

**CERTIFICATION**  
**2012-13 APPORTIONMENT ATTENDANCE**  
**Annual Period**

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.**

Redwoods CCD

Chief Executive Officer

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

*Kathryn S. Smith*

Typed Name: \_\_\_\_\_

Kathryn S. Smith

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

7-16-13

Electronic Certification Date: \_\_\_\_\_

Tuesday, July 16, 2013

**For Supplemental Information, contact**

Carla Spalding

**Name:**

Controller

**Title:**

**Phone Number:** (707) 476-4194

**Phone Extension:** \_\_\_\_\_

**E-Mail:** carla-spalding@redwoods.edu

**Please return completed form to:**

Chancellor's Office

California Community Colleges

Fiscal Services Unit

1102 Q Street, 4th Floor

Sacramento, CA 95811

**California Community Colleges**  
**2012-13 APPORTIONMENT ATTENDANCE REPORT**  
**COMPOSITE - State Residents**

**Annual Period**

**Date Due in Chancellor's Office: July 15, 2013**

**Redwoods CCD**

<b>Part I. Full-Time Equivalent Student</b>	Attendance FTES* of State Residents (and Nonresidents Attending Noncredit Courses)	Factored FTES
<b>A. Summer Intersession (Summer 2012 Only)</b>		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.1. + IV.A.1. + VI.A.1.)	164.11	164.11
<b>B. Summer Intersession (Summer 2013 - Prior to July 1, 2013)</b>		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	17.12	17.12
<b>C. Primary Terms (Exclusive of Summer Intersession)</b>		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	3, 222.90	3, 222.90
(b) Daily Census Contact Hours (Part III)	205.32	210.02
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	0.38	0.39
(b) Credit (Part IV.D.)	224.95	230.10
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	298.62	298.62
(b) Daily Census Procedure Courses (Part VI.)(Credit)	21.26	21.75
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
<b>D. Total FTES</b>	<b>4, 154.66</b>	<b>4, 165.01</b>

<b>SUPPLEMENTAL INFORMATION ***</b>	
In-service Training Courses (FTES)	3.41
Basic Skills Courses and Immigrant Education ** (FTES)	
1. Non-Credit	0.00
2. Credit	365.45

California Community Colleges  
**2012-13 APPORTIONMENT ATTENDANCE REPORT**  
 COMPOSITE - Non-Residents

Annual Period

Date Due in Chancellor's Office: July 15, 2013

Redwoods CCD

Part I. Full-Time Equivalent Student	Attendance FTES* of Non-Residents	Factored FTES
A. Summer Intersession (Summer 2012 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.2. + IV.A.2. + VI.A.2.)	5.32	5.32
B. Summer Intersession (Summer 2013 - Prior to July 1, 2013)		
1. Noncredit (Parts IV.B.1 + VII.B.3.)	0.00	0.00
2. Credit (Parts III.B.1. + IV.B.2. + VI.B.1.)	0.51	0.51
C. Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II.)	115.88	115.88
(b) Daily Census Contact Hours (Part III)	13.55	13.86
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C.)	0.00	0.00
(b) Credit (Part IV.D.)	29.23	29.90
3. Alternative Attendance Accounting Procedure		
(a) Weekly Census Procedure Courses (Part V.)(Credit)	5.34	5.34
(b) Daily Census Procedure Courses (Part V.)(Credit)	1.03	1.05
(c) Non-credit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
D. Total FTES	170.86	171.86

**Part IX - AB 540 HEADCOUNT AND SPECIAL ADMIT FTES**

Fiscal Year: 2012-13

Period: Annual

Redwoods CCD

**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 non-resident 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**

135

**Special Admit (Full-Time and Part-Time P.E. Credit FTES Report**

In the spaces provided below, please provide the requested districtwide Fiscal Year FTES information of special "admit" part-time and full-time students eligible to attend the Colleges of the District pursuant to Education Code Section 4880 or 4880.5. Please refer to Legal Advisory 05-01 and the Contracted District Audit Manual for the Fiscal Year, State Compliance Item No. 427.

Total FTES of Special Part-Time and Full-Time Students Col. 1	Total FTES of Special Part-Time and Full-Time Students in P.E. Courses Col. 2	Total Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses Col. 3	Percent of Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses (Col. 3/Col. 1)
119.61	0.41	0.41	0.34%

\* 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.

**Redwoods CCD - Centers FTES****2012-13 Fiscal Year - Annual Period**

	Credit FTES	Noncredit FTES	Total FTES
Del Norte Center	637.91	0.00	637.91
Mendocino Coast Center	317.00	162.87	479.87
<b>TOTAL:</b>	<b>954.91</b>	<b>162.87</b>	<b>1,117.78</b>

No CDCP Noncredit Courses

California Community Colleges  
**2012-13 APPORTIONMENT ATTENDANCE REPORT**  
 State Residents

Annual Period

Date Due in Chancellor's Office: July 15, 2013

Redwoods CCD  
 College of the Redwoods

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D. Total FTES	4, 154.66	4, 165.01

SUPPLEMENTAL INFORMATION ***	
In-service Training Courses (FTES)	3.41
Basic Skills Courses and Immigrant Education ** (FTES)	
1. Non-Credit	0.00
2. Credit	365.45

**California Community Colleges**  
**2012-13 APPORTIONMENT ATTENDANCE REPORT**  
**Non-Residents**

Annual Period

Date Due in Chancellor's Office: July 15, 2013

**Redwoods CCD**  
**College of the Redwoods**

<b>Part I. Full-Time Equivalent Student</b>	Attendance FTES* of Non-Residents	Factored FTES
<b>A. Summer Intersession (Summer 2012 Only)</b>		
1. Noncredit (Parts IV.A.1 + VII.A.3.)	0.00	0.00
2. Credit (Parts III.A.1. + IV.A.1. + VI.A.1.)	5.32	5.32
<b>B. Summer Intersession (Summer 2013 - Prior to July 1, 2013)</b>		
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(b) Daily Census Procedure Courses (Part VI.)(Credit)	1.03	1.05
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C.)	0.00	0.00
<b>D. Total FTES</b>	<b>170.86</b>	<b>171.86</b>



**California Community Colleges**  
**2012-13 Faculty Contact Hours**  
**Adjustment to Full-Time Equivalent Students (FTES)**

Date Due in Chancellor's Office:

<b>Annual Period</b>
<b>July 15, 2013</b>

**Redwoods CCD**

**College of the Redwoods**

**FACULTY CONTACT HOURS**

References: Education code Section 84890; Title 5 Sections 55700ff and 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
<b>A. Credit Courses</b>			
1. Weekly Census Procedure Courses	147.77	6,465.06	<b>1.0229</b>
2. Daily Census Procedure Courses			
3. Positive Attendance Credit Courses	70.47	3,083.05	<b>1.0229</b>
<b>4. Alternative Attendance Accounting Procedure</b>			
a. Weekly Census Procedure Courses			
b. Daily Census Procedure Courses	48.56	2,124.69	<b>1.0229</b>
<b>B. Noncredit Courses</b>			
1. Positive Attendance	0.20	8.75	<b>1.0229</b>
2. Noncredit Distance Education	0.00	0.00	<b>1.0000</b>