



## 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 get things in place in preparation. Here are a few things to consider.

### **Entering WSLPs for the upcoming School Year**

You are able to set up WSLPs for the upcoming school year at any time. Some things to consider when you click “Initiate Student Learning Plan”

### School Year and Start/End Dates Default

By default, your school year, plus the start/end dates are set to the current year.

**ALE TEACHER**  
Create Student Learning Plan

Details Subjects/Courses ▾ Tracking ▾ Weekly Contacts ▾ Intervention Plans Monthly Progress FTE

**Student Learning Plan Details** instructions

**Essentials** instructions

Certificated Teacher (required) ..... Select  
McCollum, Deidra ✕

Student (required) ..... Select

Grade Level (optional) ..... Select

Supplemental Certificated Teachers (optional) ..... Select

**Time Commitment** instructions

School Year (required) ..... Select  
2019/20 ✕

Enrollment Percentage (required) ..... Select ▾  
100 Percent ✕

FTE from SIS (optional)

Start Date (required) ..... 8/14/19

End Date (required) ..... 6/30/20

On April 1, the default will be updated to reflect the upcoming school year, as well as the start and end dates defined in your Student Information System for that school year.

\*\*\*If you would like this change to be made before or after April 1, please contact us to let us know.\*\*\*

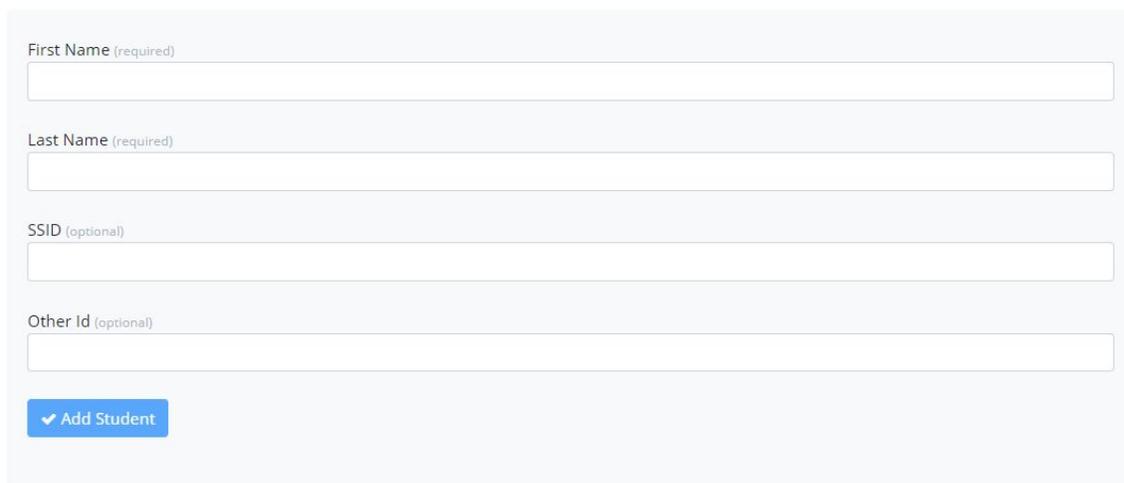
Regardless of the defaults, you are able to select the school year and dates that you are setting up student learning plans for manually at any time.

## Creating Plans for Students Who are not Yet Enrolled in the Student Information System

When initiating a plan, you are going to 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, you can use the "Create Student for ALE" function available on the Secretary, Registrar or Certificated Teacher role.

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.

ALE SECRETARY  
Create Student



First Name (required)

Last Name (required)

SSID (optional)

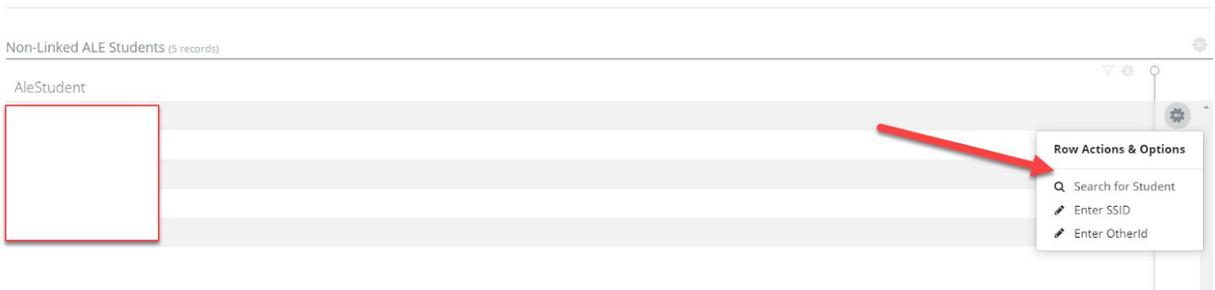
Other Id (optional)

✓ Add Student

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.

If you don't have access to any of the identification numbers for the student, you can come back at a later time and manually link the records, using the "Link ALE Student to SIS" interface by inputting the student's SSID, Other ID or Searching to link them by name.

ALE SECRETARY  
Link ALE Student to SIS



Non-Linked ALE Students (5 records)

AleStudent

Row Actions & Options

- Search for Student
- Enter SSID
- Enter OtherId

## Viewing Student Learning Plans for Next School Year

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

1. Registrar/Teacher Role “All ALE Students” List - columns are included here to view, prior year, current year and next year WSLPs for each student. 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.

ALE REGISTRAR  
All ALE Students

All ALE Students instructions

ALE Students For Registrar (4 records) Filtered

Full Name	Current Grade Level	Is Active	Prior Year WSLP (2018/19)	Current Year WSLP (2019/20)	Next Year WSLP (2020/21)
Candi *	5th Grade	Yes		Enroll For Current WSLP (2019/20)	
Candy Clelland*	6th Grade	Yes	View Prior Year WSLP (2018/19)	Enroll For Current WSLP (2019/20)	
Cannon Henley*	7th Grade	Yes	View Prior Year WSLP (2018/19)	Enroll For Current WSLP (2019/20)	Enroll For Future WSLP (2020/21)
Canyon Overacker*	9th Grade	Yes	View Prior Year WSLP (2018/19)	Enroll For Current WSLP (2019/20)	

2. “All Student Learning Plans” and “My Student Learning Plans” pages - These have a predefined filter to show only plans from the current school year, but you can toggle to a future year to view those plans you've created for next year.

ALE TEACHER  
All Student Learning Plans

All Students instructions

Student Learning Plan Selector (470 records) Filtered

Student Full Name	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Owner	Contributor
*, Ainsley	1st Grade	M. Prayoonponpadung*	✓	January 12, 2020	June 12, 2020	false	false
*, Albert	Kindergarten	P. Wheeldon*	✓	June 25, 2019	June 12, 2020	false	false
*, Aleksandr	2nd Grade	M. Harrow*	✓	June 21, 2019	June 10, 2020	false	false
*, Alexis	Kindergarten	A. Enman*	✓	September 27, 2...	June 10, 2020	false	false
*, Ally	1st Grade	H. Nosbaum*	✓	August 30, 2019	June 10, 2020	false	false
*, Analiese	4th Grade	H. Nosbaum*	✓	August 30, 2019	June 10, 2020	false	false
*, Angelina	Kindergarten	P. Wheeldon*	✓	June 18, 2019	June 10, 2020	false	false
*, Anijah	3rd Grade	K. Cagle-Kelley*	✓	June 19, 2019	June 12, 2020	false	false

Column Filter x

School Year clear

2019/20

2020/21

## Updating FTE estimated enrollment percentages for new plans

As soon as new plans are created, they are available to Secretaries on the “Manage Enrollment Percentages” screen for editing. This view has default filter that is set to the current school year, but by selecting the “School Year” column, users can select plans created for the upcoming year as well.

ALE SECRETARY  
Edit Student Learning Plan FTE

ALE Secretary Edit Student Learning Plan FTE Views (546 records) Filtered Ordered

Student	School Year	Grade Level	Running Start	Enrollment Percentage
	2019/20	1st Grade	No	100 Percent
	2019/20	6th Grade	No	100 Percent
	2019/20	4th Grade	No	100 Percent
	2019/20	8th Grade	No	100 Percent
	2019/20	5th Grade	No	100 Percent
	2019/20	11th Grade	No	100 Percent
	2019/20	1st Grade	No	100 Percent
	2019/20	11th Grade	No	100 Percent

## Approving Plans

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. This step is required to make the plans visible to parents upon logging in, so they will not see them until a plan is approved.

## **Scheduling Classes for the Upcoming School Year**

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. On April 1, the default will be updated to reflect the upcoming school year. \*\*\*If you would like this change to be made before or after April 1, please contact us to let us know.\*\*\* Even if the default isn’t set, you can manually choose the school year at any time.

## Setting up System with Your Class Terms

Before setting up any classes for the upcoming school year, you will need to contact us with the dates for your Terms (Semester 1 and Semester 2 for most programs.) Until Class Terms are set in the system, you will be unable to save new Classes associated with the upcoming year.

## Copying Class Schedule from One Term to Another

If you would like to mass copy classes from a term this year to a term next year, we expect this feature to be operational in the next upcoming release. A separate document titled “ALE Application Copying Classes from One Class Term to Another” walks through this process and can be found in our Help Center [here](#).