Midterms Instructions

Below please find college instructions for completion of Midterms for Adult Education Instructors:

1. Compare your DAISI attendance to your Midterm roster that was mailed to you.

2. If “XXX” or ‘W’ is already listed for any of your students, you do not need to write anything.

3. Enter “WN” in the grade column if a student never entered your class.

4. Enter a “WS” in the grade column if a student received “D” in DAISI or has attended the class so sporadically that in your professional judgment he or she would not be able to complete the course requirements.

5. Sign and date using black and blue ink.

If there is anything please do not hesitate to contact me via e-mail or phone.