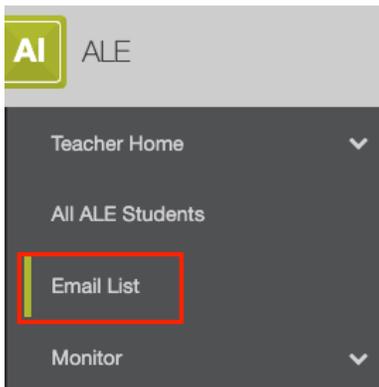


## ALE Application: Email/Communication Tool

Users can retrieve email addresses associated with parents and/or students from the Certificated Teacher role. Click on “**Email List**” from the left-hand navigation menu.



Choose from the following selections from the Source dropdown menu. Then select from the corresponding modal (pop-up)

**Email List** instructions

^ Selections
Class (required) ..... Select

Source (optional)  

Class (required) ..... Select

School Year (optional) ..... Select

Last Name Start Range (optional) 
Last Name End Range (optional)

Student Email Address
 Email Output Format (optional)  
 Parent Email Address
 First Last <email>; First Last <email>;

Get Emails

**Source (Optional) -**

- Class >> **Select Class (Required)**
- Grade Level >> **Select Grade Level (Required)**
- SLP Certificated Teacher >> **Select Teacher (Required)**
- Program >> **Select ALE Program (Required)**
- Student Group >> **Select Student Group (Required)**

If **Student Group** is the chosen **Source**, the selections have many options. The selected **Label** will appear at the bottom of the window under **Your Selected Student Group**.

### Student Group Add Student Group ✕

**Student Group Filters**

School Years (optional) Select ▾

Current School Year

My Groups | Shared Groups

District Wide | School Specific

**Student Group Search Results** Columns ▾

Label

West Valley School District (20/21)	+
All Kindergarten Students (20/21)	+
All 1st Grade Students (20/21)	+
All 2nd Grade Students (20/21)	+
All 3rd Grade Students (20/21)	+
All 4th Grade Students (20/21)	+

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^ Your Selected Student Group 1

Students attending Apple Valley Elementary (20/21) ▾

Next, select the

- School Year (Optional)
- Last Name Start Range (Optional)
- Last Name End Range (Optional)
- Student Email Address
- Parent Email Address
- Email Output Format (Optional)

Once you have selected it, click **Get Emails** to generate the email list. These email addresses can then be copied and pasted into your email service provider. Parents and/or students with no email addresses listed will be shown in the **Users without email address** box.

Get Emails

←

**Email List** ▾

**Email List** (optional)

"Afualo, Emilee" <christieafualo@mac.com>, "Aguilar, Yuni" <lyuri1@hotmail.com>, "Arellano, Janet" <janetarellano72@hotmail.com>, "Bailey, Deanne" <deannebailey1981@gmail.com>, "Bakker, Robin" <rbakker509@gmail.com>, "Ball, Elaine" <elainam16@gmail.com>, "Ball, Matthew" <msb7529@five.com>, "Abarca, Alexis" <Modest\_Abarca93@outlook.com>

**Users without email address** (optional)

Afualo, Amon  
Aguilar, Jose  
Arellano, Jeffrey