TECHNICAL ASSISTANCE PAPER
Implementation of Adult General Education Instructional Hours/FTE Reporting Procedures in 2006-07
April 2006

PURPOSE

The purpose of this Technical Assistance Paper is to provide guidance on compliance to school districts and community colleges that have adult general education programs regarding major changes to the instructional hours reporting procedures for those programs in 2006-07.

MAJOR CHANGES TO CURRENT PROCEDURES

Current Procedures

The current procedures allow adult general education instructional hours to be reported from the first date of enrollment in a course to the last scheduled day of the course. No state requirement exists to track a withdrawal date for students who stop attending an adult general education course. Therefore, student instructional/contact hours are reported even after a student drops out or withdraws from a course. For example, a student could enroll in a 150 hour adult basic education course, attend two days of class, and the full 150 hours would be reported for FTE purposes.

Concerns about workload associated with adult general education courses have led to the development of these instructional hours/FTE procedures. While there has been considerable improvement in the reporting of instructional hours in adult general education, the perception of inefficiency and over-reporting of instructional or contact hours has hampered the ability to justify current and recommended expenditures on adult general education programs such as the GED, adult high school, and basic literacy programs offered through Florida's school districts and community colleges.

New Procedures for 2006-07

The primary features of the new procedures are the following:

- Establishment of an enrollment threshold - A student must have at least 12 hours of instructional activity (including placement or intake) in a program before they can be counted as an enrollment. If a student registers and then drops out before the 12 hour threshold, his/her instructional hours will not be counted. However, all hours should be reported on community college and district databases, whether less than 12 hours or not, for other federal reporting purposes. Local educational agencies must establish procedures to implement this enrollment threshold prior to the reporting of instructional hours for 2006-07.

- Establishment of a procedure for the withdrawal of students for non-attendance Prior procedures allowed institutions to count instructional hours from date of enrollment to the last day of the class, regardless of student attendance. The new procedures require that each institution establish a withdrawal policy within the guidelines set in the procedures.
- Establishment of a maximum number of fundable instructional hours per year – A maximum of 1300 hours may be fundable per reporting year for an adult education student. Hours reported above this cap will not be fundable instructional hours/FTE.

FREQUENTLY ASKED QUESTIONS

How does the "Enrollment Threshold" portion of the policy work?

The policy states that student must participate in at least 12 contact hours of instructional activity (including a maximum of 2 hours of testing for placement) per program within a reporting period. "Reporting period" refers to a reporting survey/term. The "per program" in the procedures refers to the main adult general education programs like Adult Basic Education (ABE), GED, Adult High School, etc. At this time, "online only" courses are exempt from the 12 hour threshold. This exemption will be reviewed and may be revised at a later date.

For example, if a student is enrolled in a GED math class and only attends the first two scheduled class meeting times (4 hours total) and never attends the class again during the semester/reporting survey, the hours enrolled in the GED math class will not count for purposes of FTE calculation for state funding. The "time limit" on earning the 12 hours is the reporting survey/term.

For reporting on community college and WDIS databases, if the student does not meet the 12-hour threshold of instructional activity, the actual numbers of hours of attendance should be reported for purposes of establishing enrollment for NRS *(Note: While these records may be counted for NRS, they will not result in fundable hours)*. Students who are reported for federal NRS purposes must have received 12 hours or more service, of which only two may be counted for assessment. For example, a student who had 6 instructional or contact hours in an ABE math course and 6 hours in an ESOL writing course would be counted for NRS. The student records for the above example should be reported to the DOE, otherwise this student will not be counted for NRS.

What does "per program" mean with regard to the "Enrollment Threshold"?

The 12- hour threshold must be met *by program*, not by course. The following are the adult general education program areas referred to in the procedures:

Program	ICS (for CCs)	CRC (for Districts)	VPC/CIP
Adult Basic Education	1.32.01	401	9900000/1532010200
Adult Secondary (AHS)	1.32.02	402	9900010/1532010202
GED	1.32.03	403	9900020/1532010201
**Includes Pre-GED*			9900120/1532010206
ESOL (All programs)	1.32.04	404	9900040/1532010300
	1.31.04		9900050/1532010301
			9900300/1532010303
			9900051/1532010302
**Includes Literacy for Adult English Literacy, Adult Vocational English Literacy, Adult ESOL Learners, English Literacy Academic Skills*			
All other AGE	N/A	409	9900030/1532010203
			9900060/1532010500
			9900070/1532010501
			9900080/1532010502
			9900090/1533010200
**Includes Education for Senior Adult Learners, Workplace Readiness Skills (ABE), Workplace Readiness Skills (VPI), Workplace Readiness Skills (LEP Adults), Citizenship*			

Note: The 12 hour threshold does not apply to Vocational Preparatory Instruction (VPI) programs.

How will the placement hours be taken into account in the implementation of the 12-hour threshold?

For each program area above, Community College and Technical Center MIS will use a 10-hour minimum requirement when processing records. By setting the instructional hour threshold at 10 hours, this process assumes two hours of placement per program.

What are the requirements for the withdrawal of students for non-attendance?

Each district or college must establish procedures for withdrawing a student for non-attendance. The standard for withdrawal is six consecutive absences *with the withdrawal date reported as the day after last date of attendance*.

For example, a student is enrolled in a GED math class for 16 weeks, 5 hours per week (1 hour on Monday through Friday). If the student meets the 12 hour threshold and stops attending the class in week 6, the student would be withdrawn. The scheduled hours may be reported from the date of enrollment to the day after the last date of attendance. If the student has six consecutive absences, but re-enrolls during the reporting survey and continues to attend the rest of the class without an additional six

consecutive absences, the instructional hours may be reported from the initial date of enrollment to the end of the reporting survey.

If there is not a standard meeting time that allows for the calculation of six consecutive absences, institutions will have to use a proxy measure for non-attendance. The standard for withdrawal for online only classes must be evaluated by each institution based on their withdrawal procedures using the proxy attendance measures (e.g., assignments, tests, or other evidence of attendance).

For classes that occur exclusively online, participation must still be documented through proxy measures such as assignments, tests, or other records. For online only courses, institutions will have to use the proxy for withdrawal. If the institution has evidence based on the proxy measures that the student has stopped participating in instructional activity, the student must be immediately withdrawn from the class.

Does each institution have to develop procedures for withdrawing a student for non-attendance?

Yes. Among the items to be considered for the withdrawal procedures include the following: establishing a withdrawal standard for online classes and establishing procedures for recording of a withdrawal date for each student.

How do the new procedures handle "online only" and lab classes?

Online courses are exempt from the 12 hour enrollment threshold. However, each institution should establish a withdrawal policy for "online only" that includes proxy measures for attendance.

The 12-hour threshold and withdrawal procedures will apply to lab classes.

Does an "excused absence" count towards the six consecutive absences for the withdrawal procedure?

Yes. An absence is "non-attendance in a scheduled class period." An excused absence is still an absence for purposes of these procedures.

The following sentence in the procedures says to "report a student for funding only for the number of hours that a person reasonably could be expected to be in actual attendance." Does this mean that actual attendance hours will need to be tracked and reported?

For students who meet the 12-hour threshold of attendance in a program within a reporting survey, actual hours of attendance are not reported. Fundable hours are those scheduled from the date of enrollment to the withdrawal date or end of class date. Although this section does not require that actual hours of attendance be reported, means to track the attainment of the 12 hour threshold must be present. However, the scheduled hours must be consistent with the expected hours of attendance for the student. For example, if a lab is open 8 hours a day, the student's schedule should be based on the amount they reasonably intend to be there for instruction, not the entire time the lab is open. If the student is able to and expected to attend 2 hours per day three times a week, then the scheduled hours of attendance should reflect that fact.

NOTE: For students who do not meet the threshold of 12 contact hours of instructional activity within a program, although their hours are not fundable, institutions should report the actual hours of attendance in the class to satisfy other reporting requirements.

The procedures state that "If a student completes a program competency (LCP) prior to the scheduled end of the class, report the student instructional/contact hours to the date the LCP was earned." What happens if a student has not earned the highest level LCP in the program and remains enrolled in the class?

If a student earns an LCP and continues to attend the class (e.g., he/she has not completed the highest LCP or is awaiting GED test results), the instructional hours after an LCP is earned may be reported because the student did not withdraw from the class. However, for a student who completes an LCP and does not continue attendance in the class, the student must be withdrawn from the class when the LCP is earned.