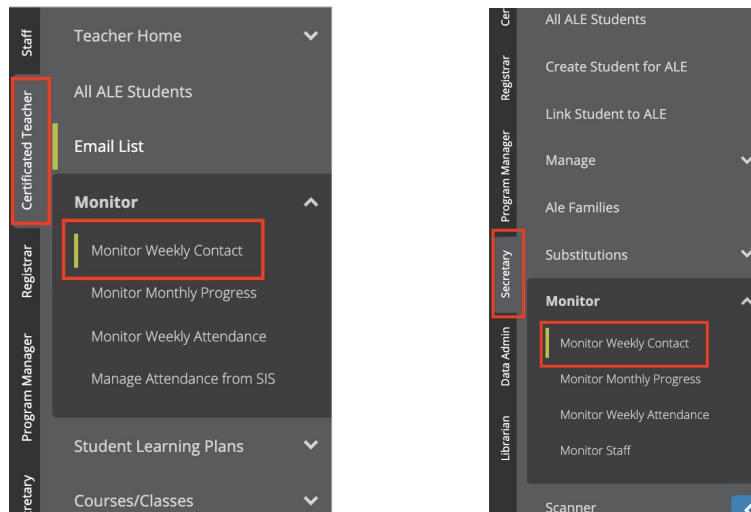


## ALE Application: Record Missed Weekly Contact with “Valid Justification”

Beginning March 1, 2021, ALE programs are required to implement a new set of practices for monitoring students who are truant. In the ALE Application, missed weekly contacts can be recorded with “valid justification” for truancy reporting purposes. "Valid justification" means any reason as determined by the school district or charter school board policy for which a student may miss the contact requirements of WAC 392-550-025 for the purpose of truancy pursuant to WAC 392-550-040.

From either the Certificated Teacher or Secretary role’s left hand navigation menu, under “Monitor,” select “Monitor Weekly Contact.”



Click on the cheddar triangle for the week in which the student missed weekly contact.

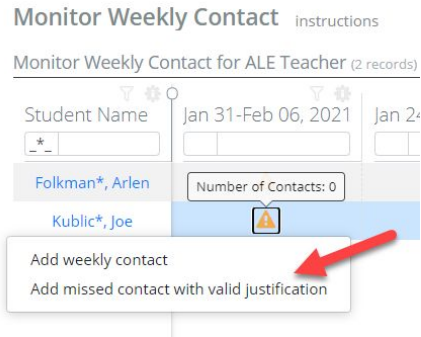
**ALE TEACHER**  
Monitor Weekly Contact

**Monitor Weekly Contact** instructions

Monitor Weekly Contact for ALE Teacher (6 records)

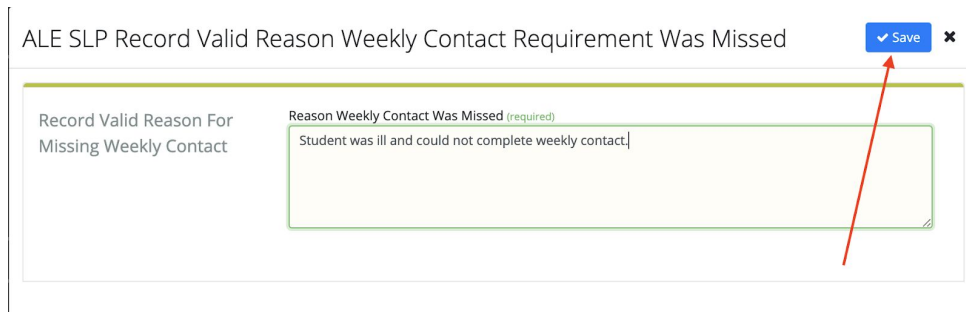
Student Name	Jan 24-Jan 30, 2021	Jan 17-Jan 23, 2021	Jan 10-Jan 16, 2021	Jan 03-Jan 09, 2021	Dec 27-Jan 02, 2021	De
Abarca De La Mo...	⚠	✓	✓	!	✓	
Abel, Chloe	⚠	✓	!	✓	⚠	
Acob, Carmel	⚠	✓	⚠	⚠	⚠	
Adams-Ray, Jay	⚠	✓	⚠	✓	⚠	
Afualo, Oakley	⚠	⚠	⚠	⚠	⚠	
Jurgilewicz, Joel	⚠	✓	✓	⚠	⚠	

For the certificated teacher, two choices will be available - either “Add weekly contact” or “Add missed contact with valid justification.” For our purposes, we will choose the latter.

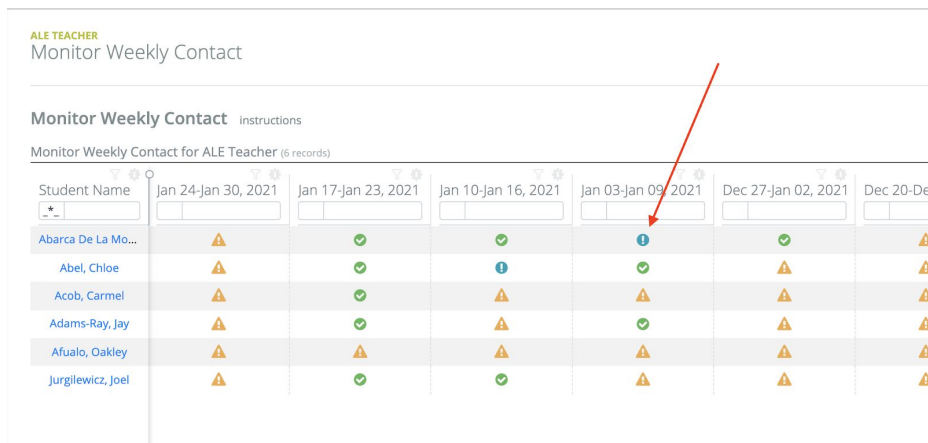


For the secretary, clicking the cheddar triangle will skip this step and go directly to the form to record a missed contact with valid justification.

Type in the “valid justification” for the student’s missed contact and click “Save.”



The cheddar triangle will then become a blue exclamation point, indicating that the student’s missed weekly contact has a “valid justification” recorded. This does not create a weekly contact record, and the unique icons can help you quickly identify students who have missed one or more weekly contacts.



Student Name	Jan 24-Jan 30, 2021	Jan 17-Jan 23, 2021	Jan 10-Jan 16, 2021	Jan 03-Jan 09, 2021	Dec 27-Jan 02, 2021	Dec 20-Dec 26, 2021
Abarca De La Mo...	⚠	✓	✓	!	✓	⚠
Abel, Chloe	⚠	✓	!	✓	⚠	⚠
Acob, Carmel	⚠	✓	⚠	✓	⚠	⚠
Adams-Ray, Jay	⚠	✓	⚠	✓	⚠	⚠
Afualo, Oakley	⚠	⚠	⚠	⚠	⚠	⚠
Jurgilewicz, Joel	⚠	✓	✓	⚠	⚠	⚠