

Workforce Development Agency, State of Michigan
Office of Adult Education
Attendance Policy
Effective April 1, 2012

PURPOSE AND INTENT

It is the State of Michigan, Office of Adult Education policy that daily attendance of every participant enrolled in an adult education class must be tracked and entered into the Michigan Adult Education Reporting System (MAERS) on a monthly basis. This policy is established to align with the National Reporting System (NRS) requirement, and applies to all federal and state funded participants.

Daily participant attendance hours shall be entered at least monthly, no later than the last day of the subsequent month. For example, attendance for March must be entered by April 30th. Attendance hours can be reported into MAERS in quarter hour increments.

The school district's board of education should adopt attendance policies/guidelines, including the establishment of criteria for allowing or denying excused absences. The program administration should develop attendance procedures, which will provide direction for administrators and instructional staff.

Guidelines for Establishing Local Program's Attendance Policy

- 1) Attendance must be tracked by class and instructional area (i.e., ABE, ESL, GED, HSC).
- 2) Attendance policies shall be firm but fair so that each participant has a reasonable opportunity to meet the minimum requirements.
- 3) Effective accounting and reporting procedures shall be developed to keep participants informed of absences from class.
- 4) Policies shall accommodate extenuating circumstances created by emergencies over which the participant has no control.
- 5) Appeal procedures shall be included to assure the participant's right of due process.

Refer to the Section 107, State School Aid Act Adult Education Participant Accounting Manual and the Distance Learning Policy for detailed information regarding requirements for maintaining and documenting participant attendance.

Defining Attendance Hours

Attendance hours are defined by the NRS as the number of instructional hours the learner receives. The time the learner spends in program-sponsored activities designed to promote participant learning in the curriculum should be counted. Activities counted may include:

- Time in class receiving instruction, including passing time;
- Time in a learning lab;
- Time spent with a program-sponsored tutor; and/or
- Time on assessment activities, including initial pre-tests, practice test, and post-tests, excluding GED Test administration.