

TEXAS EDUCATION AGENCY

District Name

County-District-Campus Number

SAMPLE
of
High School Equivalency Program (HSEP)
Daily Contact Minute Register
School Year _____

Campus Name

NOTE: This form is a sample that may be used to record daily contact minutes for students eligible to participate in the High School Equivalency Program (HSEP). Refer to the instructions on the preceding page before completing this form. The completed HSEP Weekly Register should be retained at the district for audit purposes. For information about HSEP contact minutes, funding, or compliance, contact the agency's Division of Student Services at (512) 475-3541. You will need to complete a 500 series record as part of the PEIMS Attendance Submission.

Week No. _____ Reporting Period: _____ Dates of Reporting Period: Begins _____ Ends _____

Daily Record of Actual Contact Minutes Served

Grade	Student's Name	Monday		Tuesday		Wednesday		Thursday		Friday		Total
		HSEP	HS Credit	HSEP	HS Credit	HSEP	HS Credit	HSEP	HS Credit	HSEP	HS Credit	

Typed or Printed Name of Teacher	Date	Signature of Teacher
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Instructions for Completing the HSEP Daily Contact Minute Register

In order to earn ADA for HSEP, a student on any given day must attend at least 45 minutes of HSEP instruction and/or traditional classes toward graduation requirements. If a student on any given day attends the HSEP for less than 45 minutes, then no ADA will be earned.

HSEP contact minutes must be recorded daily by the student's HSEP teacher. If a student is served by more than one HSEP teacher, then one designated teacher should record the combined contact minutes of service provided for the student. The time in which a student receives HSEP instruction must be reported under the 'HSEP' column. The time in which a student receives High School credit course instruction must be reported under the "HS Credit" column.

Week No. - Enter the number of the week in the reporting period.

Reporting Period - Enter the six-week period for which the attendance data are being reported (1-6).

Dates of Reporting Period - Enter the beginning and ending date of the reporting period.

Grade - Enter the student's current grade level.

Student's Name - Enter the student's legal name as shown in the attendance system.

Daily Record of Actual Contact Minutes Served - The teacher must record the actual number of daily contact minutes each student on any given day attends the HSEP and High School credit course instruction. Contact minutes may not exceed 600 on a daily basis.

Total - Total the contact minutes for each student for each week. The teacher MUST sign and date the completed HSEP Weekly Register.

TEXAS EDUCATION AGENCY

District Name

County-District-Campus Number

SAMPLE

of

High School Equivalency Program (HSEP)
Reporting Period Contact Minute Register

Campus Name

School Year _____

NOTE: This form is a sample that may be used to record weekly contact minutes for students eligible to participate in the High School Equivalency Program (HSEP). Refer to the instructions on the preceding page before completing this form. The completed HSEP Reporting Period Register should be **retained at the district** for audit purposes. For information about HSEP contact minutes, funding, or compliance, contact the agency's Division of Student Services at (512) 475-3541. **You will need to complete a 500 series record as part of the PEIMS Attendance Submission.**

Reporting Period: _____ Dates of Reporting Period: Begins _____ Ends _____

Weekly Record of Actual Contact Minutes Served

Grade	Student's Name	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
		HSEP + HS	HSEP + HS	HSEP + HS	HSEP + HS	HSEP + HS	HSEP + HS	HSEP + HS	

Typed or Printed Name of HSEP Coordinator	Date	Signature of HSEP Coordinator
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Instructions for Completing the HSEP Reporting Period Contact Minute Register

In order to earn ADA for HSEP, a student on any given day must attend 45 minutes of HSEP instruction and/or in combination with HS credit courses. If a student on any given day attends the HSEP for less than 45 minutes, then no ADA for HSEP will be earned.

Reporting Period - Enter the period for which the attendance data are being reported (1-6).

Dates of Reporting Period - Enter the beginning and ending date of the reporting period.

Grade - Enter the student's current grade level.

Student's Name - Enter the student's legal name as shown in the attendance system.

Weekly Record of Actual Contact Minutes Served - Enter the total number of weekly contact minutes for each student that attended the HSEP from the HSEP Daily Registers.

Total - Total the weekly contact minutes for each student. The HSEP Coordinator MUST sign and date the completed HSEP Reporting Period Register.