



POLICY

PROCESS

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New HEP students must attend a minimum of 12 hours of instruction in order to be served during the grant year.

PROCESS

Attendance reporting process

What data are you collecting?

What is everyone's roles?

What steps/activities are necessary?

PROCEDURE

1. Hand out registration forms
2. Student fills out demographic info
3. HEP Staff inputs info into HEP database
4. Compile info into report for APR reporting