Data Element Number: 102625
Data Element Name: Attendance, Adult

A three-character code which indicates the presence or absence of the adult student for each scheduled class meeting of the course. Attendance records are to be kept for each course in which the adult student is enrolled. See Automated Student Attendance Recordkeeping for procedures.

For all adult students, use the following method of indicating presence and absence.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Not present (Absent)</td>
</tr>
<tr>
<td>hhmm</td>
<td>Present (A numeric value). With an implied: (colon) between the second and third positions indicate to the nearest minute the total amount of time the student was actually present: 1) if the adult students attend classes at their convenience whether or not an overall schedule has been established; or 2) if a secondary student is taking the course for high school credit in order to earn a regular high school diploma and he or she is in class less than the number of hours he or she is scheduled to be in class.</td>
</tr>
<tr>
<td>P or Blank</td>
<td>Present.</td>
</tr>
</tbody>
</table>

Note: Some districts have adult courses that meet longer than 9 hours and 59 minutes in one class period. Those districts may expand the field length to four characters. Those districts which need only three characters may leave the field length as three in their local systems.

Length: 4
Data Type: Alphanumeric
Year Implemented: 1995
State Standard: No
Use Types:
  State Reporting: No
  Local Accountability: Yes
  FASTER: No
  Migrant Tracking: No
Required Grades: Adult
Programs Required:
  Adult Basic Skills
  Adult Secondary
  Adult Postsecondary
Formats Required:
  None
Data Element Number: 102625
Data Element Name: Attendance, Adult

Surveys Required:
None

Appendixes:
None

Description of Changes:
None