

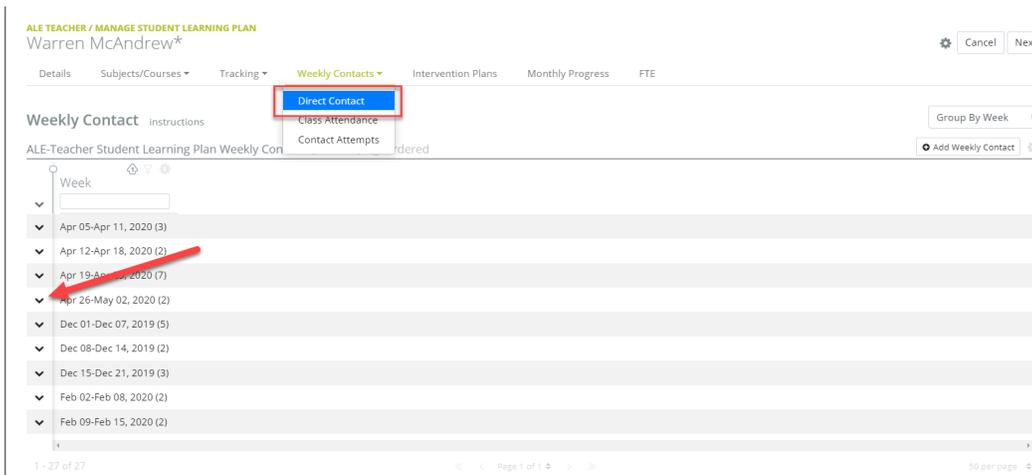
ALE Application: Recording and Monitoring Weekly Contact

In the ALE Application, there are several ways to document weekly contact, both for a single student and for groups of students. In addition, several tools have been implemented to make monitoring weekly contacts with students as easy as possible.

Recording Weekly Contact

To view/document weekly contact for a single student, navigate to the **Direct Contact Tab** on their Student Learning Plan under **Weekly Contacts** via the **All Student Learning Plans** or **My Student Learning Plans** page.

By default, this view is grouped into **school weeks**, but clicking on the arrow to the left of any week will expand the view to list all contacts recorded in that week.



ALE TEACHER / MANAGE STUDENT LEARNING PLAN
Warren McAndrew*

Details Subjects/Courses Tracking Weekly Contacts Intervention Plans Monthly Progress FTE

Weekly Contact instructions

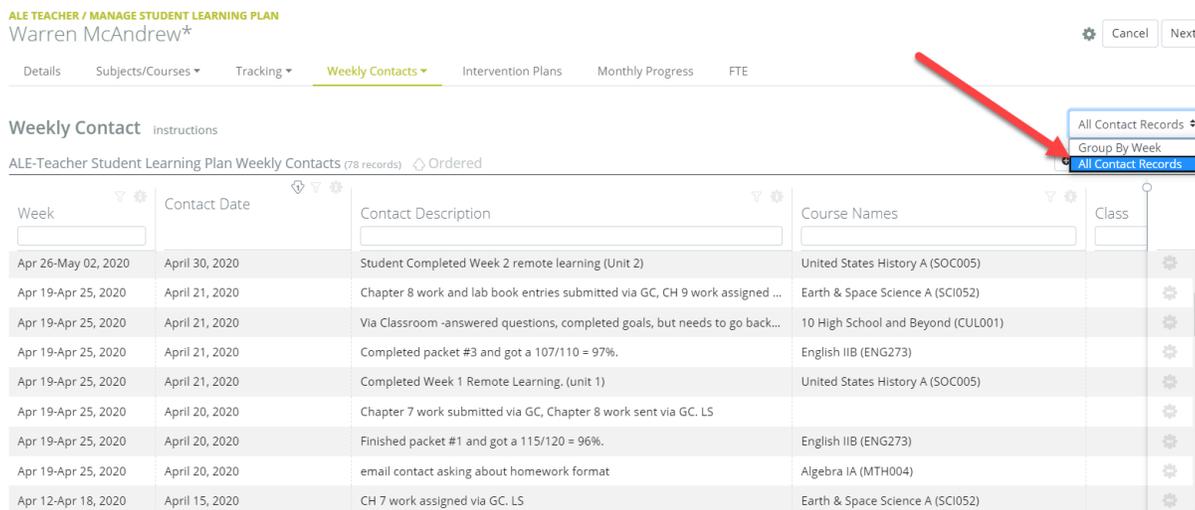
ALE-Teacher Student Learning Plan Weekly Con

Week

- Apr 05-Apr 11, 2020 (3)
- Apr 12-Apr 18, 2020 (2)
- Apr 19-Apr 25, 2020 (7)
- Apr 26-May 02, 2020 (2)
- Dec 01-Dec 07, 2019 (5)
- Dec 08-Dec 14, 2019 (2)
- Dec 15-Dec 21, 2019 (3)
- Feb 02-Feb 08, 2020 (2)
- Feb 09-Feb 15, 2020 (2)

1 - 27 of 27 Page 1 of 1 50 per page

To switch to a view listing all contact records, use the **toggle** button at the top right to select **All Contact Records**.



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Details Subjects/Courses Tracking Weekly Contacts Intervention Plans Monthly Progress FTE

Weekly Contact instructions

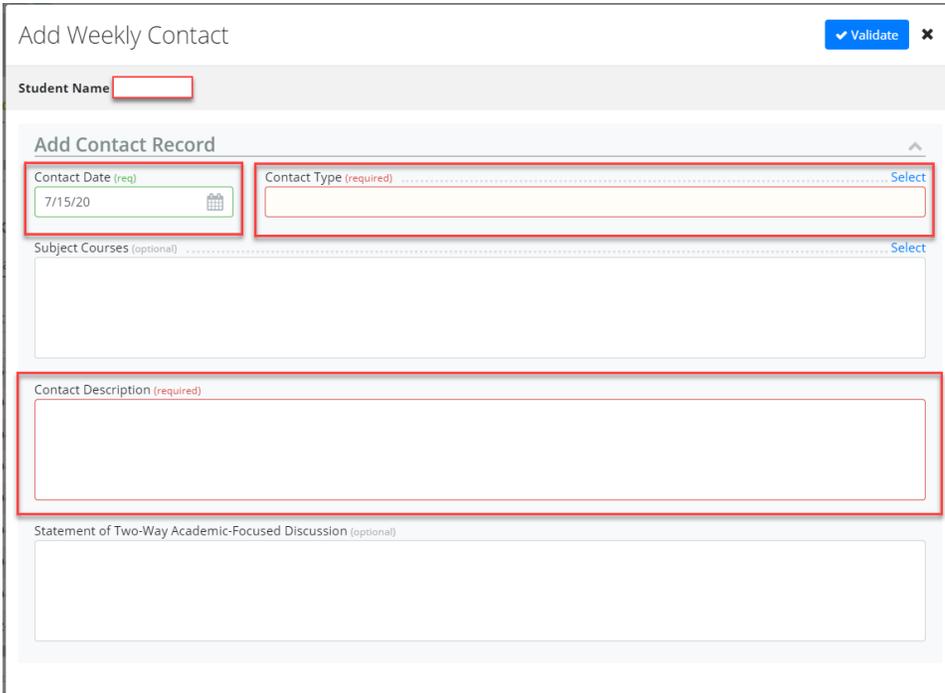
ALE-Teacher Student Learning Plan Weekly Contacts (78 records) Ordered

Week	Contact Date	Contact Description	Course Names	Class
Apr 26-May 02, 2020	April 30, 2020	Student Completed Week 2 remote learning (Unit 2)	United States History A (SOC005)	
Apr 19-Apr 25, 2020	April 21, 2020	Chapter 8 work and lab book entries submitted via GC, CH 9 work assigned ...	Earth & Space Science A (SCI052)	
Apr 19-Apr 25, 2020	April 21, 2020	Via Classroom -answered questions, completed goals, but needs to go back...	10 High School and Beyond (CUL001)	
Apr 19-Apr 25, 2020	April 21, 2020	Completed packet #3 and got a 107/110 = 97%.	English IIB (ENG273)	
Apr 19-Apr 25, 2020	April 21, 2020	Completed Week 1 Remote Learning. (unit 1)	United States History A (SOC005)	
Apr 19-Apr 25, 2020	April 20, 2020	Chapter 7 work submitted via GC, Chapter 8 work sent via GC. LS		
Apr 19-Apr 25, 2020	April 20, 2020	Finished packet #1 and got a 115/120 = 96%.	English IIB (ENG273)	
Apr 19-Apr 25, 2020	April 20, 2020	email contact asking about homework format	Algebra IA (MTH004)	
Apr 12-Apr 18, 2020	April 15, 2020	CH 7 work assigned via GC. LS	Earth & Space Science A (SCI052)	

To add a new contact record, click the **Add Weekly Contact** button at the top right of the screen.



You will see this form:



The screenshot shows the 'Add Weekly Contact' form. At the top, there's a 'Student Name' field. Below it, the 'Add Contact Record' section contains several fields: 'Contact Date (req)' with a calendar icon, 'Contact Type (required)' with a 'Select' dropdown, 'Subject Courses (optional)' with a 'Select' dropdown, 'Contact Description (required)' with a large text area, and 'Statement of Two-Way Academic-Focused Discussion (optional)' with another large text area. A 'Validate' button is in the top right corner of the form.

Contact Date (required) - Defaults to today's date but can be updated by clicking the calendar icon.

Contact Type (required) - Select from the state-designated, allowable contact types.

Subject/Courses (optional) - Used to identify a specific subject discussed with the student during this contact, if desired. The list will display courses from this student's current Student Learning Plan.

Contact Description (required) - Record the interaction with the student.

Statement of Two-Way Academic-Focused Discussion (optional) - Used to explicitly describe what was discussed with the student if the previous box does not meet your needs.

Click the **Add** button at the top right of the form to **save**.

Monitoring Weekly Contact

As a certificated teacher, you can easily view the students on your caseload and enter weekly contact records via the **Monitor Weekly Contacts** screen.

Student Name	Jul 13-Jul 17, 2020	Jul 06-Jul 10, 2020	Jun 29-Jul 03, 2020	Jun 22-Jun 26, 2020	Jun 15-Jun 19, 2020	Jun 07-Jun 13, 2020	May 31-Jun 06, 2020	May 2
*, Janee'	⚠	✅	⚠	⚠	⚠	⚠	⚠	
*, Zaiden	⚠	✅ (3 contacts)	⚠	⚠	⚠	⚠	⚠	
Diaz Tapia*, Jam...	⚠	✅	✅	✅	⚠	⚠	⚠	
Peluso*, Dauill	⚠	✅	⚠	⚠	⚠	⚠	⚠	
Rivela*, Tayln	⚠	✅	⚠	⚠	✅	✅	⚠	
Sandnal*, Rosita	⚠	✅	⚠	⚠	⚠	✅	✅	
Westby*, Hunter	⚠	✅	✅	✅	✅	⚠	✅	

Hovering over the icon will display a pop-up that lists the number of contacts or attempts recorded.

The **green check mark icon** indicates that the student had at least one weekly contact for the given week. To enter a contact directly on this screen, click on the **icon** to see the **Record Direct Personal Contact** pop-up form.

Record Direct Personal Contact Instructions Validate ✕

Student [REDACTED] School Year 2023/24 Recording Date August 21, 2023

Contact Date (required) 8/13/23 📅 Contact Type (required) Select

Subject Courses (optional) Select

Contact Description (required)

Statement of Two-Way Academic-Focused Discussion (optional)

The **cheddar triangle** indicates no contact has been recorded for the given week. To enter a contact directly on this screen, click the icon, and you will see the options to **Contact**, **Add weekly contact (Record Direct Personal Contact pop-up form as above)**, **Add missed contact with valid justification (Record Valid Reason for Missing Weekly Contact pop-up form as below)**, and **Add weekly contact Attempt (Add/Edit Contact Record pop-up form)**

ALE - SLP Contact Attempt

✓ Validate ✕

▲ Add/Edit Contact Record

Contact Type (required) Select

Contact Date (required)

Description (optional)

The **blue exclamation** indicates a Valid Reason Weekly Contact Requirement was Missed with Valid Justification. To enter a contact directly on this screen, click on the icon, and you will see the **Record Valid Reason for Missing Weekly Contact form**.

ALE SLP Record Valid Reason Weekly Contact Requirement Was Missed

✓ Validate ✕

▲ Record Valid Reason For Missing Weekly Contact

Weekly Contact was Missed with valid Justification

Reason Weekly Contact Was Missed (required)

Also, from the Monitor Weekly Contact page, you can simultaneously enter weekly contact records (as long as they are identical) for more than one student. Using the **page action gear** at the top right, select **Record Direct Contact**.

ALE TEACHER
Monitor Weekly Contact

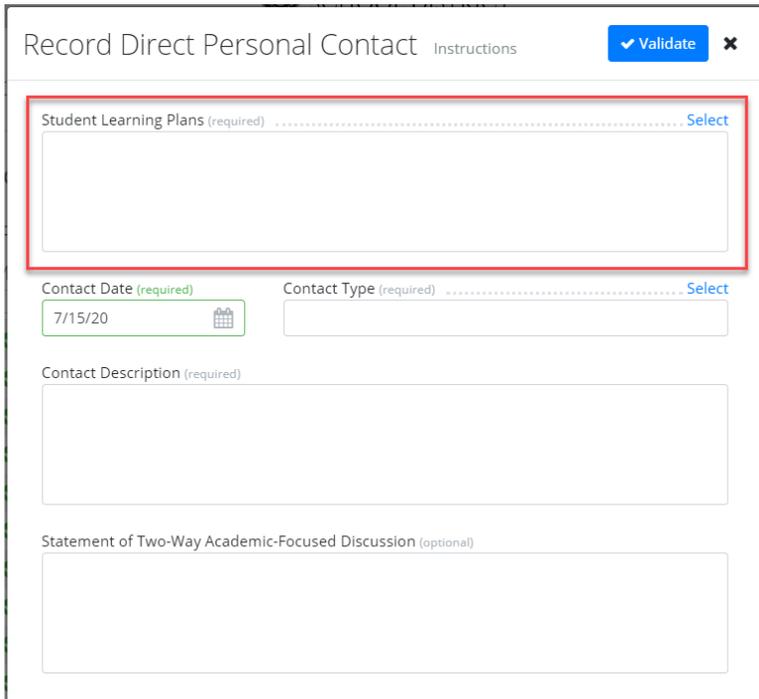
Monitor Weekly Contact instructions

Monitor Weekly Contact for ALE Teacher (33 records)

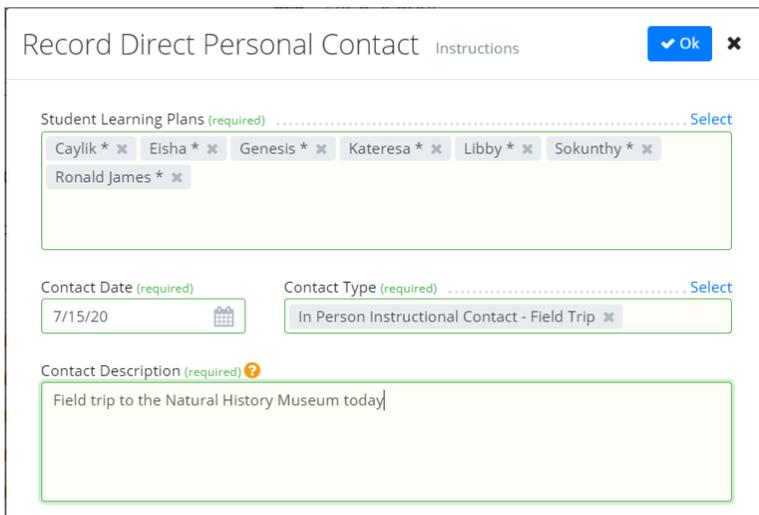
Student Name	Jul 13-Jul 17, 2020	Jul 06-Jul 10, 2020	Jun 29-Jul 03, 2020	Jun 22-Jun 26, 2020	Jun 15-Jun 19, 2020	Jun 07-Jun 13, 2020	May 31-Jun 06, 2020	May 2
*. Caylik	▲	▲	▲	▲	▲	▲	▲	
*. Eisha	▲	▲	▲	✓	▲	▲	✓	
*. Genesis	▲	▲	▲	▲	▲	▲	✓	
*. Janee'	▲	✓	▲	▲	▲	▲	▲	
*. Kateresa	▲	▲	▲	▲	✓	✓	✓	
*. Libby	▲	▲	▲	▲	▲	▲	▲	
*. Sokunthy	▲	▲	▲	▲	▲	▲	▲	
*. Veaceslav	▲	▲	▲	▲	▲	▲	▲	
*. Wes	▲	▲	▲	▲	▲	▲	▲	
*. Wynoika	▲	▲	▲	▲	▲	▲	▲	

1 - 33 of 33 Page 1 of 1 50 per page

That will open the following form:



This looks similar to the form outlined above, except you first select which **Student Learning Plans** (Students) this record will be added to. Once you select and add data, click the **Ok** button at the top right to record the contact.



Program Managers and **Secretaries** have the **Monitor Weekly Contact** screen but will see all students listed in the program, along with the **Certificated Teacher** identified as the case manager.

ALE PROGRAM MANAGER

Monitor Weekly Contact

 Monitor Weekly Contact instructions

Monitor Weekly Contact for Program Manager (236 records)

Student Name	Certificated Teac	Mar 08-Mar 14, 2020	Mar 01-Mar 07, 2020	Feb 23-Feb 29, 2020	Feb 16-Feb 22, 2020	Feb 09-Feb 15, 2020	Feb 02-Feb 08, 2020	Jan 26-Feb
, Adair	Karlsten, Shint	✓	✓	✓	⚠	✓	✓	
, Alan	Arquitt, Lonnie	✓	✓	✓	⚠	✓	✓	
, Alanna	Propp, Nikolas	✓	✓	✓	⚠	✓	✓	
, Andi	Propp, Nikolas	✓	✓	✓	⚠	✓	✓	
*, Annabella	*, Trinitee	✓	✓	✓	⚠	✓	✓	
, Anrrico	Arquitt, Lonnie	✓	✓	✓	⚠	✓	✓	
, Ardis	Propp, Nikolas	✓	✓	✓	⚠	✓	✓	
, August	Propp, Nikolas	✓	✓	✓	⚠	✓	✓	
, Avelyn	Karlsten, Shint	✓	✓	✓	⚠	✓	✓	
, Aylauraleigh	Karlsten, Shint	✓	✓	✓	⚠	✓	✓	

1 - 50 of 236

<< < Page 1 of 5 > >>

50 per page