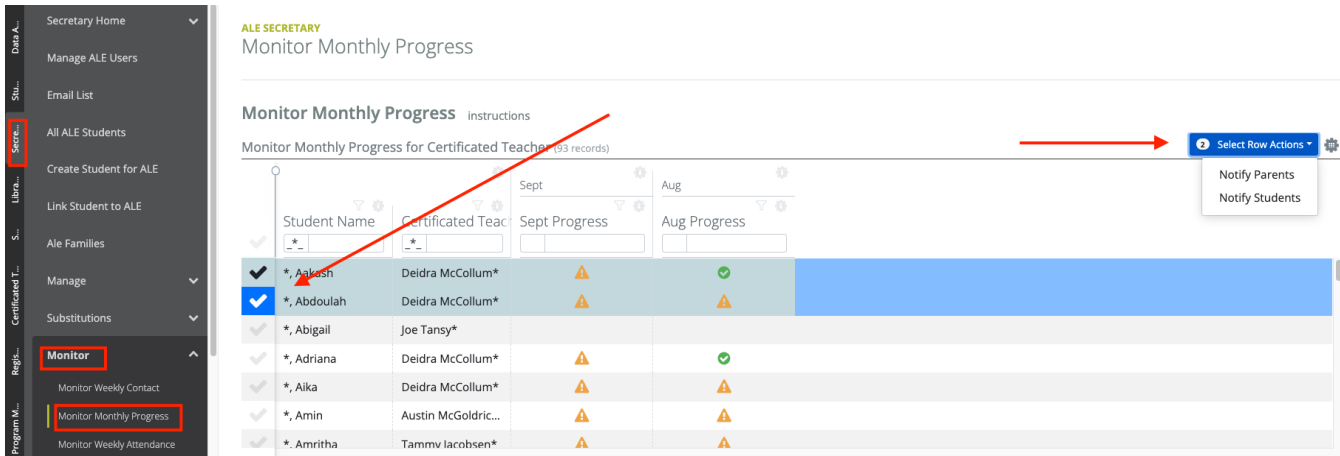


## ALE Application: Notifying Students or Guardians About Completed Monthly Progress Reviews

An auto-email feature can help you notify parents/guardians or students themselves when Monthly Progress Reviews have been completed and are ready for their review. This can be done in the **Secretary Role**.

### To Generate Email Notifications

Navigate to **Monitor** in the left navigation menu and choose **Monitor Monthly Progress**. Using the **checkmarks** at the left, choose which parent(s) and/or students you would like to send email notifications to, and then use the **Select Row Actions** button at the top right to choose **Notify Parents** or **Notify Students**.



**ALE SECRETARY**  
Monitor Monthly Progress

**Monitor Monthly Progress** instructions

Monitor Monthly Progress for Certificated Teachers (93 records)

	Student Name	Certificated Teacher	Sept Progress	Aug Progress
<input checked="" type="checkbox"/>	*, Akash	Deidra McCollum*	⚠	✓
<input checked="" type="checkbox"/>	*, Abdoulah	Deidra McCollum*	⚠	⚠
<input type="checkbox"/>	*, Abigail	Joe Tansy*		
<input type="checkbox"/>	*, Adriana	Deidra McCollum*	⚠	✓
<input type="checkbox"/>	*, Aika	Deidra McCollum*	⚠	⚠
<input type="checkbox"/>	*, Amin	Austin McGoldric...	⚠	⚠
<input type="checkbox"/>	*, Amritha	Tammv Jacobsen*	⚠	⚠

**Select Row Actions**  
Notify Parents  
Notify Students

A few things to note:

- Only parents/guardians or students with a completed monthly progress review with satisfactory or unsatisfactory progress will be notified.
- Emails will be sent regarding progress for the current month through the 8th day of the following month - for example, notifications sent on February 7th will be about January progress.
- The email addresses will be associated with the guardian or student's user account.
- The message does not have the progress review attached but includes a link where the parent/guardian or student can click and log in to view that month's monthly progress review.
- If a parent/guardian is associated with multiple students, they will receive one email message for each student since the link to log in is unique.

Here's a sample email - your school district logo will display at the top:



# — S C H E C K — HILLEL COMMUNITY — S C H O O L —

Dear Parent/Guardian of Cesar Abarca De La Mora,

The Monthly Progress Review has been completed for November 2020 and is available for you to view. Click [Here](#) to log in and review your student's monthly progress report.

[View Monthly Progress](#)

If you have questions about the information contained in your report, contact your student's teacher.

If you have trouble logging in or viewing the report feel free to submit a ticket to the School Data Solutions HelpDesk by emailing [support@schooldata.net](mailto:support@schooldata.net)