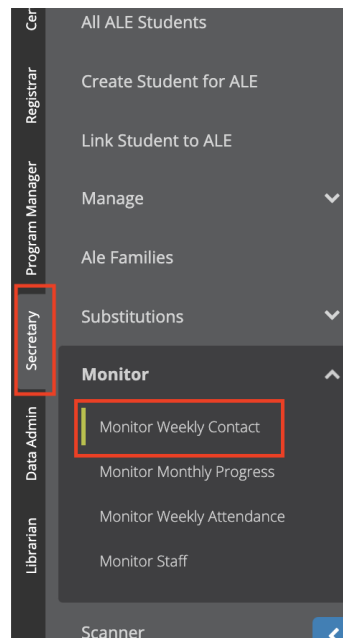
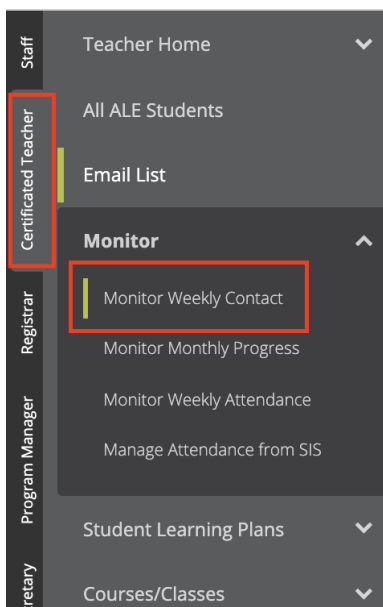


## ALE Application: Record Missed Weekly Contact with “Valid Justification”

Beginning March 1, 2021, ALE programs are required to implement a new set of practices for monitoring truant students. In the ALE Application, missed weekly contacts can be recorded with “valid justification” for truancy reporting purposes. “Valid justification” means any reason as determined by the school district or charter school board policy for which a student may miss the contact requirements of WAC 392-550-025 for the purpose of truancy pursuant to WAC 392-550-040.

From the Certificated Teacher or Secretary role’s left-hand navigation menu, under **Monitor**, select **Monitor Weekly Contact**.



Click on the **cheddar** triangle for the week the student missed weekly contact.

ALE TEACHER

Monitor Weekly Contact

### Monitor Weekly Contact instructions

Monitor Weekly Contact for ALE Teacher (6 records)

Student Name	Jan 24-Jan 30, 2021	Jan 17-Jan 23, 2021	Jan 10-Jan 16, 2021	Jan 03-Jan 09, 2021	Dec 27-Jan 02, 2021	De
Abarca De La Mo...	⚠️	✅	✅	⚠️	✅	
Abel, Chloe	⚠️	✅	⚠️	✅	⚠️	
Acob, Carmel	⚠️	✅	⚠️	⚠️	⚠️	
Adams-Ray, Jay	⚠️	✅	⚠️	✅	⚠️	
Afualo, Oakley	⚠️	⚠️	⚠️	⚠️	⚠️	
Jurgilewicz, Joel	⚠️	✅	✅	⚠️	⚠️	

For the certificated teacher, three choices will be available. We will choose **Add missed contact with valid justification**.

**Monitor Weekly Contact** instruction

Monitor Weekly Contact for ALE Teacher (6)

Student Name  Feb 06-Feb 12, 2022

Number of Contacts: 0

Adam \*

For the secretary, clicking the **cheddar triangle** will skip this step and go directly to the form to record a missed contact with valid justification.

Check the **Weekly Contact was Missed with valid Justification** box, Type in the **Reason Weekly contact Was Missed** for the student, then click **Save**.

ALE SLP Record Valid Reason Weekly Contact Requirement Was Missed

☒ Weekly Contact was Missed with valid Justification

Reason Weekly Contact Was Missed (required)

Student was ill and could not complete weekly contact.

The **cheddar triangle** will become a blue “!” indicating that the student’s missed weekly contact has a “valid justification” recorded. This does not create a weekly contact record; the unique icons can help you quickly identify students who have missed one or more weekly contacts.

ALE TEACHER

## Monitor Weekly Contact

**Monitor Weekly Contact** instructions

Monitor Weekly Contact for ALE Teacher (6 records)

Student Name	Jan 24-Jan 30, 2021	Jan 17-Jan 23, 2021	Jan 10-Jan 16, 2021	Jan 03-Jan 09, 2021	Dec 27-Jan 02, 2021	Dec 20-Dec 26, 2021
<input type="text" value="_*"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Abarca De La Mo...	⚠	✓	✓	!	✓	⚠
Abel, Chloe	⚠	✓	!	✓	⚠	⚠
Acob, Carmel	⚠	✓	⚠	⚠	⚠	⚠
Adams-Ray, Jay	⚠	✓	⚠	✓	⚠	⚠
Afualo, Oakley	⚠	⚠	⚠	⚠	⚠	⚠
Jurgilewicz, Joel	⚠	✓	✓	⚠	⚠	⚠

The valid justification can be removed later by clicking the icon, unchecking the **Weekly Contact was Missed with valid Justification** box, and then saving the change.