

**Attachment D to Info. Memo No. 112**

QK. 016-C  
5/95

Due in to local  
Supervisor at  
the end of class

**GENERAL ADULT EDUCATION  
CLASS REPORT**

**ALL QUESTIONS MUST BE ANSWERED**

1. Division Code \_\_\_\_\_ Division Name \_\_\_\_\_
2. Class location \_\_\_\_\_
3. Name or type of class \_\_\_\_\_
4. Class Code (See B-2 of Instructions) \_\_\_\_\_
5. Instructor (last name, first initial) \_\_\_\_\_
6. Instructor's Social Security No. \_\_\_\_\_
7. Enrollment: Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_.
8. Persons Age 60 and above \_\_\_\_\_.
9. Average Attendance per class meeting \_\_\_\_\_.  
(To the nearest whole number)
10. High School Credit (See B-3 of Instructions) \_\_\_\_\_.
11. Date class started \_\_\_\_\_ Date class ended \_\_\_\_\_.
12. Total number of hours class met \_\_\_\_\_.
13. Instructor's pay per hour (dollars and cents) \_\_\_\_\_.

**I certify that the above information is correct.**

\_\_\_\_\_  
Date Signed: \_\_\_\_\_  
Instructor

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\* If the class is not on the code list, write a brief description of the class below.

Commonwealth of Virginia  
Department of Education  
Office of Career, Technical, and Adult Education Services  
Richmond, VA 23218-2060

A. General

Complete one form for each General Adult Education Class. The form must be kept on file in the local school board office for five years for audit purposes.

1. To be approved for reimbursement each General Adult Education class shall:
  - a. have an educational purpose, be devoted primarily to instruction, and be an approved class;
  - b. meet for a total of ten (10) or more class hours during the semester;
  - c. have an enrollment of ten (10) students. Reimbursement may be made on a prorated basis if less than ten (10) students are enrolled; and
  - d. not be reimbursed from any other state (including ADM) or federal funds.
2. Reimbursement will not be made for providing library services.

B. Specific Instructions for Completing the Form:

1. Division number - Enter the three-digit state-assigned division number and name.
2. Class - Using the state course code list, enter the name and class code of the course in the proper space. If the class code is not shown on the list, enter the name of the course in the space, leave the class code number blank, and write a brief description of the class in the space at the bottom of the paper.
3. High School Credit - Report the units of credit given for the class.

Example:      $1/4$  unit = 0.25  
                   $1/3$  unit = 0.33  
                   $1/2$  unit = 0.50

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