

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Career and Continuing Education

BULLETIN NO. 40 (Rev.)
April 26, 1982

SUBJECT: STUDENT REGISTRATION--ADULT SCHOOLS AND REGIONAL OCCUPATIONAL CENTERS

- I. Registration Forms and Use (Options 1 and 2)
- II. Recommended Registration Procedures
- III. Bookkeeping Procedures

This revision supersedes the bulletin of the same number issued on May 5, 1976. The content has been updated to reflect changes in registration methods and procedures.

I. REGISTRATION FORMS AND USE

A. Option 1. Using Registration and Record Slip (Form 34-H-193), Tuition Exemption Request (Form 34-H-132) and Adult Education Tuition Receipt (Form 34-H-102. Forms are available through supply catalog.

1. Registration and Record Slip is used for student enrollment in all classes. This form is printed in duplicate. One copy is retained by the teacher, and the other is filed alphabetically in the master file at the school or center office.

In the upper right-hand corner of the Registration and record Slip, record the number of the Adult Education Tuition Receipt or the Tuition Exemption Request, and the number of the student body card.

2. Tuition Exemption Request is completed by each student claiming an exemption from registration fees. The form is prenumbered and printed in duplicate. The original is retained by the student, and the duplicate is filed alphabetically in the school or center office. The student must apply for an exemption each school year as eligible.
3. Adult Education Tuition Receipt is issued to students upon payment of the tuition fee. Copies of this form shall be controlled by prenumbered and safeguarded in the same manner as cash since they are subject to audit.

This form is prenumbered, printed in two parts and bound. There are 10 receipts per book. The stub is the office copy and is retained in the book. The second part is the student's copy and is retained by the student as evidence of payment of a fee and to validate a possible request for refund.

B. Option 2. Using Cash Register and Five Part Registration Form (34-H-245). (Forms available through supply catalog.)

1. This method uses a cash register equipped with a special slip printer to validate the registration form. This system does not require the use of the tuition, class fee, student body membership, exemption forms or grade slips.
2. The transaction number printed by the cash register becomes the student's registration number. This form is not considered numbered stationary because it is not valid until it has been overprinted by the cash register; i.e. rung up on the register. The form is designed to be prestamped for individual classes to facilitate enrollment procedures.
3. The five parts of the form are marked: (1) Bookkeeper, (2) Instructor, (3) Alphabetical, (4) Numerical, (5) Student.

II. RECOMMENDED REGISTRATION PROCEDURES

A. Option 1-a --Non-Registration Fee Classes

1. Students may be registered in the office or in the classroom, in either case, whenever possible, all fees

should be paid in the office (including voluntary membership cards).

- a. If registered in classroom, teacher asks the student to complete the Registration and Record Slip. Name of student should be printed and the student body card number entered in the space provided for this purpose.
 - b. If registered in office, the registration clerk shall have student complete the Registration and Record Slip.
2. One copy will be used by the teacher to make out the register, the other copy will be filled alphabetically in the office.

B. Option 1-b -- Registration Fee Classes

1. Students should be screened in the office for possible registration exemption, and:
 - a. For students granted exemptions
 - (1) Issue a Tuition Exemption Request to each student who does not have a copy of the form.
 - (2) Sign the exemption slip after the student completes the Tuition Exemption Request, provided the student qualifies for the exemption. Students whose requests are not approved must pay the required registration fee. Refer to Bulletin No. #36 (DCCE) regarding exemptions.
 - (3) Return to the student a copy of the Tuition Exemption Request after completing the Registration and Record Slip and recording in the upper right-hand corner the number which appears on the Tuition Exemption.
 - (b) For students not exempted
 - (1) Collect the required registration fee, and issue student a Tuition receipt.
 - (2) Have students complete the Registration and Record Slip and record the Tuition Receipt number and Student Membership Card number in spaces provided in upper right-hand corner.
2. Students are to retain the student's copy of the Tuition Receipt as evidence of payment or the students copy of the exemption slip, whichever is applicable.
3. Tuition Exemption Requests should be kept on file in the office. This file could serve as a tentative roster of potential high school diploma candidates in interview by a counselor. The interview should be conducted after the registration period if counseling was not previously available.
4. In preparing the class register, teachers are to list in the column headed "Tuition Receipt or Exemption Number", either the number of the Tuition Receipt, or the Tuition Exemption Request.

C. Option 2 -- Cash Register Five Part Form 34-H-245

1. Upon registering, each student is to complete the top four lines, answer, and sign where designated, The District employee verifies that the form has been completed correctly, signs the slip, and rings up the proper charges on the cash register; or sends student to station where the proper charges are rung up on the cash register.
2. The teacher receives Copy #2. This will provide verification for each student entitled to be enrolled in the class and provides the basis for preparing the class roster. The teacher's copy may also serve as the grade slip which the teacher will complete and return to the office at the end of the semester.
3. The student received Copy #5. This is the receipt which entitles the student to be enrolled in the class. The student copy may also serve as the student grade slip if verification is desired.
4. The teacher is required to enter the Registration Number (transaction number) in the register opposite the student's name, since this number suffices for all purposes for that student. When there is no charge for a second class, the enrollment slip is still over printed in the cash register with \$0.00 cost in order to denote proper enrollment.(New cash registers have a special key for this purpose.)

The teacher must verify that every student has a valid registration slip. The bookkeeper retains and files Copies #1 and #4 for reference. Copy #3 is filed alphabetically for office use to locate and verify the

student's enrollment.

5. For enrolling students at a branch location, the following program may be used:
 - a. The teacher is provided with blank enrollment forms. The same procedure is followed as in the main office, except that the teacher returns the entire enrollment slip (intact) with the proper amount of money, to the adult school offices. The bookkeeper then processes the slips through the cash register and returns to the teacher a copy, plus the student's copy which is returned to the student as the receipt for the transaction; or the school may request that the teacher fill in and sign in the Verification Required Section, the amount of money collected from the student. Students and Teachers are to retain copies. Remaining copies are forwarded to the office and processed through the cash register.
 - b. Sometimes in schools with large branch enrollments it may not be practicable to ring all the enrollment slips on the cash register; in this case the cash register enrollment slip will be used as a registration slip and exemption request slip. Tuition receipt forms and student body membership cards will be used for collection of monies. If the new electronic cash register is used, all receipts are required to be rung up through the cash register. The total branch collections for registration, class fees, and student body membership cards should be rung up in bulk into the respective accounts. If a mechanical register is used, the collections can be written directly on a student body receipt or rung up in a bulk.
6. Since the cash register transaction number is used for both the registration payment and the registration exemption, it is necessary to indicate on the teacher's roll book when the exemption applies by marking an "X" in front of the transaction number.
7. Classes exempt from registration and class fees are not required to be rung up on the cash register unless I.D. memberships are collected.
8. The cash register system is currently used by all ROC centers and several adult schools. Staff members may request additional information from centers and schools using the system.

III. BOOKKEEPING PROCEDURES

- A. Principals are responsible for maintaining a record of prenumbered Adult Education Tuition Receipts as part of the inventory of financial stationery. All prenumbered receipt forms must be accounted for, including those that have not been issued.
- B. The Student Body Receipt shall be issued for registration fees received by the office. The receipt must include the beginning and ending numbers of the Adult Education Tuition receipts that have been issued each day.
- C. Beginning and ending numbers of all Adult Education Tuition receipts issued during each day shall be recorded on the reverse side of the office copy of the last tuition receipt issued and have, as a cross reference, the number of the Student Receipts issued each day.
- D. If an error is made on the Adult Education Tuition Receipt, both parts shall be marked "Void" and retained in the book.
- E. In the column of the teacher's register marked "I.D. Number", the student identification number shall be recorded.
- F. Collections made at branch locations shall be performed as follows:
 1. When a branch coordinator or teacher advisor is in charge, the instructions in Part II of this bulletin shall be utilized.
 2. When a branch coordinator or teacher advisor is not in charge, the teacher shall be responsible for the collection and remittance of fees, together with office copies of tuition receipt forms. These shall be forwarded each week to the adult school office. Remittance may be made in cash, money order, or personal check.
- G. Registration fees collected shall be recorded in the Record of Student Body Funds (Form 63-H-20).

Registration and class fees shall be remitted to the District on a weekly basis during the pre-registration period. Afterwards, these fees shall be sent every Friday following the end of each certificated payroll period.

H. Class Fees

1. When required, class fees shall, if practicable, be collected at the time of registration.
2. In option 2 (cash register) the class fees are to be collected with the registration slip, as the transaction number will also be used as class fee number if applicable.

I. Refund Reserve

1. Summer Session. Five per cent of the registration and class fees collected during the summer session may be retained for possible refunds in August. The balance at the end of the period shall be forwarded to Controlling Division, along with final remittance of fees collected at the end of the summer session. The monies must be forwarded not later than the first week in September.
2. Regular School Year. Five per cent of tuition fees collected by September 20 may be retained as a reserve for possible refunds during the school year ending June 30. The school or center must forward the balance to the Controlling Division along with the final remittance of fees collected at the end of the school year in June, any portion of this reserve fund not used for refund purposes.

For assistance, please call Mr. George Kawamura, Coordinator, Personnel and Budget Unit, at 625-6646, or Hector Estrada, Coordinating Financial Manager, Student Body Finance Section, at 625-6329.

**APPROVED: ROBERT W. RUPERT, Assistant Superintendent
 Division of Career and Continuing Education**

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