



## ALE Application: Finalizing and Approving a Student Learning Plan

For Certificated Teachers, subject/course records on the Student Learning Plan can be approved individually via the row action gear by selecting “Approve” or all at once by using the “Approve All” button in the upper right. These actions are optional and if omitted, all existing courses will be marked approved when the overall approval is completed in the next step.

The screenshot shows the 'ALE TEACHER / MANAGE STUDENT LEARNING PLAN' interface for Carmel Acob. The 'Subjects/Courses' tab is active, displaying a table of subject areas. A 'Row Actions & Options' menu is open for the second row, showing options like 'Approve', 'Request Revisions', 'Edit Details', 'Edit Activities/Objectives', 'Edit Timelines/Methods for Evaluation', and 'Delete'. The 'Approve' option is highlighted with a red arrow.

Course	Certificated Teacher	Participation	Credits Avail	Credits Earn	Subject	
Deidra's course to test deleting enrollments	deidra.mccollum, deidra.mcco...				English Language and Literature	EA
Geography	deidra.mccollum, deidra.mcco...	In Progress			Foreign Language and Literatu...	LA

To approve the overall Student Learning Plan, navigate to the “Tracking” tab and select “Approvals.” Once you have reviewed the Student Learning Plan in its entirety for accuracy and compliance, click the blue “Approve the Plan” button.

The screenshot shows the 'ALE TEACHER / MANAGE STUDENT LEARNING PLAN' interface for Carmel Acob. The 'Tracking' tab is active, and the 'Approvals' sub-tab is selected. A table displays approval records. The 'Approve the Plan' button is highlighted in the top right.

Approval Date	Approving Person	Download
2020-08-13	Martin, Alex	<a href="#">Download File</a>

This will generate an approval record in the table below with the current date, approving logged in user, and a link to a pdf file of the Student Learning Plan. (Note: The “Download File” link may not appear immediately as it can take a few minutes to

generate. Try reloading the page and it should appear.) Each time the Student Learning Plan is approved, a new approval record will generate and show in the Approvals table.

Plans do not necessarily need to be approved every time a small changes is made to the Student Learning Plan, though there are a few actions that will cause a plan to be kicked out of approval status:

- Changing Estimated Hours for the Student
- Changing the Certificated Teacher assigned to the plan
- Changing the start and end dates to a plan

Changes to the subject/course records or class enrollments will not remove a plan from it's approved status. In that instance, it is up to the Certificated Teacher to determine whether a plan should be re-approved. As a rule of thumb, if adding or removing courses, or making significant changes to a course, it is a good idea to "re-approve" the plan in order to capture those changes made.

We also recommend that at the very end of the year, when wrapping up plans, one final approval is captured to retain a snapshot of what the plan looked like at the end of the year.