Contact Hour Tracking Procedures

Consortium	Area Adult Learning Cooperative
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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

Daily Contact hours are recorded each day at the end of each class throughout the consortium. Contact hours are recorded in SID according to MN state guidelines. In order to maintain accurate and current attendance data, teachers are responsible for entering student contact hours of attendance into the SiD Database. All relevant SiD data and information is mailed to the AALC coordinator after registering a student. Once all information has been entered the AALC coordinator checks to make sure that all information is accurate. If changes need to be made, the coordinator contacts the teacher for clarification.

All staff use the rounding method set forth by the Minnesota Department of Education regarding the Proxy Hours Counting and Recording.

Proxy Hours Counting and Recording

Proxy contact hours are hours that are counted and recorded for students who are using approved distance learning platforms. Unlike reporting for regular contact hours, proxy contact hours are recorded on a monthly basis in SiD, rather than daily. Proxy hours are calculated using the DL Formula Spreadsheet on the MNABE distance learning website, recorded, and shared with staff. 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.

GED/HiSET Testing Contact Hours Counting and Recording

The AALC became an approved testing site in April of 2025. We are a closed GED testing site, meaning we test AALC students only. The ABE coordinator is the only certified and approved GED/Pearson Vue test proctor for our site. The ABE coordinator records the testing hours in SiD immediately following the completion of each section test. Currently we have just one approved testing site, so only one person can test at a time, making this a simple task.

Monitoring and Record Keeping of Contact and Proxy Hours

The AALC coordinator monitors all the record keeping processes on a regular basis. Teachers have direct access to the distance learning courses as part of their ABE classroom. It is their knowledge and expectation of student performance that helps to make distance learning a successful learning tool for students in the consortium.

Additional Procedures and Guidance

Staff are responsible for reaching out to students that have not been coming to class on a regular basis. This is recorded in a binder at each site. This is with hopes of having a better retention number as well as a way for us to show that we care for the students and want to see them succeed.