

ALE Application: Initiating a Student Learning Plan

Student Learning Plans are created in the Certificated Teacher Role or the Registrar Role in the ALE Application.

For Certificated Teachers, choose **Student Learning Plans** in the left navigation, then **Initiate Student Learning Plans**.

Teacher Home V	ALE TEACHER Create Student Learning Pla	in	A Not Approved Cancel
Email List	Details Subjects/Courses - Classes -	Tracking - Weekly Contacts - Monthly Progress FTE	Calendar
Monitor 🗸	Student Learning Plan Details instruc	tions	
Student Learning Plans			
Initiate Student Learning Plan	 Essentials Certificated Teacher 	Certificated Teacher (required)	Student (required) Select
My Student Learning Plans	RCW 28A.232.010 (1)(a)(i) ALE courses must be "Supervised, monitored, assessed,		
All Student Learning Plans	evaluated, and documented by a certificated teacher employed by the school district or under contract as permitted by	Grade Level (optional)	Supplemental Certificated Teachers (optional) Select
Create Student for ALE	applicable rules" WMC 392-191-182 (304)		Neil Mendenhall 🛪 Kurt Strauss Jr 🛪 Deidra McCollum 🛪
Link Student to ALE	"Certificated teacher" means an employee of a school district or charter school, of a school district contractor pursuant to WAC	Sub Domain (optional) Select	Noah Sutherland 🗶 Austin McGoldrick 🗶
Send SMS Text Student	392-121-188, or a charter school contractor pursuant to WAC 392-121-1885, who is assigned and endorsed according to the previous of charter 191-92 WAC;	dev 🗶	
Courses/Classes	hide instructions	How weekly contact requirements will be fulfilled (optional)	
		Weekly contact between the student and certificated teacher will be main	tained for the purpose of instruction, review of assignments, testing,
Progress By Course		evaluation of student progress, or other learning activities. Weekly Contac email telephone, video conferencing, or online synchronous digital instru-	t must be direct personal contact and may be achieved in person, by
Library 🗸	<i>•</i>	enten, elephone, nees sense energy of onen officination of our rought industry	

For the Registrar, choose **Student Learning Plans** in the left navigation, then click the **Create Plan** button in the top right corner.

Registar Home		ALE RE	GISTRAR									
All ALE Students		Student Learning Plans - All Students							\$			
Create ALE Students												
Link ALE Students		All S	tudents instructions								- c	reate Plan
		Stude	ent Learning Plan Selector (9	03 records) 😙 Filte	red							Φ.
Manage 🗸 🗸	1		Υ Φ) 7 7 8				7.0	7 🚸			9
Substitutions 🗸			Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved Ap	Approval Date	End Date	Owner	Contribut	c
- ·				2020/21								
Parents 🗸 🗸	^		*, Abe	2020/21	12th Grade	A. Goldanskiy*	0	August 12, 2020	June 15, 2021	false	false	¢ î
Monitor Staff			*, Adalbert	2020/21	10th Grade	T. Merchant*	A		June 15, 2021	false	false	0
Courses/Classes			*, Aida	2020/21		A. Goldanskiy*	0	August 12, 2020	June 15, 2021	false	false	0
			, Aide	2020/21		H. De La Rocha	0	August 17, 2020	June 15, 2021	false	false	•
Student Learning Plans			*, Aiden	2020/21	12th Grade	V. Canoy*	0	August 17, 2020	June 15, 2021	false	false	
Scanner 🗸 🗸	·		*, Aislinn	2020/21	12th Grade	K. Bevens*	•	August 12, 2020	June 15, 2021	false	false	•
Reference Data 🔷 🗸	,		*, Alejandro	2020/21	12th Grade	V. Canoy*	0	August 10, 2020	June 15, 2021	false	false	
1			*, Aleksen	2020/21		H. De La Rocha*	0	August 10, 2020	June 15, 2021	false	false	•
Law			*, Annjeanette	2020/21	10th Grade	B. Kuust*	0	August 12, 2020	June 15, 2021	false	false	
			, Aurorah	2020/21	11th Grade	C. Canyon	0	August 12, 2020	June 15, 2021	false	false	•
		\sim	*, Baustun	2020/21	12th Grade	A. Mora*	0	August 12, 2020	June 15, 2021	false	false	
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Only one Student Learning Plan (SLP) can be created for each student each year. Many fields can have defaults set to set up learning plans quicker while maintaining accurate data. If a preset default does not meet your needs, it can be updated by changing the plan's selection.



Essentials

Essentials instructions	<u>^</u>
Certificated Teacher (required) Select	Student (required) Select
McCollum, Deidra 🗶	
Grade Level (optional)	Supplemental Certificated Teachers (optional)
How weekly contact requirements will be fulfilled (optional)	

Certificated Teacher (Required) - If logged in as a Certificated Teacher, this defaults to the logged-in user, but clicking **Select** can assign this plan to any Certificated Teacher.

Student (Required) - Click on **Select**, and, using the available filters, search to locate the student you would like to create a plan for. Once a student is chosen, the grade level will auto-fill based on information pulled from the Student Information System (SIS).

Grade Level (Optional)

Sub Domain (Optional)

Supplemental Certificated Teachers (Optional) - This allows you to select additional Certificated Teachers who should have full access and edit rights for this SLP. Some programs opt to add a Program Manager or a Counselor. This field can be set as a default if there is a user you would like to fill in on all of your SLPs.

How weekly contact requirements will be fulfilled (Optional) - This text box field can be used to indicate how the student will fulfill weekly contact requirements. Again, if you have a default statement that you would like to use for most students, a default statement can be set here.



Time Commitment

► Time Commitment Total Weekly Time WAC 392-121-182 (3(n)	School Year (required) Select	Estimated Enrollment (reque	uired)	FTE from SIS (optional)	
"Total weekly time' means the estimated average hours per school week the student will engage in learning activities to meet the requirements of the written student learning plan hide instructions	Start Date (required) 8/23/23		End Date (required) 7/31/24		
	Earliest Approval Date	Most Recent Approval Da	ite		

School Year (Required)- This defaults to the current school year until April 1, when it begins defaulting to dates for the upcoming school year. It can always be changed by clearing the default and choosing the correct year.

Enrollment Hours (Required) - This is an estimate of how many hours the student plans to attend your program that is recorded when setting up the plan. The current amount of hours to claim a student for full-time enrollment is 27.75, but any amount can be entered into this text box.

FTE from SIS (Optional) - After saving the SLP, this box can surface the actual FTE being reported in the Student Information System for this student. Depending on the type of data-sharing agreement signed, additional work may need to be done to include this data point in nightly migrations.

Start and End Date (Required): These defaults key off the start and end date set for your entity in your Student Information System but can be edited.

Earliest and Most Recent Approval Dates - These fields will automatically be populated/recorded when the certificated teacher approves the SLP.

∧ Parent Enrollment Settings	Parent Class Enrollment Limit (optional)	Earliest Parent Enrollment Date (optional)	Earliest Enrollment Time		
-			02 : 38 PM		
			OTime is not set.		
	Latest Parent Enrollment Date (optional)	Learning Credit Limit (optional)	Max Count of Parent Interested Clas (optional)		

Parent Class Enrollment Limit (Optional) - A numerical value entered in this field will limit the number of classes a parent can enroll this student in.

Earliest and Latest Parent Enrollment Date (Optional) - These dates create a "window" of registration for this student.

Earliest Enrollment Time - The set time will determine when parent enrollment in classes will become available on the earliest parent enrollment date.

Learning Credit Limit (Optional) - Identify a credit limit.



Max Count of Parent Interest Class (optional) - Identify a maximum number of parent interest

Annual Growth

Annual Growth	instructions	~
Assessment Tests (optional)		

Assessment Tests (Optional) - Here, you can identify what annual assessments this student will participate in.

Concurrent Enrollment

▲ Concurrent Enrollment These checkbox selections allow you to indicate if a student is also enrolled in Ruming Start, Skills Center or Private School, whether the student is a choice transfer hide instructions	 Student is enrolled in Running Start Student is enrolled in Skills Center Student is Choice Transfer Home District Student has partial homeschool status 	 Student is enrolled in Other School within District Student is enrolled out of District Student is enrolled in Private school
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These optional check-box fields allow you to track any concurrent enrollments the student may have. Selecting the Student is **Choice Transfer Home District** will display a text box where the student's home district can be recorded.

Notes

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This optional text box can be used any way your program sees fit. Potential uses include recording information about Running Start courses or listing 504/Special Education Accommodations.

Once all desired selections have been made, click **Save** at the top right corner to save the plan.



You have now set up the "shell" or the Details tab of the plan, and it is ready to add courses and/or classes, which is covered in another quick guide.

Once saved, the Student Learning Plan will be visible in the **All Student Learning Plans** and the **My Student Learning Plans** list for the assigned Certificated Teacher. Both lists have a default filter showing only the current year's plans, so this will need to be toggled to see plans created for the upcoming school year or previous school years.

Teacher Home	ALE TEACHER									
Reports	All Student Learning Plans									\$
All ALE Students		All Students instructions								
Monitor 🗸	Student Learning Plan Sele	ctor (92 records)	7 Filtered							
Student Learning Plans 🔥	V 40	° 7 •	7.0	7.0	7.0	Approval Data	Tend Data	7.0	7.0	9
Initiate Student Learning Plan	Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approvar Date	Enu Date	Owner	Contributor	
My Student Learning Plans	*, Allen	2019/20	12th Grade	C. *	•	January 29, 2020	June 12, 2020	false	false	÷
All Student Learning Plans	*, Amberlee	2019/20	11th Grade	C. *	0	September 20, 2	June 12, 2020	false	false	0
Create Student for ALE	*, Amy	2019/20	8th Grade	C. *	٢	September 12, 2	June 12, 2020	false	false	•
LINK Student to ALE	*, Ann-Cathrin	2019/20	12th Grade	C. *	0	November 8, 2019	June 12, 2020	false	false	•
Send SDS Text Student	*, Arthur	2019/20	12th Grade	C. *	0	September 20, 2	June 12, 2020	false	false	
Courses / Classes 🗸 🗸	*, Avery	2019/20	12th Grade	C. *	0	September 12, 2	June 12, 2020	false	false	•
Progress by Course	*, Azlynn	2019/20	10th Grade	C. *	0	December 9, 2019	June 12, 2020	false	false	
0, 1	*, Bobbie	2019/20	10th Grade	C. *	0	February 21, 2020	June 12, 2020	false	false	•
Reference Data 🗸 🗸	*, Breanne	2019/20	7th Grade	C. *	0	September 6, 2019	June 12, 2020	false	false	
Law 🗸	*, Brendin	2019/20	12th Grade	C. *	•	October 30, 2019	June 12, 2020	false	false	•
	*, Cam	2019/20	12th Grade	C. *	0	September 6, 2019	June 12, 2020	false	false	÷.
	1 - 50 of 92	4		« <	Page 1 of 2 🗢 💙	»			50 pe	rpage 🗢