

# MANUAL OF PROCEDURES

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**PROCEDURE NUMBER:** 4064 **PAGE** 1 of 2  
**PROCEDURE TITLE:** Attendance Records/Reporting of Last Date of Attendance  
**STATUTORY REFERENCE:** Florida Statutes 1002.22 and 1004.65  
**BASED ON POLICY:** IV-20 Student Evaluation Records  
**EFFECTIVE DATE:** May 8, 2007  
**LAST REVISION DATE:**  
**LAST REVIEW DATE:**

## I. PURPOSE

To establish a procedure to maintain student attendance records and report last date of attendance data.

## II. PROCEDURE

### Attendance Records

Faculty must maintain a daily record of student attendance in class, lab or clinic. This requirement does not imply that attendance must be a factor in the determination of grades. The consideration of absences as they relate to the student's final grade is the responsibility of the faculty member and the department.

Faculty should monitor class rolls throughout the semester for accuracy. Class rolls may be accessed through Odyssey or on the Web. Students must be registered and paid in order to attend class.

### Purge Process

Faculty must purge students who have never attended or who have stopped attending. The Registrars Office determines and publishes the dates when the purge process is available and due dates for each term. There are two official periods of purge rolls due during a semester; however, students can be purged any time up to the date of the last purge roll.

Faculty are to follow the Operational Instructions for Assigning Last-Date-of-Attendance (LDA) for Students Who Have Not Shown Up for Class on the First Day of Attendance or Have Discontinued Attending.

### Reporting Last Date of Attendance


Faculty must purge a student who has stopped attending within two weeks of the last class the student attended.

Faculty must input the last date of attendance for all students receiving “F”, “U” or “I” grades. “F”, “U”, or “I” grades are not to be used for students who have never attended the class session (see Purge, above). After entering grades, faculty will print the grade roll for each class, attach verification of last date of attendance for each student who received a grade of “F”, “U” or “I” and submit this documentation to the department chair. Department chairs collect copy of the final grade roll and supporting documentation of the last day of attendance from full-time and adjunct faculty.

### Records

Faculty must provide the department chair with the back-up documentation supporting the grade records of the last date of attendance. Department chairs collect the last day of attendance documentation from full-time and adjunct faculty at the end of each term. Documentation is stored in a centralized location in the department. College policy requires that student evaluation records be maintained for three (3) calendar years.

Grade books, attendance data, test data, and other materials used to assign grades are the property of the College and must be accessible upon request. Adjunct faculty must transfer these records to the department chair or designee upon completion of each course. These records may be used if a student contests the last date of attendance reported or their grade.

	May 8, 2007
PRESIDENT	DATE