

ALE Application: Activating/ Deactivating Certificated Teachers

Deactivating a Certificated Teacher removes them from Certificated Teacher selectors, and their access to the Role without requiring role-dependent data be removed.

The ability to activate and deactivate Certificated Teachers is restricted to users with the ALE Data Admin Role.

What Happens When a Certificated Teacher is "Deactivated?"

Taking the **Deactivation** action affects the following items:

- Inactive Certificated Teachers cannot access any pages under the Certificated Teacher Role.
- They will not show in any of the following Certificated Teacher selectors:
 - Initiate Student Learning Plan
 - Create Class
 - Create Course
 - Add Subject-Course to Student Learning Plan
 - Details page of Student Learning Plans.
 - Add substitution record
 - Email List

How to Activate/Deactivate Certificated Teachers

- 1. Select the Data Admin Role.
- 2. Click Manage Certificated Teachers in the left-hand navigation menu.
- 3. Find the **Certificated Teacher** you want to Activate/Deactivate in the Table.
- 4. Click the Row Actions & Options gear for the teacher.
- 5. Click Activate to Activate the Teacher and Inactivate to Deactivate the Teacher.

Staff	Dara Admin Home ALE DATA ADMIN Manage Manually Entered Students				
Teacher	Reference Data 🗸 🗸				
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Program	Manage Certificated Teachers	4-	Karim Trubsha 2.	Yes 4	
Parent			Erikka * Kasey *	Yes	Row Actions & Options
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