

Self-Print Census Roster

All faculty must print their own Census Roster (attendance roster) on line before the first class meeting. Instructions on how to print a census roster are below.

Census Rosters are expected to be submitted to Instructor Service 8 calendar days after Census date/day (09/12/16). You may submit directly to Instructor Service or scan and email it to Laura Rios (riosl@elac.edu).

DUE DATE – September 20, 2016

Where do I go to print my Census Roster?

- 1) The District's home page is: www.laccd.edu
- 2) Select the tab near the top: **Faculty & Staff Resources**
- 3) The next screen will show: **Resources Accessible From Any Computer**
Scroll down and select: **Faculty Services – Instructor System**
- 4) On the Login page, key in your **DEC User ID and Password**, then click **Submit**
 - ✓ **Enter Instructor User ID:** consists up to 8 characters (enter the first 6 characters of your last name and the first character of your first name, if you have a middle name, type the first character) For example: John Redding Gonzalez = GONZALJR. Click "OK"
 - ✓ **Enter Password:** type in your 'DEC' password. If you do not have one enter your employee number as assigned to you by payroll located on your paycheck. Click "OK"
- 5) Electronic Signature Notice **Write down** the four digit number in red, then click **Continue**
Important requirement Must have this number to complete transactions.

How do I PRINT my Census Roster?

1. Select a class: click the bubble to select one of your class sections
2. View Roster: Select "View Roster" from the blue box on the left hand side
3. Scroll down to the bottom of the page
4. Once at the bottom of the page, select Print Census Roster (located in the dark blue bar towards the bottom of the page)
5. Confirm Print: Click "Print" button at top or bottom of list.

Admissions Office Hours: 9:00 AM – 7:00 PM...Monday to Thursday; 8:00 AM – 12:00PM Friday
For questions please contact Laura Rios (323) 415-5362

LOS ANGELES COMMUNITY COLLEGES

College: East Los Angeles College
 Semester: Fall 2013
 Section: 1694 (PERSBRY 020)
 Instructor: I MORALES (0 JK)
 Count:

Begin Date: 8/26/2013
 End Date: 12/15/2013
 * Census Date: 9/9/2013
 No Penalty Drop: 9/8/2013
 Last Day to Drop: 11/17/2013

Census Roster

#	Student Name	Student ID	1	2	3	4	5	6	7	8	Notes
1	ABREGO GARCIA, GIANFRANCO										
2	ALVAREZ, AHARRON B										
3	AVALOS JR, PAUL										
4	AVINA, DIANA										
5	SARAGAN, CHANTREL										
6	CALDERON, DANIELLE										
7	CONTRERAS, DANIA O										

RETURN TO ADMISSIONS OFFICE AS SOON AS POSSIBLE AFTER CENSUS WEEK.

Notice: Recording attendance after census is not required.

PLEASE WRITE IN A DATE IN THE NUMBERED BOX ABOVE EACH COLUMN. RECORD SYMBOLS IN THE BOXES AT RIGHT WITH WHICH TO NOTE EACH STUDENT'S WEEKLY STATUS. THIS ROSTER INCLUDES ALL STUDENTS ACTIVE AT CENSUS.

- Present
- Absent
- Add-First Day According
- Exclusion
- Drop

Instructor's Signature _____ Date _____

There are numbered columns for eight weeks. Write in the first date for each week of attendance.

- **KEY:** in the boxes at the bottom of the list, record the symbols you use for Present, Absent, etc.,
- Write in names of students who add your class.
- Record student attendance for each class through the Census Date*.
- To print a blank form for writing in added students, click "HIDE STUDENTS" button at top or bottom of page. Then PRINT button.
- Sign and submit by due date – Eight (8) days after Census Date*.