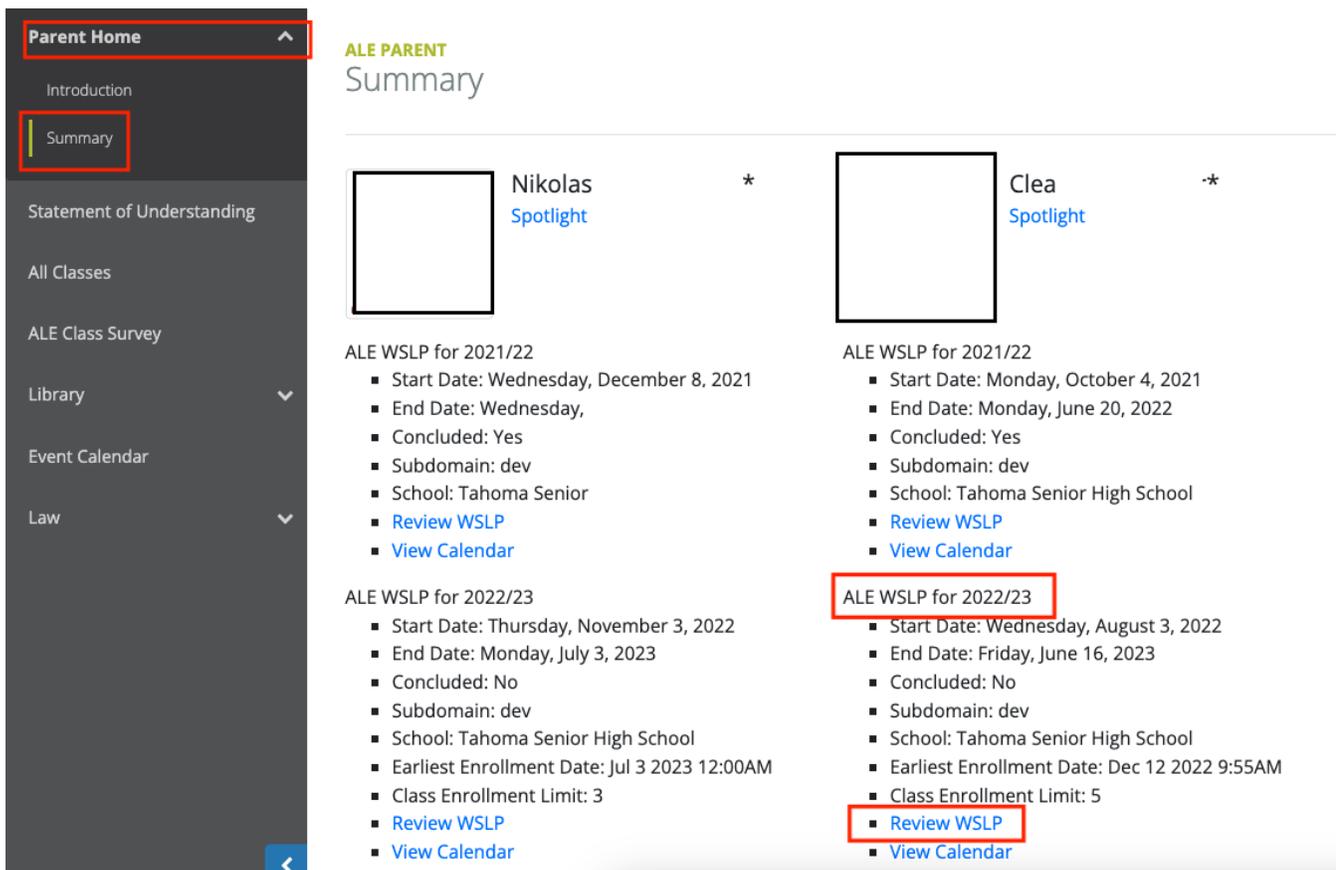


## ALE Application for Parents: Removing your Students from a Waitlist

Suppose your program has enabled the waitlist feature. In that case, you may have added your students to the waitlist during registration or even ended up on a waitlist because a class you were trying to enroll in no longer had space. By taking the following steps, you can remove your students from a waiting list if you are no longer interested.

Click **Parent Home**, then choose **Summary** in the left navigation menu. This will open the Parent Summary page, where you can find your students and their Student Learning Plans (SLP).

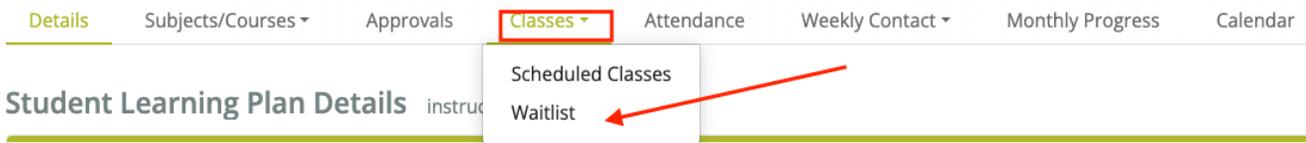
Click **Review WSLP** or **Review Pending WSLP** under the SLP you would like. Note the **School Year** if there are multiple SLPs.



The screenshot shows the 'ALE PARENT Summary' page. On the left is a navigation menu with 'Parent Home' and 'Summary' highlighted. The main content area displays two student profiles: Nikolas (marked with a single asterisk) and Clea (marked with a double asterisk). Each profile includes a 'Spotlight' placeholder and a list of ALE WSLP entries for the 2021/22 and 2022/23 school years. For Nikolas, the 2021/22 WSLP is for a class that has concluded, while the 2022/23 WSLP is for a class that has not concluded. For Clea, both the 2021/22 and 2022/23 WSLPs are for classes that have not concluded. The 'Review WSLP' link for the 2022/23 WSLP for Clea is highlighted with a red box.

Student	School Year	Start Date	End Date	Concluded	Subdomain	School	Class Enrollment Limit	Action
Nikolas	2021/22	Wednesday, December 8, 2021	Wednesday	Yes	dev	Tahoma Senior		<a href="#">Review WSLP</a>
	2022/23	Thursday, November 3, 2022	Monday, July 3, 2023	No	dev	Tahoma Senior High School	3	<a href="#">Review WSLP</a>
Clea	2021/22	Monday, October 4, 2021	Monday, June 20, 2022	Yes	dev	Tahoma Senior High School		<a href="#">Review WSLP</a>
	2022/23	Wednesday, August 3, 2022	Friday, June 16, 2023	No	dev	Tahoma Senior High School	5	<a href="#">Review WSLP</a>

Hover your mouse over the **Classes** drop-down and click **Waitlist**. Here, you will see a list of all the classes your student is on the waitlist for, along with their position.



To remove them from the waitlist, use the **Row Action & Options** gear for the class you wish to remove and select **Remove from Waitlist**.

### Classes Waitlist

Ale Student Learning Plan Waitlist Classes (1 records)

Class	Certificated Teacher	Class Meetings	Waitlist Position	Waitlist Date Added	Row Actions & Options
Lego Worlds 4.0	Tammy Jacobsen*	Mon 8:00AM - 9:55AM, Tue 8:00A...	1	January 13th, 2023 7:5...	 Row Actions & Options Remove from Waitlist

A red circle highlights the gear icon in the 'Row Actions & Options' column. A red arrow points from the gear icon to the 'Remove from Waitlist' option in the dropdown menu.