

Contact Hour Tracking Procedures

Consortium	Southwest ABE
Staff contact	See Moua-Leske
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Policy guidance	From Minnesota ABE Policies website (mnabe.org/law-policy/minnesota-adult-education-policy): • Contact Hour Policy • Contact Hour Rounding Policy • Distance Learning Policy • GED/HiSET Testing Center Contact Hours Policy
Additional resources	Minnesota ABE Distance Learning Platforms (www.literacymn.org/distancelearning/dl-platforms)

Introduction

These procedures detail the local ABE consortium's contact hour tracking procedures used at all sites. These procedures describe how the consortium is complying with Minnesota ABE policies through outlining:

- How **daily contact hours** are counted and recorded in a reliable, accurate, and timely manner for intake, orientation, support service coordination, goal setting, assessment, evaluation, and any other time the student spends interacting with ABE staff or trained ABE volunteers to discuss or debrief learning.
- How **proxy hours** are counted and recorded in a reliable, accurate, and timely manner for approved distance learning products, ensuring that there is no double counting of on-site contact hours and proxy hours.
- How **GED/HiSET testing hours** are accurately counted and with which testing centers the consortium has a signed agreement.
- How contact hours and proxy hours are **monitored**, including how records are kept and evaluated.
- What **additional guidance** and procedures the ABE consortium has for local staff regarding contact hour tracking.

Daily Contact Hours Counting and Recording

Every time a student works face-to-face with an instructor, they are required to sign in and out of class on an official attendance sheet to properly record their hours of instruction. Instructors will record attendance for students attending virtually. Classroom attendance record keeping is the responsibility of each SW ABE teacher. Teachers use the printable attendance sheet found in SiD to record weekly attendance. Some SW ABE teachers regularly enter this attendance data into SiD. In other areas of the consortium attendance sheets are submitted by the instructor to the data entry specialist. In either case, the attendance is due weekly. New and/or updated SiD entry forms and testing information is required to be included with the attendance records, so that new students can be entered, and their attendance recorded.

Proxy Hours Counting and Recording

Proxy contact hours are hours that are counted and recorded for students utilizing approved distance learning platforms. Proxy contact hours are recorded on a monthly basis in the SiD database. Proxy hours are calculated using the DL Formula Spreadsheet on the MNABE distance learning website. Reports are generated in accordance with specific MNABE distance learning instructions to ensure there is no double counting of on-site contact hours and proxy hours. Class rosters for all students enrolled and active in Distance Learning are set up and proxy hours are monitored by the Distance Learning lead person in each of the four regions.

GED/HiSET Testing Contact Hours Counting and Recording

In SW ABE, GED testing contact hours are not counted or reported in the SiD database, as all GED testing is done at outside testing centers. None of the GED testing centers in this area of the state are operated by a member of this ABE consortium. Most of our GED students take their tests at test centers in Worthington, Mankato, and Willmar.

Monitoring and Record Keeping of Contact and Proxy Hours

Contact hours are documented in the classroom on a student attendance sheet, using the printable attendance sheet. Proxy contact hours are collected through a variety of reports generated by the management system in each individual program, on a monthly basis. These reports are given to the data entry people, who enter the hours into the database. Physical attendance sheets and management system attendance sheets are given to the data entry personnel and stored in a locked area.

Additional Procedures and Guidance

N/A