

## ALE Application: Enable/Disable Weekly Contact Requirements for School Year Weeks

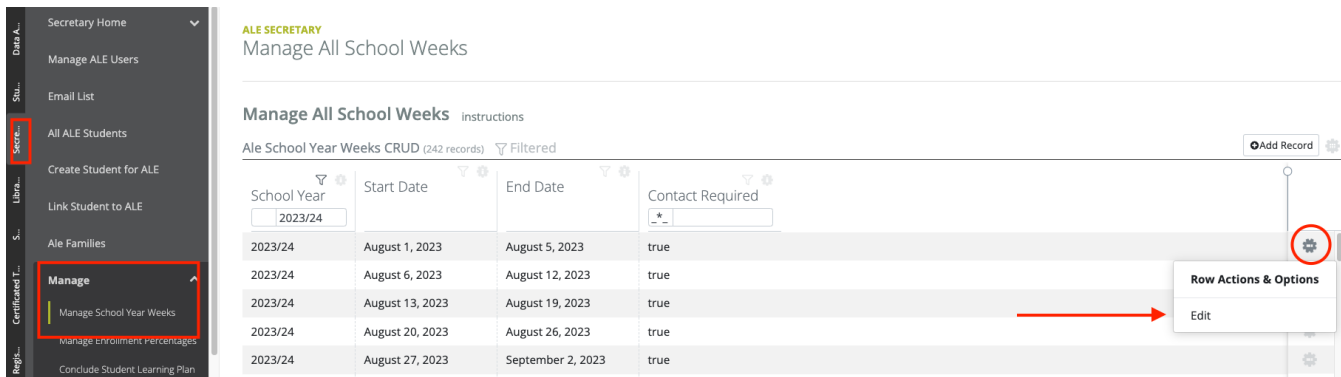
Per WAC 392-550-025 (2) - Students must have weekly contact with a certificated teacher each week of the school year they are enrolled in ALE courses.

Per WAC 3920-550-020 (10) - "School Week" means any seven-day calendar period starting with Sunday and continuing through Saturday that includes at least three days when a district's schools are in session or when a charter school is in session.

You can turn off the Weekly Contact weeks that have 2 or fewer school days via the **Secretary** role.

Select **Manage** in the left navigation menu and choose **Manage School Year Weeks**.

Click the **Row Actions & Options** and click **Edit** for the Week you want to set **Enable/Disable** weekly contact requirements.



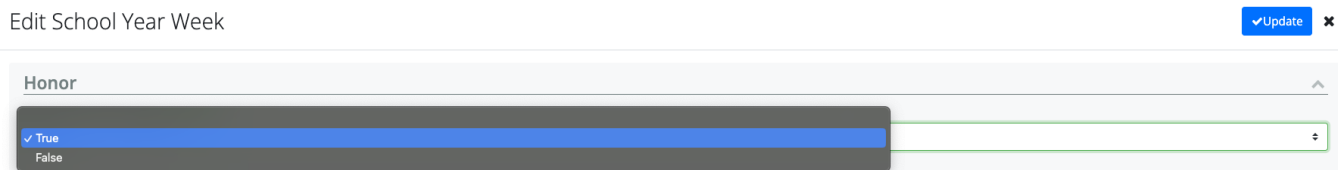
**ALE SECRETARY**  
Manage All School Weeks

**Manage All School Weeks** instructions

Ale School Year Weeks CRUD (242 records) Filtered Add Record

School Year	Start Date	End Date	Contact Required
2023/24	August 1, 2023	August 5, 2023	true
2023/24	August 6, 2023	August 12, 2023	true
2023/24	August 13, 2023	August 19, 2023	true
2023/24	August 20, 2023	August 26, 2023	true
2023/24	August 27, 2023	September 2, 2023	true

Set the **Weekly Contact Is Required** field to **True** or **False** and click **Update**.



Edit School Year Week Update

**Honor**

True

False