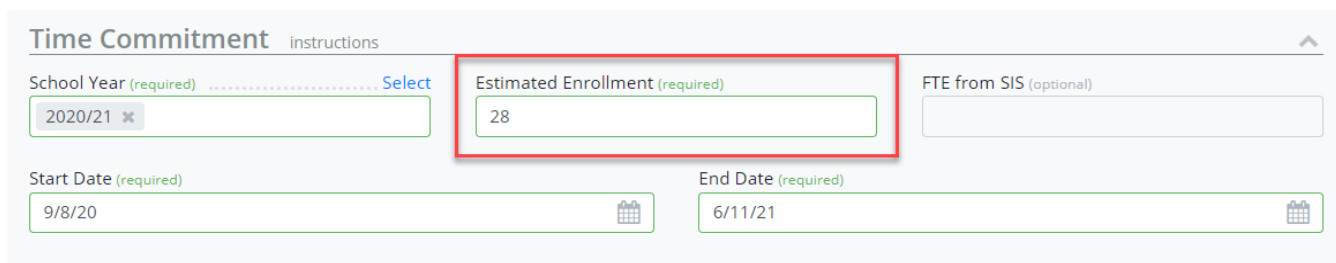


## ALE Application: FTE Tracking and Monitoring

In the ALE Application, several tools have been developed to assist in tracking and monitoring FTE (Full-Time Equivalent) percentages for each student based on the contents of their Student Learning Plan. Using these tools is optional, and it is up to each program to determine how they would like to use the available tracking tools.

The first place that FTE is established and the only place it is required is while creating the **Student Learning Plan** on the **Details Tab** in the **Time Commitment** section. An **Estimated Enrollment** field records the total weekly time or estimated average hours per school week the student will engage in learning activities to meet the requirements of the written student learning plan.

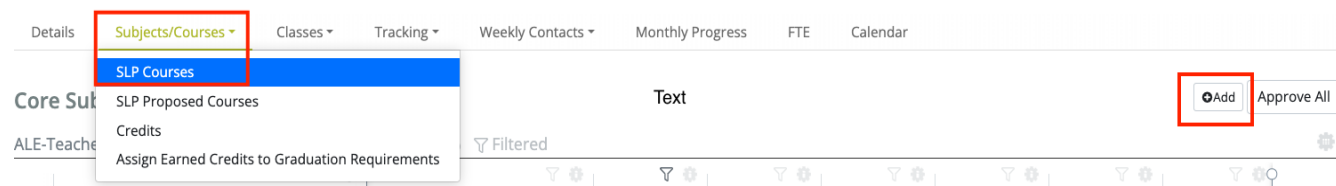


This is an editable text box where numbers and decimals can be entered. 27.75 is the minimum number of hours a student must have on their plan to be considered full-time or at a 1.0 FTE.

When **Adding Courses and Classes** to the Student Learning Plan, an **Average Weekly Hours** field can be used to closely monitor how many hours the student works on each subject.

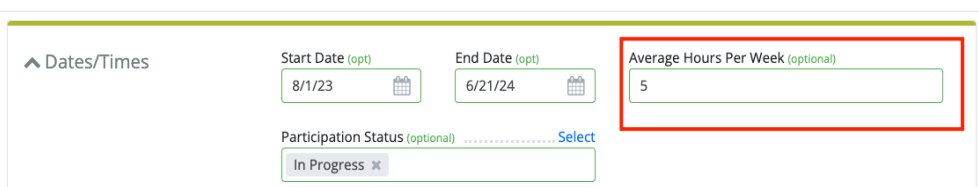
**Defaults** can be set here to aid in speeding up data entry (if five (5) hours is the common average hours per course, for example), or you can set the exact number of hours when adding the course. Contact the Help Desk or your Customer Service agent if you'd like to set up default values.

Hours spent on one specific course are indicated via the **Add Core Subject Area and Course** modal in the **Average Hours Per Week** field and can be individualized for each student as needed:



Add Core Subject Area and Course to Student Learning Plan

✓Validate ✕



When scheduling a Class, a default amount can be set on the **Class Details Page** in the **Essentials: Average Hours of Study Per Week** field:

**ALE TEACHER / MANAGE CLASS**  
Ceramics 1

**Details** | Schedule | Meetings | Monthly Progress | Students | Grades

**Class Details** | Instructions

**Essentials**

Title (required)  
Ceramics 1

Max Number of Students (req)  
10

☐ Omit Class From Parent Displays

☐ Class Meeting is Optional

☐ Allow Parent Input for Progress

**Average Hours of Study Per Week (optional)**  
4

Teachers can easily monitor how many total hours are listed on the student learning plan between courses and classes on the **My Student Learning Plans** page. Scroll to the right to view the **Projected FTE Hours** and **Hours on Plan** columns.

**ALE TEACHER**  
My Student Learning Plans

**My Students** | Instructions

Student Learning Plan Selector (32 records) | Filtered | Ordered

Student Full Name	Date	End Date	Owner	Contributor	Hours on Plan	Projected FTE Hours	Count Of Courses	Count of Income
Fredendberg*, Kylee	19	June 17, 2020	true	true	25	27.75	7	0
*, Christyan	19	June 17, 2020	true	true	30	27.75	6	0
*, Everyl		June 17, 2020	true	true	30	27.75	6	0
*, Guy		June 17, 2020	true	true	30	27.75	6	0
*, Kelsi	2019	June 17, 2020	true	true	30	27.75	6	0
*, Samson	2019	June 17, 2020	true	true	30	27.75	6	0
*, Steve		June 17, 2020	true	true	30	27.75	6	0
*, Thellillah	19	June 17, 2020	true	true	30	27.75	6	0
Aragon*, Leeza	19	June 17, 2020	true	true	30	27.75	6	0
Bentley*, Dakota	4	June 17, 2020	true	true	20	27.75	6	0

1 - 32 of 32 | Page 1 of 1 | 50 per page

The **Hours on the Plan** total includes subject/course records with either **No Course Participation Status** or one of **In Progress**. These totals can be used to quickly identify discrepancies and find students who are lacking hours on their plan.

If desired, you can continue to monitor hours closely as the year progresses. Each month, the **Monthly Progress Review** is completed, and the Certificated Teacher can document actual hours spent on each course by entering the **Actual Average Hours** into the text box alongside the surfaced **Projected Hours Average**.

Alternatively, if the student logs the expected hours, the teacher can click **Copy Project Hours to Actual Hours** and copy those hours for all courses with one click.

Update monthly progress

Save

[Copy Project Hours to Actual Hours](#)

ENG001 English 101

Parent Input (opt)

Student Input (opt)

Monthly Progress

Progress is Satisfactory (opt)

Projected Average... (opt)  
5

Actual Average Ho... (opt)  
0

Once the Monthly Progress Review has been completed, these numbers surface on the **FTE Tab**, which displays overall monthly time totals by default.

ALE TEACHER / MANAGE STUDENT LEARNING PLAN  
Kylee Fredenderg\*

Details Subjects/Courses Schedule Classes Credits Approvals Attendance Weekly Contact Monthly Progress **FTE**

FTE instructions

Monthly Totals (8 records)

School Year	Month	Weekly Average Hours	Calculated FTE	Reported FTE	Notes
2019/20	April	35	1	0	
2019/20	March	0	0	0	
2019/20	February	35	1	0	
2019/20	January	35	1	0	
2019/20	December	35	1	0	
2019/20	November	35	1	0	
2019/20	October	35	1	0	
2019/20	September	35	1	0	

1 - 8 of 8

Page 1 of 1

50 per page

Using the toggle at the top right and selecting **Monthly Time Allocations** will provide a breakdown of hours recorded by course and month, with a more detailed view.

ALE TEACHER / MANAGE STUDENT LEARNING PLAN  
Kylee Fredenderg\*

Details Subjects/Courses Schedule Classes Credits Approvals Attendance Weekly Contact Monthly Progress **FTE**

FTE instructions

Monthly Time Allocations (average hrs/week each month) (7 records)

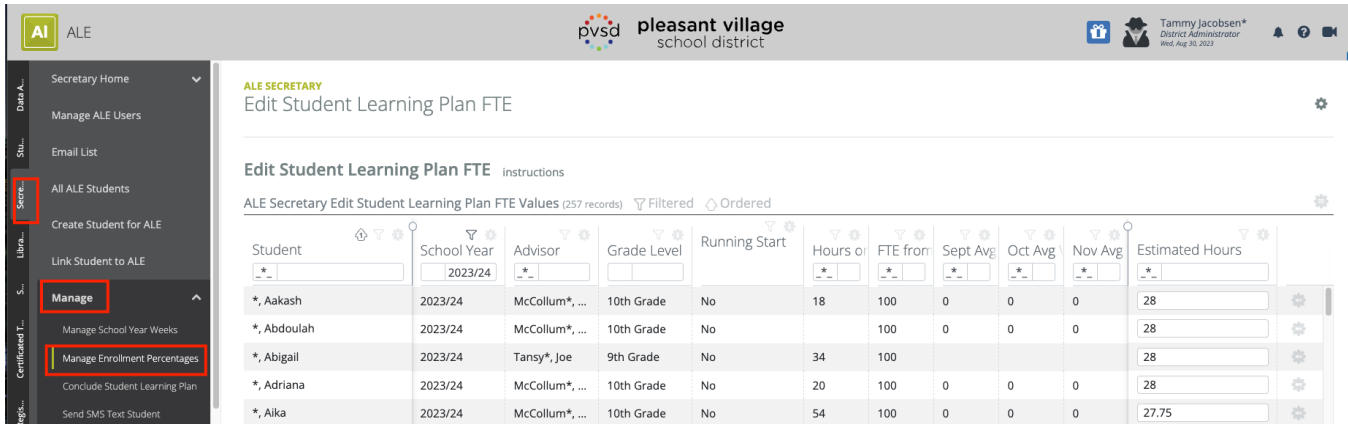
Subject	Course	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
English Language and Literature	ENG036N	5.00	5.00	5.00	5.00	5.00	5.00		5.00	5.00	
Mathematics	MAT052	5.00	5.00	5.00	5.00	5.00	5.00		5.00	5.00	
Life and Physical Sciences	SCI238N	5.00	5.00	5.00	5.00	5.00	5.00		5.00	5.00	
Social Sciences and History	SOC438N	5.00	5.00	5.00	5.00	5.00	5.00		5.00	5.00	
Physical, Health, and Safety Ed...	PE112N	5.00	5.00	5.00	5.00	5.00	5.00		5.00	5.00	
Fine and Performing Arts	FA038N	5.00	5.00	5.00	5.00	5.00	5.00		5.00	5.00	
Social Sciences and History	SOC105	5.00	5.00	5.00	5.00	5.00	5.00		5.00		

1 - 7 of 7

Page 1 of 1

50 per page

The **Secretary Role** has some additional **FTE** management tools. Select **Manage** in the left navigation menu and choose **Manage Enrollment Percentages**.

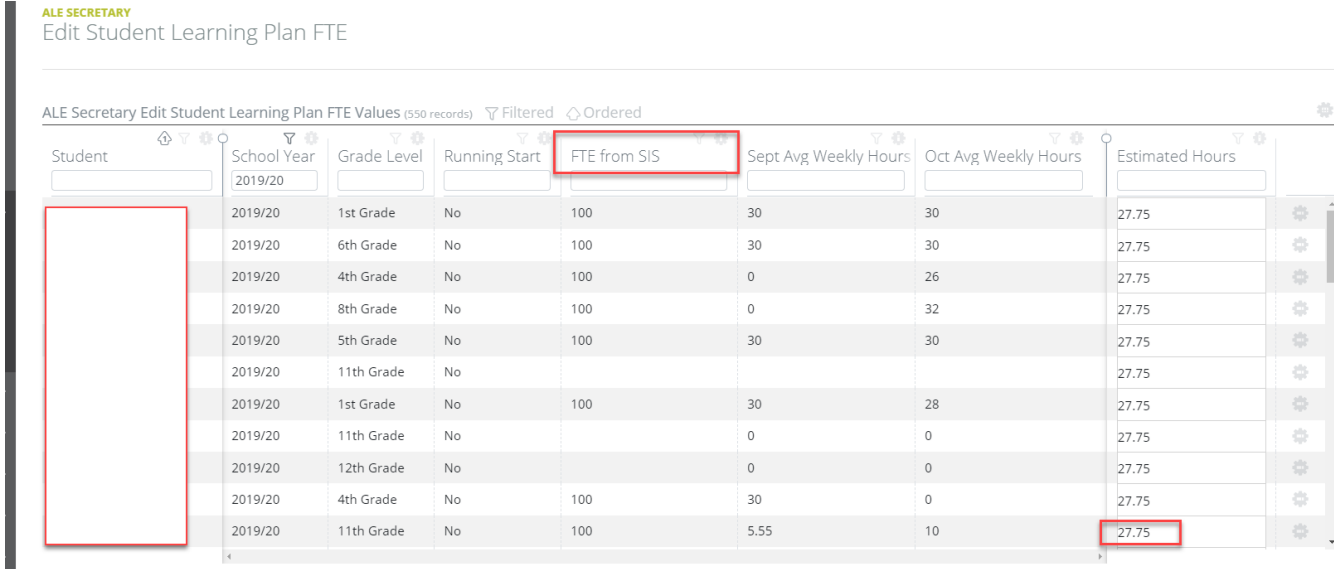


The screenshot shows the ALE Secretary interface for Pleasant Village School District. The left navigation menu is open, and the 'Manage' option is highlighted. Below it, 'Manage Enrollment Percentages' is also highlighted. The main content area shows the 'Edit Student Learning Plan FTE' page with a table of student data.

Student	School Year	Advisor	Grade Level	Running Start	Hours of	FTE from	Sept Avg	Oct Avg	Nov Avg	Estimated Hours
*, Aakash	2023/24	McCollum*, ...	10th Grade	No	18	100	0	0	0	28
*, Abdoulah	2023/24	McCollum*, ...	10th Grade	No		100	0	0	0	28
*, Abigail	2023/24	Tansy*, Joe	9th Grade	No	34	100				28
*, Adriana	2023/24	McCollum*, ...	10th Grade	No	20	100	0	0	0	28
*, Aika	2023/24	McCollum*, ...	10th Grade	No	54	100	0	0	0	27.75

Here, a table with all enrolled students is surfaced, with their projected enrollment hours from the Student Learning Plan, total hours by month (if recorded when monthly progress reviews are completed), and the FTE percentage being claimed as surfaced from the SIS.

Any student's estimated hours can be adjusted right in this **Estimated Hours** column and will be reflected on the corresponding Student Learning Plan.



The screenshot shows the ALE Secretary interface for Pleasant Village School District. The left navigation menu is open, and the 'Manage Enrollment Percentages' option is highlighted. The main content area shows the 'Edit Student Learning Plan FTE' page with a table of student data. A red box highlights the 'Estimated Hours' column, and another red box highlights the 'FTE from SIS' column.

Student	School Year	Grade Level	Running Start	FTE from SIS	Sept Avg Weekly Hours	Oct Avg Weekly Hours	Estimated Hours
	2019/20						
	2019/20	1st Grade	No	100	30	30	27.75
	2019/20	6th Grade	No	100	30	30	27.75
	2019/20	4th Grade	No	100	0	26	27.75
	2019/20	8th Grade	No	100	0	32	27.75
	2019/20	5th Grade	No	100	30	30	27.75
	2019/20	11th Grade	No				27.75
	2019/20	1st Grade	No	100	30	28	27.75
	2019/20	11th Grade	No		0	0	27.75
	2019/20	12th Grade	No		0	0	27.75
	2019/20	4th Grade	No	100	30	0	27.75
	2019/20	11th Grade	No	100	5.55	10	27.75

If additional information is needed, using the **Row Actions & Options** gear at the far right and selecting **Manage FTE** will open the **FTE Tab** from that student's SLP with the monthly and by-course totals available.

ALE Secretary Edit Student Learning Plan FTE Values (550 records) Filtered Ordered

Student	School Year	Grade Level	Running Start	FTE from SIS	Sept Avg Weekly Hours	Oct Avg Weekly Hours	Estimated Hours	
	2019/20							
	2019/20	11th Grade	No		0	0	27.75	
	2019/20	12th Grade	No		0	0	27.75	
	2019/20	4th Grade	No	100	30	0	27.75	
	2019/20	11th Grade	No	100	5.55	10	27.75	
	2019/20	11th Grade	Yes	100	10	10	5.55	
	2019/20	3rd Grade	No	100	30	30	27.75	
	2019/20	2nd Grade	No	100	29	30	27.75	
	2019/20	12th Grade	No	80	20	20	22.2	
	2019/20	9th Grade	No	100	0	0	27.75	

Row Actions & Options

Manage FTE

Laree Lyle\* FTE

Student Laree Lyle\*

School Year 2019/20

FTE Instructions

Monthly Totals (10 records)

School Year	Month	Weekly Average Hours	Calculated FTE	Reported FTE	Notes
2019/20	June	0	0	0	
2019/20	May	0	0	0	
2019/20	April	0	0	0	
2019/20	March	0	0	0	
2019/20	February	0	0	0	
2019/20	January	0	0	0	
2019/20	December	12	0.43	0	
2019/20	November	12	0.43	0	
2019/20	October	10	0.36	0	
2019/20	September	5.55	0.2	0	

Row Actions & Options

Update Reported FTE

If even more granular tracking is desired, the **Row Actions & Options** gear for each month can open a form allowing the user to **Updated Reported FTE**. Here, the actual FTE amount reported monthly can be recorded and tracked per student.

## Set FTE for August



Student Aakash \*

School Year 2023/24

Month August

Reported FTE (required)

0

**ALE SECRETARY**  
Edit Student Learning Plan FTE

In addition, any FTE data points available in the system can be used to create custom reports or downloads if desired - contact the Help Desk or your Customer Service Agent to request a custom report.