MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY | EMPLOYMENT & TRAINING

Attendance Policy

Purpose

All federal and state funded adult education programs are required to enter daily attendance of every adult learner enrolled in an adult education class must be tracked. This attendance must be entered into the Michigan Adult Education Reporting System (MAERS) monthly. This policy is established to align with the National Reporting System (NRS) requirement.

All federal and state funded adult education programs are required to enter data into MAERS for all adult learners receiving **one hour or more** of instruction. 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 adult education provider's organizing body 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 directions 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, HSE, HSD, ASE).
2) Effective accounting and reporting procedures must be developed to keep participants informed of absences from class.
3) Policies must accommodate extenuating circumstances created by emergencies over which the participant has no control.
4) Appeal procedures must be included to ensure the participant's right of due process.

Refer to the Data Entry Policy 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
- Time in a learning lab
- Time spent with a program-sponsored tutor
- Time on assessment activities, including initial pre-tests, practice test, and post-tests, excluding HSE Test administration.