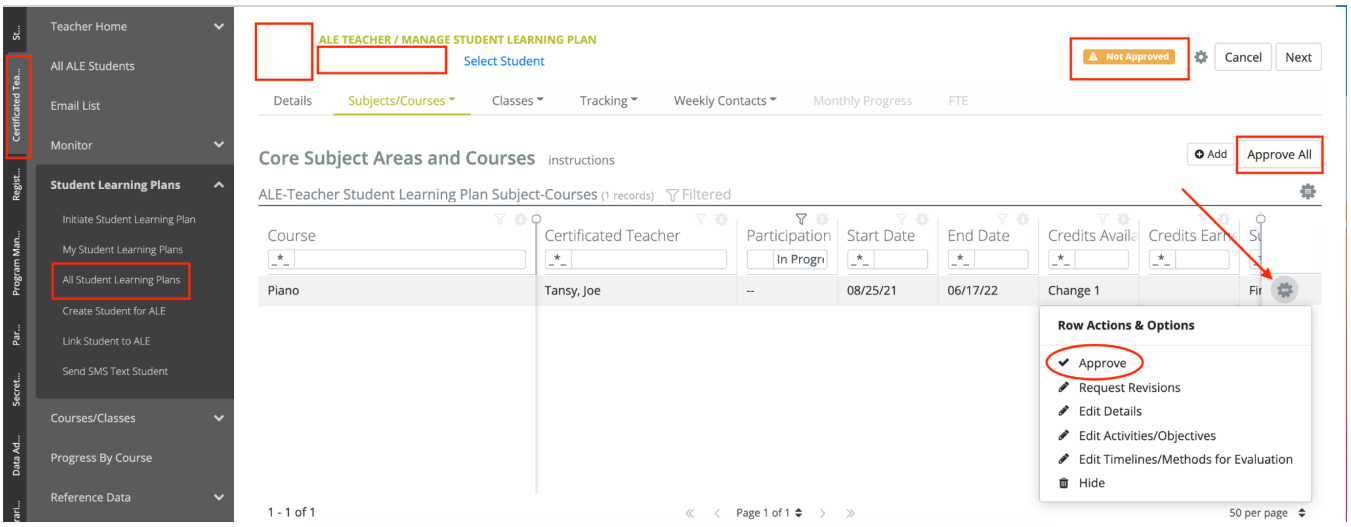
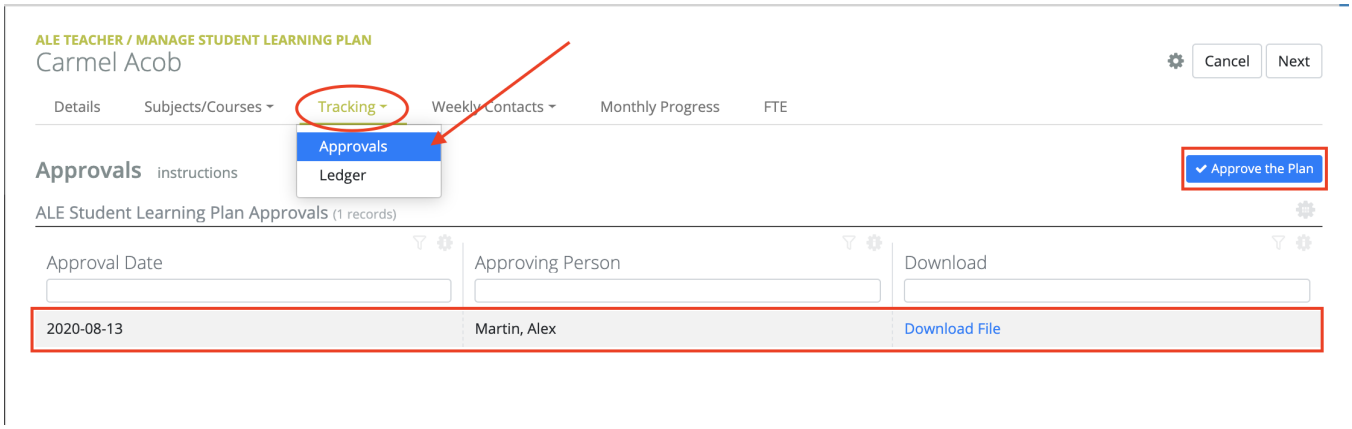
ALE Application: Finalizing and Approving a Student Learning Plan

For Certificated Teachers, **Subject/Course Records** on the **Student Learning Plan** can be approved individually via the **Row Action gear** by selecting **Approve** or all at once by using the **Approve All** button in the upper right. These actions are optional; if omitted, all existing courses will be marked approved when the approval is completed in the next step. The plan's approval status is displayed in the upper right-hand corner in a **cheddar** color for **Not Approved** or **green** if **Approved**.

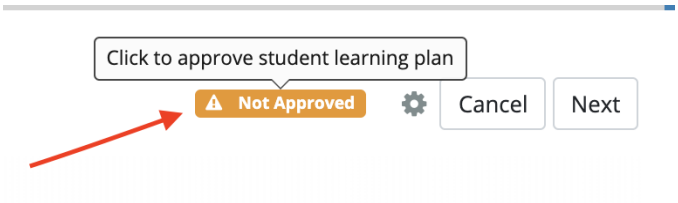


To approve the overall Student Learning Plan, navigate to the **Tracking Tab** and select **Approvals**. Once you have reviewed the Student Learning Plan in its entirety for accuracy and compliance, click the blue **Approve the Plan** button.



This will generate an approval record in the table below with the current date, approving logged-in user, and a link to a pdf file of the Student Learning Plan. (Note: The **Download File** link may not appear immediately as it can take a few minutes to generate. Try reloading the page, and it should appear.)

A plan can be quickly approved by clicking the cheddar **Not Approved** button in the upper right-hand corner.

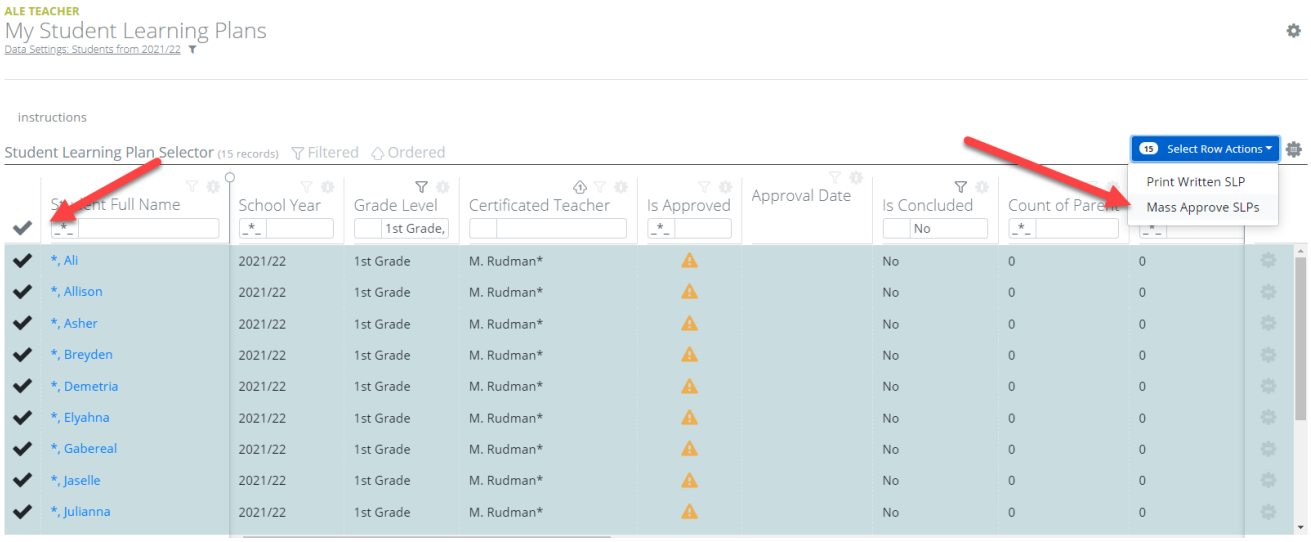


Each time the Student Learning Plan is approved, a new approval record will generate and show in the Approvals table.

Mass Approving Plans

Certificated Teachers can now approve one or more of their learning plans simultaneously using the **Mass Approve** feature. Teachers may only approve plans assigned to them. This can be done via the **My Student Learning Plans** page.

Use the **checkmarks** to the left of one or more plans to select those you would like to approve. Then, using the selected **Rows Action gear** at the top right, choose **Mass Approve SLPs** to approve them all.



While this is a tool to help you work quickly, you will need to ensure all plans are ready to be approved before taking this action.

Other Notes

Plans do not necessarily need to be approved every time a small change is made to the Student Learning Plan, though there are a few actions that will cause a plan to be kicked out of approval status:

- Changing Estimated Hours for the Student

- Changing the Certificated Teacher assigned to the plan
- Changing the start and end dates to a plan

Changes to the subject/course records or class enrollments will not remove a plan from its approved status. In that instance, it is up to the Certificated Teacher to determine whether a plan should be re-approved. As a rule of thumb, if adding or removing courses or making significant changes to a course, it is a good idea to "re-approve" the plan to capture those changes.

We also recommend that at the very end of the year, when wrapping up plans, one final approval is captured to retain a snapshot of what the plan looked like at the end of the year.