

ALE Application: Attendance from SIS for Weekly Contact Setup

Suppose ALE classes are scheduled in your SIS, and attendance is taken daily there. In that case, you can enable the system to create weekly contact records for positive attendance automatically.

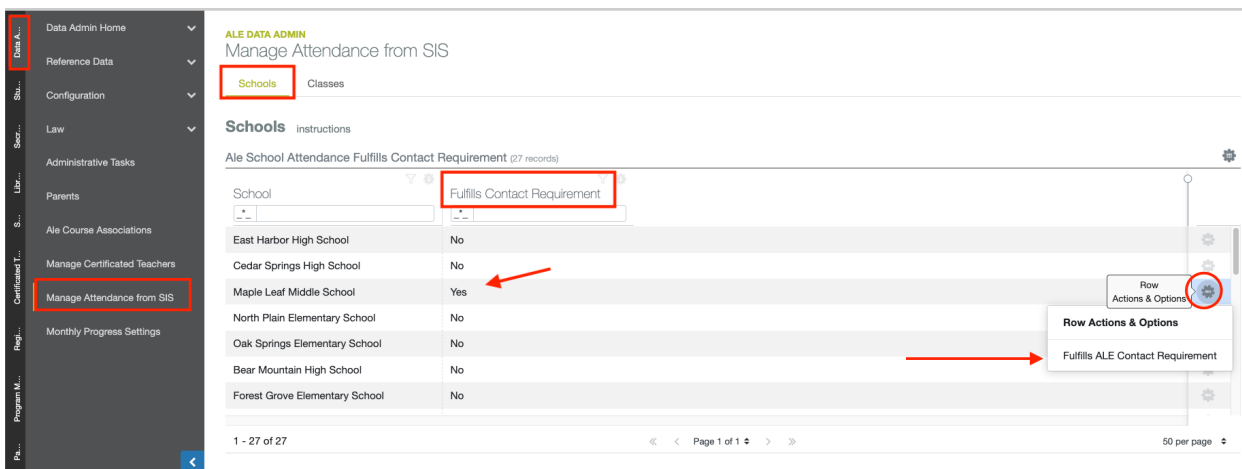
All Classes for the Entity or Some?

The first determination is whether ALL classes at your entity will result in attendance that should generate weekly contact records or just some of them.

Generating Weekly Contact Records for All Classes

This is done by clicking **Manage Attendance from SIS** in the **Data Admin** left navigation menu. Ensure you are in the **School Tab** at the top of the page.

Find the **School** you'd like all classes to generate contact records for. Click the **Row Actions & Options** gear and select **Fulfills ALE Contact Requirement**.



The screenshot shows the 'ALE DATA ADMIN' interface. The left navigation menu has 'Manage Attendance from SIS' highlighted. The main content area shows the 'Manage Attendance from SIS' page with the 'Schools' tab selected. A table titled 'Ale School Attendance Fulfills Contact Requirement (27 records)' is displayed. The table has two columns: 'School' and 'Fulfills Contact Requirement'. The 'Fulfills Contact Requirement' column has a dropdown menu. A red arrow points to the 'Yes' value for Maple Leaf Middle School. Another red arrow points to the 'Row Actions & Options' gear icon for the same row, which has a dropdown menu showing 'Fulfills ALE Contact Requirement'.

School	Fulfills Contact Requirement
East Harbor High School	No
Cedar Springs High School	No
Maple Leaf Middle School	Yes
North Plain Elementary School	No
Oak Springs Elementary School	No
Bear Mountain High School	No
Forest Grove Elementary School	No

You should now see a **Yes** in the **Fulfills Contact Requirement** column. Weekly contact records will now be automatically generated.

Generating Weekly Contact Records for Selected Classes

If you have some classes that will fulfill the requirement and some that will not, you can turn on this feature per selected class rather than for the entire School entity. This is done by clicking on the **Classes Tab** at the top of the screen.

Filter to find specific classes or entities. By default, none of the classes will be set to generate weekly contact records. Click the **Row Actions & Options** gear and select **Fulfills ALE Contact Requirement**.

Note - If you choose to identify by individual class, you will want to be sure that the entity toggle generating contact records for all classes is turned off.

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