

ALE Application: Setting Parent Class Enrollment Limits

Quick Links

Setting Limits Per Student Setting Limits per Parent/Family Setting Limits by Student Groups
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When a program permits parents/guardians to enroll their students in classes, using the ALE app's enrollment limit functionality can be helpful. Limits can be put on the number of classes each student can be registered for, the dates enrollment is open for that student, and even the time of day that enrollment becomes available.

Setting Limits Per Student (back to Quick Links)

Enrollment limits can be set per student on the **Certificated Teacher Role** at any time or on the **Registrar Role** prior to the plan being approved. Navigate to **Student Learning Plans** in the left-hand navigation menu and choose **All Student Learning Plans**.

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цр	Parents 🗸	ALE	- All Student Learning Plans	(99 scords) 💎 Filte	ered 🖒 Ordered							4	ħ
s,	Monitor Staff		요 ♡ Student Full Name	School Year	Grade Level	Certificated Teacher	S Approved	Approval Date	त्र 🔅 Is Concluded	Count of Parent	Cou)	
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e.		× 1	*, Adriana	2023/24	10th Grade	D. McCollum*	0	August 22, 2023	No	0	0	Φ.	

Select the student by clicking their name. In the **Details Tab**, time and class limits can be set under the **Time Commitment and Parent Enrollment Settings** sections.

Details SLP Courses Classes - Ap	provals Attendance Weekly Contact -	Monthly Progress FTE Calendar	
► Time Commitment Total Weekly Time VAC 392-121-182 (3)(n)	School Year (required) Select	Estimated Enrollment (required)	FTE from SIS (optional)
Total weekly time" means the estimated average hours over school week the student will engage in learning civitities to meet the requirements of the written student earning plan	Start Date (required) 8/1/23	End Date (required) 7/31/24	<u> </u>
ide instructions	Earliest Approval Date	Most Recent Approval Date	



Parent Enrollment Settings	Parent Class Enrollment Limit (optional)	Earliest Parent Enrollment Date (optional)	Earliest Enrollment Time
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	Latest Parent Enrollment Date (optional)	Learning Credit Limit (optional)	Max Count of Parent Interested Cl (optional)
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Class Enrollment Limits apply per class term, and the **Latest Enrollment Date** will prevent parents from adding additional classes past that date but not unenrolling.

Setting Limits per Parent/Family (back to Quick Links)

Enrollment limits can be set and applied to groups of parents and all students associated with the identified parent(s). In the **Registrar Role**, select **Parents** in the left-hand navigation menu and choose **Manage Groups**. You will first establish groups of parents/guardians for the enrollment process.

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Clicking on **Add Record** will allow you to fill in a name for this group of parents/guardians. Click **Validate** to create the parent group.

Add Record	✓ Validate 🗙
Parent Group Label (required)	

The name of a Parent Group can be edited or deleted by clicking the Row Actions & Options gear.



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ALE Registrar Manage Parent Groups

ALE Parent Groups for Data Admin (6 records)	• Add Record
ALE Parent Group Label	
Block Classes	*
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New Families	Edit
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Returning Families	
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Once you have created the parent groups, you can begin selecting parents/guardians to add to each of these groups. From the left-hand navigation menu, choose **Manage Group Members**.

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Select the parent group from this interface that you would like to add members to by clicking the **checkmark**.







Then click on the Add Parent to Parent Group button in the bottom right-hand corner of the screen.

ALE REGISTRAR Manage Parent Group Members

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Select the parent(s) that you would like to add by clicking on the **checkmark** next to each name. ***Note**: First Name and Last Name columns can be filtered or sorted to find parent names more easily and/or searched by their Student Name(s). If you have entered Initial Enrollment Years for parents, they can also be used to filter/find parents for adding to groups.

Continue selecting names, which will be added to the **Your Selected Items** table at the bottom of the page. You can click **View Selected** to see a list of selected names here. Once you are done making selections, click on the **Ad** button in the top right corner.

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Once you have added parents/guardians, it will create a list in a searchable table. If you need to remove parents from the group, click on the **checkmark** to the left of their name(s) and then the **Remove Parent from Parent Group** button. You can also add additional parents to the group.



ALE REGISTRAR

Manage Parent Group Members

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Remove Parent from Parent Group		Add Parent to Parent Group

To set enrollment date windows for Parent Groups, select **Parents** from the left-hand navigation menu and choose **Set Enrollment Dates**. Select the **Parent Group**, **School Year**, set the **Parent Class Enrollment Limit** (the maximum number of classes a parent/guardian is allowed to enroll their student in), **Earliest and Latest Parent Enrollment Dates**, and the **Earliest Enrollment Time**; then click **Save**.

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Setting Limits by Student Groups (back to Quick Links)

You can set Class Enrollment Limits for groups of students on the **Registrar Role**. This can be done by filtering the All Student Learning Plans table to the desired group of students and then setting the enrollment limits for the selected students.





Go to **Student Learning Plans** in the left-hand navigation menu and choose **All Student Learning Plans**. Click the **Table Actions & Options Gear** and select **Filter Form**.

	ALE				Edmonds SCHOOL DISTRICT Each student learning, every days		Deidra McCollum* District Administrator	0	
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a Adm	Student Learning Plans 🔶	\sim		2020/2			Grid Actions		

A window labeled **Filter Search Results** will appear. There will be two filters preloaded in this window. **School Year and End Date:** You will want to leave these filters unchanged unless you wish to set Enrollment dates for SLPs outside of the current school year or whose end date has already passed. Click **Select Column** to open a drop-down of columns, and select the one you would like to filter for.







After selecting a **Column** to filter, a box will appear to the selector's right. Click the box to open a list of possible filters and select each condition you want to filter. Repeat this process until the desired conditions have been added. Click **Apply** in the window's top right corner to confirm the filters and close the window.

Column / Property	Relation		Value	
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You can verify the filters were set by clicking the **funnel** to the right of the **Student Learning Plan Selector** and looking at the content under **Filtering Settings**.

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ogram	All Student Learning Plans			*, Aja		2020/21	3rd Grade	J. Nelso	on*	0	September 18, 2	1		0	φ.	

Click the **checkmark** to the left of the column names in the table to select all remaining students. Selected students will be highlighted in blue color. You can also select/deselect individual students. Once at least one student has been selected, the **Select Row Actions button** will appear in the top right corner of the table. Click this box and select **Set Enrollment Dates** in the drop-down.



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A window labeled **Ale Parent Enrollment Dates** will open up. Select the **School Year**, set the **Class Enrollment Limit**, **Earliest and Latest Enrollment Dates**, and **Earliest Enrollment Time**; then click **Validate** in the top right corner.

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		53	27	28	29	30	31	01	02	
		1	03	04	05	06	07	08	09	
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A few notes about this process:

- When Enrollment limits are set, they will automatically be applied to all students/parents in that group who have a Student Learning Plan for the selected year and will be populated in those plans.
- Setting the enrollment limits for a group is like a copy/paste action. Changes are immediately applied and will remain until changes are made at the individual student level or new limits are applied via a group setting. Any current entries in those fields, whether created via one of these methods or manually entered into the Student Learning Plan, will be overwritten with these actions.
- Any further changes made at the student level will not affect the parent/student group or other associated students.
- To allow for increasing enrollment limits (i.e.enrolling in 5 classes the first two days of registration, then 10 the last two days), you would need to apply a limit of 5 to the established group, then go back after the two initial days had passed, and set new dates and a new limit of 10 to apply to all group members and save.