

Central Alabama Community College Adult Education Program Policy

Sign-In / Sign-Out Form Instructions

1. All enrolled adult learners who attend your class must sign in and sign out. Please verify that sign in and out times are correct. Students are NOT to sign in and out upon entering class.
2. All paid staff must sign in and sign out.
3. All times entered on the sign-in/out form must be rounded to the nearest quarter hour.
4. Complete all entries at the top of the form.
5. You may use more than one column per day if needed.
6. Be sure that each learner signs in and signs out using the same name under which they enrolled.
7. If a learner neglects to sign in or sign out, the Adult Education Teacher may complete the form for that learner
8. Make sure all names on the sign in/out form are legible.