ALE Application:Attendance from SIS for Weekly Contact Setup

If ALE classes are scheduled in your SIS, and attendance is taken daily there, you can enable the system to automatically create weekly contact records for positive attendance recorded in those classes.

All Classes for the Entity or Some?

The first determination is whether ALL classes at your entity will result in attendance that should generate weekly contact records, or just some of them?

Generating Weekly Contact Records for All Classes
This is currently done in the Certificated Teacher Role via Monitor in the left hand navigation, then choose "Manage Attendance from SIS."

Find the school/entity for which you'd like *all* classes to generate contact records and using the row action gear toggle to "Fulfills ALE Contact Requirement." You should now see a "Yes" in the "Fulfills Contact Requirement" column. Weekly contact records will now be automatically generated.

Generating Weekly Contact Records for Selected Classes

If you have some classes that will fulfill the requirement and some that will not, you can turn on this feature per selected class rather than for the entire entity. This is currently done in the Certificated Teacher Role via Monitor in the left hand navigation, then choose "Manage Attendance from SIS." This time click on the "Classes" tab at the top of the screen and filter to find your entity.

You can filter to find specific classes if desired as well. By default, none of the classes will be set to generate weekly contact records. Now, using the row action gear for each individual class, you can toggle to indicate that this class does fulfil the ALE Contact Requirement.

Note - if you choose to go the route of identifying by individual class, you will want to be sure that the entity toggle generating contact records for all classes is turned off.