

# Sample of High School Equivalency Program (HSEP) Weekly Contact Hour Register

School Year: \_\_\_\_\_  
 District Name: \_\_\_\_\_  
 County-District-Campus Number: \_\_\_\_\_  
 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 following 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, please visit [tea.texas.gov/hsep](http://tea.texas.gov/hsep). You will need to complete HSEP attendance reporting using the 42401 Special Programs Reporting Period Attendance Extension.

Week No. \_\_\_\_\_ Reporting Period: \_\_\_\_\_ Dates of Reporting Period: Begins \_\_\_\_\_ Ends \_\_\_\_\_

### Daily Record of Actual Contact Hours 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	

Teacher's Name: \_\_\_\_\_  
 Teacher's Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

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 daily.

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