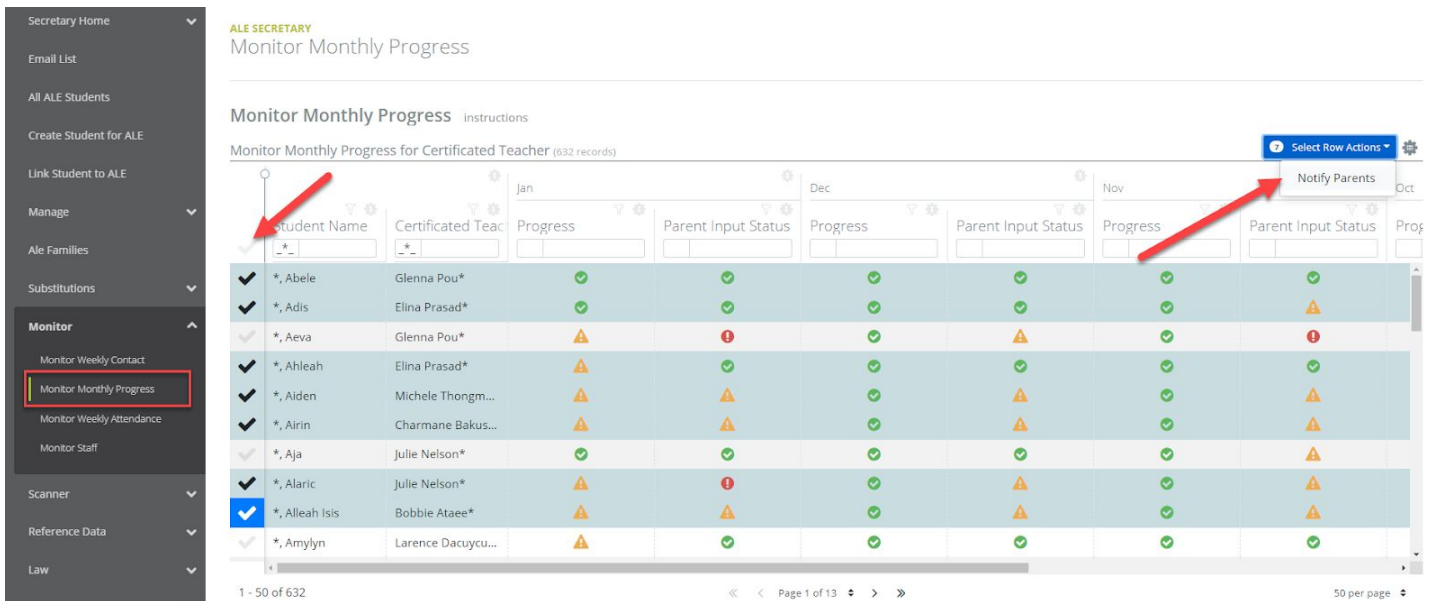


ALE Application: Notifying Guardians About Completed Monthly Progress Reviews

An auto-email feature can help you notify parents/guardians when Monthly Progress Reviews have been completed and are ready for their review. This can be done in the Secretary Role.

To generate email notifications

Navigate to Secretary Role>>Monitor>>Monitor Monthly Progress. Using the row action check marks at the left, choose which parent(s) you would like to send email notifications to and then use the page action button at the top right to choose "Notify Parents."



ALE SECRETARY
Monitor Monthly Progress

Monitor Monthly Progress Instructions

Monitor Monthly Progress for Certificated Teacher (632 records)

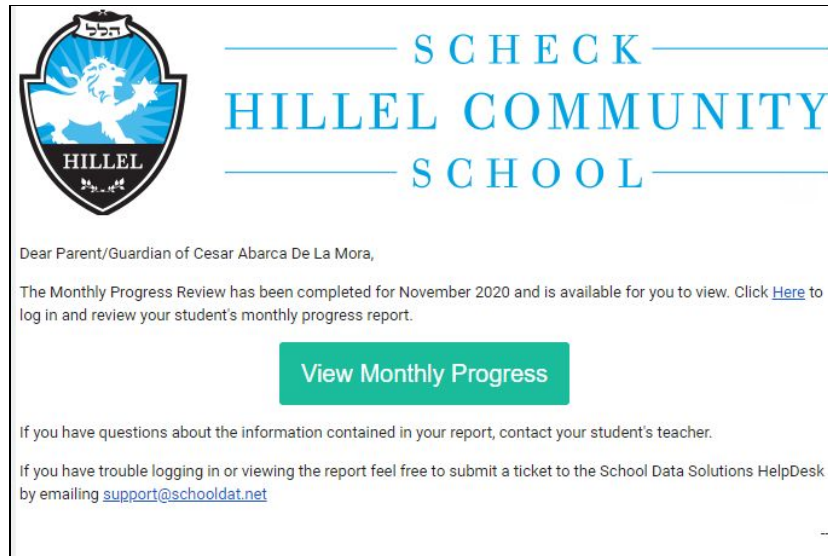
Student Name	Certificated Teacher	Jan Progress	Jan Parent Input Status	Dec Progress	Dec Parent Input Status	Nov Progress	Nov Parent Input Status	Oct Progress	Oct Parent Input Status
, Abele	Glenna Pou	✓	✓	✓	✓	✓	✓	✓	✓
, Adis	Elina Prasad	✓	✓	✓	✓	✓	✓	⚠	⚠
, Aeva	Glenna Pou	⚠	!	✓	⚠	✓	✓	!	!
, Ahleah	Elina Prasad	⚠	✓	✓	✓	✓	✓	✓	✓
*, Aiden	Michele Thongm...	⚠	⚠	✓	⚠	✓	✓	⚠	⚠
*, Airin	Charmane Bakus...	⚠	⚠	✓	⚠	✓	✓	⚠	⚠
, Aja	Julie Nelson	✓	✓	✓	✓	✓	✓	⚠	⚠
, Alaric	Julie Nelson	⚠	!	✓	⚠	✓	✓	⚠	⚠
, Alleah Isis	Bobbie Ataee	⚠	⚠	✓	⚠	✓	✓	⚠	⚠
*, Amylyn	Larence Dacuycu...	⚠	✓	✓	✓	✓	✓	✓	✓

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A few things to note:

- Only parents/guardians of students who have a completed monthly progress review with either satisfactory or unsatisfactory progress will be notified
- Emails will be sent regarding progress for the current month, through the 8th day of the following month - for example, notifications sent February 7th will be about January progress
- Email addresses used will be the email associated with the guardian's user account
- The message does not have the progress review attached, but includes a link where the parent/guardian can click and log in to view that month's monthly progress review
- If a parent/guardian is associated with multiple students, they will receive one email message for each student since the link to log in is unique

Here's a sample email - your own school district logo will display at the top:



The image shows a sample email layout. At the top left is the Hillel logo, which features a shield with a lion and the word 'HILLEL' below it. To the right of the logo, the school name 'SCHECK HILLEL COMMUNITY SCHOOL' is displayed in blue, serif capital letters, with horizontal lines above and below the text. Below the header, the email body contains the following text: 'Dear Parent/Guardian of Cesar Abarca De La Mora,' followed by 'The Monthly Progress Review has been completed for November 2020 and is available for you to view. Click [Here](#) to log in and review your student's monthly progress report.' A prominent green button with white text reads 'View Monthly Progress'. Below the button, it says 'If you have questions about the information contained in your report, contact your student's teacher.' and 'If you have trouble logging in or viewing the report feel free to submit a ticket to the School Data Solutions HelpDesk by emailing support@schoolat.net'.