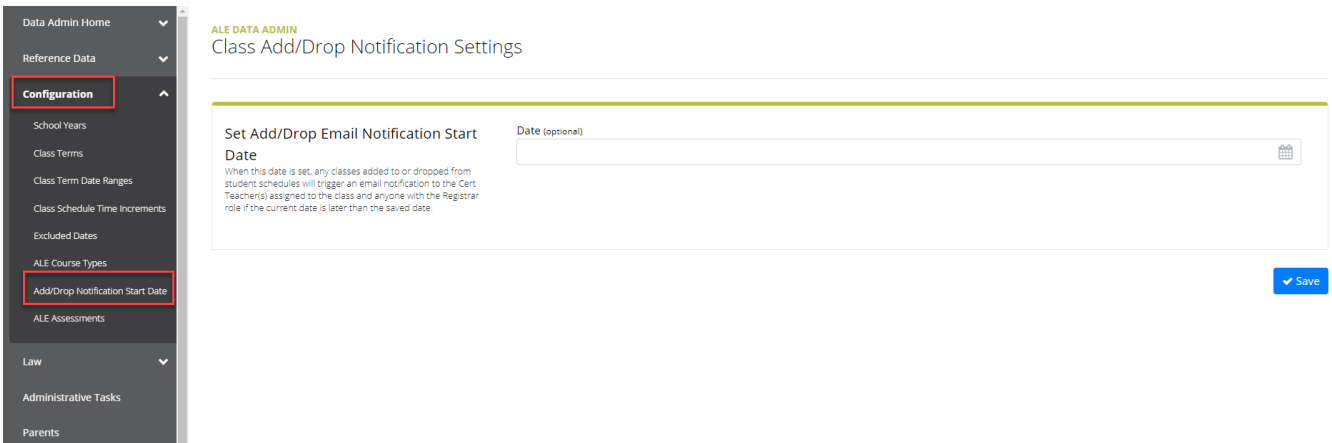# ALE Application: Managing Email Notifications for Class Add/Drops

The ALE application has a feature that will enable email notifications to be generated whenever students add or drop a class. This can be turned on and off as needed by the **Data Admin Role**, and messages are currently generated to the Certificated Teacher or Supplemental Teacher assigned to a class and anyone with the Registrar Role.

To enable notifications, Navigate to **Configuration** in the left navigation menu, then choose **Add/Drop Notification Start Date**.
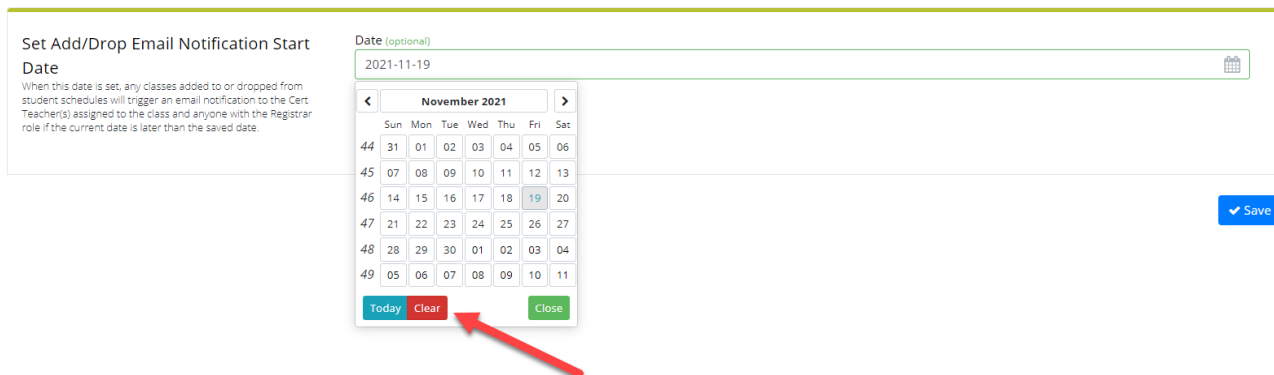

Enter a **Date** in the form and click **Save**. When this date is set, any classes added to or dropped from student schedules will trigger an email notification to the Certificated Teacher(s) assigned to the class and anyone with the Registrar Role if the current date is later than the saved date.

To **discontinue notifications**, remove the date by clicking on the calendar tool, clicking Clear, and then **Save**.