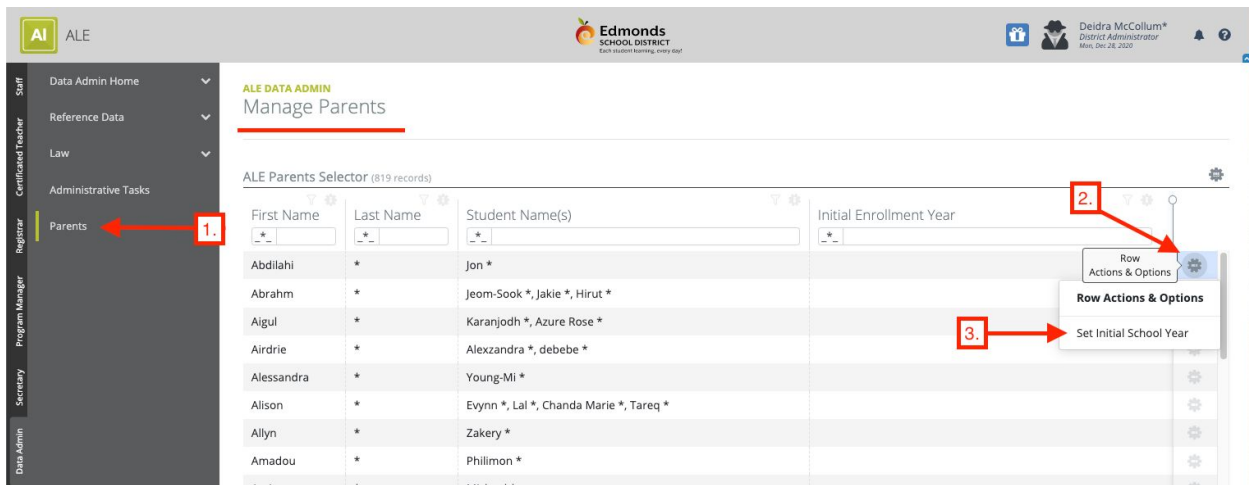


ALE Application: Setting Initial Enrollment Year for Parents

The Initial Enrollment Year is a field that can be set for parents with students enrolled in the ALE program. This field is not automatically populated from the SIS, but must be set manually one time for each parent. This field can be used in conjunction with Parent groups to set up Seniority-Based class enrollment in the ALE application.

Set Initial Enrollment Year for Parents

A Parent's initial enrollment year can be set per parent on the Data Admin role at any time. Click "Parents" from the left-hand navigation menu to open up the Manage Parents table. Once this table has loaded, find the parent you want to set the initial enrollment year for and click "Set Initial School Year" in the Row Actions & Options gearbox for that parent.



First Name	Last Name	Student Name(s)	Initial Enrollment Year
Abdilahi	*	Jon *	
Abrahm	*	Jeom-Sook *, Jakie *, Hirut *	
Aigul	*	Karanjodh *, Azure Rose *	
Airdrie	*	Alexzandra *, debebe *	
Alessandra	*	Young-Mi *	
Alison	*	Evyynn *, Lal *, Chanda Marie *, Tareq *	
Allyn	*	Zakery *	
Amadou	*	Phillimon *	

This will open up a menu with a field called "Initial School Year" in it. Click Select to the right of the name to open a list of selectable school years.



Edit Initial School Year Validate

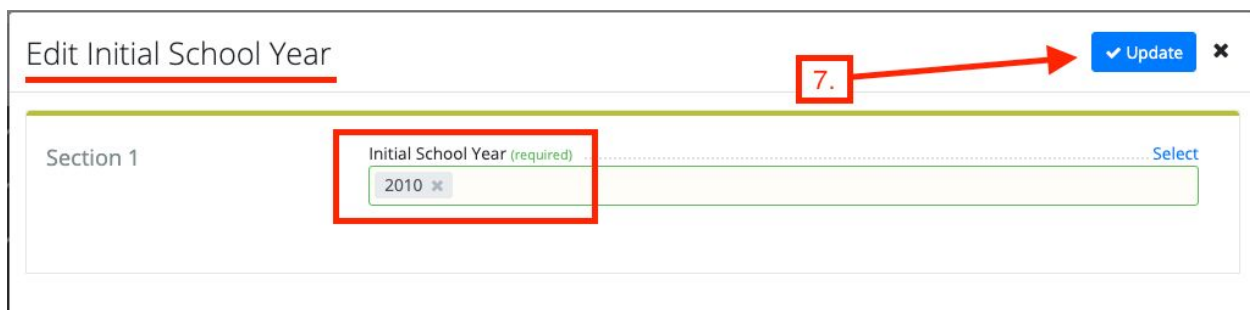
Section 1

Initial School Year (required) Select

Click on the school year you would like to set as the initial school year. If the “Initial School Year” window doesn’t close automatically after you have selected the year, click “Add Initial School Year” on the top right corner of the window.



The School Year you selected should now show in the “Initial School Year” form. Click Update in the top right corner of the “Edit Initial School Year” window to save the selected year as the initial enrollment year.



Once the initial enrollment year has been set, It will display in the Manage Parents table underneath the “Initial Enrollment Year Column.” This data is also then available to use for filtering when selecting parents to add to registration groups.

ALE DATA ADMIN
Manage Parents

ALE Parents Selector (421 records)

First Name	Last Name	Student Name(s)	Initial Enrollment Year
Aaron	*	Jadine *, Shawnee *	2020/21
Adaline	*	Nicholaus *, Sue *	2018/19
Adge	*	Kelsi *, Savana *	2018/19
Aj	*	Riffe *	2020/21
Alex	*	Chayce *, Job *, Koby *	2019/20
Alyshia	*	Nicholaus *, Sue *	2018/19
Amalia	*	Deacon *	2020/21
Amanda	*	Lucas *, Ranaye *	2020/21
Amie	*	Rashai Slippy*	2020/21
Angelina	*	Aniyah *	2019/20
Anissa	*	Christina *, Tyrone *	2020/21