



Eastern FloridaSM
STATE COLLEGE

Census Reporting

OFFICE OF THE REGISTRAR
Revised November 2024

Census Reporting

Census reporting is the process of verifying that a registered student is actively participating in the class. **You are confirming that students can receive their essential financial aid funds because they [began attendance](#) and [submitted a graded assignment](#) (as defined on the census reporting page) within the first week of class.** If a student is reported as not-attending, they will be withdrawn for non-attendance at the end of the Census Reporting period.

- For students who **have missed the first week of class** due to registering on the last date to add a course, instructors should specify to **these students** that they **must attend the first class of week 2**, or they will be reported as not-attending and withdrawn from the course.
- Instructors are strongly encouraged to re-check their TitanWeb rosters for new students prior to finalizing their Census reporting.
- If the student has had no active participation by the end of the reporting period, they should be reported as “No” for not attending.

Access the Faculty Census Report from your myEFSC portal and follow the easy steps.

- Indicate **YES**, if a student began attendance and submitted a graded assignment **OR**
- Indicate **NO**, if a student has NOT attended and submitted a graded assignment

EFFECTIVE SPRING 2023, faculty may no longer withdraw a student after Census Reporting has closed.

After the Census Reporting date has passed, students will not be withdrawn by instructors outside of the Disruptive Student Behavior or Academic Violations policy. It is the student’s responsibility to withdraw from a course if they no longer want to continue in the course. At the completion of the withdrawal process, students will no longer have access to the Canvas classroom.

Census Reporting Procedure

- You will receive a notice when the web is open for census reporting.
- Report through myEFSC portal > EFSC Employee Applications
- Census Reporting begins the second week of class

Census reporting dates are included in the “Important Dates and Deadlines” matrix on the myEFSC portal.

EFSC Announcements

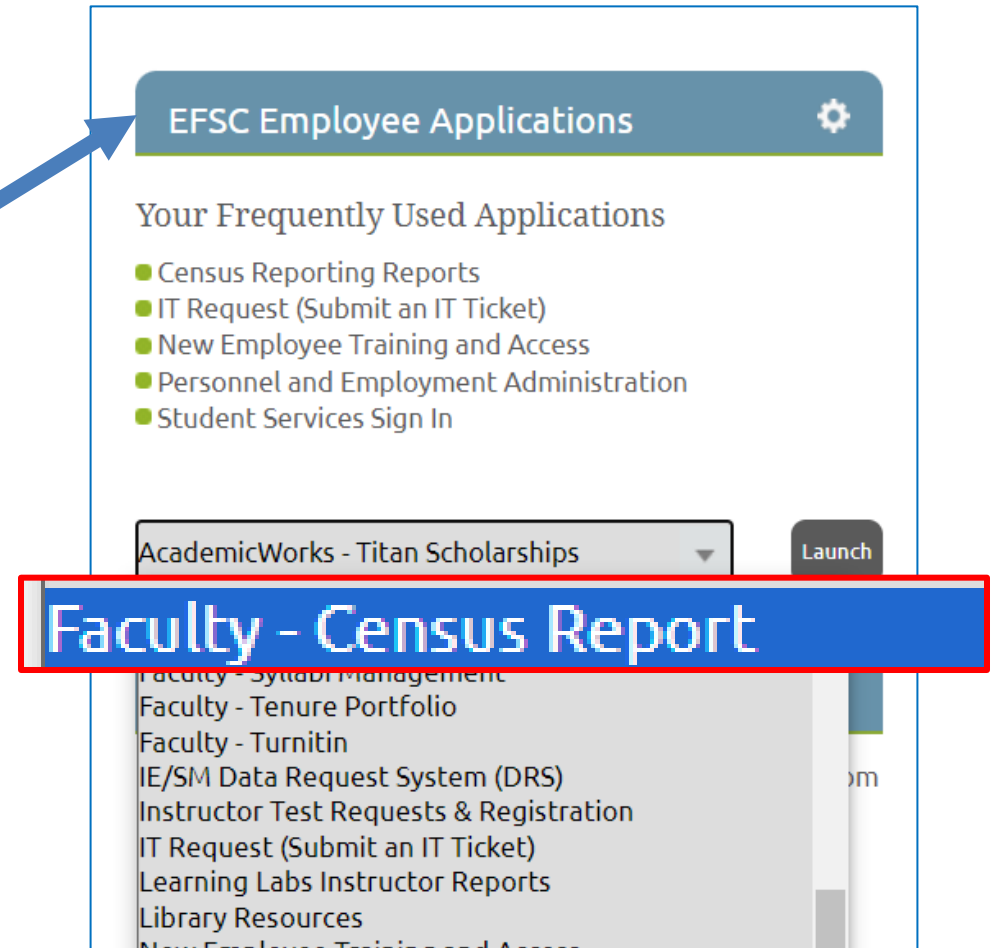


Fall 20❌ Important Dates and Deadlines


■ Click [here](#) for Fall 20❌ Important Dates and Deadlines.

To Access the Report


1. Log into your myEFSC Portal.
Under EFSC Employee Applications:
 - a. Use the down arrow to scroll to “Faculty - Census Report”
 - b. Highlight
 - c. Click the Launch button



Faculty - Census Report Landing Page

**Eastern Florida
STATE COLLEGE**

Faculty - Census Report



Welcome Ima Instructor

Course List	Sign Out
-------------	----------

Federal Student Aid (FSA) regulations require the college to confirm students have begun attendance in their classes. This census reporting process is used to document that confirmation.

Inaccurate census reporting could result in improper disbursement of FSA funds to students, repayment of disallowed FSA disbursements, negative audit findings, and sanctions up to and including termination of the college's participation in FSA Programs.

Each instructor has a critical role in ensuring only eligible students receive FSA funds. Please use the criteria below to determine if each student has established attendance in your class. You can make changes to this report before the submission deadline if needed. If you have any questions, contact the Office of the Registrar at censusreporting@easternflorida.edu.


Click on a course to report.

Course RTE 1613 - 01M, Radiographic Physics (01/08/2018 - 05/04/2018) (10931, 201810) - Not Reported
Course RTE 2473 - 01M, Advanced Radiographic Imaging (01/08/2018 - 05/04/2018) (10940, 201810) - Not Reported

Read the information and click on the course you want to report


- **Note: If you are not the Primary Instructor on the course, you will not be able to report. Contact your department administrative assistant.**

Report



**Eastern Florida
STATE COLLEGE**

Faculty - Census Report



myEFSC
Titan Applications

Welcome David Price

Course List

Sign Out

Course AMH 2020 - 20C, US History Since 1877 (09/10/2018 - 12/07/2018), (42741, 201840) - Reported on 09/17/2018

Federal Student Aid (FSA) regulations require the college to confirm students have begun attendance in their classes. This census reporting process is used to document that confirmation.

Inaccurate census reporting could result in improper disbursement of FSA funds to students, repayment of disallowed FSA disbursements, negative audit findings, and sanctions up to and including termination of the college's participation in FSA Programs.

Each instructor has a critical role in ensuring only eligible students receive FSA funds. **Basically, you are confirming that students can receive their essential financial aid funds because they began attendance (as defined below) within the first two weeks of class.** Please use the criteria below to determine if each student has established eligibility in your class. You can make changes to this report before the submission deadline if needed. If you have any questions, contact the Office of the Registrar at censusreporting@easternflorida.edu

YES

Click **YES** if student has attended class by the end of this census reporting period. See below for the definitions of attendance.

IN PERSON CLASS

- Student physically attended at least one class by the end of the census reporting period.

ONLINE CLASS

- Student completed a required online activity by the end of the census reporting period.
- Simply logging into an online class does NOT constitute attendance.

HYBRID or DIRECTED STUDY CLASS

- Student physically attended at least one class by the end of the census reporting period, or
- Student completed a required online activity by the end of the census reporting period
- Simply logging into an online class does NOT constitute attendance

NO

Click **NO** if this student has not attended class by the end of the census reporting period.

	Student ID	Student Name	Status	YES	NO
1	B00		Reg	<input type="radio"/> YES	<input type="radio"/> NO
2	B00	nnie	Reg	<input type="radio"/> YES	<input type="radio"/> NO
3	B00		Reg	<input type="radio"/> YES	<input type="radio"/> NO

Read the important information at the top and the instructions for selecting YES or NO.

Complete your report.

You must report each student.

Important: this list is pulling from Banner. It is a real-time list of students registered in the class. Verify that it matches your CANVAS class list.

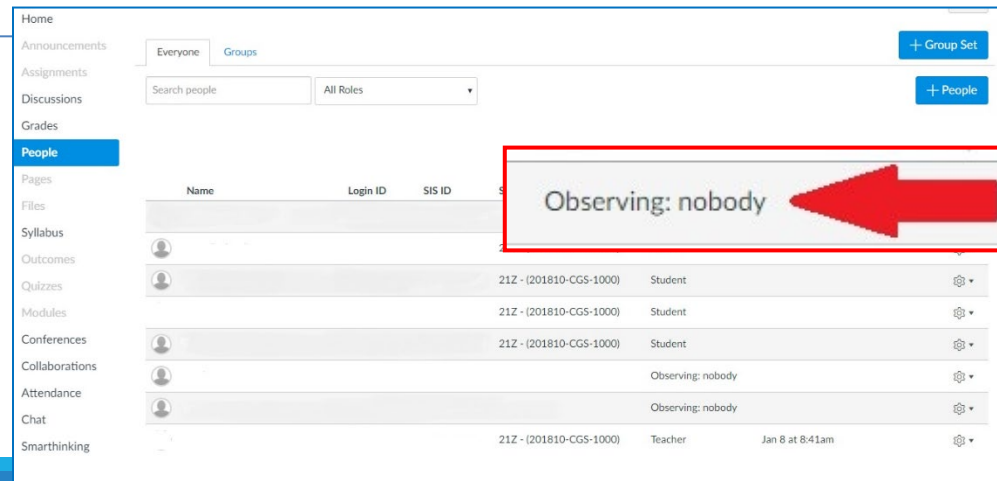
See the next slide for more information.

Verify the Census list matches your CANVAS class

You may have students who are registered in the class and have not completed the CANVAS Student Orientation. Under the “People” tab, you will see a list of everyone registered in your class. Those who have not completed the orientation are listed as “Observer”. Those students should be reported as not attending, because they are not able to participate in any activities in the course.

You may have to **re-check your Census list throughout the Census Reporting period**, as some students may register on the very last day to add a course and may not appear on your initial roster, especially if you pulled your roster the first day of the term.

Only students who have completed the orientation will appear on your final grade book in CANVAS. Observers will not. It is important to have the Observers removed from your class early rather than have an issue during the final grade period.



The screenshot shows the Canvas LMS interface for a course. The left sidebar contains navigation links: Home, Announcements, Assignments, Discussions, Grades, People (highlighted), Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, Chat, and Smarthinking. The main content area is titled 'People' and includes a search bar and a dropdown menu for 'All Roles'. Below this is a table of students. A red box highlights the 'Observing: nobody' status for several students, with a red arrow pointing to it.

Name	Login ID	SIS ID	Role
			Observing: nobody
		21Z - (201810-CGS-1000)	Student
		21Z - (201810-CGS-1000)	Student
		21Z - (201810-CGS-1000)	Student
			Observing: nobody
			Observing: nobody
		21Z - (201810-CGS-1000)	Teacher

After you have completed your report, certify the accuracy

Click on the "I certify:" field, read the information and click on "Submit..."

20	B00		Reg	<input checked="" type="radio"/> YES	<input type="radio"/> NO
----	-----	--	-----	--------------------------------------	--------------------------

☐ * I certify:

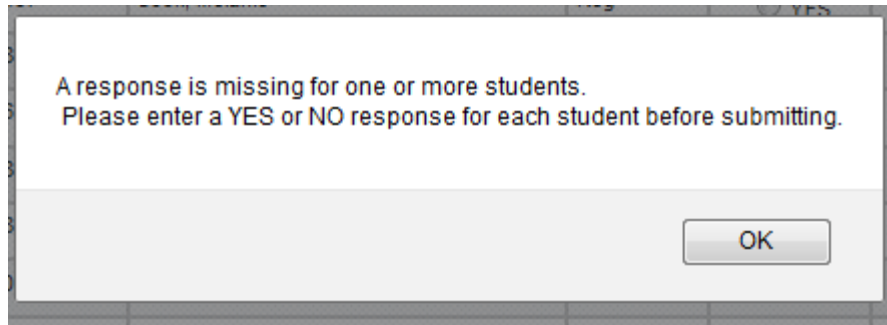
- 1. The accuracy of this report.
- 2. All students reported as YES have attended at least one class or completed a required online activity.
- 3. I understand that this information is used for FSA disbursement authorization.

Submit For Class RTE 1613 - 01M (10931)

Student Name	Status	YES
You must check the agreement above the submit button.		
<input type="button" value="OK"/>		

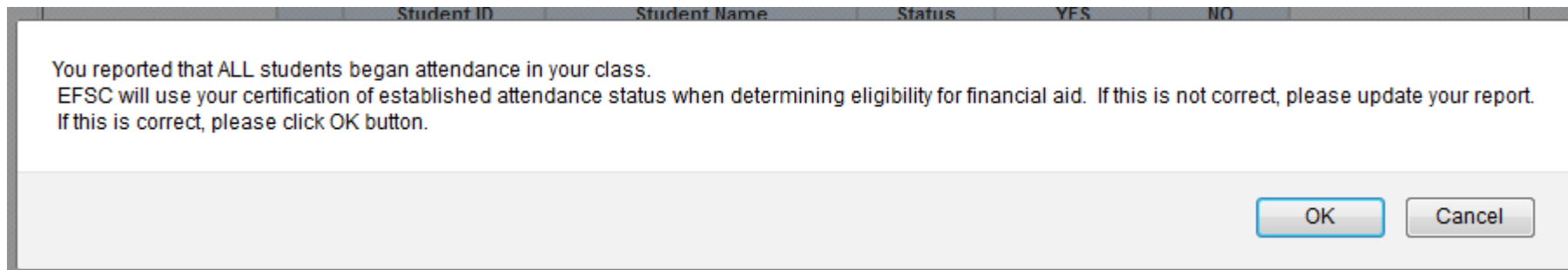
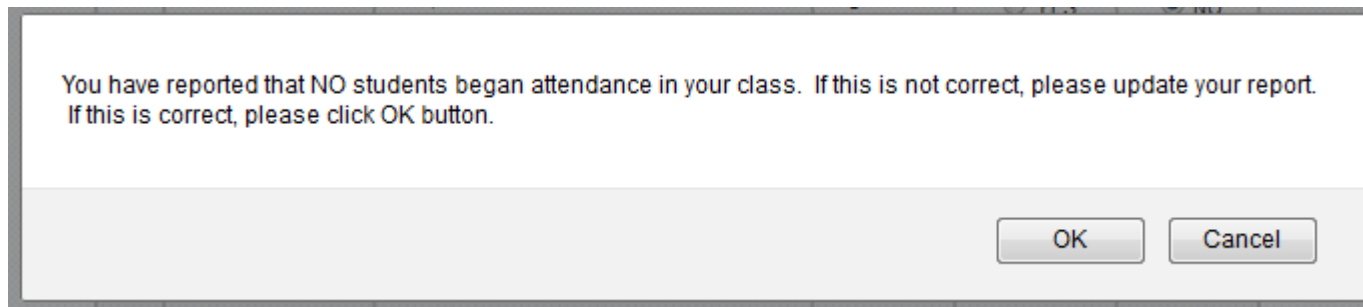
If you do not certify the information, you will receive an error message.

Error Messages



If you do not enter “YES” or “NO” for every student on the list, you will receive an error message. Go back to your list and complete.

If you report all students as “NO” or all students as “YES” you will receive an error message. Click “OK” if it is correct.



Submitted Report

Once you have submitted your report, you may print for your records.
Use the printer icon or “Ctrl + P”

To access a new course, click on the Course List in the upper left corner.

Course List

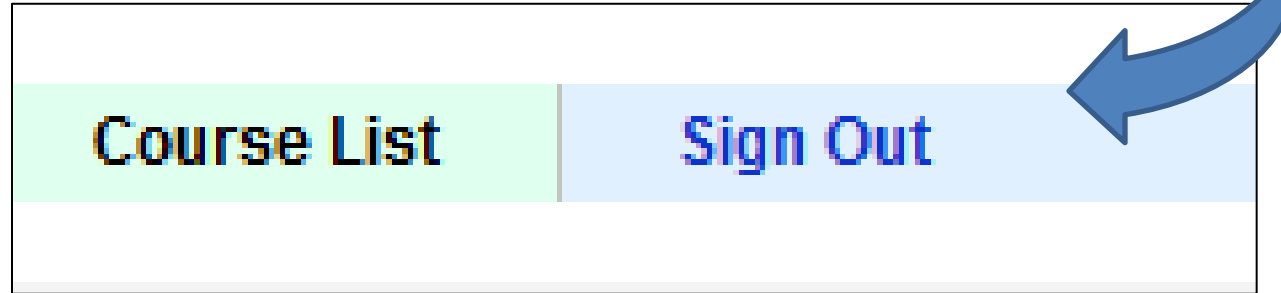
Sign Out

Thank you for submitting your class census report. You may print this for your records.

RTE 1613 - 01M, Radiographic Physics (01/08/2018 - 05/04/2018) (10931, 201810) - Reported on 01/04/2018

	Student ID	Student Name	Status	YES	NO
1	B004		Reg		NO
2	B000		Reg		NO
3	B004		Reg		NO
4	B004		Reg	YES	
5	B004		Reg	YES	
6	B004		Reg		NO
7	B004		Reg		NO
8	B003		Reg		NO
9	B001		Reg		NO
10	B004		Reg		NO
11	B003		Reg		NO
12	B003		Reg		NO
13	B003		Reg		NO
14	B005		Reg		NO
15	B003		Reg		NO
16	B004		Reg		NO
17	B004		Reg		NO
18	B001		Reg		NO
19	B004		Reg		NO
20	B004		Reg		NO

After you are finished, be sure to Sign Out



You can make changes to your report as long as the reporting period remains open.

What Happens After Census Reporting Closes?

Student Reported as NO:

- The Office of the Registrar (OR) runs a list of students who are reported and withdraws the students
- On the evening of the withdrawal, instructors receive an email stating who was withdrawn from their class(es)
- On the evening of the withdrawal, students receive an email stating that he or she was withdrawn from class(es)
- Student is removed from CANVAS and can no longer participate in online activities
- **Once withdrawn, student may not continue to sit in a face-to-face class**

What Happens After Census Reporting Closes? (cont.)

Student Not Reported:

- Instructor will receive an email indicating that students were not reported
- Instructor must notify censusreporting@easternflorida.edu the status of all students who were not reported
 - The census reporting system will not be available once the reporting period has closed
- Students who are not reported will not be eligible for any financial aid disbursements until census reporting is done.

What If Instructor Reports Incorrectly?

If the census reporting period is still open, go into the report and correct.

After Census Reporting is closed, if you

Reported YES and should have reported NO

- Notify the Office of the Registrar by email to censusreporting@easternflorida.edu
 - Include the student's full name
 - Student ID number
 - Course Prefix, course number and CRN

Reported NO and should have reported YES

- Submit the **Reinstatement Request** through **Student Success Check**.
- Access the form by logging on to **myEFSC**, select **Student Success Check** and click on **Request Reinstatement** button.

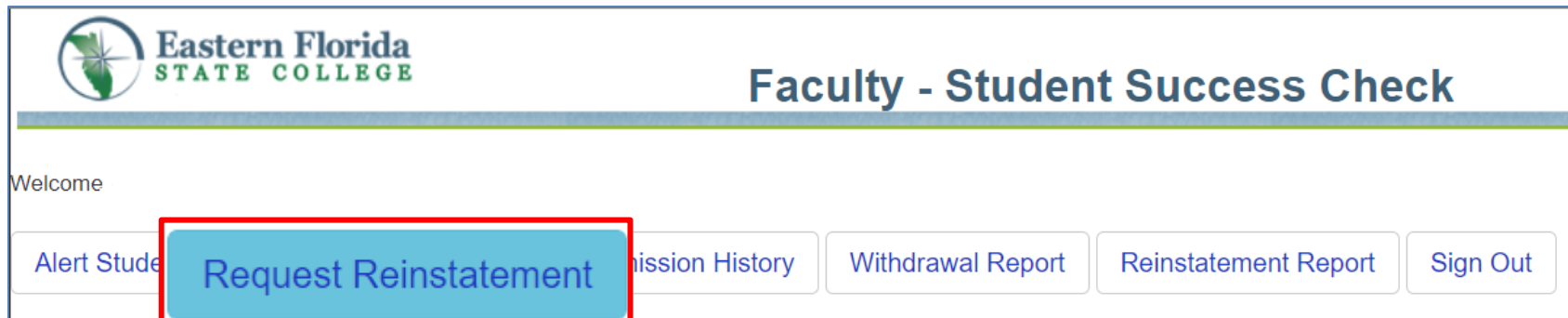
Reinstating a Student - Notification

- You will receive an email when a student has been withdrawn from your class for not participating or attending your course.
- The student will also receive an email directing him/her to contact the instructor if withdrawn in error.
- Faculty **must submit** all **reinstatements** via the **Student Success Check**.

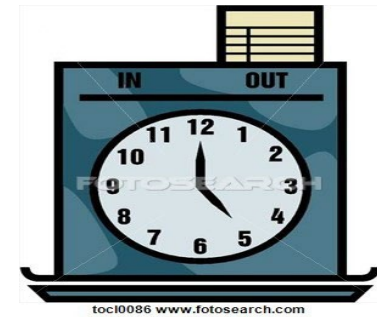
Reinstating via Student Success Check

To reinstate a student or request a correction, e.g., student was reported in error for not actively participating in class or you want to permit the student back in your class:

- Submit the **Reinstatement Request** through Student Success Check.
- Access the form by logging on to **myEFSC**, select **Student Success Check** and click on **Request Reinstatement** button.



Clock Hour Course Attendance



- The previous slides discussed credit hour classes.
- Instructors for **clock hour** courses DO need to report daily attendance using one of the following approved tools:
 - Time Clock Plus
 - Milano
 - Paper Time Sheets
- Timesheets must be submitted to financial aid on a weekly basis.
- Only 10% class absence is permitted in a clock hour (vocational) course, unless stricter guidelines are defined in State frameworks. EXCUSED ABSENCES may only be counted if student does not have to make up the time to earn a certificate issued by the State.
- Make-up hours must be documented using the approved form available on the Student Services Information Page.

Questions?

Contact the Office of the Registrar at Censusreporting@easternflorida.edu
Or visit the [Academic SharePoint site](#) for more information.