

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

GUIDELINE NO. 30
December 12, 2006

SUBJECT: MARKING STUDENT COURSE COMPLETION USING THE ADULT WEEKLY ATTENDANCE FORM 34-A-EH-49 (Rev. 7/05)

- I. Introduction
- II. Marking Student Course Completion
- III. Students with Regular Attendance But Without Completion of Competencies
- IV. Students who Stop Attending
- V. Electronic Recording of Grades (E-Attendance)

I. INTRODUCTION

This bulletin outlines policy on how to mark the revised Adult Weekly Attendance Form 34-A-EH-49 (Rev. 7/05) when a student completes a course. The SIS information generated through this process is essential for tracking student course completions in all programs and for providing statistical information to district, state and federal agencies.

II. MARKING STUDENT COURSE COMPLETION

- A) For ESL, ABE, ASE and Parent Education students complete the following:
 - 1. Appropriate grade in the "Final Mark" field.
 - 2. Appropriate units of credit earned in the "Credit" field.
 - 3. "C" for course "completer" in the "L or C" field.
- B) For students in programs for Adults with Disabilities and Older Adults complete the following:
 - 1. "CR" in the "Final Mark" field.
 - 2. "C" for course "completer" in the "L or C" field.
- C) For Career and Technical Education students complete the following:
 - 1. "C" for course "completer" in the "L or C" field.
 - 2. "C" for course "completer" in the "L or C" field for students who leave before completing the course, but who secure employment or a promotion in a course-related field.

III. STUDENTS WITH REGULAR ATTENDANCE BUT WITHOUT COMPLETION OF COMPETENCIES

No final grade is recorded for students who attend the full term but do not complete all course competencies and are expected to return. In this case the "L or C" field is left blank.

IV. STUDENTS WHO STOP ATTENDING

An "L" for "leaver" is recorded for students who stop attending before the end of the term, have not completed all course competencies, and are not expected to return.

V. ELECTRONIC RECORDING OF COURSE COMPLETION (E-ATTENDANCE)

For teachers who are recording student course completion electronically with e-Attendance, the same procedures apply. When using e-Attendance, click on the "Enrollment" tab, then go to "Class List" to record the final grade and "C" for course "completer," or only "L" for "leaver." Be sure that the correct week has been selected before recording the final grade and "completer/leaver" information.

For assistance, contact Krimhilde Roth, Specialist, Adult SIS, Planning, Assessment and Research Division, Student Information Systems Branch at (213) 241-6967.

APPROVED:



SANTIAGO JACKSON, Assistant Superintendent

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