



Reporting Student Contact / Attendance Hours (Compliance Issue for funding)

Please remember the definition of Adult Basic Education student “attendance” or “contact” hours includes the **actual hours** of instruction or instructional activity the learner receives from the program and/or under the direct supervision of program personnel, including: classroom instruction, goal-setting, orientation, pathway and transition planning, assessment, tutoring, participation in an ABE or ESL learning lab.

All such hours paid for with Adult Basic Education funding or used to justify part of the required match, including all student assessment time, must be documented and reported in WABERS+. This means that attendance must be taken, recorded, and reported for Educational Interviewing/Orientation.

The original attendance sheet where the instructor manually or electronically marked the student attendance each day is the source document and must be kept. If the instructor is marking the attendance electronically each day, the instructor will need to print and sign the spreadsheet before turning it in. This attests to the fact that the instructor did not edit the spreadsheet attendance data. These hard copies must be kept in accordance with state and federal record retention regulations. The current length of time for retention of these records is six years.