CONTINUING EDUCATION ATTENDANCE POLICY 1.08

College Instructor Responsibilities

College academic instructors will be responsible for recording the attendance of their students. Attendance accounting procedures will be explained to new instructors by the unit principal or designee. This may be done in person or in writing on or before the first class meeting.

The unit principal's office will provide to the academic instructors a computer-generated class roster each day the class is scheduled to meet. The line beside each student's name should be marked by the instructor in the following manner:
   1. An "A" should be entered if the student is absent.
   2. The line should be left blank if the student is present.

The completed class roster must be signed by the instructor, certifying its accuracy. The roster will be submitted to the unit education department upon the close of each class meeting.

I have read and understand both the Attendance Accounting Procedures and Policy.

______________________________   ______________________
Name/Signature                     Date