

PROGRAM MEMORANDUM 26-2

DATE: September 25, 2026
TO: Adult Education Program Directors
FROM: Nick Moore, State Director
SUBJECT: Daily Entry of Student Contact Hours into the Adult Education Data Management System

I. Purpose

The purpose of this memorandum is to establish the requirement that all instructors employed by Alabama Community College System (ACCS) Adult Education Division sub-grantees must enter student contact hours into the management information system daily. This memorandum sets forth the timeliness and accuracy standards for daily contact hour entry, the exception applicable to newly enrolled students, and the local monitoring responsibilities necessary to ensure ongoing compliance.

II. Background

Accurate and timely entry of student contact hours is foundational to the integrity of Alabama's adult education data. Contact hour data supports federal National Reporting System (NRS) accountability reporting, drives eligibility for post-testing, and underlies the calculation of participant and reportable individual status. When contact hours are not entered promptly, programs face an increased risk of data loss, entry backlog, and inaccurate reporting that impacts program performance.

III. Policy

All instructors employed by ACCS Adult Education Division sub-grantees must enter student contact hours into the data management system daily.

A. Timeliness of Entry

- Contact hours must be entered no later than the end of the instructional day on which they were earned, or by the start of the next business day at the latest.
- New Student Exception: Attendance hours for newly enrolled students must be entered into the data management system within five (5) days of the student's enrollment.

B. Accuracy of Entry

- All contact hour entries must accurately reflect actual time in attendance, including classroom, hybrid, and approved distance/proxy hours, as applicable.
- Instructors are responsible for auditing their own entries to ensure that entered hours align with sign-in sheets, attendance logs, or proxy student contact hours.

C. Local Monitoring

- Local program directors are responsible for developing a monthly audit process to validate the accuracy of daily student contact hour entries and to ensure ongoing compliance with daily contact hour entry requirements.

IV. Rationale

Daily entry of contact hours:

- Ensures the accuracy and timeliness of data used for NRS accountability reporting;
- Enables prompt post-testing opportunities;
- Supports valid calculation of participant and reportable individual status; and
- Reduces the risk of data loss, entry backlog, or inaccurate reporting that impacts program performance.

V. Responsibilities

A. Instructors

Instructors shall enter student contact hours into management information system daily in accordance with the timeliness standards in Section III.A, ensure entries accurately reflect actual attendance, and audit entries against sign-in sheets, attendance logs, or proxy contact hour documentation.

B. Local Program Directors

Local program directors shall develop and implement a monthly audit process to validate the accuracy of daily contact hour entries, monitor instructor compliance with entry timeliness requirements, and address identified discrepancies.

C. ACCS Adult Education Division

The Adult Education Division shall provide guidance and technical assistance related to data entry requirements and may review program compliance through desk review, onsite monitoring, and data validation.

VI. Effective Date

This memorandum is effective immediately upon issuance.

VII. Questions or Technical Assistance

Questions and requests for technical assistance regarding this policy or the management information system should be directed to Michelle Tapia, Director of Data and Reporting.