MC
MONTGOMERY COLLEGE

Workforce Development & Continuing Education
Adult ESOL & Literacy Grant Program

Fiscal Year _____   Session _____   CRN_____

Class: ☐ ABE ENG   ☐ ABE MATH   ☐ ELA   ☐ IELCE

Class days: ☐ M-F   ☐ M-R   ☐ M/W/R   ☐ M/W   ☐ T/R   ☐ F   ☐ S

Class time: _____   Class level: _____

Faculty name: _____

This attendance card is a legal document and may be subpoenaed.
Faculty signature is required

_____   _____
                                                                DATE

GENERAL INFORMATION

- Federal and State funding require that programs maintain accurate student enrollment, assessment and attendance records.
- The Family Educational Rights and Privacy Act [FERPA] protects student education record information. This federal law requires that Montgomery College treat education records in a legally specified manner. T*o learn more about FERPA, please visit http://www.montgomerycollege.edu/ferpa*
- Faculty and staff cannot disclose student's records (including personal information, attendance, grades, or performance) with anyone but the student.
- The students must authorize **in writing** the disclosure of any educational records to employers, government or social service agencies, or third parties. Have student talk to the Site Mentor and request a release of information document.

ATTENDANCE KEY

Student attendance is reported rounded up or down to the nearest quarter hour. Write the class time the student was present in class, using the table below as a guide

	Class length			
	2 hrs.	2.5 hrs.	3 hrs.	4 hrs.
if the student is late	Class time to report			
0-7 min	2.00	2.50	3.00	4.00
8-15 min	1.75	2.25	2.75	3.75
16-22 min	1.75	2.25	2.75	3.75
23-30 min	1.50	2.00	2.50	3.50
More than 30 min	Students must check with Site Mentor and complete Late Slip			

ATTENDANCE POLICY

1. If a student misses both **FIRST TWO** classes, the student will be dropped from the class and will lose his or her space. Refer student to Site Mentor for options.
2. If a student **attends either of the first two classes**, but misses more than the maximum number classes listed in the table below, the student will be dropped from class. Dropped students will receive information about how to register for the next session and cannot participate in class during the current session.

Class	Scheduled class hours	Maximum number of absences allowed
Saturday Classes (ABE, ASE, or ESL/IELCE)	30 – 60 hrs.	2
Day, afternoon, or evening clases (ABE, ASE, or ESL/IELCE)	45- 60 hrs.	3
Vocational/Transitional or ESL Classes	75-100 hrs.	5

3. Student attendance must recorded from the first day of class. If a student starts late because he or she was on the waiting list, attendance counts from his/her start date.
4. Students who arrive more than 30 minutes late for class - or leave more than 30 minutes early will be counted as absent, except during a weather emergency. That absence will count toward the maximum number of absences allowed.
5. Student attendance is reported to the nearest rounded up or down quarter hour. **Write the amount of time the student was present in class**. See key on front of attendance card.
6. Under certain circumstances, student absences may be excused. For these cases, contact the Site Mentor and Intake Assessment Specialist.

TAKING ATTENDANCE - BEST PRACTICES AND RECOMMENDATIONS

➤ Sign the card before starting to use it.
➤ Explain attendance policy on the first day of class, and remind students throughout the session.
➤ Encourage students to attend class and to be present and on time.
➤ On this attendance card, include only the names of those students who attend either of the first two classes. Names for no-shows should not be written on the attendance card.
➤ Take student attendance every class session.
➤ It is a good practice to take attendance right after the class warm-up.
➤ Do not pass the attendance card around the classroom. This card contains confidential information which is protected by FERPA.
➤ Site mentors will collect attendance cards at the end of each day, and keep them in a safe place until the next class.

STUDENT VERIFICATION OF ENROLLMENT

Students may request proof of enrollment via MyMC. To obtain a proof of enrollment via MY MC, students should visit http://cms.montgomerycollege.edu.
If the student needs a customized letter, or brings a letter from a third party or agency, have student talk to mentor.

CLASSROOM RULES FOR AELG STUDENTS

1. Arrive on time for classes and remain in the assigned room until the end of each subject/class.
2. Conduct yourself in a professional manner at all times. Be respectful to classmates, instructors, substitute faculty, and Montgomery College staff.
3. Maintain respect and quiet. Think before you act. Minimize disruptions to the learning process.
4. Remain awake and attentive during your class. Remember, we are all here to learn, you should be doing class work at all times.
5. Be an active participant in class. Bring required materials to every class.
6. Montgomery College maintains a smoke-free, drug-free, and alcohol-free environment. The possession or use of alcohol, illegal drugs, and smoking are not allowed on College property whether leased or owned.
7. Food or drinks are not allowed in the classroom. Do not leave trash or other objects on the floor.
8. Keep your cell phones turned to vibrate and out of sight during class hours. In case of an emergency, let your instructors know that you will be expecting a phone call.
9. Dress appropriately. All clothing should be decent, neat, free of offensive language and gestures, and clean.
10. If it is not yours, do not touch it!

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Entered in LACES by _____ Initials _____ Date ____/____/____