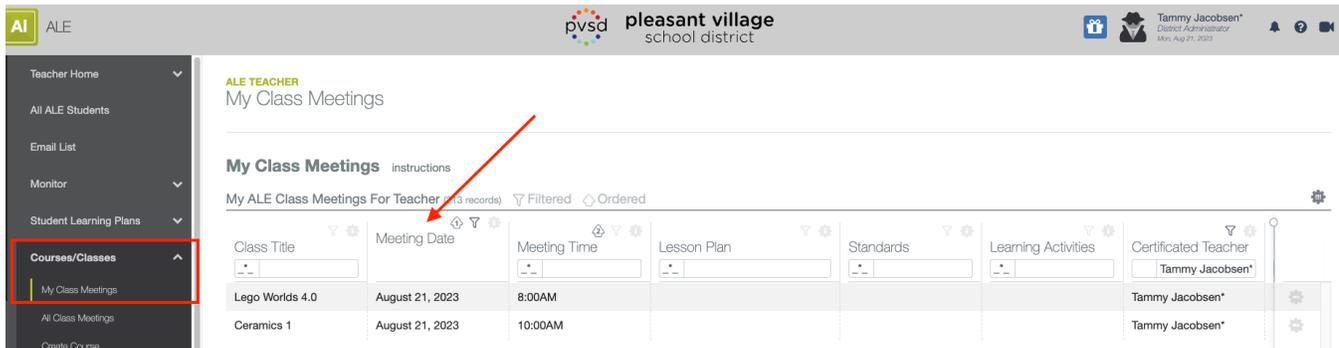


## ALE Application: Taking Attendance for Teachers

Users assigned to a class either as the Certificated Teacher or School Support Staff can take attendance for each class meeting.

### Attendance for Daily Classes

Navigate to **Courses/Classes**, then **My Class Meetings** in the left-hand navigation menu.

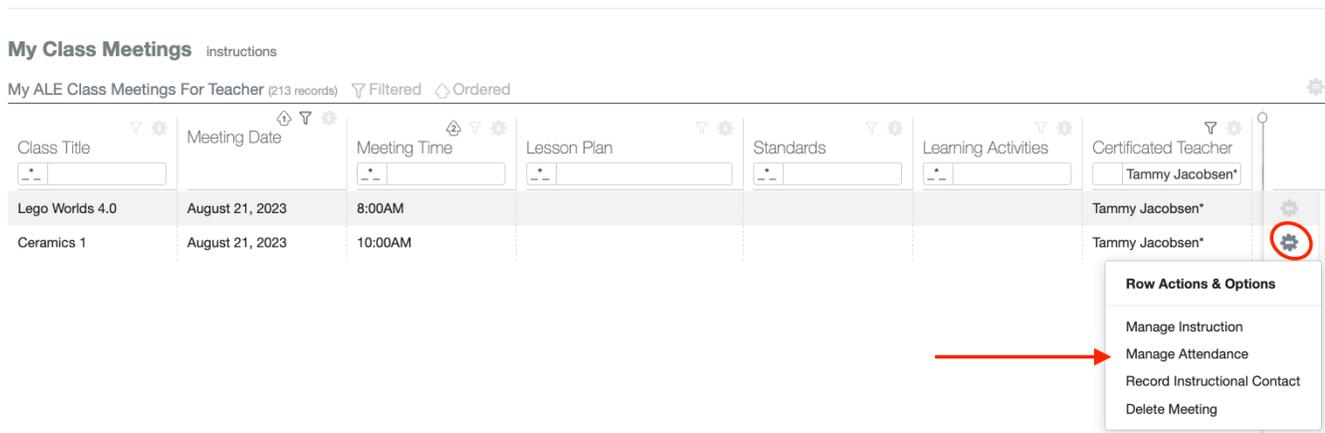


The screenshot shows the ALE application interface for a teacher. The left-hand navigation menu is visible, with 'Courses/Classes' highlighted in red. The main content area displays 'My Class Meetings' for the teacher. A table lists class meetings with columns for Class Title, Meeting Date, Meeting Time, Lesson Plan, Standards, Learning Activities, and Certificated Teacher. A red arrow points to the 'Meeting Date' column header.

Class Title	Meeting Date	Meeting Time	Lesson Plan	Standards	Learning Activities	Certificated Teacher
Lego Worlds 4.0	August 21, 2023	8:00AM				Tammy Jacobsen*
Ceramics 1	August 21, 2023	10:00AM				Tammy Jacobsen*

This view, by default, includes a filter that limits the list to the Classes occurring today (or on the next scheduled school day.) You can update the Filter Meeting Date if you need to view class meetings on a date other than today.

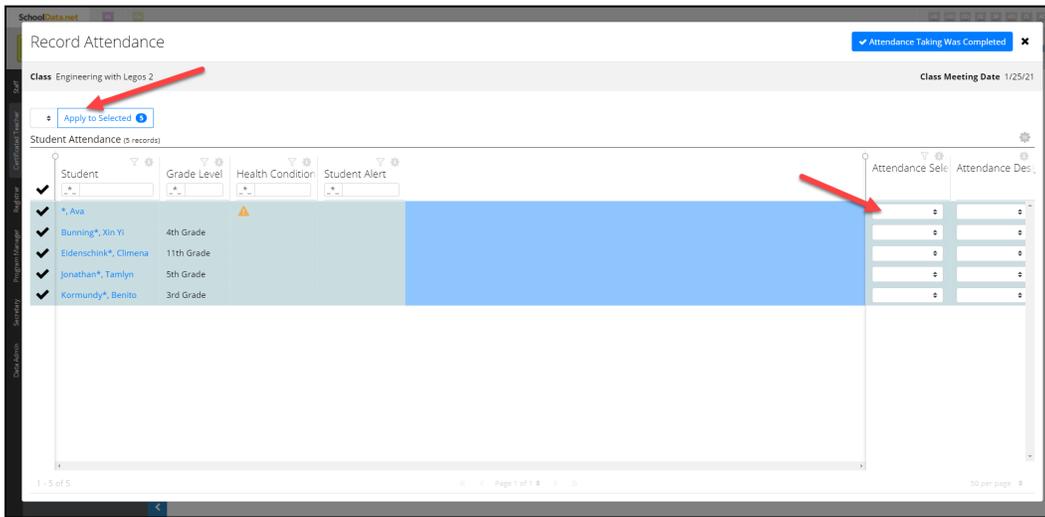
To take attendance for a particular class, use the **Row Actions & Options** gear and choose **Manage Attendance**.



The screenshot shows the ALE application interface for a teacher. The left-hand navigation menu is visible, with 'Courses/Classes' highlighted in red. The main content area displays 'My Class Meetings' for the teacher. A table lists class meetings with columns for Class Title, Meeting Date, Meeting Time, Lesson Plan, Standards, Learning Activities, and Certificated Teacher. A red arrow points to the 'Meeting Date' column header. A red circle highlights the gear icon in the 'Row Actions & Options' column for the 'Ceramics 1' row. A red arrow points to the 'Manage Attendance' option in the dropdown menu.

Class Title	Meeting Date	Meeting Time	Lesson Plan	Standards	Learning Activities	Certificated Teacher
Lego Worlds 4.0	August 21, 2023	8:00AM				Tammy Jacobsen*
Ceramics 1	August 21, 2023	10:00AM				Tammy Jacobsen*

A list of all students registered in the class will appear, where you have several different options for recording attendance.



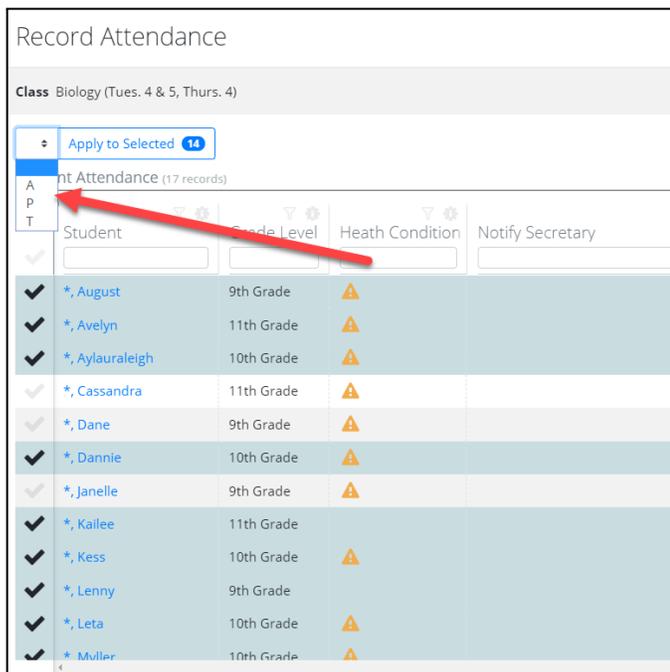
You may mark a student:

P - Present

A - Absent

T - Tardy

Using the drop-downs at the far right, you may make a selection individually for each student. Alternatively, you may use the **checkboxes** at the left to choose all students (the very top check) or a group to apply a single attendance selection.



When attendance is recorded by an individual logged in as a **Certificated Teacher**, **weekly contact records are automatically generated** for each marked Present or Tardy student.

When a **School Support Staff** records attendance, **weekly contact records are not automatically generated**. Still, at the top of the screen, they can check a box indicating that attendance on this particular day fulfills the In-Person Instructional Contact requirements defined by the WACs.

## Record Attendance

**Class** Game Hour (P.E.)

**Record Attendance** instructions

I attest that student attendance of this class meeting will fulfill the In-Person Instructional Contact requirements defined by WAC 392-121-182 (4)f

If this box is checked, then weekly contact records are generated.

## Attendance Designations

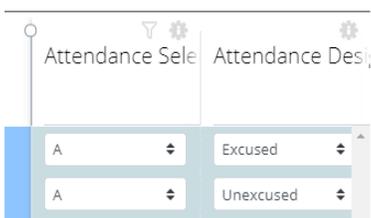
Attendance Designations is a list of customizable selections that can be set during class attendance. An attendance selection must be made for a student before the Attendance Designation selector will show up for a student. By default, all districts have been set up with **Excused** and **Unexcused** as options associated with **Absent**. It may be changed at any time.

Attendance Designations are for recording program information and more specific information about a student's attendance. In some schools, beginning hybrid models where students can choose whether they attend in person or not are used to record **in-person** or **online** attendance.

Anyone who can take attendance for students can set an Attendance Designation. This includes users with the Secretary Role in all classes, Support Staff, and Certificated Teachers in classes assigned to them.

Attendance Designations may be found anywhere Attendance is taken or in the Attendance section of any Student Learning Plan.

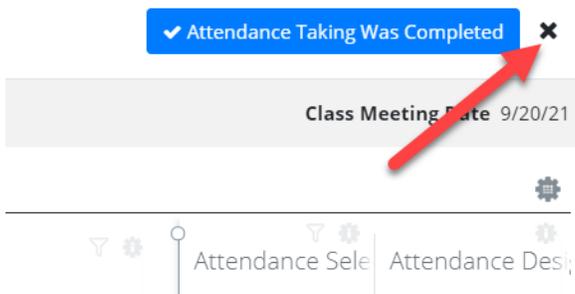
Contact [support@schooldata.net](mailto:support@schooldata.net) to request having Attendance Designations added or removed.



## Marking Attendance Completed

A new button on the attendance interface will allow users to enter information to indicate when attendance has been completed for any one class meeting.

If attendance is recorded for one or more students and the user exits this form using the “x” at the top right, the **information is saved**, and weekly contact records are generated if needed. Still, attendance for the class has not yet been completed. This might be done by a secretary who is entering an absence for a student before the day of a class meeting.



Only when attendance has been recorded for all students in the class should the user click the blue **Attendance Taking was Completed** button. This indicates that attendance is complete and will be displayed with a new **Attendance Completed** column throughout the interfaces.

ALE TEACHER

My Class Meetings

My Class Meetings instructions

My ALE Class Meetings For Teacher (91 records) Filtered Ordered

Class Title	Meeting Date	Meeting Time	Certificated Teacher	Attendance Completed
Engineering with Legos	January 12, 2021	11:00AM	Deidra McCollum*	true
Engineering with Leg...	January 12, 2021	11:30AM	Deidra McCollum*	

This will allow teachers, support staff, and office staff to see when attendance has been taken or missed for any one class meeting.