

## TRACKING STUDENTS IN ADULT HIGH SCHOOL PROGRAMS

Students who attend adult high school programs may be kept on the rolls of an approved public high school under the following conditions:

1. The approved public school must actively track the attendance and monitor the progress of the student who leaves regular daytime classes for an adult high school program.
2. The student is included in the district's BOY/EOY reporting using the method described below.

If the above parameters are not met, then the school must indicate the student has dropped out of school. Please note that if, at a later date, the approved school determines the student is eligible to receive a diploma, then the student may be entered back into the student accounting system, given a diploma and a promoted code indicating high school completion. This will remove the dropout status of this student.

i4see Student Accounting: For a student attending an adult high school program and who is kept on the rolls of the district, the enrollment status of the student must be 8. (Please see the Data Dictionary on the i4see home page,

<http://www.ed.state.nh.us/education/datacollection/i4see.htm> for all enrollment status codes.)

Attendance is reported for two purposes:

1. To track the student's actual attendance in the adult high school classes, and
2. To qualify for state adequacy aid.

1. To track attendance

- A student attending a combination of classes—the public school by day and, additionally, an adult education program during evening hours, should be tracked in **ONLY** one of the two places, preferably in the day high school attendance using enrollment status 1 or 2.
- A student who is kept on the rolls using enrollment status 8, attending only adult high school classes, should be tracked as follows:
  - The “full-day percentage” field in i4see should represent the appropriate percentage of a full school week and the number of half days in attendance and absence reported should equal the actual membership.
  - Each adult high school class session counts as a half day.
  - For example, if a student is scheduled to attend a night program 3 nights a week for 3 hours each night, then he/she would be reported with 30% full-time percentage. (3 half days out of a possible 10 half days a week,  $3/10 = 30\%$ . (Please report

accurately the actual half days attendance and absence during the school year as reported by the adult high school.)

- At the end of the school year, a student who has attended 82 adult high school class sessions out of a possible 90 sessions will have 82 half days of attendance and 8 half days of absence.
- Here is an example of a student’s EOY record who went to adult high school all year, was tracked on the public high school rolls, and is expecting to return to the adult high school next year:

Enrollment Status	Grade	FullDayPct	EntryDate	EntryCode	Exit Date	Exit Code	HalfDays InAttendance	HalfDays Absent	Promoted Indicator
8	10	30	8/29/2008	E1			82	8	2

2. For state adequacy aid

- Even though a student’s adult high school program meets less than a full school week, the adequacy aid for a student with an enrollment status of 8 will still be based on full ADM (Average Daily Membership.)
- Adequacy aid will be calculated from entry date to exit date (not on the half days reported), given that the school will still have to “follow-the-child.”
- Use entry and exit dates for the regular school year so that a student who attends adult high school all year will be counted as having 360 half days for ADM purposes, and a student who attends for half the year will be counted as having 180 half days for ADM.

Since the school district anticipates receiving state adequacy aid, the approved public high school may consider it appropriate to pay any fees associated with the adult high school program.

Other Considerations:

Students enrolled as enrollment status 8, are subject to taking the NECAP test just as any other student. Students should be tested in a manner that it is consistent with established NECAP test administration protocols. Districts will be held accountable for these students just as they are for all other students they are responsible for.

Below is a partial example of an EOY (End of Year Enrollment) record for a student who completed his /her education this year in an adult high school program prior to the end of the school year:

Enrollment Status	Grade	FullDay Pct	Exit Date	Exit Code	HalfDaysIn Attendance	HalfDays Absence	Promoted Indicator	Diploma Type	Post Grad Plans
8	12	30	5/03/09	W11	79	3	3	7	5

If you have any questions on this Tip Sheet, please email [i4seehelp@ed.state.nh.us](mailto:i4seehelp@ed.state.nh.us).