



TO: All Faculty
FROM: Joy Chambers, Director of Admissions & Records
SUBJECT: CENSUS VERIFICATION FORMS- CENSUS ROSTER

Fall 2009 OFFICIAL CENSUS DATE is Monday August 31, 2009.

The submission of your signed Census Roster is mandated by the State. Please submit your signed Census Roster to Lynn Maul in the Records Office by Wednesday, September 9, 2009.

All Census Rosters need to be signed and turned in whether you drop students or not.

Your Census Roster was produced on August 31, 2009. Please check it carefully to be sure it accurately reflects the students enrolled and attending your class.

CLEARING ROLLS OF NON-PARTICIPATING STUDENTS

Inactive students are to be cleared from your Census Roster. The date assigned to their drop must be prior to the official census date. We will drop them as of August 28, 2009. The official census date for full semester courses is August 31, 2009.

PROCEDURE

- a. Place an (X) next to the student's name and we will drop the student as of August 28, 2009.
- b. Please **DO NOT** line through the student's name or social security number.
- c. Please sign at the **BOTTOM** of the Census Roster.
- d. You must sign and return the Census Roster for each section you teach, whether you drop students or not, to Lynn Maul in the Records Office by **September 9, 2009**.

OTHER TIPS

If you wish to drop a student with an effective date later than August 28, 2009 please use an add/drop card.

QUESTIONS? Call Lynn Maul at extension 2253, or email Lynn at: lmaul@cuesta.edu
Lynn Maul's Office – Building 3100 Room 3115.

**Reminder: Deadline to submit your signed census roster is
Wednesday, September 9, 2009**