composite Report (Part I) – State Nonresidents Unfactored and Factored FTES
- iv) College Report (Part I) – State Residents Unfactored and Factored FTES



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- v) College Report (Part I) – State Nonresidents Unfactored and Factored FTES
- vi) Faculty Contact Hours – Adjustment to FTES (F-Factor Parts for each college in district—if applicable)
- vii) District Inmate Education FTES Report/AB 540 Student Headcount Report/Special Admit P.E. FTES Report/Apprenticeship FTES (Part IX) (reported at the First, Second, Annual, and Recal reporting periods)
- viii) District CCFS-320 Report for CDCP Noncredit FTES, if applicable (reported at the First, Second, Annual, and Recal reporting periods). See next section for additional information.
- ix) District CCFS-320 Report for Center FTES, if applicable (reported at the Annual, and Recal reporting periods). See next section for additional information.
- x) District CCFS-317 (*Annual Report Application for Adjustment*) – Completed within the online CCFS-320 Reporting Program at Recal reporting period only and must accompany the Recal CCFS-320 Report.

Glossary:

Annualizer: An FTES annualizer is a factor by which a partial-year total is multiplied to estimate the corresponding total for the full fiscal year. The FTES annualizer is a function of the length of the academic year and the proportion of that year completed during each reporting period in terms of scheduled faculty contact hours of instruction and examination. Only applicable at P1 and P2, but not to FTES produced over the summer.

Annual Report (Annual): Reporting period within the CCFS-320 application. Encompasses the entire fiscal year from July 1 through June 30, with submissions due by July 15. This report reflects actual attendance figures and informs the recalculation of apportionments in the subsequent fiscal year.

CCFS-317: Corrections made to Annual during R1 must be submitted with CCFS-317. Districts are expected to explain the reasons for the corrections using this form.

College Administrator: User level within the CCFS-320. This user level may view data, enter and save college level data only.

College View: User level within the CCFS-320. This user level may view college data but not save or certify



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data.

District Administrator: User level within the CCFS-320. This user level may enter, save data, view users who have access at any level, and certify.

District View: User level within the CCFS-320. This user level may only view data and not save data or certify.

First Period (P1): Reporting period within the CCFS-320 application. Covers July 1 through December 31, with reports due by January 15. This period provides the Chancellor's Office with an initial estimate of system-wide enrollment, aiding in preliminary funding considerations.

Full-Time Equivalent Student (FTES): California community college apportionment is primarily driven by the Full-Time Equivalent Student (FTES) workload measure. One FTES is equivalent to 525 hours of student instruction (15 Class hours per week x traditional 35-week academic year = 525). One FTES can be generated by a single full-time student enrolled in 15 units or multiple part-time students.

F-Factor: The F-factor is a multiplier used in the CCFS-320 to adjust the units of FTES so that districts do not lose FTES as a result of faculty participating in flexible calendar activities.

Recalculation (Recal) Report (R1): Reporting period within the CCFS-320 application. Spans July 1 through June 30, with reports due November 1 following the end of the fiscal year. This report is optional and allows community college districts to submit final amendments to their attendance data as reported in the annual CCFS-320 report.

Second Period (P2): Reporting period within the CCFS-320 application. Spans July 1 through April 15, with reports due by April 20. Although still an estimate, P2 data is instrumental in forming the basis for initial funding allocations.

Transition Administrator: User level within the CCFS-320 and is only tasked with determining whether the district is transitioning to the new Standardized Attendance Accounting method. This user level may not view or certify data.

Transition Periods: Districts have the option to transition to the new Standardized Attendance at 2024-25 P2, 2024-25 R1, 2025-26 P1 or 2025-26 R1; however, all districts are required to transition by 2026-27 P1.

CONTACTS:



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Any issues or questions regarding the Online CCFS-320 Reporting System should be forwarded to ccfs320admin@cccco.edu.