



ALE Application: “Concluding” a Student Learning Plan

When a student leaves your program, you can “Conclude” the Student Learning Plan in one easy step. When an “exit date” is indicated in your Student Information System for a student, this date will be automatically applied as the “End Date” for that student’s Student Learning Plan. No other changes will be made to the plan automatically.

The “Conclude” action will:

- a. Set the Subject/Course records on that SLP to withdrawn and match the end date migrating from the SIS
- b. Hide student on all attendance interfaces, for days that are outside the SLP start and end date
- c. Delete any weekly-contact-requirement records in the future
- d. Delete monthly progress records in the future
- e. Remove the student from any enrolled classes and free up a “seat” in that class

This action can be taken on the Certificated Teacher, Registrar, or Secretary Role(s).

- As a Certificated Teacher, click on “Student Learning Plans,” then “My Student Learning Plans.”

This list will automatically be filtered to only show students who are currently active. So, if this is a student who has withdrawn prior to today, you might need to remove the filter so that you can search for that specific student. The end date will automatically update based on the withdrawal date being migrated from your Student Information System.

The screenshot shows the ALE Teacher interface for Summit View High School. The user is logged in as 'Impersonating Tacy Merchant*'. The page title is 'ALE TEACHER My Student Learning Plans'. Below the title, there is a 'My Students' section with a 'Student Learning Plan Selector (34 records) Filtered' dropdown. A table of student learning plans is displayed with the following columns: Student Full Name, School Year, Grade Level, Certificated Teacher, Is Approved, Approval Date, End Date, and Owned. The 'End Date' column is highlighted with a red box. The table contains five rows of data:

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Owned
, Caylik	2019/20	10th Grade	T. Merchant	✓	January 12, 2020	July 17, 2020	true
, Eisha	2019/20	11th Grade	T. Merchant	✓	January 7, 2020	July 17, 2020	true
, Genesis	2019/20	12th Grade	T. Merchant	✓	December 18, 20...	July 17, 2020	true
, Janee'	2019/20	11th Grade	T. Merchant	✓	December 16, 20...	July 17, 2020	true
, Kateresa	2019/20	11th Grade	T. Merchant	✓	March 13, 2020	July 17, 2020	true

- As a Secretary or Registrar, click on “Manage,” then “Conclude Student Learning Plan.”

This table will list any students with an exit date prior to today’s date. Once you have located the student for whom you would like to “conclude” their Student Learning Plan, use the row action gear icon at the far right to choose “Conclude”

The screenshot shows the ALE Teacher interface. The main heading is "ALE TEACHER My Student Learning Plans". Below this is a table titled "Student Learning Plan Selector (34 records) Filtered". The table has columns for Student Full Name, School Year, Grade Level, Certificated Teacher, Is Approved, Approval Date, End Date, and Owner. One row, for student Eisha, is highlighted in red. A dropdown menu is open for this row, showing "Row Actions & Options" with a "Conclude" option at the bottom, indicated by a red arrow.

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Owner
* Caylik	2019/20	10th Grade	T. Merchant*	✓	January 12, 2020	July 17, 2020	true
* Eisha	2019/20	11th Grade	T. Merchant*	✓	January 7, 2020	July 17, 2020	true
* Genesis	2019/20	12th Grade	T. Merchant*	✓	December 18, 20...		
* Janee'	2019/20	11th Grade	T. Merchant*	✓	December 16, 20...		
* Kateresa	2019/20	11th Grade	T. Merchant*	✓	March 13, 2020		
* Libby	2019/20	12th Grade	T. Merchant*	✓	December 16, 20...		
* Ronald James	2019/20	12th Grade	T. Merchant*	⚠			
* Sokunthy	2019/20	10th Grade	T. Merchant*	✓	March 5, 2020		

The screenshot shows the ALE REGISTRAR interface. The main heading is "ALE REGISTRAR Conclude Student Learning Plans". Below this is a table titled "Ale Registrar Conclude Student Learning Plans (866 records) Filtered". The table has columns for Student Full Name, School Year, Certificated Teacher, Is Approved, Approval Date, End Date, and Owner. One row, for student Benjamen, is highlighted in blue. A dropdown menu is open for this row, showing "Row Actions & Options" with a "Conclude" option at the bottom, indicated by a red arrow.

Student Full Name	School Year	Certificated Teacher	Is Approved	Approval Date	End Date	Owner
* Alejandro	2019/20	A. Krauser*	⚠		January 30, 2020	false
* Allisha	2019/20	R. Vyshnyak*	⚠		January 23, 2020	false
* Ameer	2019/20	B. Kuust*	⚠		May 28, 2020	false
* Benjamen	2019/20	A. Krauser*	⚠		May 5, 2020	false

It will ask you if you really want to complete this action, as it is irreversible:

The screenshot shows a confirmation dialog box with a white background and an orange border. The title bar says "Confirm" with a close button (X). The main text asks "Do you really want to Conclude this wSLP?". At the bottom right, there is an orange button labeled "Yes, Continue". The background shows a blurred table with columns for name, school year, teacher, approval status, approval date, end date, and owner.

All enrollment, attendance, weekly contact and monthly progress records are retained for future reference.