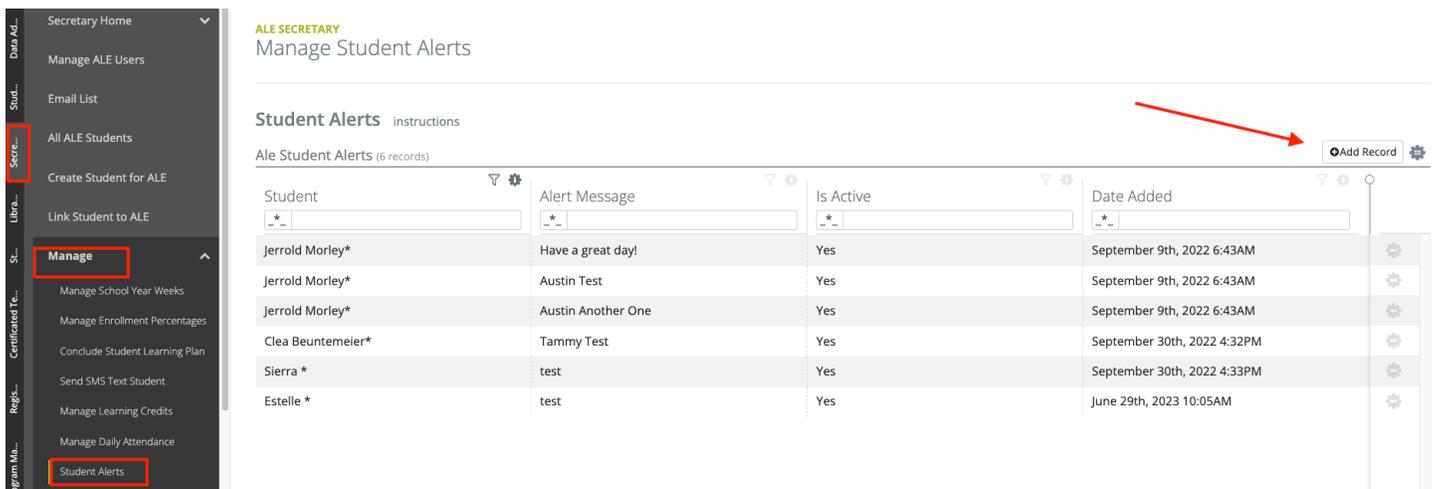# ALE Application: Setting Student Alerts

In the ALE Application, student **Alerts** can be set for reminders such as language interpretation needs, immunization violations, restraining orders, FERPA permissions, etc. These Alerts' are entered in the **Secretary Role** but will show on the **Manage Attendance** interface for any staff taking attendance.

From the **Secretary Role,** click **Manage** in the left-hand navigation menu and choose **Student Alerts.** Click the **Add Record.**

Select the **Student** by placing a checkmark next to the name. Fill in an **Ale Student Alert Message**, then select Yes or No from the drop-down menu in the **Ale Student Alert Message Is Active**. Be sure to click **Validate** once these steps are complete. Please note whatever is entered into the message box is exactly what will be displayed to the staff member taking attendance.

These student alerts can be managed using the corresponding **Row Action & Options gear** by selecting **Edit** or **Delete**. Note: Changing **Ale Student Alert Message is Active** to **No** will retain the alert in the table but no longer display it.

These alerts are surfaced in the **Manage Attendance** interface for any staff taking class attendance.

If an alert is set for a student, a cheddar **triangle icon** will appear in the **Student Alert** column of the **Record Attendance** table for the class.
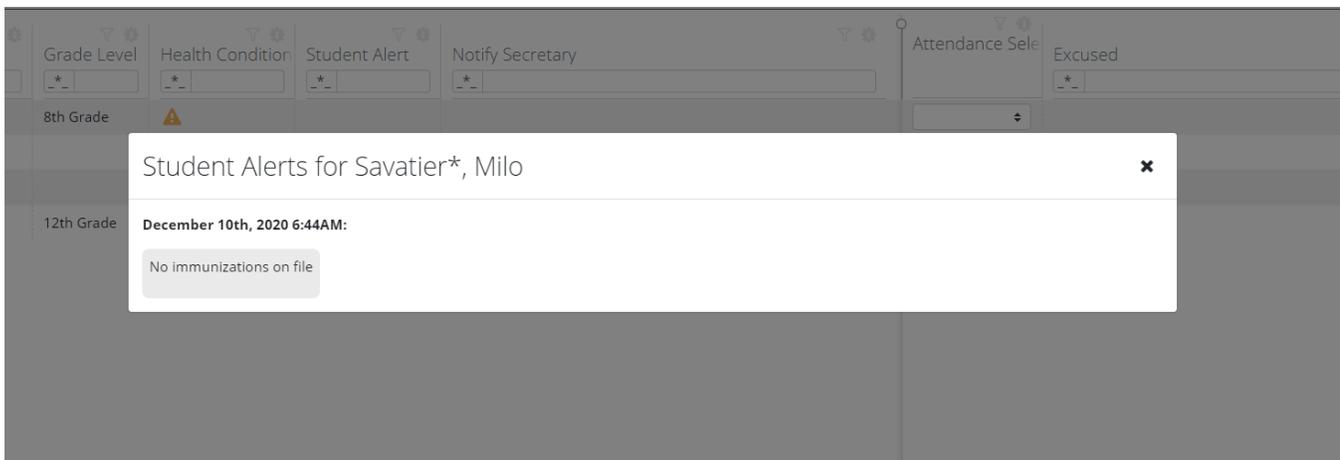
Record Attendance

Class Beginning Quilting   **Class Meeting Date** 1/11/21

Student Attendance (4 records)

Student	Grade Level	Health Condition	Student Alert	Notify Secretary	Attendance Sele	Excused
_*_	_*_	_*_	_*_	_		_*_
Beck*, Bruce	8th Grade	⚠			◊	
Berrios*, Jason					◊	
Leone*, Colin					◊	
Savatier*, Milo	12th Grade	⚠	⚠		◊	

To view the alert, the user can click the **cheddar** **triangle icon**.

	Grade Level	Health Condition	Student Alert	Notify Secretary	Attendance Sele	Excused
	_*_	_*_	_*_	_		_*_
	8th Grade	⚠			◊	
	12th Grade					

Student Alerts for Savatier*, Milo ✕

December 10th, 2020 6:44AM:

No immunizations on file