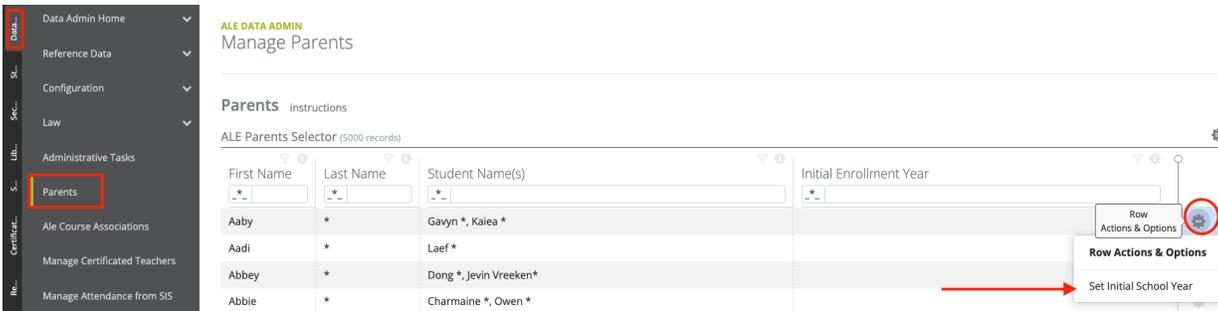# ALE Application: Setting Initial Enrollment Year for Parents

The Initial Enrollment Year is a field that can be set for parents with students enrolled in the ALE program. This field is not automatically populated from the SIS but must be set manually once for each parent. This field can be used with Parent groups to set up Seniority-Based class enrollment in the ALE application.

## Set Initial Enrollment Year for Parents

A Parent's initial enrollment year can be set per parent on the **Data Admin Role** at any time. Click **Parents** from the left-hand navigation menu to open the **Manage Parents Table**. Once this table has loaded, find the parent you want to set the initial enrollment year for and click **Set Initial School Year** in the **Row Actions & Options** gear for that parent.
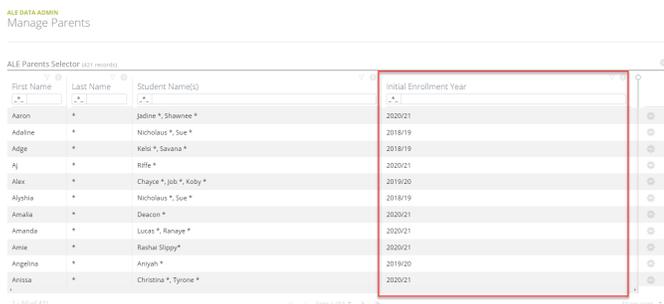


This will open up a menu with a field called **Initial School Year**. Click **Select** to the right of the name to open a list of selectable school years. Click on the checkmark for the school year you would like to set as the initial school year. Click **Update** to save.



Once the initial enrollment year has been set, It will be displayed in the **Manage Parents Table** underneath the **Initial Enrollment Year Column.** This data is also available for filtering when selecting parents to add to registration groups.