

Contact Hour Tracking Procedures

Consortium	Burnsville School for Adults
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Policy guidance	From Minnesota ABE Policies website (www.mnabe.org/abe-law-policy/mn-abe-policies): • Contact Hour Policy • Contact Hour Rounding Policy • Distance Learning Policy • GED Testing Center Contact Hours Policy
Additional resources	Minnesota ABE Distance Learning website (www.literacymn.org/distancelearning)

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 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

- Burnsville School for Adults Teachers input their class attendance into SID daily for their in-person and synchronous online (via google meet) classes.
- Teachers use the SID class sign in/sign out sheets daily to keep track of in-person class attendance.
- Teachers use the google meet data that is immediately emailed after the google meet ends to keep track of synchronous online attendance.
- Teachers work closely with the ABE Clerical/Intake staff to make sure their class lists in SID are kept up to date and that the students on their rosters are current.
- New Student intake/orientation/assessment sessions at Burnsville School for Adults are 5 hours. The hours are recorded by our ABE Clerical staff when a student is entered into SID after completing the intake session.
- Returning Student intake/orientation/assessment sessions are 3 hours. The hours are recorded by our ABE Clerical Staff when a student is entered into SID after completing the testing/orientation.
- Student headcount reports are run monthly to check for attendance submissions and to look for any errors.

Proxy Hours Counting and Recording

- The Burnsville School for Adults Program Coordinator (and former distance learning coordinator) runs monthly school wide data on Moby Max proxy hours. They follow the state distance learning policy and use the corresponding information and tools on the [MN ABE Distance Learning Website](#) to pull proxy hours for students who use Moby Max outside of regular class hours. These hours are input into a Moby Max SID Class each month.
- The Burnsville School for Adults Program Coordinator pulls the monthly winners for our school's Moby Max Winners and creates certificates for each class winner (student who completed the most Moby Max hours that month). The winners also receive a Target gift card each month, as well as having their certificate and picture hung on a bulletin board in our common area.
- Teachers who use Readworks outside of class for proxy hours collect the Readworks assignments online or the papers assignments. Students who receive a score of 70% or higher earn the corresponding number of proxy hours, according to the difficulty of the reading level (1 hour for a reading passage that is K-8th grade and 1.5 hours for a reading passage that is 9-12th grade). Teachers record these proxy hours for their students in a separate Readworks Class in SID. Teachers use the guidelines found on the MN [ABE Distance Learning Website](#) to distribute proxy hours for Readworks and proxy hours are only given to students who complete the assignment outside of regular class time.
- A few of our teachers also use Khan Academy outside of class time and collect proxy hours, following the guidelines on [ATLAS ABE](#). Proxy hours for Khan Academy are only given to students who are using Khan Academy outside of class. Proxy hours are counted as time on task, as recorded by Khan Academy,

should be used in lieu of proxy hours, adding 15 minutes of time for each hour of clock time recorded (to account for teacher coordination with learner). There is a separate class in SID for teachers to record hours for their class(es).

- One of our Burnsville School for Adults teachers uses Burlington English assignments to supplement their synchronous online classes. She follows the guidelines for proxy hours on the [MN ABE Distance Learning Website](#) and only gives proxy hours to students who complete Burlington English assignments outside of regular synchronous online class.

GED Testing Contact Hours Counting and Recording

- Burnsville School for Adults does not host or proctor official GED Testing at this time.

Monitoring and Record Keeping of Contact and Proxy Hours

- Our Burnsville School for Adults Program Coordinator, ABE Clerical Staff, and Technology Coordinator review contact hours and proxy hours monthly in SID to check for irregularities. We check in monthly with teachers to ensure accuracy.
- Proxy Hour Reports are filed and saved electronically

Additional Procedures and Guidance

- There is a proxy hour check in at monthly staff meetings.