

ALE Application: Year-End SLP Tasks

In the ALE Application, the following is a list of recommended tasks to complete when wrapping up Student Learning Plans at the close of a school year.

****All WSLPs must be concluded as a final step to wrapping up WSLPs for the school year. This is # 5 in the following list and is the LAST thing you do with WSLPs.****

- Review June Overall Monthly Progress**
- Verify that dates are correct on all Student Learning Plans**
Check the overall end dates of each plan for accuracy. This can be done quickly on the **All Student Learning Plans** page or **My Student Learning Plans**.

ALE TEACHER
My Student Learning Plans

My Students instructions

Student Learning Plan Selector (4 records) Filtered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Owner	Contributor
Desaboya*, Talitha	2019/20	12th Grade	D. McCollum*	⚠		June 16, 2020	true	true
Folkman*, Arlen	2019/20	8th Grade	D. McCollum*	⚠		June 19, 2020	true	false
Hollingsworth*, Sally Jo	2019/20	11th Grade	D. McCollum*	✅	February 7, 2020	June 16, 2020	true	true
Horna*, Danny	2019/20	8th Grade	D. McCollum*	⚠		June 18, 2020	true	false

If anything needs to be updated, change the **End Date** on each plan on the **Details Tab** in the **Time Commitment** section. Changing this section will set the plan to a **not approved** status.

ALE TEACHER / MANAGE STUDENT LEARNING PLAN
Talitha Desaboya*

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

Time Commitment instructions

School Year (required) Select Enrollment Hours (required) FTE from SIS (optional)

Start Date (required) End Date (required)

- Update all Subject/Course Records with the correct end date and participation status.**
Ensure each subject/course record on the plan has an accurate **End Date**. Update courses to **Completed** or **Withdrawn** if not completed. Some programs also choose to keep track of which courses are not completed and continue into the next school year by leaving this status as **In Progress** and copying these

into the next school year. An additional help document details this process titled, [Copying in Progress Courses from One School Year to the Next](#).

You can update subject course records one at a time via the **Row Action Gear >> Edit** and update the **End Date** and **Participation Status** areas.

Ok ✕

Student Talitha Desaboya*
Course Code FA164 (Fibers and Textile Design)

Subject / Course

Subject Area (required) Select
Fine and Performing Arts ✕

State Course Code (required) Select
FA164 (Fibers and Textile Design) ✕

Course (optional) Select
Beginning Quilting ✕

Instruction

Grade Level (optional) Select
12th Grade ✕

ALE Class Type (optional) Select
Site-based (Weekly) ✕

Certificated Teacher (optional) Select
D. McCollum* ✕

Dates/Times

Start Date (opt) 📅
9/3/19

End Date (opt) 📅
6/16/20

Average Hours Per Week (optional)
5

Self Directed Study Sessions (optional) Select

Participation Status (optional) Select

You can also update one or more courses via the **Select Row Actions** button.

1. Select one or more courses.
2. Click on the blue **Select Row Actions** button.
3. Click **Edit Selected Courses**.
4. Make updates to the **End Date** and **Participation Status**.
5. Click **Save**.

Details Subjects/Courses ▾ Classes ▾ Tracking ▾ Weekly Contacts ▾ Monthly Progress FTE

Core Subject Areas and Courses instructions

⊕ Add Approve All

ALE-Teacher Student Learning Plan Subject-Courses (6 records) Filtered

	Course	Certificated Teacher	Participation S	Start Date	End Date	Credits Availa	Credits Neede	Credits Ea	
#1	Disney Princess Movies	kurt.strauss,jr*, kurt...	--	02/11/22	06/14/22				Complete Courses
✓	Science 101	McCollum*, Deidra	--	02/01/22	07/22/22	5			Edit Selected Courses
#2	US History	McCollum*, Deidra	In Progress	04/21/22	06/17/22				#3
✓	English 101	McCollum*, Deidra	In Progress	05/01/22	07/22/22	1.0			Fine and Perform
✓	English 101	McCollum*, Deidra	Withdrawn	02/11/22	03/11/22	1.0			Life and Physical
✓	English 101	McCollum*, Deidra	Withdrawn	02/11/22	03/11/22	1.0			Social Sciences
✓	English 101	McCollum*, Deidra	Withdrawn	02/11/22	03/11/22	1.0			English Language

ALE - Edit Subject/Courses



^ Edit Subject/Courses

Grade Level (optional) Select ALE Course Type (optional) Select

Certificated Teacher (optional) Select

Start Date (optional) 📅 End Date (optional) 📅

Average Hours Per Week (optional) #4 → Participation Status (optional) Select

- If needed, assign Grades and Credit Earned for completed courses.**

The Certificated Teacher can do this course-by-course on the **Results** section of the Subject/Course Details page. The Certificated Teacher or Registrar can add grades and credits per class via the **Grades Tab**. You can find detailed information about this process in the help document titled [ALE - Awarding Grades/Credits to a Course](#).


Results

Grade Selection (optional) Select Earned Credits (optional)

Ale Student Learning Plan Subject Course Class Term Grades (records) ➕ Add Class Term Grade ⚙️

Nothing matched the current criteria.

- After all changes to the Student Learning Plan have been made, save a final copy by “Approving” the plan one final time.**

 **ALE TEACHER / MANAGE STUDENT LEARNING PLAN**


Details Subjects/Courses ▾ **Tracking ▾** Weekly Contacts ▾ Monthly Progress FTE

⚙️ Cancel Next

Approvals instructions

ALE Student Learning Plan Approvals (4 records) ⚙️

Approval Date	Approving Person	Download
2021-02-10	Rouleau*, Cheyenne	Download File
2020-09-23	Rouleau*, Cheyenne	Download File
2020-09-03	McCollum*, Deidra	Download File
2020-08-21	McCollum*, Deidra	Download File

 ✔ Approve Changes

This is done by clicking on the **Approve Changes** button on the **Approvals** page under the **Tracking Tab** or the **Approved** button in the top right corner of the screen on any plan. This step will capture a final PDF version of the plan as it existed at the end of the year.

Conclude ALL WSLPs.

Concluding WSLPs will mark any courses left in the null or 'In Progress' as withdrawn. Concluding WSLPs can not be undone. This is the final step you would take to wrap up the WLSP for the year. If you would like to copy **In Progress** courses into the next school year, you must do this before concluding WSLPs.

[Copying in Progress Courses from one School Year to the Next.](#)

Concluding WSLPs can be done by the SLP Certificated Teacher via **Certificated Teacher >> Student Learning Plans >> My Student Learning Plans**

1. Click the **Row Action Gear** for the student you want to conclude.
2. Click **Conclude**.

ALE TEACHER
My Student Learning Plans
Data Settings: Students from 2021/22

instructions

ALE - My Student Learning Plans (34 records) Filtered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	Is Concluded	Count of Parent
* Adam	2021/22	11th Grade	D. McCollum*	✓	April 5, 2022	No	0
* Insuh	2021/22	8th Grade	D. McCollum*	✓	April 5, 2022	No	
* Kingsley	2021/22	9th Grade	D. McCollum*	✓	April 5, 2022	No	
Beuntermeier, Clea	2021/22	11th Grade	D. McCollum*	✓	May 3, 2022	No	
Carlama, Elijah	2021/22	12th Grade	D. McCollum*	⚠	February 1, 2022	No	
Chapin, Cyntilla	2021/22	Kindergarten	D. McCollum*	✓	April 5, 2022	No	
Cheetham, Lyric	2021/22	12th Grade	D. McCollum*	✓	April 5, 2022	No	
Cheetham, Mandi	2021/22	10th Grade	D. McCollum*	✓	April 5, 2022	No	
Dellacca, Krissa	2021/22	10th Grade	D. McCollum*	✓	April 5, 2022	No	0

Row Actions & Options

- Print Progress Towards Graduation
- Print Written SLP
- Print SLP Schedule
- Edit
- Student Spotlight
- Delete
- Conclude

This can also be done en masse via **Registrar >> Student Learning Plans >> All Student Learning Plans**.

1. Select one or more students
2. Click **Selected Row Actions**.
3. Click **Conclude SLPs**

ALE REGISTRAR
All Student Learning Plans
Data Settings: Students from 2021/22

instructions

ALE - All Student Learning Plans (39 records) Filtered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	Is C
* Adam	2021/22	11th Grade	D. McCollum*	✓	April 5, 2022	No
* Insuh	2021/22	8th Grade	D. McCollum*	✓	April 5, 2022	No
* Kelsea	2021/22	8th Grade	D. McCollum*	✓	Ap #3 2022	No
* Kingsley	2021/22	9th Grade	D. McCollum*	✓	April 5, 2022	No

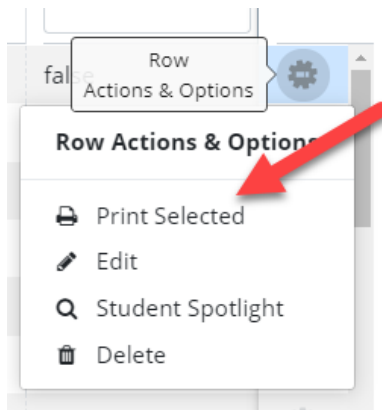
Select Row Actions

- Print Written SLP
- Print SLP Schedules (Sem 1)
- Print SLP Schedules (Sem 2)
- Print Progress Towards Graduation
- Set Enrollment Dates
- WSLP Audit Print
- Conclude SLP(s)
- Print SLP Schedule(s)

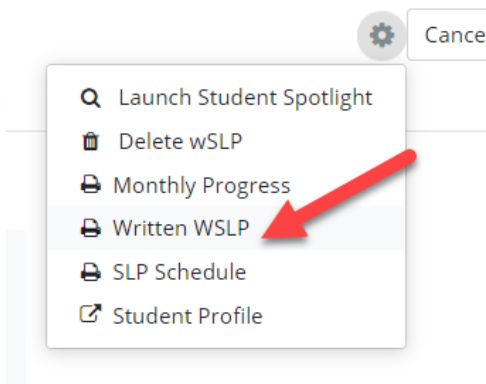
Printing Student Learning Plans - One Student

You can print Student Learning Plans in several locations.

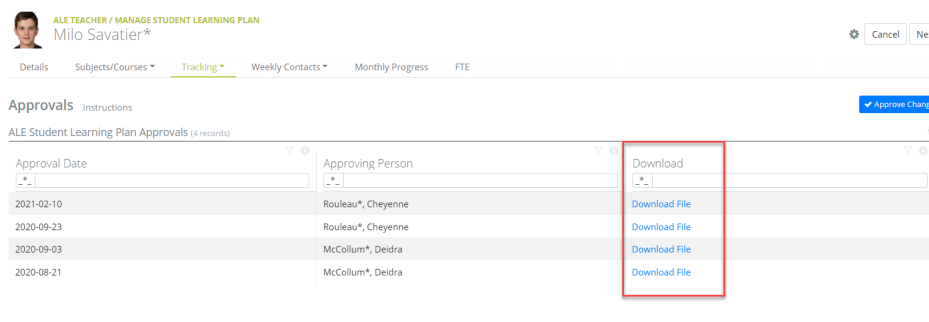
1. The current plan can be generated with the **Row Action gear** from the **All Student Learning Plans** or **My Student Learning Plans** pages.



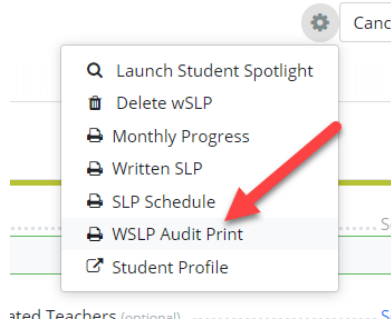
2. The current plan can also be generated from the **Page Action gear** on the **Details Tab** of any single **Student Learning Plan**.



3. Each plan evolution over the year can be downloaded via the **Download File** links on the **Approvals** page.



- A unique **Audit Print** will include all plan versions over the school year, the associated information for each subject/course, weekly contact records, and monthly progress reports. This can be generated from the **Page Action** gear on the **Details Tab** of any single **Student Learning Plan**.



Printing Student Learning Plans - More than one Student

Plans for one or more selected students can be printed via the **All Student Learning Plans** or **My Student Learning Plans** page. Use the **checkmarks** at the left to select one or more rows, then via the blue **Selected Rows Action** at the top right, choose **Print Written SLP**.

ALE TEACHER
All Student Learning Plans

All Students instructions

Student Learning Plan Selector (33 records) Filtered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	Is Concluded	Count of Parent	Count of Pending	
<input checked="" type="checkbox"/> Hans	2020/21	2nd Grade	D. McCollum*	<input checked="" type="checkbox"/>	September 29, 2...	No	0	3	
<input checked="" type="checkbox"/> *, Jasper	2020/21	8th Grade	B. Chs Gsa*	<input checked="" type="checkbox"/>	February 24, 2021	No	0	0	
<input checked="" type="checkbox"/> *, Mary Lou	2020/21	11th Grade	D. McCollum*	<input type="checkbox"/>	No	No	0	1	
<input checked="" type="checkbox"/> Abney*, Izaac	2020/21	8th Grade	D. McCollum*	<input checked="" type="checkbox"/>	February 9, 2021	No	1	3	
<input checked="" type="checkbox"/> Beck*, Bruce	2020/21	8th Grade	D. McCollum*	<input checked="" type="checkbox"/>	February 10, 2021	No	0	1	
<input checked="" type="checkbox"/> Beck*, Eshraq	2020/21	8th Grade	D. McCollum*	<input checked="" type="checkbox"/>	August 24, 2020	No	0	12	
<input checked="" type="checkbox"/> Bergen*, Jailen	2020/21		D. McCollum*	<input type="checkbox"/>	No	No	0	0	
<input checked="" type="checkbox"/> Berrios*, Jason	2020/21	10th Grade	D. McCollum*	<input checked="" type="checkbox"/>	August 6, 2020	No	0	0	
<input checked="" type="checkbox"/> DeJohn*, Cato	2020/21		D. McCollum*	<input checked="" type="checkbox"/>	April 20, 2021	No	0	0	
<input checked="" type="checkbox"/> Ellwein*, Damen	2020/21	1st Grade	D. McCollum*	<input checked="" type="checkbox"/>	February 10, 2021	No	0	1	

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