	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: MAR 02 2009	POLICY NO.: COR.14.10
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): APRIL 21, 1995	
	SUBJECT: ADMINISTRATION OF ACADEMIC AND VOCATIONAL RECORDS		Page 1 of 4

1.0 PURPOSE

To establish practices which govern the maintenance of attendance records for academic and vocational programs.

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. American Correctional Association Standards, Sec. Third Edition 34410-34413
- b. PL 100-297 Elementary and Secondary Schools Education Act, 1994. Title I, Part D: 20 U.S.C. 6421-6472
- c. U.S. Department of Education Office of Elementary and Secondary Education Compensatory Education Program, Chapter 1 Policy Manual State Agency For Neglected or Delinquent Children, December 1991.
- d. HRS 353-64 Committed Persons Paroled, Session Laws of Hawaii, 1988.

.2 Definitions

- a. Education Program: academic or vocational programs approved by the Corrections Education Services Branch Manager offered by a facility education program.
- b. Title I: remedial reading and math program funded under the Elementary and Secondary Schools Act, Title I Part D, Subpart 1 for eligible youth under the age of twenty-one without a high school diploma or GED.
- c. Student Eligibility: refers to youth entitled to a free public education, do not possess a high school diploma, enrolled for a minimum of fifteen hours per week in an authorized education program.
- d. Adult Basic Education: refers to basic instruction in reading, math, and applied life skills at or below the high school level.
- e. High School Preparatory Program: refers to a Pre-GED, GED, or Competency Based High School Diploma Program.

3.0 POLICY

To comply with State and Federal mandates, inmate participation in all approved education/vocational programs shall be monitored through attendance reports submitted to the Corrections Education Services Branch Manager.

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4.0 PROCEDURE

Attendance shall be reported in one of two ways:

.1 Inmates over twenty-one (21) years of age.

- a. Each class instructor shall have each student sign the attendance roster prior to the opening of class. Attendance information is then submitted to the education supervisor or specialist for recording into the database. Only signed attendance sheets will serve as the official attendance and proof of inmate attendance. (See Attachment A; Computer Generated Attendance Form)
- b. This information shall be reported to the Corrections Education Services Branch Manager through the quarterly report and as requested.

.2 Inmates under twenty-one (21) years of age.

In compliance with PL 100-297, all offenders under the age of twenty-one years may be eligible for special services funded under PL 100-297. Therefore, it is imperative to keep the records current for the under twenty-one population's academic activity.

- a. The facility education supervisor shall identify all eligible youths who have not reached their twenty-first birthday within the calendar year, and who do not possess a high school diploma, to determine the inmates eligible for Federal Title I services.
- b. Inmates between the ages of sixteen and eighteen who do not possess a high school diploma and are deemed suitable for an education program are eligible for Title I services and shall be placed in a high school preparatory program for a minimum of fifteen hours per week.
- c. Inmates ages eighteen through twenty-one who do not possess a high school diploma and are deemed suitable for an education program are eligible for Title I services and shall be provided a minimum of fifteen hours per week of instruction in a basic education or GED program.
- d. The facility education supervisor shall keep accurate attendance records and report to the Corrections Education Services Branch Manager the total number of students enrolled and the daily attendance as prescribed by the federal reporting procedures for the year.

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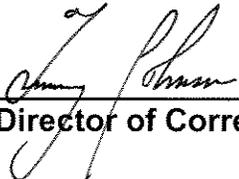
5.0 RESPONSIBILITY

- .1 The Corrections Education Services Branch Manager shall review quarterly the attendance count for the education programs for all facilities and submit a report to the Director of Public Safety through the Corrections Program Services Administrator and the Deputy Director for Corrections.
- .2 The Corrections Education Services Branch Manager shall report annually to the Department of Education Office of Special Programs the under twenty-one count as prescribed by the federal reporting procedures.

6.0 SCOPE

This policy applies to all correctional facility education programs.

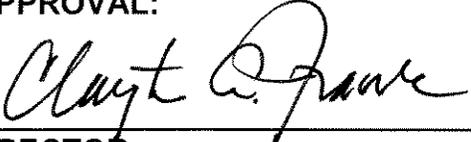
APPROVAL RECOMMENDED:



 Deputy Director of Corrections

 2/26/09
 Date

APPROVAL:



 DIRECTOR

 3/2/09
 Date

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COR.14.10 Attachment A: Computer Generated Attendance Form

Facility Name

Education Unit

Sign In Sheet

Date: Day of the Week, Month, Day, Year

Class Name – Military Time (eg. ABE - Math (B) -- 09:00)

Name	Housing	Signature
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