

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Santa Barbara

**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: Lori Gaskin, Ph.D.

Signature: \_\_\_\_\_

Signature Date: \_\_\_\_\_

Electronic Certification Date: Thursday, November 13, 2014

District Contact Person: Robert Else

Title: Senior Director, Institutional Research

Phone: (805) 897-3522

EMail: else@sbcc.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: Santa Barbara

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

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

**Summer Intersession (Summer 2013 Only)**

1. Noncredit (Parts IV.A.1 + VII.A.3)	106.97	106.97
2. Credit (Parts III.A.1 + VI.A.1)	477.69	477.69

**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)	2.96	2.96

**Primary Terms (Exclusive of Summer Intersession)****1. Census Procedure Courses**

(a) Weekly Census Contact Hours (Part II)	8,751.50	8,751.50
(b) Daily Census Contact Hours (Part III)	363.04	363.04

**2. Actual Hours of Attendance Procedure Courses**

(a) Noncredit (Part IV.C)	736.57	736.57
(b) Credit (Part IV.D)	1,036.76	1,036.76

**3. Alternative Attendance Accounting Procedure Courses**

(a) Weekly Census Procedure Courses (Part V)(Credit)	1,963.16	1,963.16
(b) Daily Census Procedure Courses (Part V)(Credit)	139.59	139.59
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

**Total FTES**

Total Credit FTES	12,734.70	12,734.70
Total Noncredit FTES	843.54	843.54
Total FTES	13,578.24	13,578.24

<b>Supplemental Information</b>	<b>FTES</b>
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	569.67
Basic Skills Courses and Immigrant Education (Credit)	1,059.16

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Santa Barbara

**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)	45.92	45.92

**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)	0.00	0.00

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

## 1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	2,074.21	2,074.21
(b) Daily Census Contact Hours (Part III)	21.79	21.79

## 2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	0.00	0.00
(b) Credit (Part IV.D)	102.69	102.69

## 3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	211.73	211.73
(b) Daily Census Procedure Courses (Part V)(Credit)	20.85	20.85
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

**Total FTES**

Total Credit FTES	2,477.19	2,477.19
Total Noncredit FTES	0.00	0.00
Total FTES	2,477.19	2,477.19

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

College: Santa Barbara City College

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

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

**Summer Intersession (Summer 2013 Only)**

1. Noncredit (Parts IV.A.1 + VII.A.3)	106.97	106.97
2. Credit (Parts III.A.1 + VI.A.1)	477.69	477.69

**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)	2.96	2.96

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

## 1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	8,751.50	8,751.50
(b) Daily Census Contact Hours (Part III)	363.04	363.04

## 2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	736.57	736.57
(b) Credit (Part IV.D)	1,036.76	1,036.76

## 3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	1,963.16	1,963.16
(b) Daily Census Procedure Courses (Part V)(Credit)	139.59	139.59
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

**Total FTES**

Total Credit FTES	12,734.70	12,734.70
Total Noncredit FTES	843.54	843.54
Total FTES	13,578.24	13,578.24

<b>Supplemental Information</b>	<b>FTES</b>
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	569.67
Basic Skills Courses and Immigrant Education (Credit)	1,059.16

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

College: Santa Barbara City College

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

<b>Nonresidents</b>	
<b>Attendance FTES</b>	<b>Factored FTES</b>

**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)	45.92	45.92

**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)	0.00	0.00

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

## 1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	2,074.21	2,074.21
(b) Daily Census Contact Hours (Part III)	21.79	21.79

## 2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	0.00	0.00
(b) Credit (Part IV.D)	102.69	102.69

## 3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	211.73	211.73
(b) Daily Census Procedure Courses (Part V)(Credit)	20.85	20.85
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

**Total FTES**

Total Credit FTES	2,477.19	2,477.19
Total Noncredit FTES	0.00	0.00
Total FTES	2,477.19	2,477.19

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

College: Santa Barbara City College

**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
---	---	--	----------

**A. Credit Courses**

1. Weekly Census Procedure Courses			
2. Daily Census Procedure Courses	0.00	11,916.80	1.0000
3. Positive Attendance Credit Courses	0.00	39,776.45	1.0000
4. Alternative Attendance Accounting Procedure a. Weekly Census Procedure Courses b. Daily Census Procedure Courses	0.00	3,138.00	1.0000

**B. Noncredit Courses**

1. Positive Attendance	0.00	0.00	1.0000
2. Noncredit Distance Education	0.00	0.00	1.0000

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Santa Barbara

**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	557
-----------	-----

**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)
612.56	4.97	4.97	0.81 %

\* 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.

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Santa Barbara

**CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES**

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000391831	514038	Introduction to Personal Computers	0.00	0
CCC000398305	514049	PowerPoint	2.68	9
CCC000415399	514051	MS PUBLISHER IN-A-DAY	0.00	0
CCC000521672	801.107	Adult Basic Education: Reading 2	0.00	0
CCC000521670	801.108	Adult Basic Education: Reading 3	0.00	0
CCC000521673	801.109	Adult Basic Education: Reading 4	0.00	0
CCC000521664	801.110	Adult Basic Education: Writing 1	0.00	0
CCC000521677	801.112	Adult Basic Education: Writing 3	0.00	0
CCC000521663	801.113	Adult Basic Education: Writing4	0.00	0
CCC000521676	801.114	Adult Basic Education: Math Foundations 1-Whole Number Arithmetic	0.00	0
CCC000521654	801.115	Adult Basic Education: Math Foundations 2-Fractions, Decimals, Perc	0.00	0
CCC000517235	801.134	Survey of US Government	2.23	8
CCC000517257	801001	Mathematics B (Fractions Decimals and Percents)	3.88	8
CCC000401818	801017	ESL Intermediate - High/Level 5	0.00	0
CCC000385973	801018	ESL Advanced - Low/Level 6	0.00	0
CCC000413894	801039	ESL Conversation - Let's Talk	0.00	0
CCC000414877	801059	ESL/Citizenship	0.00	0
CCC000546078	801059ESL	Preparation for U.S. Naturalization-ESL	0.00	0
CCC000388887	801061	ESL Bilingual Basic Reading and Writing	0.00	0
CCC000385057	801064	ESL: At Home with English	0.00	0
CCC000412758	801065	Conversation and Pronunciation	0.00	0
CCC000422420	801073	Writing for the ESL Student	0.00	0
CCC000517258	801081	Reading and Composition 1	4.87	8
CCC000517259	801082	Reading and Composition 2	2.56	8
CCC000517217	801083	Reading and Composition 3	0.13	6
CCC000517256	801084	Mathematics A (Whole Number Arithmetic)	1.40	8
CCC000517216	801086	Integrated Mathematics 2: Algebra	1.33	8
CCC000517253	801087	Integrated Mathematics 3: Geometry	1.14	8
CCC000517260	801088	Earth Science	0.57	6
CCC000517255	801089	Biology	0.03	3
CCC000517251	801090	Oceanography	0.06	3



**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Santa Barbara

**CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES**

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000517220	801091	Government	0.00	0
CCC000517219	801092	Economics	2.91	8
CCC000517218	801093	American History Part 1	1.31	8
CCC000517252	801094	American History Part 2	0.40	5
CCC000517254	801095	Health	2.95	8
CCC000518232	801096	ASE/GED Test Subject - Reading	4.00	12
CCC000518233	801097	ASE/GED Test Subject-Social Studies	1.57	10
CCC000518234	801098	ASE/GED Test Subject - Science	1.93	12
CCC000518235	801099	ASE/GED Test Subject-Writing	2.11	6
CCC000518236	801100	ASE/GED Test Subject - Mathematics	12.35	12
CCC000518237	801101	ASE/GED Test Subject-Bi-Lingual Bi-Literate Reading	3.72	9
CCC000518238	801102	ASE/GED Test Subject-Bi-Lingual Bi-Literate Social Studies	1.73	8
CCC000518239	801103	ASE/GED Test Subject-Bi-Lingual Bi-Literate Science	1.41	8
CCC000518240	801104GED	ASE/GED Test Subject-Bi-Lingual Bi-Literate Writing	2.14	4
CCC000518241	801105	ASE/GED Test Subject - Bi-Lingual Bi-Literate Mathematics	18.20	9
CCC000521656	801106	Adult Basic Education: Reading 1	0.00	0
CCC000521668	801111	Adult Basic Education: Writing 2	0.00	0
CCC000513636	801116	ESL Student Success	0.00	0
CCC000517249	801117	Learning Skills: Word Basics	0.18	4
CCC000517248	801118	Learning Skills: Excel	0.12	4
CCC000517247	801119	Learning Skills: Outlook	0.00	0
CCC000517246	801120	Learning Skills: Access	0.00	0
CCC000517250	801121	Learning Skills: PowerPoint	0.04	1
CCC000517245	801122	Learning Skills: Note Taking Strategies	0.01	1
CCC000517232	801123	Learning Skills: Time Management	0.00	0
CCC000517244	801124	Learning Skills: Learning Styles	0.00	0
CCC000517243	801125	Learning Skills: Test Taking Skills	0.00	0
CCC000517242	801126	Learning Skills: Writing Skills	0.00	0
CCC000517241	801127	Visual Arts and Media Techniques/Art Studio	0.00	0
CCC000517240	801128	Marine Biology	0.84	8

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Santa Barbara

**CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES**

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000530261	801129	Math C Pre-Algebra	1.93	8
CCC000517239	801130	Reading and Composition 2A	4.00	8
CCC000517238	801131	Reading and Composition 2B	0.26	4
CCC000517237	801132	Reading and Composition 3A	1.31	8
CCC000517236	801133	Reading and Composition 3B	0.13	1
CCC000517234	801135	Reading and Composition 1A	3.14	8
CCC000517233	801136	Reading and Composition 1B	0.32	5
CCC000517291	801137	World History: Early Civilizations	0.73	8
CCC000517231	801138	World History: Modern Regions	0.24	3
CCC000529666	801144	Visual Arts and Media Techniques/Art Studio 1	0.00	0
CCC000529667	801145	Visual Arts and Media Techniques/Art Studio 2	0.00	0
CCC000534072	801148ESL	ESL 1 – A Beginning Low	28.67	30
CCC000534858	801149ESL	ESL 1 – B Beginning Low	37.24	38
CCC000534859	801150ESL	ESL 1-C Beginning Low	26.34	29
CCC000534860	801151ESL	ESL 1-D Beginning Low	28.06	29
CCC000534865	801156ESL	ESL 3-A Intermediate Low	17.10	19
CCC000534866	801157ESL	ESL 3-B Intermediate Low	14.56	18
CCC000534867	801158ESL	ESL 3-C Intermediate Low	11.53	15
CCC000534868	801159ESL	ESL 3-D Intermediate Low	13.76	16
CCC000534869	801160ESL	ESL 4-A Intermediate High	13.72	13
CCC000534870	801161ESL	ESL 4-B Intermediate High	16.36	14
CCC000534871	801162ESL	ESL 4-C Intermediate High	13.47	15
CCC000534872	801163ESL	ESL 4-D Intermediate High	14.55	15
CCC000405927	901132	Green Gardener: Module 1	3.58	3
CCC000390372	901133	Green Gardener: Module 2	2.07	3
CCC000508823	901145	ServSafe Food Safety Prep. Cert. Mod A	4.50	12
CCC000508824	901146	ServSafe Food Safety Prep. Cert. Mod B	3.76	11
CCC000392572	903321	Searching the Web	0.63	3
CCC000404960	903343	Happiness is a Clean Disk	0.00	3
CCC000385870	903347	Computer Skills (Bilingual)	0.00	0
CCC000393611	903361COMP	Computer Keyboard and Mouse Basics	0.45	2

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Santa Barbara

**CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES**

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000398195	903369 COMP	Windows Basics	0.00	1
CCC000396116	903375	Basic Outlook	1.45	5
CCC000394453	903381	Excel in XP: Building Spreadsheets	3.91	9
CCC000390828	903384	Word	3.07	9
CCC000424003	903401	Email for Beginners	1.39	6
CCC000408652	903402	Learn to Type	0.62	3
CCC000402834	903411	Operating System Mac OS X	3.18	4
CCC000414395	903413	Tech Talk: What's New in Computers and Technology	1.38	2
CCC000410846	903416	Word Processing Basics	0.35	3
CCC000407604	903419	Spreadsheet Basics	1.90	4
CCC000419032	903430	Digital Cameras, Digital Photos	0.00	0
CCC000399488	903434	INTRODUCTION TO HANDHELD DEVICES	1.72	5
CCC000395966	909188	Introduction to the Macintosh	1.00	2
CCC000423526	909280	Making Sense Out of Upgrading & Repairing Your PC	0.00	0
CCC000391608	909299COMP	Introduction to Windows	0.99	4
CCC000387280	909307	Computers for Beginners	1.42	5
CCC000401217	912014	Strokes: Prevention Rehabilitation and Possibilities	0.00	0
CCC000410862	912170CNA	Restorative Nurse Aide Training - Advanced Skills	5.11	4
CCC000518242	912176	HCI IV: Multiple Settings	0.00	0
CCC000518243	912177	HCI V: Professional Development	0.00	0
CCC000517775	912178	PCA II Dementia & End of Life Care	1.82	2
CCC000518009	912179	Medical Assistant I: Administrative & Clinical Instruction	5.28	2
CCC000518244	912180	Medical Assistant II: Job Readiness & Field Work	0.73	1
CCC000410672	ASE 801005	Individualized Instruction: All Subjects	8.84	8
CCC000408876	ASE 801011	Basic Skills Development Reading Writing and Math	0.00	0
CCC000405324	ESL - 801014	ESL Beginning Low - Level 2	110.54	124
CCC000389844	ESL - 801015	ESL Beginning High - Level 3	0.00	0
CCC000421516	ESL - 801033	ESL Beginning Literacy - Level 1	0.00	0
CCC000410284	ESL - 801051	ESL Multilevel	15.19	10
CCC000390966	ESL - 801055	ESL Intermediate Low - Level 4	0.00	0

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Santa Barbara

**CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES**

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000419178	ESL - 801076	ESL Computer Class	0.00	0
CCC000387645	STV 912157	Personal Care Attendant Course	4.51	2
CCC000422944	STV 917172	Health Care Interpreter Training	0.00	0
<b>Total</b>			<b>515.61</b>	<b>776</b>

California Community Colleges

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Santa Barbara

**CENTERS FTES**

Center	Credit FTES	Noncredit FTES	Total FTES
Goleta Valley Center	358.73	659.95	1,018.68
Schott Continuing Ed. Center	659.95	183.71	843.66
<b>Total</b>	<b>1,018.68</b>	<b>843.66</b>	<b>1,862.34</b>

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Santa Barbara

**ANNUAL REPORT APPLICATION FOR ADJUSTMENT**

<b>PART I. ADJUSTMENTS</b>		
Type of Adjustment	Resident Credit FTES - Overstated	
Amount of Adjustment	716.00	
Adjustment Need Discovered By	District	
Audit Finding Reference Number	n/a	
Nature of Adjustment	The District has chosen not to shift 716.0 summer FTES, and enter stability instead.	

**2013-2014 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Santa Barbara

**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: Lori Gaskin, Ph.D.

Signature: \_\_\_\_\_

Signature Date: \_\_\_\_\_

Electronic Certification Date: Thursday, November 13, 2014

**District Contact Person:**

Name: Robert Else

Title: Senior Director, Institutional Research

Phone: 8058973522

EMail: [else@sbcc.edu](mailto:else@sbcc.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