

## ALE Application: Setting Up a New School Year

In early spring, many programs begin thinking ahead to the new school year and are ready to start preparing for the upcoming school year. Here are a few things to consider.

### Quick Links

<a href="#">Setting Up Your School Year Dates</a>	<a href="#">School Year and Start/End Dates Default</a>	<a href="#">Updating FTE Estimated Enrollment Percentages for New Plans</a>
<a href="#">Changing Your SLP Default Values</a>	<a href="#">Creating Plans for Students Who Are Not Yet Enrolled in the Student Information System</a>	<a href="#">Approving Plans</a>
<a href="#">Initiating WSLPs for the Upcoming School Year</a>	<a href="#">Viewing Student Learning Plans for the Next School Year</a>	<a href="#">Scheduling Classes for the Upcoming School Year</a>

### Setting Up Your School Year Dates (Back to [Quick Links](#))

You can set up your school year beginning/ending dates, class terms, class term dates, and excluded dates in Data Admin. The [ALE Application: Data Admin Date Settings](#) help doc will walk you through setting these up for the upcoming school year.

### Changing Your SLP Default Values (Back to [Quick Links](#))

You can change your default **Method of Weekly Contact** statement, **Supplemental Certificated Teachers**, and **Estimated Enrollment Hours** via the **Data Admin Role**. Select **Configuration** in the left navigation menu and choose **SLP Default Values**.

**\*\*\*Any changes made here will take effect immediately and apply to any newly initiated SLP.\*\*\***

ALE DATA ADMIN  
SLP Default Values

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▲ Initiate SLP Default Values

Method of Weekly Contact (optional)

Weekly contact between the student and certificated teacher will be maintained for the purpose of instruction, review of assignments, testing, evaluation of student progress, or other learning activities. Weekly Contact must be direct personal contact and may be achieved in person, by email, telephone, video conferencing, or online synchronous digital instruction.

Supplemental Certificated Teacher(s) (optional) ..... Select

Estimated Enrollment Hours (opt)

27.75

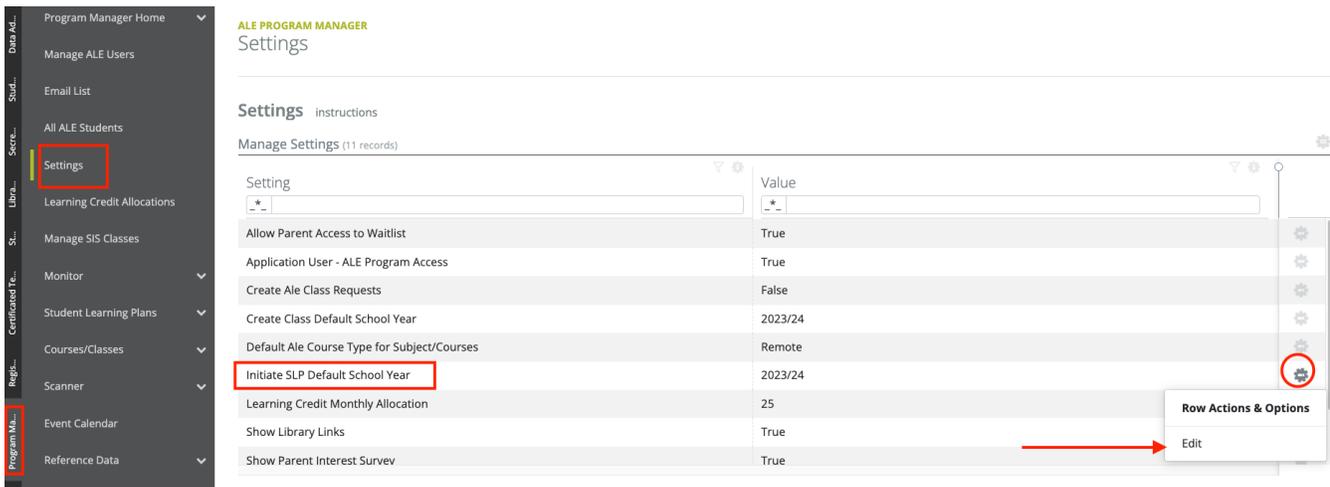
You must have <= 2 decimal places (scale) You must provide no more than 6 digits (maximum length)

## Initiating WSLPs for the Upcoming School Year (Back to [Quick Links](#))

You can set up WSLPs for the upcoming school year at any time. There are some things to consider when you click **Initiate Student Learning Plan**. See the help article [Initiating a Student Learning Plan](#) for more information.

### School Year and Start/End Dates Default (Back to [Quick Links](#))

By default, your school year, plus the start/end dates, are set to the current year. You can change your default school year for initiating SLPs. In the **Program Manager Role**, click **Settings** in the left navigation menu. Click on **Edit** in the **Row Action & Options Gear** for **Initiate SLP Default School Year**.



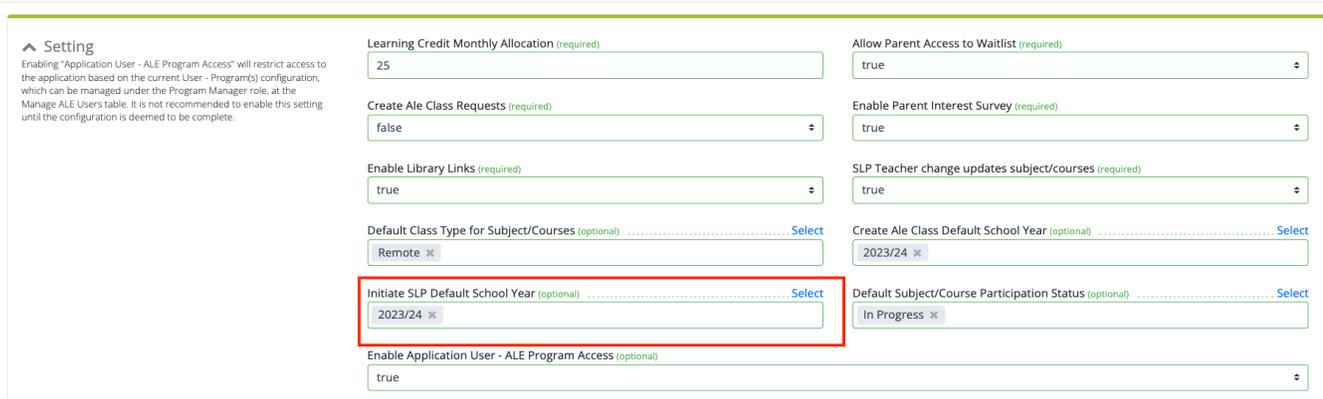
**ALE PROGRAM MANAGER Settings**

Manage Settings (11 records)

Setting	Value	Row Actions & Options
Allow Parent Access to Waitlist	True	[Gear]
Application User - ALE Program Access	True	[Gear]
Create Ale Class Requests	False	[Gear]
Create Class Default School Year	2023/24	[Gear]
Default Ale Course Type for Subject/Courses	Remote	[Gear]
<b>Initiate SLP Default School Year</b>	2023/24	[Gear] [Edit]
Learning Credit Monthly Allocation	25	[Gear]
Show Library Links	True	[Gear]
Show Parent Interest Survey	True	[Gear]

Click **Select** for **Initiate SLP Default School Year** and select a school year by clicking the checkmark. Click **Update** when finished.

#### Edit Record



Setting

Enabling "Application User - ALE Program Access" will restrict access to the application based on the current User - Program(s) configuration, which can be managed under the Program Manager role, at the Manage ALE Users table. It is not recommended to enable this setting until the configuration is deemed to be complete.

Learning Credit Monthly Allocation (required): 25

Create Ale Class Requests (required): false

Enable Library Links (required): true

Default Class Type for Subject/Courses (optional): Remote

**Initiate SLP Default School Year (optional): 2023/24**

Enable Application User - ALE Program Access (optional): true

Allow Parent Access to Waitlist (required): true

Enable Parent Interest Survey (required): true

SLP Teacher change updates subject/courses (required): true

Create Ale Class Default School Year (optional): 2023/24

Default Subject/Course Participation Status (optional): In Progress

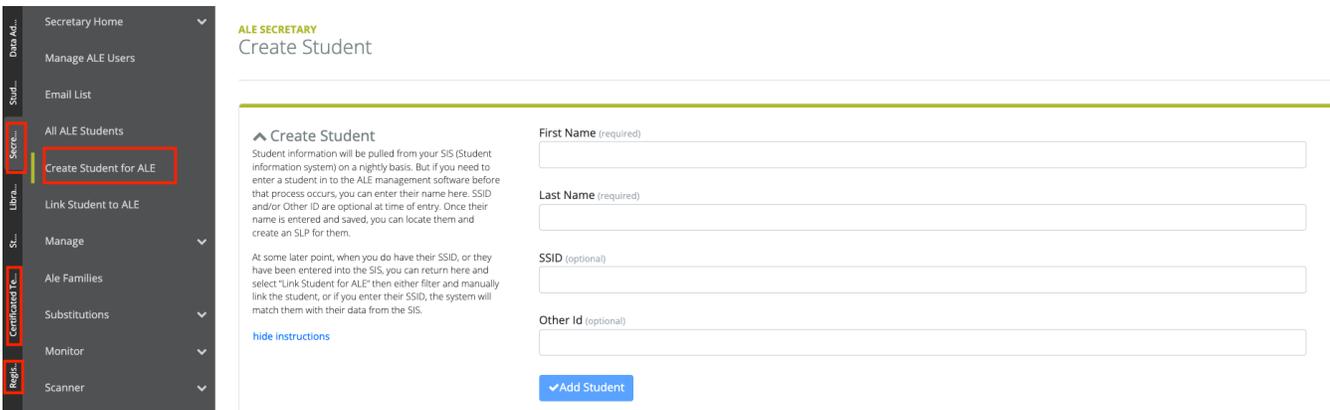
[Update]

If you have not set your **School Year Dates** in **Data Admin**, you will receive an error when initiating SLPs for the new school year. Regardless of the defaults, you can manually select the school year and dates for the student learning plans you are initiating.

## Creating Plans for Students Who Are Not Yet Enrolled in the Student Information System (Back to [Quick Links](#))

When initiating a plan, you will have a list of currently enrolled students available to select from. For Kindergarten students not entering until the fall or students who have applied and been accepted to your program but haven't yet been entered into your Student Information System (SIS), you can use the **Create Student for ALE** function available on the **Secretary, Registrar or Certificated Teacher Role** left navigation menu.

All you need to create a record is a **First and Last Name**, but if you also have the **SSID** or **Other ID** available, enter it now. This will ensure that the created record will automatically match up with the student record from the SIS as soon as it is included in one of the overnight migrations.



**ALE SECRETARY**  
Create Student

**Create Student**  
Student information will be pulled from your SIS (Student information system) on a nightly basis. But if you need to enter a student in to the ALE management software before that process occurs, you can enter their name here: SSID and/or Other ID are optional at time of entry. Once their name is entered and saved, you can locate them and create an SLP for them.

At some later point, when you do have their SSID, or they have been entered into the SIS, you can return here and select "Link Student to ALE" then either filter and manually link the student, or if you enter their SSID, the system will match them with their data from the SIS.

[hide instructions](#)

First Name (required)

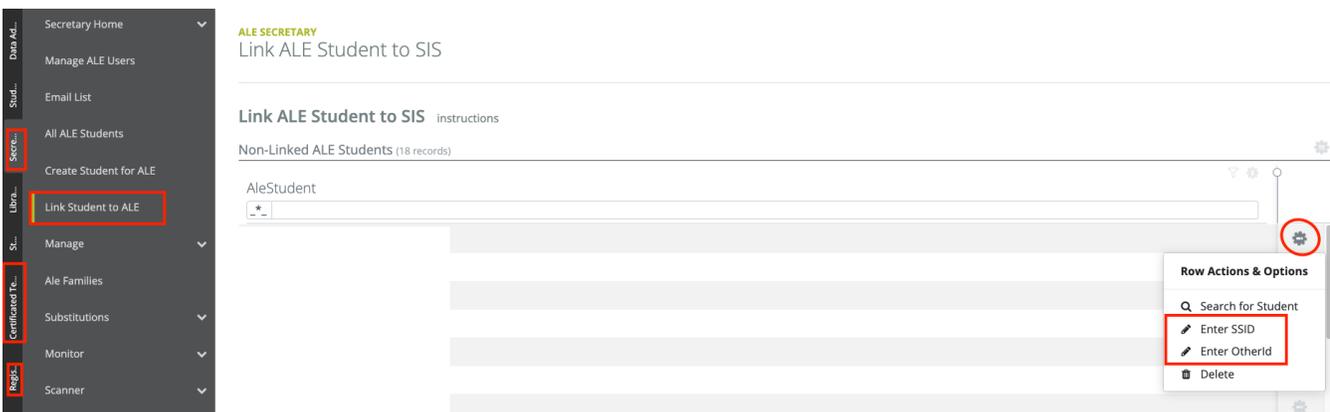
Last Name (required)

SSID (optional)

Other Id (optional)

[Add Student](#)

Suppose you don't have access to the student's identification numbers. In that case, you can return later and manually link the records using the **Link ALE Student to SIS** function from the left navigation menu and inputting the student's SSID, Other ID, or Search to link them by name.



**ALE SECRETARY**  
Link ALE Student to SIS

**Link ALE Student to SIS** instructions

Non-Linked ALE Students (18 records)

AleStudent

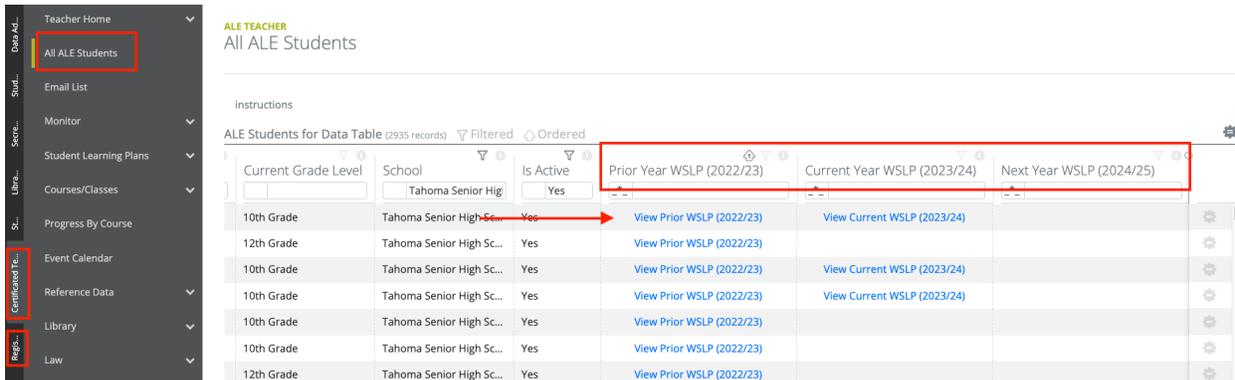
**Row Actions & Options**

- Search for Student
- Enter SSID
- Enter OtherId
- Delete

## Viewing Student Learning Plans for the Next School Year (Back to [Quick Links](#))

Once created, you can view future year SLPs in the following locations:

- In the **Registrar/Certificated Teacher Role**, click **All ALE Students** on the left navigation screen. Columns are included here to view each student's **Prior Year, Current Year, and Next Year WSLP**. By default, the list is filtered to include only active students, so don't forget to remove that filter if you're looking for a student who is not currently enrolled. Click on the link to view the SLP.



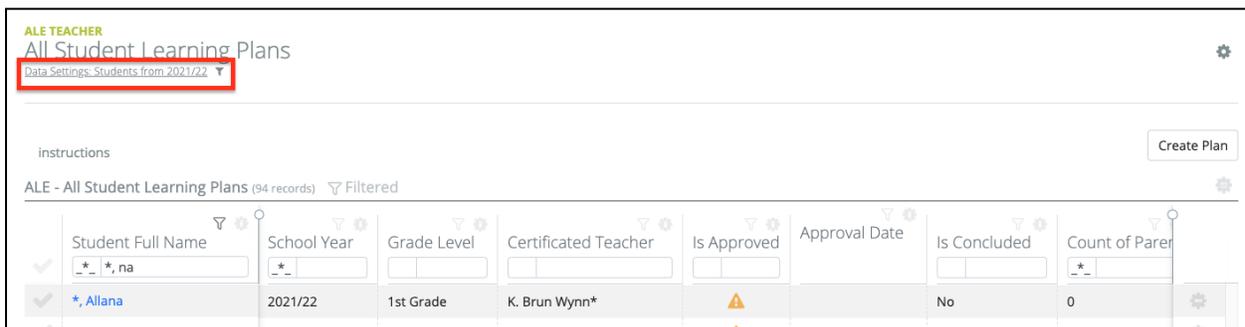
**ALE TEACHER**  
All ALE Students

Instructions

ALE Students for Data Table (2935 records) Filtered Ordered

Current Grade Level	School	Is Active	Prior Year WSLP (2022/23)	Current Year WSLP (2023/24)	Next Year WSLP (2024/25)
10th Grade	Tahoma Senior High Sc...	Yes	<a href="#">View Prior WSLP (2022/23)</a>	<a href="#">View Current WSLP (2023/24)</a>	
12th Grade	Tahoma Senior High Sc...	Yes	<a href="#">View Prior WSLP (2022/23)</a>		
10th Grade	Tahoma Senior High Sc...	Yes	<a href="#">View Prior WSLP (2022/23)</a>	<a href="#">View Current WSLP (2023/24)</a>	
10th Grade	Tahoma Senior High Sc...	Yes	<a href="#">View Prior WSLP (2022/23)</a>	<a href="#">View Current WSLP (2023/24)</a>	
10th Grade	Tahoma Senior High Sc...	Yes	<a href="#">View Prior WSLP (2022/23)</a>		
10th Grade	Tahoma Senior High Sc...	Yes	<a href="#">View Prior WSLP (2022/23)</a>		
12th Grade	Tahoma Senior High Sc...	Yes	<a href="#">View Prior WSLP (2022/23)</a>		

- In the **Registrar/Certificated Teacher/Program Manager Roles**, click **Student Learning Plans** in the left navigation menu and choose **All Student Learning Plans**. In the **Certificated Teacher Role**, you may also choose the **My Student Learning Plans**. Click on **Data Settings: Student from (school year)** under the page title to switch from the current school year to a future school year.



**ALE TEACHER**  
All Student Learning Plans  
Data Settings: Students from 2021/22

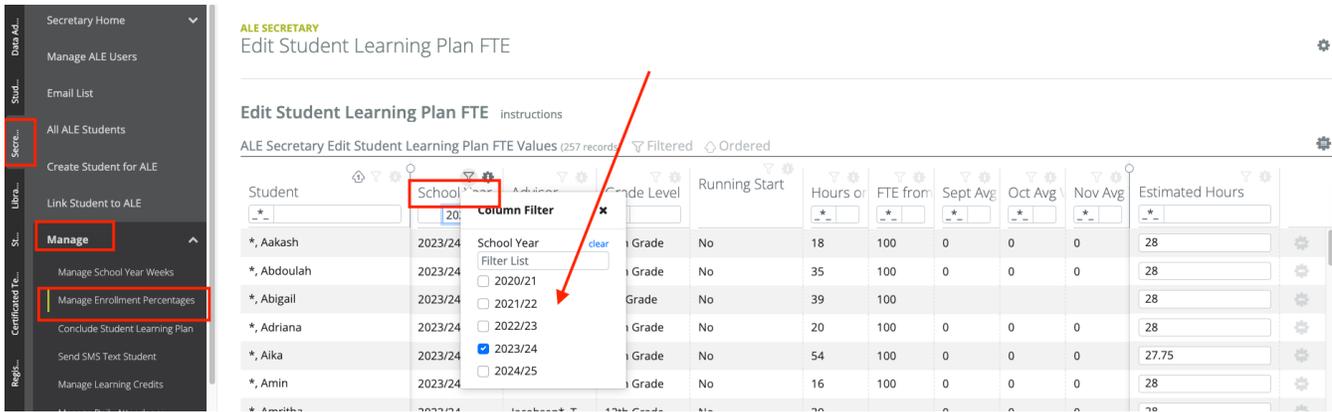
Instructions Create Plan

ALE - All Student Learning Plans (94 records) Filtered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	Is Concluded	Count of Parents
* * , na	* *						* *
* , Allana	2021/22	1st Grade	K. Brun Wynn*			No	0

## Updating FTE Estimated Enrollment Percentages for New Plans (Back to [Quick Links](#))

As soon as new plans are created, they are available to the **Secretary Role**. Click **Management** in the left navigation menu and choose the **Manage Enrollment Percentages**. This view has a default filter set to the current school year, but by selecting the **School Year** column, users can also select plans created for the upcoming year.



**ALE SECRETARY**  
Edit Student Learning Plan FTE

**Edit Student Learning Plan FTE** instructions

ALE Secretary Edit Student Learning Plan FTE Values (257 records) Filtered Ordered

Student	School	Grade Level	Running Start	Hours or	FTE from	Sept Avg	Oct Avg	Nov Avg	Estimated Hours
*, Aakash	2023/24	i Grade	No	18	100	0	0	0	28
*, Abdoulah	2023/24	i Grade	No	35	100	0	0	0	28
*, Abigail	2023/24	i Grade	No	39	100				28
*, Adriana	2023/24	i Grade	No	20	100	0	0	0	28
*, Aika	2023/24	i Grade	No	54	100	0	0	0	27.75
*, Amin	2023/24	i Grade	No	16	100	0	0	0	28

## Approving Plans (Back to [Quick Links](#))

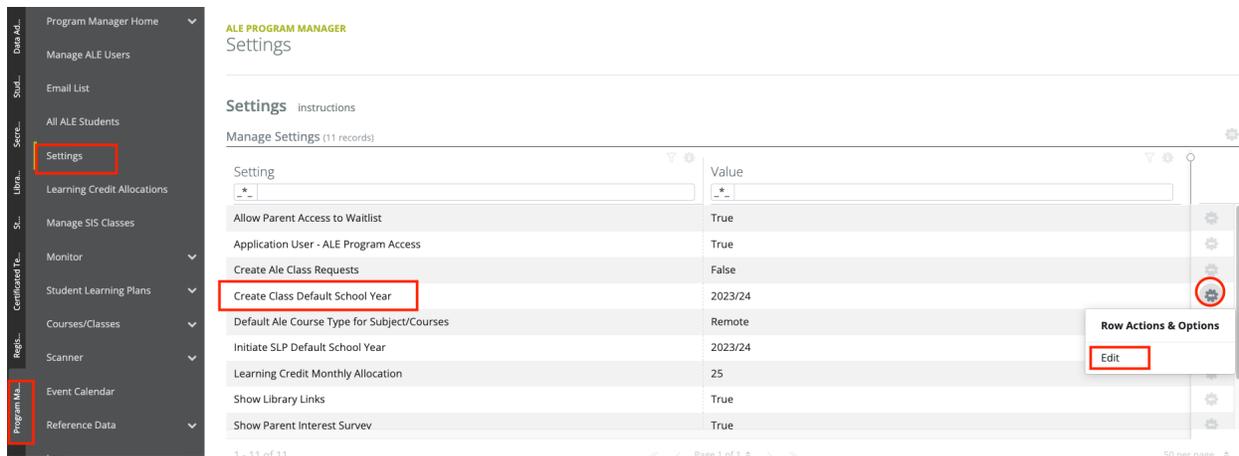
It is recommended that you wait to “approve” plans until August when Certificated Teachers are reviewing and finalizing plans just before the start of school.

## Scheduling Classes for the Upcoming School Year (Back to [Quick Links](#))

You can begin scheduling classes for the upcoming school year at any time.

- **School Year and Start/End Dates Default**

By default, your school year is set to the current year. You can change your default school year for creating classes. In the **Program Manager Role**, click **Settings** in the left navigation menu. Click on **Edit** in the **Row Action & Options Gear** for **Create ALE Class Default School Year**.



**ALE PROGRAM MANAGER**  
Settings

**Settings** instructions

Manage Settings (11 records)

Setting	Value
Allow Parent Access to Waitlist	True
Application User - ALE Program Access	True
Create Ale Class Requests	False
<b>Create Class Default School Year</b>	2023/24
Default Ale Course Type for Subject/Courses	Remote
Initiate SLP Default School Year	2023/24
Learning Credit Monthly Allocation	25
Show Library Links	True
Show Parent Interest Survey	True

Click **Create ALE Class Default School Year** and select a school year by clicking the checkmark. Click **Update**.

Edit Record




Setting	
<small>Enabling 'Application User - ALE Program Access' will restrict access to the application based on the current User - Program(s) configuration, which can be managed under the Program Manager role, at the Manage ALE Users table. It is not recommended to enable this setting until the configuration is deemed to be complete.</small>	
<b>Learning Credit Monthly Allocation</b> (required)	<input type="text" value="25"/>
<b>Create Ale Class Requests</b> (required)	<input type="text" value="false"/>
<b>Enable Library Links</b> (required)	<input type="text" value="true"/>
<b>Default Class Type for Subject/Courses</b> (optional) ..... Select	<input type="text" value="Remote"/>
<b>Initiate SLP Default School Year</b> (optional) ..... Select	<input type="text" value="2023/24"/>
<b>Enable Application User - ALE Program Access</b> (optional)	<input type="text" value="true"/>
<b>Allow Parent Access to Waitlist</b> (required)	<input type="text" value="true"/>
<b>Enable Parent Interest Survey</b> (required)	<input type="text" value="true"/>
<b>SLP Teacher change updates subject/courses</b> (required)	<input type="text" value="true"/>
<b>Create Ale Class Default School Year</b> (optional) ..... Select	<input type="text" value="2023/24"/>
<b>Default Subject/Course Participation Status</b> (optional) ..... Select	<input type="text" value="In Progress"/>

- **Copying Class Schedules from One Term to Another or One School Year to Another**

A separate document titled [ALE Application Copying Classes from One Class Term or Year to Another](#) walks through this process.

- **Copying In Progress Courses from One School Year to the Next**

A separate document titled [Copying in Progress Courses from One School Year to the Next](#) walks through this process.