



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.”

The screenshot shows the ALE Teacher interface for 'Manage Attendance from SIS'. The page title is 'ALE TEACHER Manage Attendance from SIS'. The left navigation menu includes 'Monitor' with 'Manage Attendance from SIS' highlighted. The main content area shows a table titled 'Ale School Attendance Fulfills Contact Requirement (13 records)'. The table has two columns: 'School' and 'Fulfills Contact Requirement'. The 'LYNDEN ACADEMY' row is highlighted, and its 'Fulfills Contact Requirement' is 'Yes'. A red box is around 'LYNDEN ACADEMY' and a red arrow points to the gear icon in the 'Row Actions & Options' menu for that row, which is set to 'Fulfills ALE Contact Requirement'.

School	Fulfills Contact Requirement
ISOM ELEMENTARY SCHOOL	No
BERNICE VOSSBECK ELEMENTARY	No
FISHER ELEMENTARY SCHOOL	No
LYNDEN MIDDLE SCHOOL	No
LYNDEN HIGH SCHOOL	No
RUNNING START	No
IMPACT REENGAGEMENT	No
LYNDEN ACADEMY	Yes
TIMBER RIDGE - CLOSED	No
LYNDEN SPECIAL SERVICES	No
Special Ed Holding	No
Special Ed Non-District	No

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.

The screenshot shows the ALE Teacher interface. The left navigation menu has 'Monitor' selected, and 'Manage Attendance from SIS' is highlighted. The main content area shows the 'Classes' tab selected. A table displays a list of classes with columns: School, Class, Term, Period, Teacher, and Fulfills Contact Requirement. A red arrow points to the 'Classes' tab, and another red arrow points to the gear icon for row actions. A tooltip for 'Fulfills ALE Contact Requirement' is visible.

School	Class	Term	Period	Teacher	Fulfills Contact Requirement
LYNDEN ACADEMY	Photography	Semester 1 ...			No
LYNDEN ACADEMY	Art I Drawing	Semester 1 ...			No
LYNDEN ACADEMY	Art Appreciation	Semester 1 ...			No
LYNDEN ACADEMY	Textile Art	Semester 1 ...			No
LYNDEN ACADEMY	Textile Art	Semester 1 ...			No
LYNDEN ACADEMY	Textile Art	Semester 2 ...			No
LYNDEN ACADEMY	Textile Art	Semester 2 ...			No
LYNDEN ACADEMY	Textile Art	Semester 2 ...			No
LYNDEN ACADEMY	La K-12 Weekly Contact	Semester 1 ...	1st Period	Morrison, Mary	No
LYNDEN ACADEMY	Core Enrichment Assessment	All Year			No
LYNDEN ACADEMY	Core Enrichment Assessment	All Year			No
LYNDEN ACADEMY	Core Enrichment Assessment	All Year			No

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 fulfill 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.