

**Kern Community College District
Administrative Procedures
Chapter 3 – General Institution**

AP 3722 Management Information System and CCFS 320 Apportionment Data

The District shall provide oversight of data submitted to the California Community Colleges Chancellor's Office for the CCFS-320 apportionment process and to the Management Information Systems to ensure data is submitted accurately and in a timely manner.

- 1) Each campus shall develop desk procedures that document data flow from the colleges to the district office and the steps taken to complete attendance accounting tasks relative to MIS Reporting.
- 2) The District shall establish a schedule of procedures for attendance accounting and data processing tasks that provide time for staff to complete tasks related to CCFS-320 and MIS data submission
- 3) The District shall perform an annual review of process and procedures and update them as needed.