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**Purpose**

This purpose of this procedure is to describes the accountable personnel and the steps for maintaining attendance records in Adult Education programs: Adult Basic Education (ABE), High School Equivalency (GED), Adult High School (AHS), Academic Skills Building (ASB), and English for Speakers of Other Languages (ESOL).

**Procedure**

**A. State reporting rules and regulations (F.A.C. 64-10.0381) require Adult Education programs to document and report instructional hours for attendance.**

1. For State reporting purposes, students aren't considered enrolled in the class until they attend the class.
2. Attendance reporting is based on the class modality:
  - a. Face-to-face classes use present/absent.
  - b. Online classes use time-on-task.
3. Attendance documentation is also based on class modality:
  - a. On-campus face-to-face classes use sign-in sheets.
  - b. Online face-to-face classes use a statistics report from the Learning Management System.
  - c. Online distance learning classes use time-on-task reports or proxy hours reports.
4. No student should remain in a course in a **Non-Paid** or **Non-Registered** status.

**B. Reporting Attendance: Roster Generation and Record Entry**

1. The Adult Education Program tracks attendance in three (3) different locations: the Learning Management System gradebook, Excel attendance rosters housed in SharePoint and myFSCJ (PeopleSoft) attendance rosters.
2. Rosters are created/generated during the third week of the term after students Never Attending (NA) have been finalized.
3. Faculty should check their myFSCJ class rosters each class meeting for changes to a student's enrollment status.
4. Attendance reporting for face-to-face or live classes should be done during each class meeting. Time-on-task for online classes should be reported weekly.
5. The Adult Education Compliance Team will review the Excel attendance rosters weekly for accuracy and, if any errors are found, they will contact the faculty member to make the corrections.

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6. Data entry for ALL attendance must be completed before grades are submitted.
7. The following records will be archived in the Instructor Folders in SharePoint for a minimum of five (5) fiscal years:
  - a. Course Syllabus
  - b. Excel Attendance Rosters
  - c. All attendance documentation: sign-in sheets, statistics reports, time-on-task reports, proxy hours calculations, etc.

C. Tracking Attendance: Hybrid Courses

1. In a hybrid course, the face-to-face class controls attendance and grading. A student must be enrolled in BOTH the face-to-face and the distance learning classes.

D. Tracking Attendance: Face to Face Classes

1. Attendance tracking begins the first time the student attends the face-to-face class. A student should be marked as NO ACTION TAKEN until their first PRESENT.
2. Attendance tracking ends when a student exits the program. If a student exits the program before the end of the term, the student does not need to continue attending class. The student should be marked as NO ACTION TAKEN after they earn an S grade (to avoid an unintentional State Withdrawal).
3. Students who attend class and sign in receive full credit for daily in-class instructional hours regardless of time spent in class.
4. If a student NA's, the faculty member will drop that student by completing the NA process during the NA window.
5. If a student attends **one (1)** class and then misses six **(6) consecutive face-to-face** class meetings, the student is to be state-withdrawn (SW).
6. No make-up work is allowed for class absences. Students who were absent should be marked absent. However, students can make up the lost instructional hours by completing additional distance learning work.
7. If the College is closed due to an emergency, such as a hurricane or security situation, those days will be treated as a holiday and do not count toward the six (6) consecutive absences for non-attending.

E. Tracking Attendance: Distance Learning Classes

1. Attendance tracking begins the first time the student logs into the online software.

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2. Online attendance is based on active time-on-task and is calculated from Monday at 12:00am to Sunday at 11:59pm.
3. Contact hours for online courses are reported based upon the following actual hours:
  - a. Hours documented by an online software program that tracks time.
  - b. Hours documented and verified by an instructor if such activity is not documented by the online software program.
4. Weekly time-on-task reports are required for documentation and should be uploaded to Instructor Folders in SharePoint each week.
5. Time should be reported in Excel exactly as it appears on the time-on-task reports. There should be no rounding and no limits.
6. Proxy time (approximate time verified by the instructor) should be reported as all or nothing based on the assigned number of points given for the assignment (60 points = 60 minutes).

#### F. Drop for NA

1. Students who do not attend class from the beginning of the session to the end of the Drop for NA window are dropped from the class. Instructors are required to complete the drop before the final day of the Drop for NA window.
2. The NA process is required even if all students have been present.
3. For an on-campus class, a student is NA if the student has never attended one of the live class sessions.
4. For a live online class, a student is NA if the student has not attended one of the live class sessions.
5. For a hybrid class, only the face-to-face attendance counts in the NA process. Students who have never attended the face-to-face portion should be dropped from both portions of the class.
6. For an asynchronous online class, a student is NA if the student has never logged on to an online learning platform and shows no time-on-task.

#### G. Drop for State Withdrawal

1. If a student attends one (1) class and then misses six (**6**) **consecutive face-to-face** class meetings, the student is to be state-withdrawn (SW).
2. Students will be withdrawn automatically from a class after six (6) consecutive absences are inputted in myFSCJ. The student will still show on the class roster, but the student will be grayed

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out and will show a grade of W. *The system shows a W not an SW, but the student has been state withdrawn.*

3. A student who SWs from a face-to-face class is also withdrawn from the online co-requisite.
4. Students cannot SW from a 100% online class.

REFERENCES: F.S. 1001.64, 1001.65, 1003.56, 1004.93, 1004.94, F.A.C. 64-10.0381, SBE Rule 6A-6.014

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