

## ALE Application: Setting Parent Class Enrollment Limits

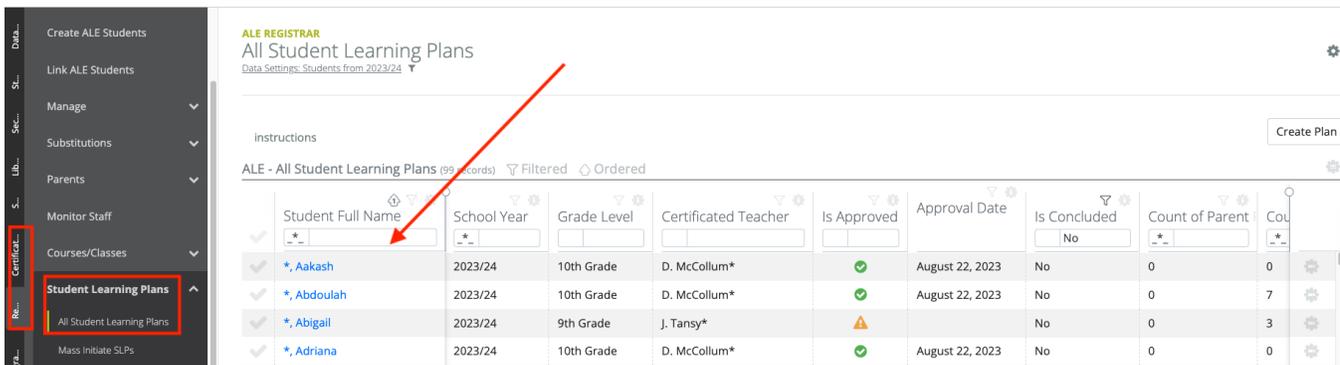
### Quick Links

[Setting Limits Per Student](#)
[Setting Limits per Parent/Family](#)
[Setting Limits by Student Groups](#)

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](#))

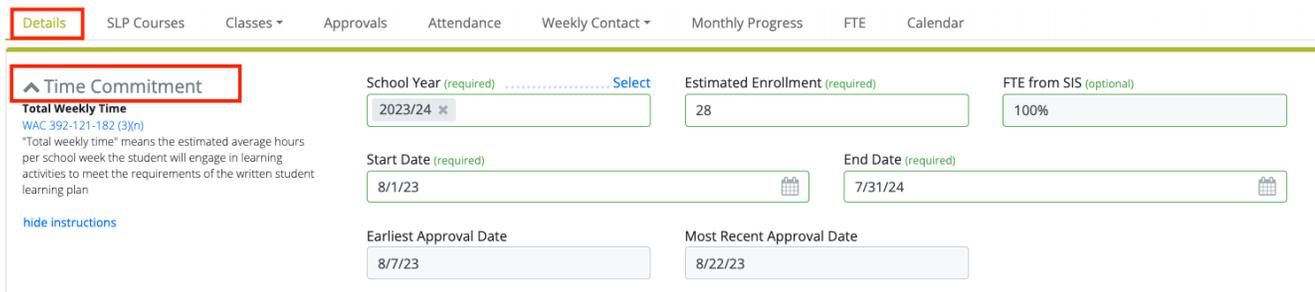
Enrollment limits can be set per student on the **Certificated Teacher Role** at any time or on the **Registrar Role** prior to the plan being approved. Navigate to **Student Learning Plans** in the left-hand navigation menu and choose **All Student Learning Plans**.



The screenshot shows the 'ALE REGISTRAR' interface for 'All Student Learning Plans'. The left-hand navigation menu has 'Student Learning Plans' and 'All Student Learning Plans' highlighted. The main table lists student learning plans with columns for Student Full Name, School Year, Grade Level, Certificated Teacher, Is Approved, Approval Date, Is Concluded, Count of Parent, and Count of Student. A red arrow points to the 'Student Full Name' column.

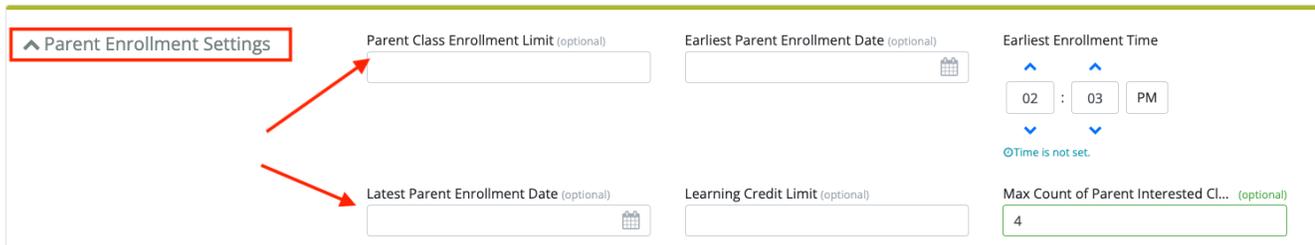
Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	Is Concluded	Count of Parent	Count of Student
*, Aakash	2023/24	10th Grade	D. McCollum*	✓	August 22, 2023	No	0	0
*, Abdoulah	2023/24	10th Grade	D. McCollum*	✓	August 22, 2023	No	0	7
*, Abigail	2023/24	9th Grade	J. Tansy*	⚠		No	0	3
*, Adriana	2023/24	10th Grade	D. McCollum*	✓	August 22, 2023	No	0	0

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.



The screenshot shows the 'Details' tab for a student learning plan. The 'Time Commitment' section is highlighted with a red box. It includes fields for School Year, Estimated Enrollment, FTE from SIS, Start Date, End Date, Earliest Approval Date, and Most Recent Approval Date.

School Year (required)	2023/24 x	Estimated Enrollment (required)	28	FTE from SIS (optional)	100%
Start Date (required)	8/1/23	End Date (required)	7/31/24	Earliest Approval Date	8/7/23
				Most Recent Approval Date	8/22/23



**Parent Enrollment Settings**

Parent Class Enrollment Limit (optional)

Earliest Parent Enrollment Date (optional)

Earliest Enrollment Time  
 02 : 03 PM  
 ⌆ Time is not set.

Latest Parent Enrollment Date (optional)

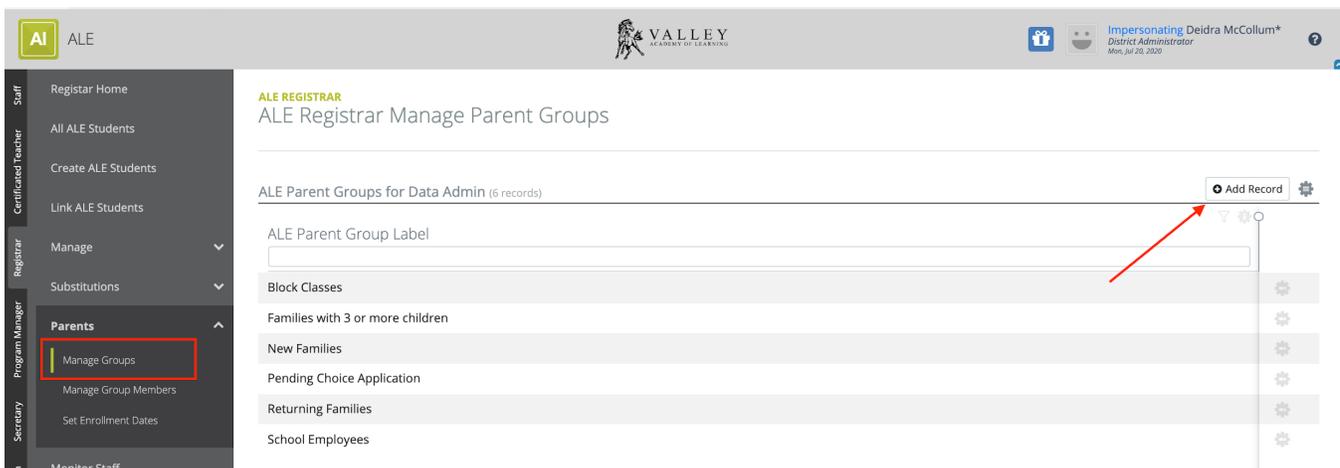
Learning Credit Limit (optional)

Max Count of Parent Interested Cl... (optional)  
 4

**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.

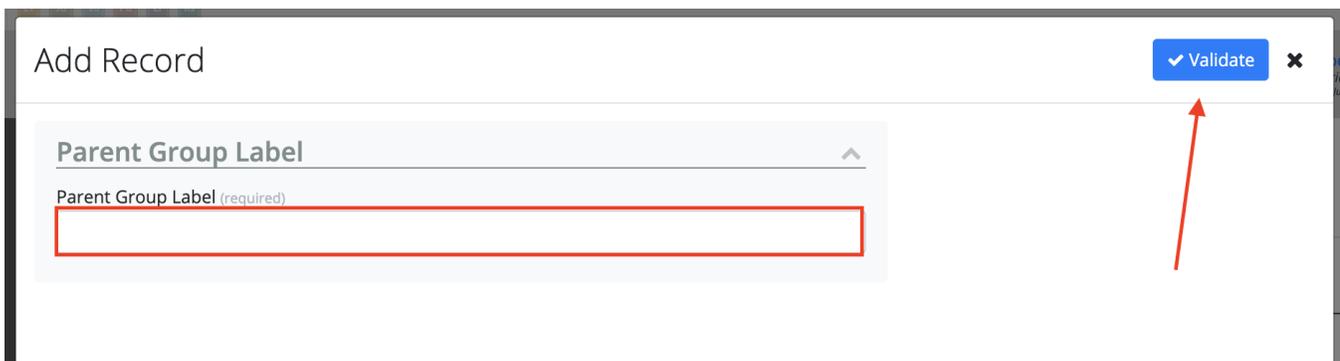


ALE REGISTRAR  
 ALE Registrar Manage Parent Groups

ALE Parent Groups for Data Admin (6 records) Add Record

ALE Parent Group Label	Block Classes	Row Actions & Options
Families with 3 or more children		
New Families		
Pending Choice Application		
Returning Families		
School Employees		

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**

Parent Group Label (required)

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

ALE REGISTRAR  
ALE Registrar Manage Parent Groups

ALE Parent Groups for Data Admin (6 records)

☛ Add Record ⚙

ALE Parent Group Label	⚙
Block Classes	⚙
Families with 3 or more children	⚙
New Families	⚙
Pending Choice Application	⚙
Returning Families	⚙
School Employees	⚙

**Row Actions & Options**

- Edit
- Delete

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**.

AI ALE

Staff  
Registrar Home  
All ALE Students  
Certificated Teacher  
Create ALE Students  
Link ALE Students  
Registrar  
Manage  
Substitutions  
Program Manager  
Parents  
Manage Groups  
Manage Group Members  
Secretary  
Set Enrollment Dates

ALE REGISTRAR  
Manage Parent Group Members

Parent Group (required) ..... Select

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

Parent Group

Select (2 records)

<input checked="" type="checkbox"/>	Ale Parent Group
<input type="checkbox"/>	group 3

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

 Parent Group (required) ..... [Select](#)  
 group 3 x

ALE Parents By ALE Parent Group (8 records)

Parent
*_*
*, Va
Beunte-meier*, Hansel

1 - 8 of 8      Page 1 of 1      50 per page

→ [Add Parent to Parent Group](#)

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.

 Item → [Add Item](#) x

Select (6932 records)

	First Name	Last Name	Student Name(s)	Initial Enrollment Year
<input checked="" type="checkbox"/>	Aaby	*	Gavyn *, Kaiea *	
<input checked="" type="checkbox"/>	Aadi	*	Laef *	
<input type="checkbox"/>	Abbey	*	Dong *, Jevin Vreeken*	
<input type="checkbox"/>	Abbie	*	Charmaine *, Owen *	
<input type="checkbox"/>	Abdel Rahman	*	Jayshon *, Natthaya *	
<input type="checkbox"/>	Abouulah	*	Chanale Beal*, Darian Beal*	
<input type="checkbox"/>	Abdul	*	Coulter *, Zahraa *	
<input type="checkbox"/>	Abdulaziz	*	Jaycen *	

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Your Selected Item

[View Selected](#)

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

Parent Group (required) ..... Select  
 Tammy Test x

ALE Parents By ALE Parent Group (2 records)

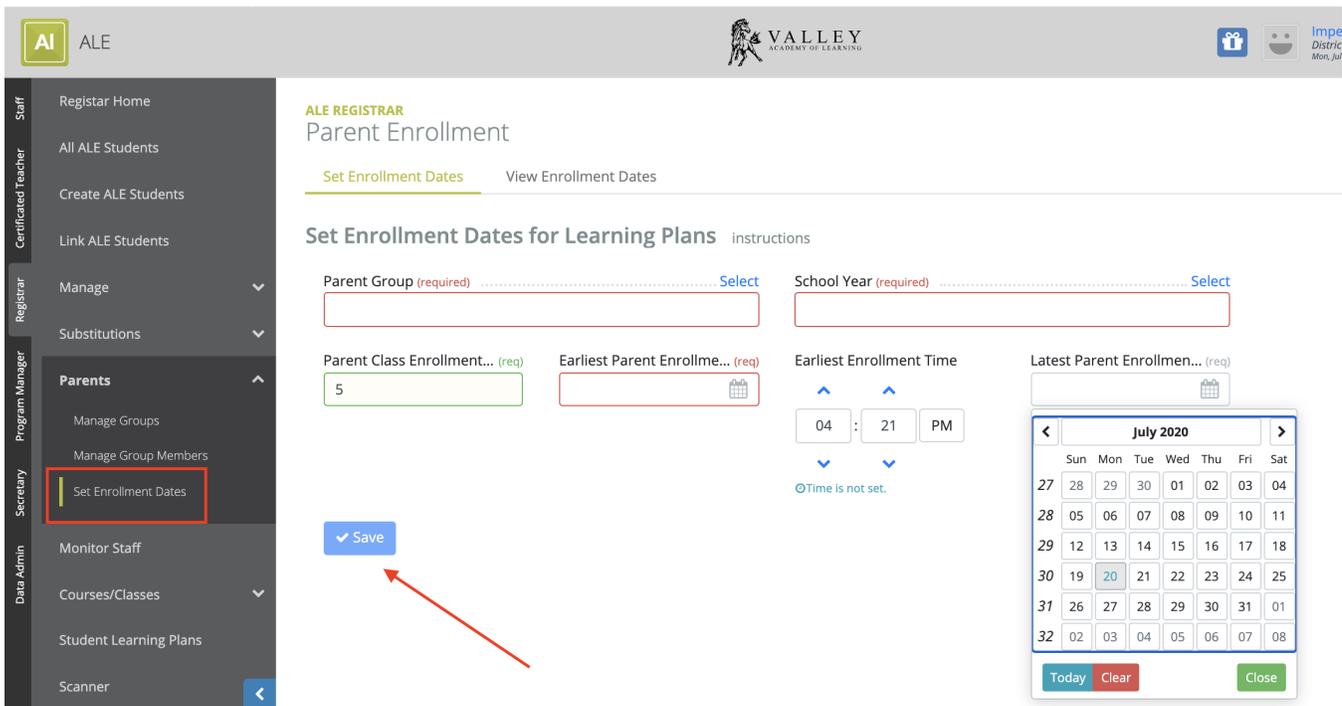
Parent
* Aaby
* Aadi

1 - 2 of 2

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**.



**ALE REGISTRAR**  
 Parent Enrollment

Set Enrollment Dates | View Enrollment Dates

**Set Enrollment Dates for Learning Plans** instructions

Parent Group (required) ..... Select  
 School Year (required) ..... Select

Parent Class Enrollment... (req) 5  
 Earliest Parent Enrollme... (req) [Calendar Icon]

Earliest Enrollment Time  
 04 : 21 PM  
 Time is not set.

Latest Parent Enrollmen... (req) [Calendar Icon]

July 2020

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	01	02	03	04
28	05	06	07	08	09	10	11
29	12	13	14	15	16	17	18
30	19	20	21	22	23	24	25
31	26	27	28	29	30	31	01
32	02	03	04	05	06	07	08

Today Clear Close

Save

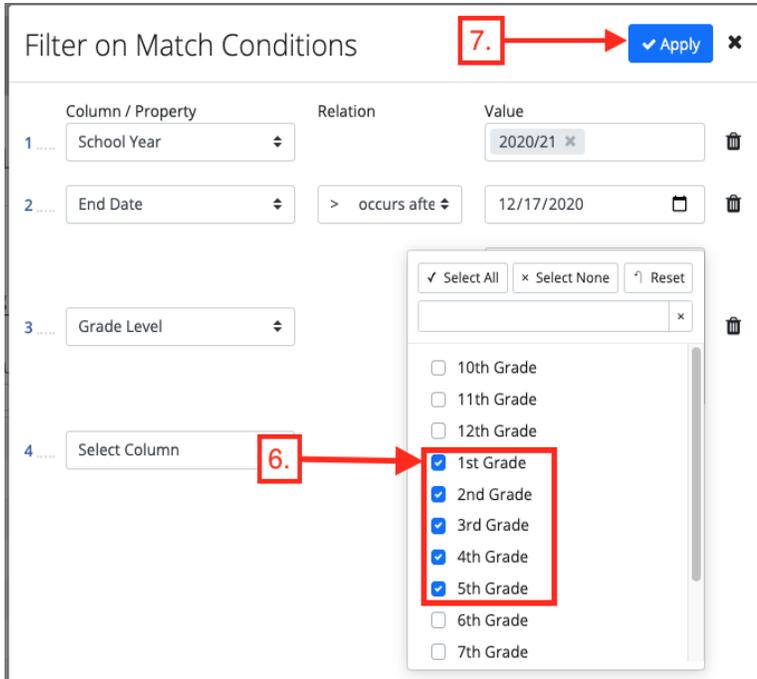
## Setting Limits by Student Groups (back to [Quick Links](#))

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.

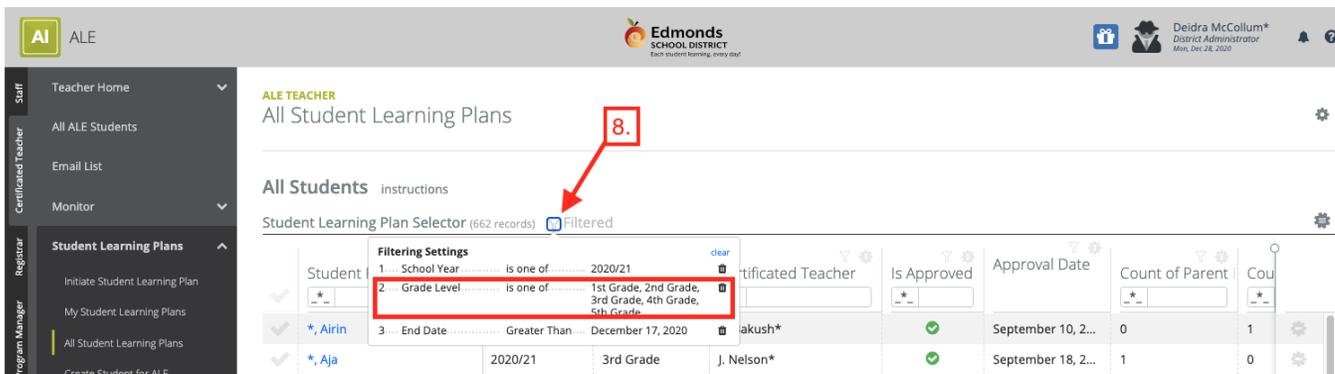
Go to **Student Learning Plans** in the left-hand navigation menu and choose **All Student Learning Plans**. Click the **Table Actions & Options Gear** and select **Filter Form**.

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.

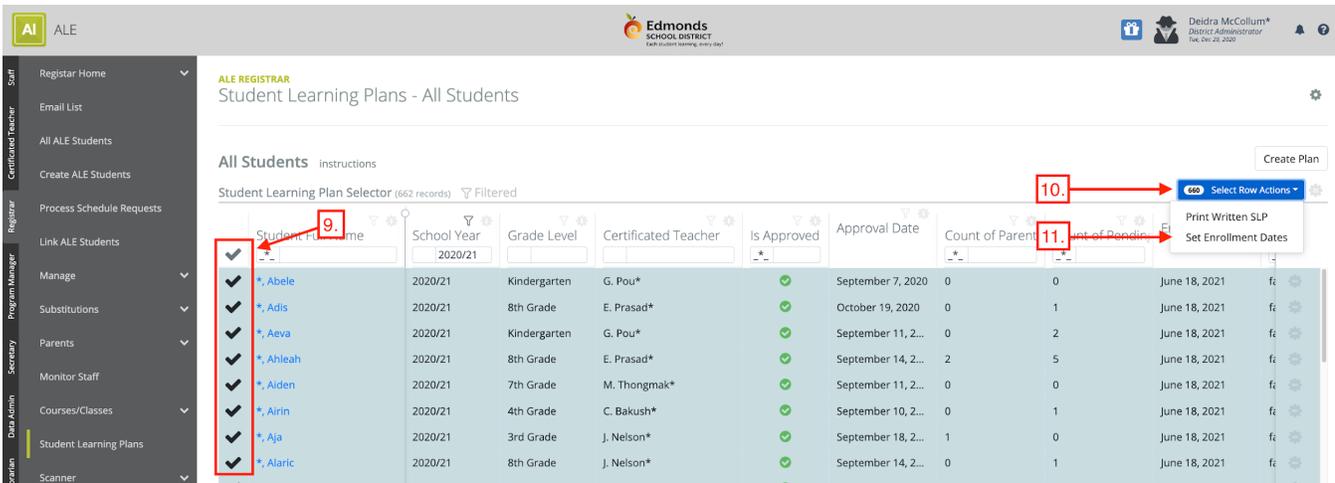


You can verify the filters were set by clicking the **funnel** to the right of the **Student Learning Plan Selector** and looking at the content under **Filtering Settings**.



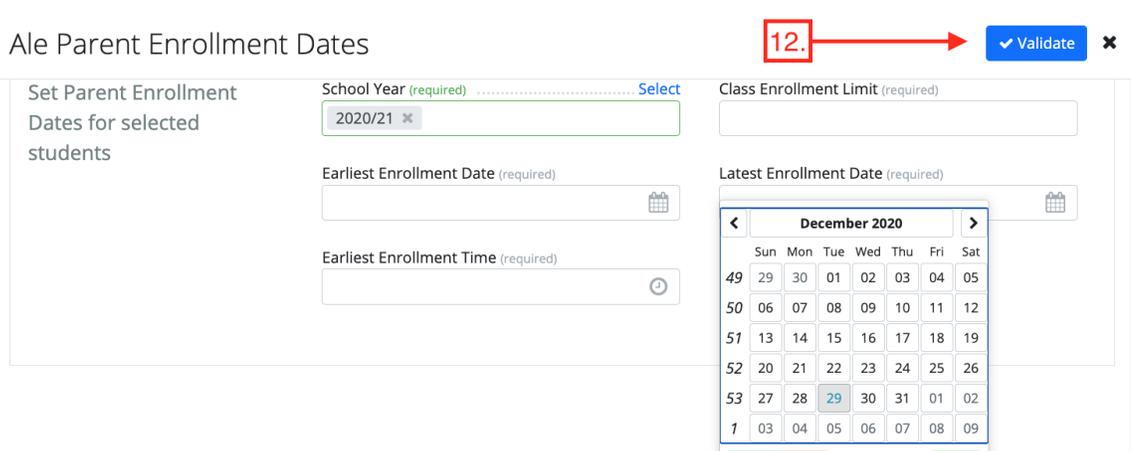
Student	Filtering Settings	Certificated Teacher	Is Approved	Approval Date	Count of Parent	Count of Student
*, Airin	1... School Year ..... is one of ..... 2020/21 2... Grade Level ..... is one of ..... 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, 5th Grade	akush*	✓	September 10, 2...	0	1
*, Aja	3... End Date ..... Greater Than ..... December 17, 2020	J. Nelson*	✓	September 18, 2...	1	0

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.



Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	Count of Parents	Set of Pending
* Abele	2020/21	Kindergarten	G. Pou*	✓	September 7, 2020	0	0
* Adis	2020/21	8th Grade	E. Prasad*	✓	October 19, 2020	0	1
* Aeva	2020/21	Kindergarten	G. Pou*	✓	September 11, 2...	0	2
* Ahleah	2020/21	8th Grade	E. Prasad*	✓	September 14, 2...	2	5
* Aiden	2020/21	7th Grade	M. Thongmak*	✓	September 11, 2...	0	0
* Airin	2020/21	4th Grade	C. Bakush*	✓	September 10, 2...	0	1
* Aja	2020/21	3rd Grade	J. Nelson*	✓	September 18, 2...	1	0
* Alaric	2020/21	8th Grade	J. Nelson*	✓	September 14, 2...	0	1

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.



Ale Parent Enrollment Dates

Set Parent Enrollment Dates for selected students

School Year (required)  Select

Class Enrollment Limit (required)

Earliest Enrollment Date (required)

Latest Enrollment Date (required)

Earliest Enrollment Time (required)

December 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
49	29	30	01	02	03	04
50	06	07	08	09	10	11
51	13	14	15	16	17	18
52	20	21	22	23	24	25
53	27	28	29	30	31	01
1	03	04	05	06	07	08

Validate

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.