Adult Education

Distance Learning/Proxy Hours

Proxy Requirements: 1) All pre-tests, mastery, post or end of semester tests MUST be taken at school. Please contact your Instructor when you are ready for a test. 2) Please turn in any "homework" the next time you return to class or meet your Instructor. 3) Proxy time should be verified by a staff member each time you meet, or at the end of the month.

Student Name: _____

Date		Class Name		Begin Time	End Time	Verified

BRING WITH YOU EACH TIME YOU MEET WITH THE INSTRUCTOR, OR SEND BY EMAIL IF POSSIBLE