

**2021-2022 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Rio Hondo

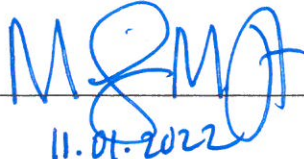
**CERTIFICATION**

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: Dr. Marilyn Flores, Superintendent/President**

Signature:  \_\_\_\_\_  
Signature Date: 11.01.2022

Electronic Certification Date: Tuesday, November 01, 2022

**District Contact Person: Steven Kibui**

Title: VP of Finance and Business

Phone: (562) 463-7088

E-Mail: skibui@riohondo.edu

**Please submit the report electronically to: [ccfs320admin@cccco.edu](mailto:ccfs320admin@cccco.edu)**

**2021-2022 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Rio Hondo

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

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

**Summer Intersession (Summer 2021 Only)**

1. Noncredit (Parts IV.A.1 + VII.A.3)	24.98	24.98
2. Credit (Parts III.A.1 + VI.A.1)	1,245.47	1,245.47

**Summer Intersession Courses (Summer 2022 Prior to July 1, 2022)**

1. Noncredit (Parts IV.B.1 + VII.B.3)	0.98	0.98
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	915.65	915.65

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

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	4,724.57	4,724.57
(b) Daily Census Contact Hours (Part III)	540.13	564.44

2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	119.07	120.86
(b) Credit (Part IV.D)	1,266.81	1,285.81

3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	1,659.87	1,659.87
(b) Daily Census Procedure Courses (Part V)(Credit)	883.64	923.40
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

**Total FTES**

Total Credit FTES	11,236.14	11,319.21
Total Noncredit FTES	145.03	146.82
Total FTES	11,381.17	11,466.03

<b>Supplemental Information</b>	<b>FTES</b>
Inservice Training Courses	196.84
Basic Skills Courses and Immigrant Education (Noncredit)	37.24
Basic Skills Courses and Immigrant Education (Credit)	40.45

**2021-2022 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

District: Rio Hondo

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

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

**Summer Intersession (Summer 2021 Only)**

1. Noncredit (Parts IV.A.1 + VII.A.3)	0.00	0.00
2. Credit (Parts III.A.1 + VI.A.1)	23.83	23.83

**Summer Intersession Courses (Summer 2022 Prior to July 1, 2022)**

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)	29.53	29.53

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

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	89.46	89.46
(b) Daily Census Contact Hours (Part III)	11.80	12.33

2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	0.00	0.00
(b) Credit (Part IV.D)	66.63	67.63

3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	37.73	37.73
(b) Daily Census Procedure Courses (Part V)(Credit)	22.33	23.33
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

**Total FTES**

Total Credit FTES	281.31	283.84
Total Noncredit FTES	0.00	0.00
<b>Total FTES</b>	<b>281.31</b>	<b>283.84</b>

**2021-2022 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

College: Rio Hondo College

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

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Total Noncredit FTES	145.03	146.82
<b>Total FTES</b>	<b>11,381.17</b>	<b>11,466.03</b>

<b>Supplemental Information</b>	<b>FTES</b>
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**2021-2022 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

College: Rio Hondo College

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

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

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

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(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

**Total FTES**

Total Credit FTES	281.31	283.84
Total Noncredit FTES	0.00	0.00
<b>Total FTES</b>	<b>281.31</b>	<b>283.84</b>

**2021-2022 APPORTIONMENT ATTENDANCE REPORT**

Period: Recal

College: Rio Hondo 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
<b>A. Credit Courses</b>			
1. Weekly Census Procedure Courses			
2. Daily Census Procedure Courses	843.66	18,748.00	1.0450
3. Positive Attendance Credit Courses	1,650.34	110,022.61	1.0150
4. Alternative Attendance Accounting Procedure			
a. Weekly Census Procedure Courses			
b. Daily Census Procedure Courses	769.80	17,106.60	1.0450
<b>B. Noncredit Courses</b>			
1. Positive Attendance	311.97	20,797.83	1.0150
2. Noncredit Distance Education	0.00	0.00	1.0000

**2021-2022 APPORTIONMENT ATTENDANCE REPORT**

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**PART IX. AB 540 Headcount, Special Admit FTES, Inmate FTES, and Apprenticeship 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	484
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**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 48800 or 48800.5. Please refer to Legal Advisory 05-01 and the Contracted District Audit Manual for the Fiscal Year, State Compliance Item No. 427.

Credit FTES of Special Part-time and Full-time Students (Column 1)	Noncredit FTES of Special Part-time and Full-time Students (Column 2)	Total FTES of Special Part-Time and Full-Time Students (Column 3)	Total FTES of Special Part-Time and Full-Time Students in P.E. Courses (Column 4)	Total Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses (Column 5)	Percent of Reported* FTES of Special Part-Time and Full-Time Students in P.E. Courses (Column 5/Column 3)
456.65	0.00	456.65	0.00	0.00	0.00 %

**Inmates in Correctional Facilities FTES**

In the spaces provided below, please provide the requested districtwide Fiscal Year FTES information of incarcerated students eligible to attend the Colleges of the District pursuant to Education Code Section 84810.5(a).

Credit FTES of Incarcerated Students (Column 1)	Noncredit FTES of Incarcerated Students (Column 2)	Total FTES of Incarcerated Students (Column 3)
0.00	0.00	0.00

**Apprenticeship FTES**

In the spaces provided below, please provide the total FTES generated by apprenticeship students enrolled in community college apprenticeship courses pursuant to Education Code section 79149.1.

Credit FTES of apprentices enrolled in apprenticeship courses (Column 1)	Noncredit FTES of apprentices enrolled in apprenticeship courses (Column 2)	Total FTES of apprentices enrolled in apprenticeship courses (Column 3)
0.00	0.00	0.00

\* 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.

California Community Colleges

2021-2022 APPORTIONMENT ATTENDANCE REPORT

Period: Recal

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CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000413531	CIT101	Introduction to Computer Information Technology	0.00	0
CCC000592853	CIT127	Python Programming I	0.00	0
CCC000591525	CIT170	Server +	0.00	0
CCC000591520	CIT171	Network +	0.00	0
CCC000591188	CIT180	PC Maintenance - A+ Certification	0.00	0
CCC000546631	CIT180	PC Maintenance - A+ Certification	0.00	0
CCC000591521	CIT192	Security +	0.00	0
CCC000592856	CIT221	Ethical Hacking	0.00	0
CCC000452843	CIV142	Introduction to Land Surveying and GPS	0.00	0
CCC000407103	ENGT150	AutoCAD for Basic CADD Applications	0.00	0
CCC000405687	ENGT170	MicroStation for Basic CADD Applications	0.00	0
CCC000415647	GIS120	Introduction to Geographic Information Systems & Spatial Analysis	0.00	0
CCC000588934	GIS130	Field Data Applications for GIS	0.00	0
CCC000533643	GIS220	GIS Applications	0.00	0
CCC000533644	GIS221	Cartography Design and Geographic Information Systems	0.00	0
CCC000406685	GIS230	GIS Environmental Tech	0.00	0
CCC000403702	GIS280	Geospatial Programming and Web Services	0.00	0
CCC000524985	GIS281	Crime Mapping & Analysis	0.00	0
CCC000600204	GIS290	Cooperative Work Experience/Internship for GIS Related Fields	0.00	0
CCC000607243	NAJ001	Public Safety Careers Exploration	0.00	0
CCC000607244	NAJ002	Public Safety Officer Employment Readiness: Oral Interview and Perso	0.00	0
CCC000607245	NAJ003	Public Safety Officer Lifetime Wellness and Stress Management I	0.00	0
CCC000607246	NAJ004	Introduction to Laws of Arrest/Search and Seizure	0.00	0
CCC000607247	NAJ005	Fundamentals of Report Writing	0.00	0
CCC000607248	NAJ006	Public Safety Officer Lifetime Wellness and Stress Management II	0.00	0
CCC000607249	NAJ007	PELLET B: Exam Preparation	0.00	0



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**CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES**

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000574122	NBAS014	Review of Integrated Math I Part A	0.00	0
CCC000576028	NBAS015	Review of Integrated Math I Part B	0.00	0
CCC000574279	NBAS016	Review of Integrated Math II Part A	0.00	0
CCC000574278	NBAS017	Review of Integrated Math II Part B	0.00	0
CCC000574277	NBAS018	Review of Integrated Math III Part A	0.00	0
CCC000574276	NBAS019	Review of Integrated Math III Part B	0.00	0
CCC000580368	NBAS020	Review of Algebra I part A	0.42	2
CCC000574320	NBAS021	Review of Algebra I Part B	0.37	1
CCC000574319	NBAS022	Review of Geometry Part A	0.29	1
CCC000574318	NBAS023	Review of Geometry Part B	0.00	0
CCC000574317	NBAS024	Review of Algebra II Part A	0.00	0
CCC000574316	NBAS025	Review of Algebra II Part B	0.00	0
CCC000627913	NBAS030	Biology: Living Earth Systems I	0.00	0
CCC000627914	NBAS031	Biology Living Earth Systems II	0.00	0
CCC000628883	NBAS032	Chemistry I	0.00	0
CCC000628884	NBAS033	Chemistry II	0.00	0
CCC000628016	NBAS040	World History I: 1750-1918	0.00	0
CCC000628017	NBAS041	World History II: 1918-Present	0.00	0
CCC000628018	NBAS042	U.S. History I: Origins of the American Republic - 1945	0.00	0
CCC000628019	NBAS043	U.S. History II: 1945-Present	0.00	0
CCC000628020	NBAS044	American Government	0.00	0
CCC000628885	NBAS045	Principles of Economics	0.00	0
CCC000629229	NBAS050	English 1A	0.00	0
CCC000628886	NBAS051	English 1B	0.00	0
CCC000628887	NBAS052	English 2A	0.00	0
CCC000628888	NBAS053	English 2B	0.00	0
CCC000628889	NBAS054	English 3A	0.00	0
CCC000629230	NBAS055	English 3B	0.00	0
CCC000618198	NBIZ001	Introduction to Computers	1.52	7
CCC000618199	NBIZ002	Keyboarding and Word Processing	1.11	8
CCC000620420	NBIZ003	Microsoft Word Essentials	1.00	3

**2021-2022 APPORTIONMENT ATTENDANCE REPORT**

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**CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES**

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000620421	NBIZ004	Microsoft Excel Essentials	1.43	4
CCC000620798	NBIZ005	Microsoft Outlook and Powerpoint	0.25	2
CCC000620799	NBIZ006	Microsoft Access Essentials	0.07	1
CCC000624068	NBIZ020	Workforce Preparation: 21st Century Skills	0.00	0
CCC000600464	NBIZ038	Real Estate Practice	2.97	5
CCC000600465	NBIZ039	Real Estate Finance	4.64	4
CCC000600336	NBIZ040	Real Estate Principles	10.75	7
CCC000600560	NBIZ041	Real Estate Appraisal	8.06	5
CCC000624069	NBIZ050	California Property Taxation and Assessment	0.00	0
CCC000632221	NBSS060	Social Services Career Exploration	0.00	0
CCC000437804	NCBAS013	NCBAS 013: INTRODUCTION TO MICROSOFT OFFICE	0.00	0
CCC000508309	NCESL 036	Family Literacy	0.00	0
CCC000394260	NCVOC013	CEMENT MASONS APPRENTICESHIP - GENERAL	0.00	0
CCC000416809	NCVOC014	NCVOC 014: COLLEGE COMMUNITY ORCHESTRA	0.00	0
CCC000396196	NCVOC015	PRACTICAL EXPERIENCE IN FIRE SUPPRESSION	0.00	0
CCC000418771	NCVOC016	EDUCATIONAL AIDE PRACTICUM	0.00	0
CCC000418105	NCVOC026	NCVOC 026: SECURITY FOR YOUR HOME COMPUTER	0.00	0
CCC000592670	NESL001	ESL Beginning I	8.64	20
CCC000592671	NESL015	ESL Beginning II	3.65	21
CCC000592672	NESL016	ESL Intermediate I	5.40	23
CCC000592673	NESL017	ESL Intermediate II	2.84	12
CCC000592674	NESL018	ESL Advanced I	7.45	10
CCC000592675	NESL019	ESL Advanced II: College Preparation	5.24	6
CCC000418408	NESL035	ESL Multi-Level	0.00	0
CCC000560441	NESL035	ESL Multi-Level II	0.00	0
CCC000619505	NHSN032	American Heart Association CPR BLS	0.14	2
CCC000619506	NHSN040	Healthcare Careers Exploration	0.18	1
CCC000617327	NHSN042	Medical Office Procedure and Customer Service	0.64	2
CCC000617328	NHSN043	Medical Office Administration	0.73	1
CCC000617838	NHSN044	Medical Insurance Claims	1.10	2

**2021-2022 APPORTIONMENT ATTENDANCE REPORT**

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**CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES**

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000617329	NHSN045	Health Care Industry Employment	0.41	1
CCC000618255	NSCI041	Basic Anatomy for Health Care	1.00	2
CCC000525284	NVOC 140	Civil Drafting Fundamentals	0.00	0
CCC000522034	NVOC 150	AutoCAD for Basic CADD Applications	0.15	3
CCC000522036	NVOC 170	MicroStation for Basic CADD Applications	0.00	0
CCC000546216	NVOC 200	Intermediate AutoCAD for Design and Production	0.00	0
CCC000522035	NVOC 250	Parametric Modeling 3D Applications for Mechanical Design	0.00	0
CCC000522032	NVOC 260	Advanced Architecture Using Revit and 3D Software	0.31	2
CCC000546217	NVOC 261	Revit for Adv BIM Architectural, Structural & MEP Applications	0.00	0
CCC000522026	NVOC 265	Pressure Piping Design	0.00	0
CCC000522027	NVOC 266	Pressure Piping Applications	0.00	0
CCC000522033	NVOC 270	SolidWorks for 3D Modeling and Prototype Applications	0.08	1
CCC000522031	NVOC 280	Advanced MicroStation for CADD & BIM Applications	0.00	0
CCC000419430	NVOC038	Real Estate Practice	0.00	0
CCC000594511	NVOC038	Real Estate Practice	0.00	0
CCC000398883	NVOC039	Real Estate Finance	0.00	0
CCC000410358	NVOC040	Real Estate Principles	0.00	0
CCC000390060	NVOC041	Real Estate Appraisal	0.00	0
CCC000594512	NVOC041	Real Estate Appraisal	0.00	0
CCC000397444	NVOC059	Intro to Weld Processes	2.17	4
CCC000409077	NVOC060	Semi-Auto Weld Processes	0.00	0
CCC000388656	NVOC061	Production Welding Techniques	0.00	0
CCC000410825	NVOC062	Intro to Fabric Processes	0.00	0
CCC000390428	NVOC063	Intern Fabric Processes	0.00	0
CCC000592582	NVOC291	Career Exploration: Graphic Design I: History	0.00	0
CCC000592583	NVOC292	Career Exploration: Graphic Design II: Process	0.00	0
CCC000592584	NVOC293	Career Exploration: Graphic Design III: Academic Pathways	0.00	0
CCC000592585	NVOC294	Career Exploration: Graphic Design IV: Career Paths	0.00	0
CCC000521892	PSY190	Statistics for the Behavioral Sciences	0.00	0
CCC000549251	WELD050	Semi-Automatic Welding Process	0.00	0

California Community Colleges

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**CAREER DEVELOPMENT AND COLLEGE PREPARATION Noncredit FTES**

Control Number	Course ID	Course Title	Total FTES	Number of Sections
CCC000410385	WELD055	Manual Electric Arc Welding Processes	0.00	0
CCC000588283	WELD081	Pipe Welding - Level 1	0.00	0
CCC000588282	WELD082	Pipe Layout and Fabrication	0.00	0
CCC000588285	WELD083	Pipe Welding II	0.00	0
CCC000588284	WELD084	Pipe Welding - Level III	0.00	0
<b>Total</b>			<b>73.01</b>	<b>163</b>

California Community Colleges

**2021-2022 APPORTIONMENT ATTENDANCE REPORT**

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**CENTERS FTES**

Center	Credit FTES	Noncredit FTES	Total FTES
<b>Total</b>			

**2021-2022 APPORTIONMENT ATTENDANCE REPORT**

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**ANNUAL REPORT APPLICATION FOR ADJUSTMENT**

PART I. ADJUSTMENTS	
Type of Adjustment	Resident Credit FTES - Understated
Amount of Adjustment	570.38
Adjustment Need Discovered By	District
Audit Finding Reference Number	
Nature of Adjustment	District records trailing Summer FTES in the next academic year
Type of Adjustment	Resident Credit FTES - Understated
Amount of Adjustment	42.58
Adjustment Need Discovered By	District
Audit Finding Reference Number	
Nature of Adjustment	Positive attendance for summer courses
Type of Adjustment	Resident Credit FTES - Overstated
Amount of Adjustment	5.92
Adjustment Need Discovered By	District
Audit Finding Reference Number	
Nature of Adjustment	Due to errors after re-running the Weekly Census Contact Hours reports
Type of Adjustment	Resident Credit FTES - Overstated
Amount of Adjustment	42.21
Adjustment Need Discovered By	District
Audit Finding Reference Number	
Nature of Adjustment	Due to errors after re-running the Daily Census Contact Hours reports
Type of Adjustment	Resident Credit FTES - Understated
Amount of Adjustment	1.81
Adjustment Need Discovered By	District
Audit Finding Reference Number	
Nature of Adjustment	Due to errors after re-running the Actual Hours of Attendance Procedure Courses Noncredit reports
Type of Adjustment	Resident Credit FTES - Overstated
Amount of Adjustment	117.65
Adjustment Need Discovered By	District
Audit Finding Reference Number	

Nature of Adjustment	Due to errors after re-running the Actual Hours of Attendance Procedure Courses Credit reports	
Type of Adjustment	Resident Credit FTES - Understated	
Amount of Adjustment	114.34	
Adjustment Need Discovered By	District	
Audit Finding Reference Number		
Nature of Adjustment	Due to errors after re-running the Alternative Weekly Census Procedure Courses reports	
Type of Adjustment	Resident Credit FTES - Understated	
Amount of Adjustment	5.83	
Adjustment Need Discovered By	District	
Audit Finding Reference Number		
Nature of Adjustment	Due to errors after re-running the Daily Census Contact Hours reports	

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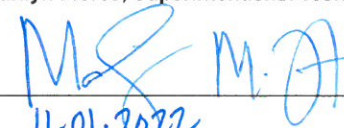
**ANNUAL REPORT APPLICATION FOR ADJUSTMENT**

**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: Dr. Marilyn Flores, Superintendent/President**

Signature:   
Signature Date: 11-01-2022

Electronic Certification Date: Tuesday, November 01, 2022

**District Contact Person:**

Name: Steven Kibui  
Title: VP of Finance and Business  
Phone: 5624637088  
EMail: skibui@riohondo.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 submit the report electronically to: [ccfs320admin@cccco.edu](mailto:ccfs320admin@cccco.edu)**