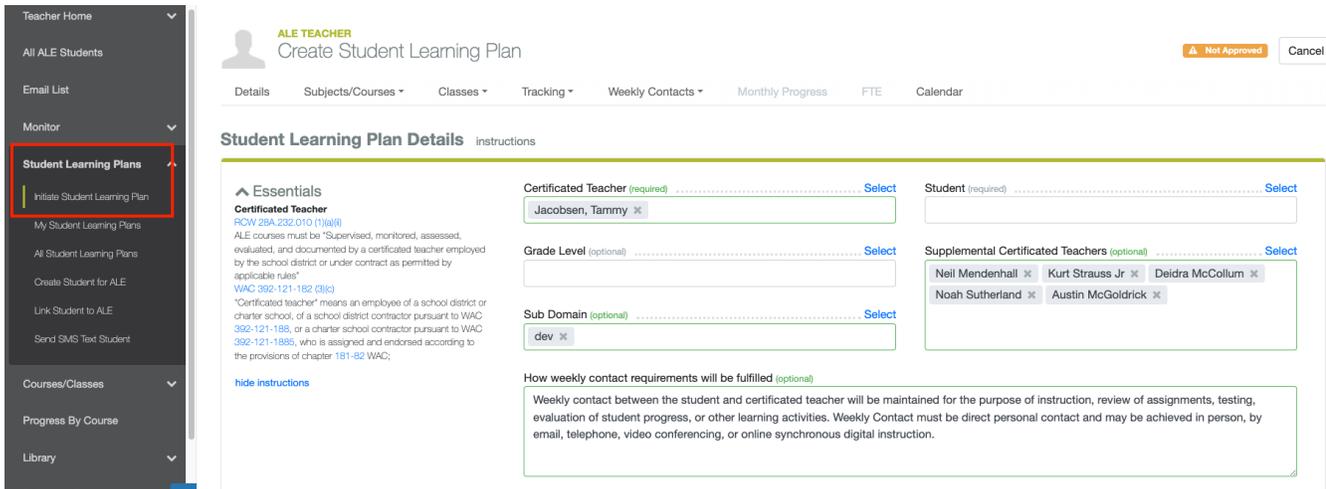


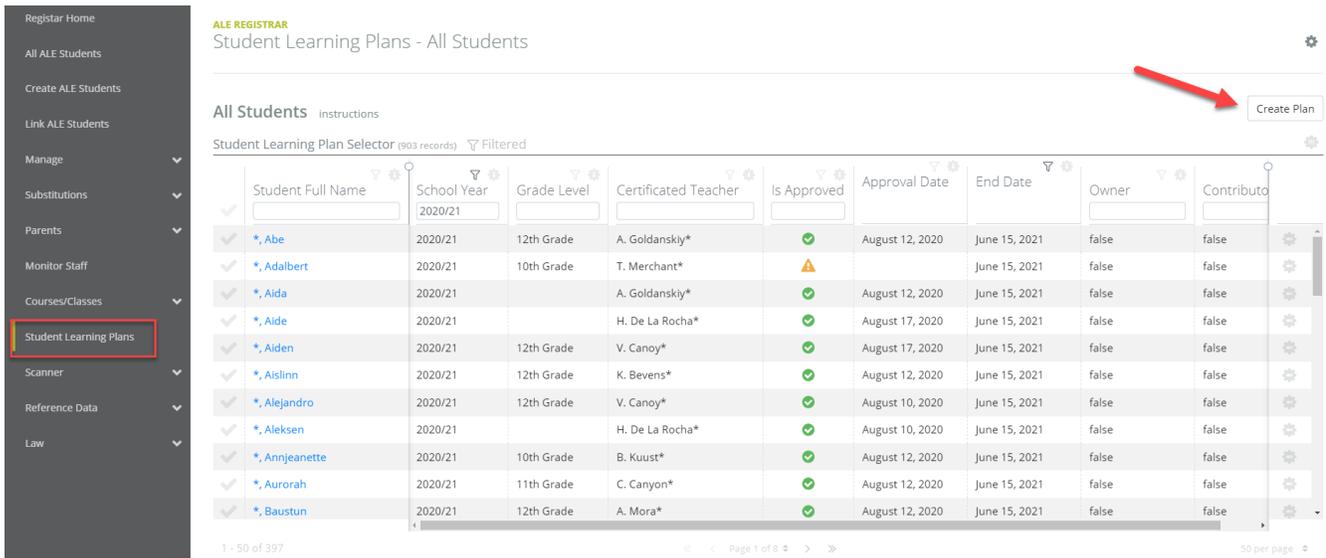
ALE Application: Initiating a Student Learning Plan

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 Plan**.



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



Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Owner	Contributor
* Abe	2020/21	12th Grade	A. Goldansky*	✓	August 12, 2020	June 15, 2021	false	false
* Adalbert	2020/21	10th Grade	T. Merchant*	⚠		June 15, 2021	false	false
* Aida	2020/21		A. Goldansky*	✓	August 12, 2020	June 15, 2021	false	false
* Aide	2020/21		H. De La Rocha*	✓	August 17, 2020	June 15, 2021	false	false
* Aiden	2020/21	12th Grade	V. Canoy*	✓	August 17, 2020	June 15, 2021	false	false
* Aislinn	2020/21	12th Grade	K. Bevens*	✓	August 12, 2020	June 15, 2021	false	false
* Alejandro	2020/21	12th Grade	V. Canoy*	✓	August 10, 2020	June 15, 2021	false	false
* Aleksen	2020/21		H. De La Rocha*	✓	August 10, 2020	June 15, 2021	false	false
* Annejanette	2020/21	10th Grade	B. Kuust*	✓	August 12, 2020	June 15, 2021	false	false
* Aurorah	2020/21	11th Grade	C. Canyon*	✓	August 12, 2020	June 15, 2021	false	false
* Baustun	2020/21	12th Grade	A. Mora*	✓	August 12, 2020	June 15, 2021	false	false

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 ^

Certificated Teacher <small>(required)</small> Select	Student <small>(required)</small> Select
<input type="text" value="McCollum, Deidra x"/>	<input type="text"/>
Grade Level <small>(optional)</small> Select	Supplemental Certificated Teachers <small>(optional)</small> Select
<input type="text"/>	<input type="text"/>

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)(i)
"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](#)

School Year (required) [Select](#)

Estimated Enrollment (required)

FTE from SIS (optional)

Start Date (required)

End Date (required)

Earliest Approval Date

Most Recent Approval Date

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

Time 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) [Select](#)

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 Running Start, Skills Center or Private School, whether the student is a choice transfer

[hide instructions](#)

<input type="checkbox"/> Student is enrolled in Running Start	<input type="checkbox"/> Student is enrolled in Other School within District
<input type="checkbox"/> Student is enrolled in Skills Center	<input type="checkbox"/> Student is enrolled out of District
<input type="checkbox"/> Student is Choice Transfer Home District	<input type="checkbox"/> Student is enrolled in Private school
<input type="checkbox"/> Student has partial homeschool status	

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

Notes

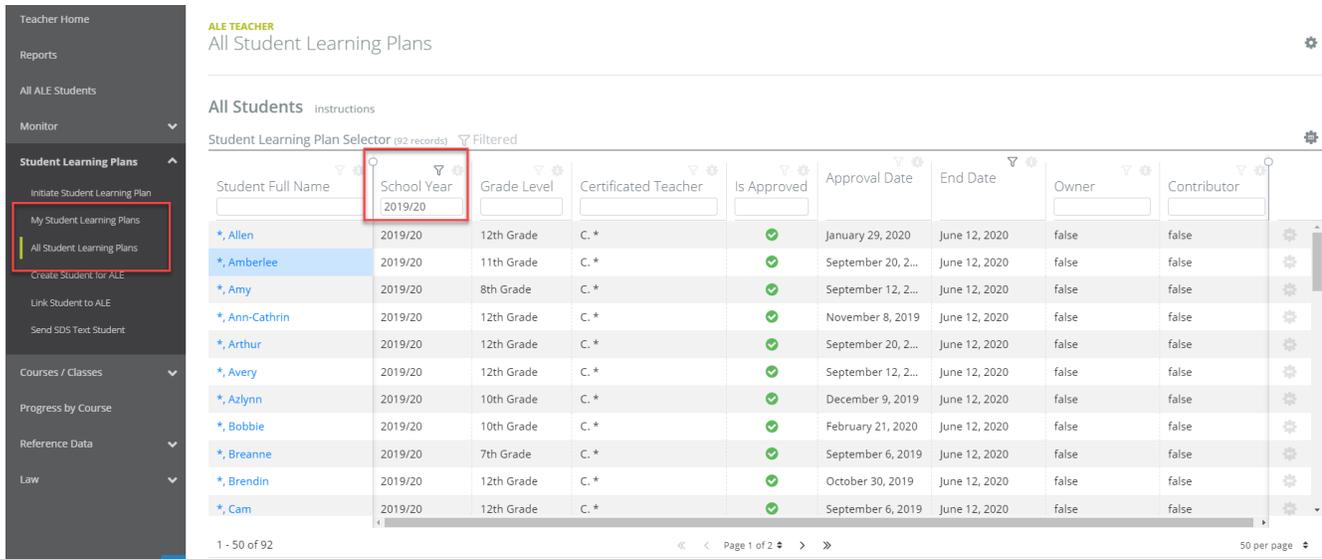
Notes (optional)

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.



ALE TEACHER
All Student Learning Plans

All Students instructions

Student Learning Plan Selector (92 records) Filtered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Owner	Contributor
, Allen	2019/20	12th Grade	C.	✓	January 29, 2020	June 12, 2020	false	false
, Amberlee	2019/20	11th Grade	C.	✓	September 20, 2...	June 12, 2020	false	false
, Amy	2019/20	8th Grade	C.	✓	September 12, 2...	June 12, 2020	false	false
, Ann-Cathrin	2019/20	12th Grade	C.	✓	November 8, 2019	June 12, 2020	false	false
, Arthur	2019/20	12th Grade	C.	✓	September 20, 2...	June 12, 2020	false	false
, Avery	2019/20	12th Grade	C.	✓	September 12, 2...	June 12, 2020	false	false
, Azlynn	2019/20	10th Grade	C.	✓	December 9, 2019	June 12, 2020	false	false
, Bobbie	2019/20	10th Grade	C.	✓	February 21, 2020	June 12, 2020	false	false
, Breanne	2019/20	7th Grade	C.	✓	September 6, 2019	June 12, 2020	false	false
, Brendin	2019/20	12th Grade	C.	✓	October 30, 2019	June 12, 2020	false	false
, Cam	2019/20	12th Grade	C.	✓	September 6, 2019	June 12, 2020	false	false

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