

## ALE Connect Application for Parents: View and Acknowledge Monthly Progress via Email

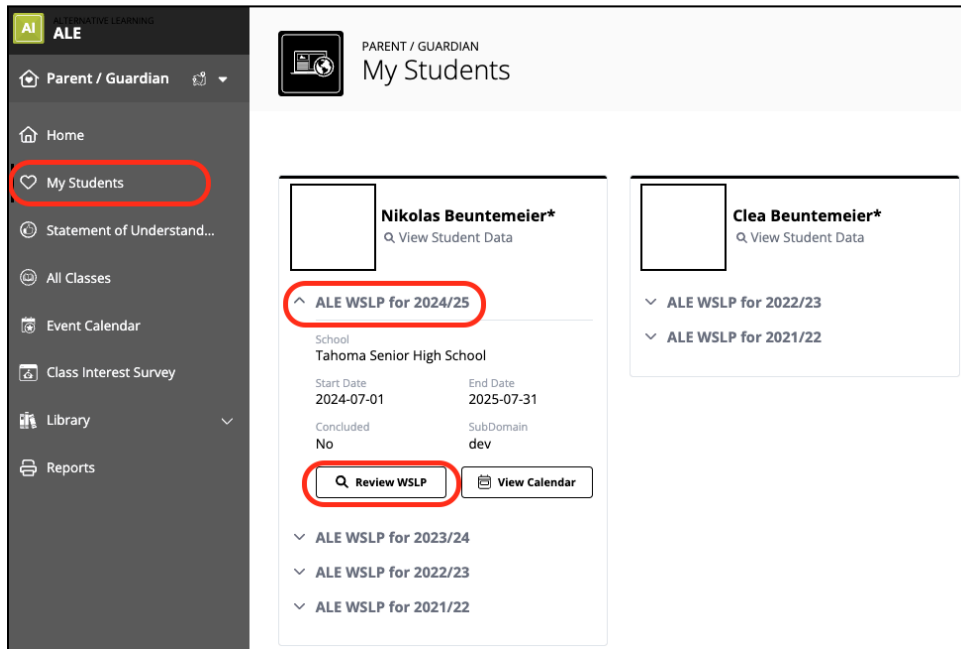
Each month, after a determination of Monthly Progress has been made, parents will receive a notice that their student's Monthly Progress needs to be reviewed. The notice will come as an email from School Data Solutions with a link to log in to their student's Monthly Progress. Parents with multiple students will receive an email for each student. The email will be similar to this one, with their school's information displayed.



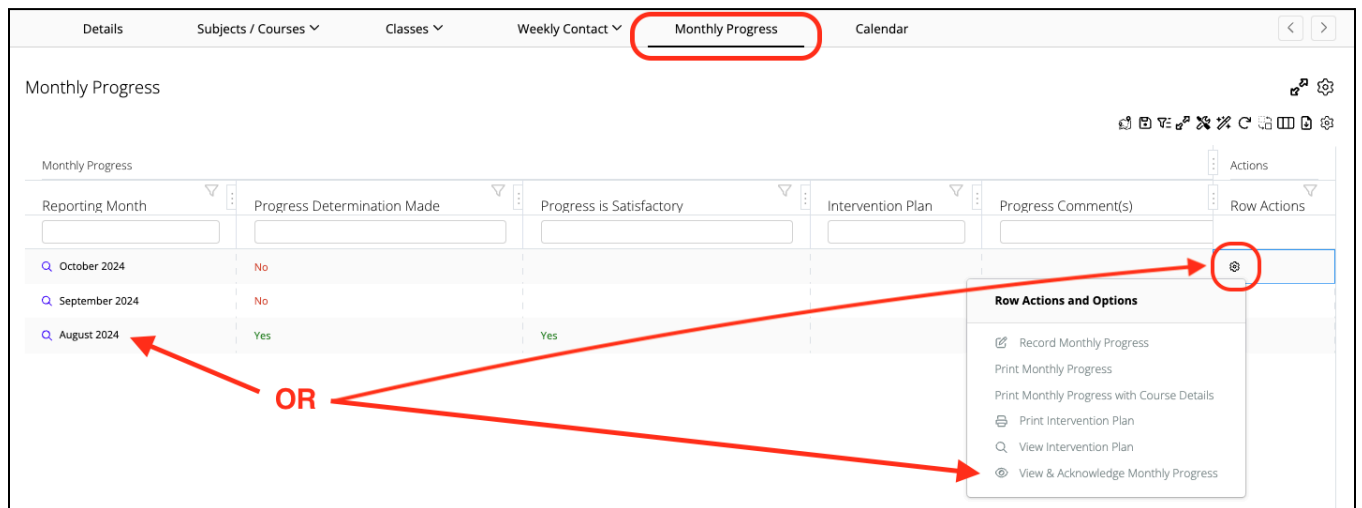
1. Click on the **View Monthly Progress** button in the email.
2. You will be directed to log in and taken directly to the **Monthly Progress** page.
3. Next, click on the **month title** or the **Row Action & Options gear** and choose **View & Acknowledge Monthly Progress** for the desired month.

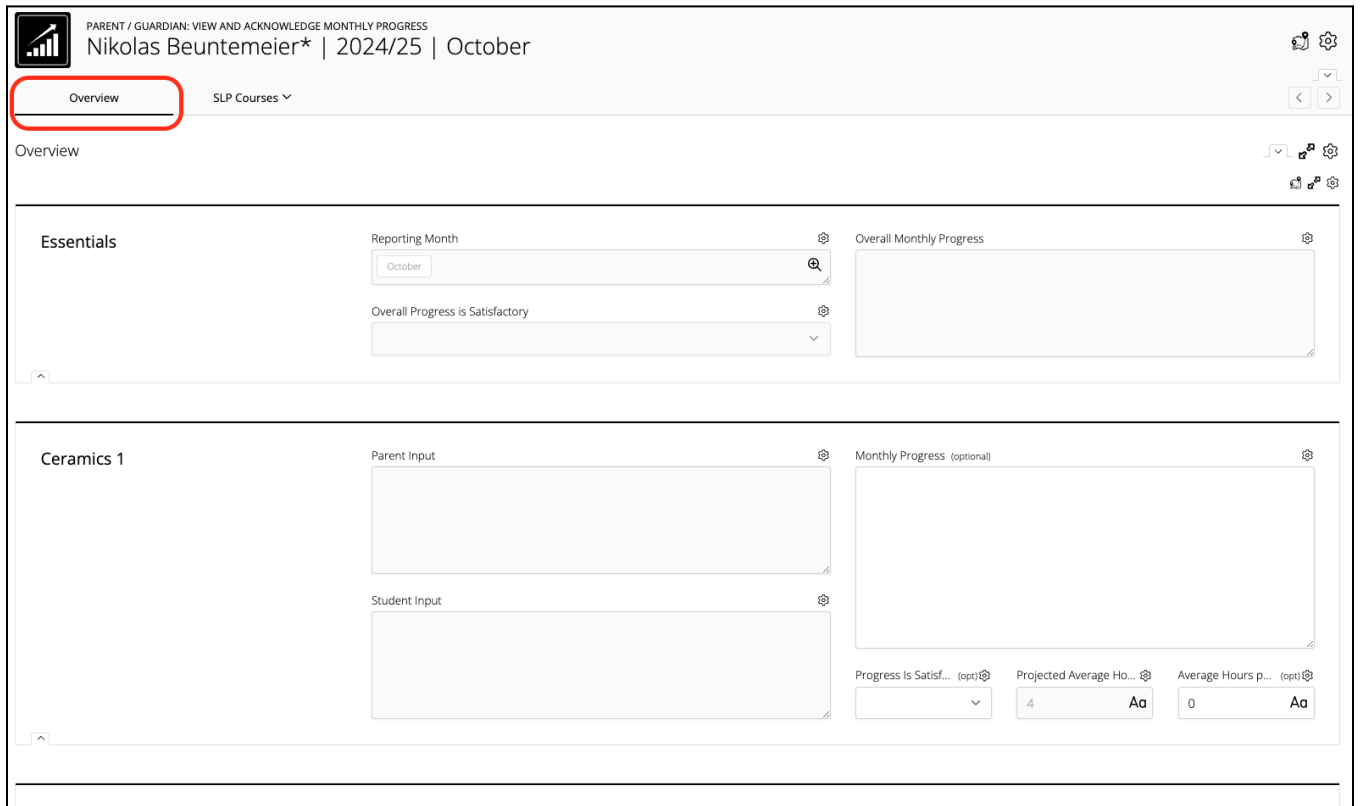
### Accessing Monthly Progress

1. Start under **My Students** in the left navigation.
2. Locate the **ALE WSLP school year choice**. If there are multiple Student Learning Plans, note the school year.
3. Click the **arrow icon** to the left to open and expand the area for more information.
4. Click the **Review WSLP** or **Review Pending WSLP** button.



5. You will see the student's **Manage Student Learning Plan** page, which defaults to the **Details** tab.
6. Click the **Monthly Progress** tab at the top of the page.
7. You will see a table with columns for reporting months, progress determination, satisfactory progress, intervention plan, and progress comments.
8. Click the **magnifying glass** in the **Reporting Month** column to view the **View and Acknowledge Monthly Progress** page in the **Overview** tab. This page shows the overall progress determination and progress comments. **OR**, click the **Row Actions Gear** at the far right of the reporting month and select **View and Acknowledge Monthly Progress**.





PARENT / GUARDIAN: VIEW AND ACKNOWLEDGE MONTHLY PROGRESS  
Nikolas Beunteimeier\* | 2024/25 | October

Overview SLP Courses ▾

Overview

**Essentials**

Reporting Month: October

Overall Progress is Satisfactory

**Ceramics 1**

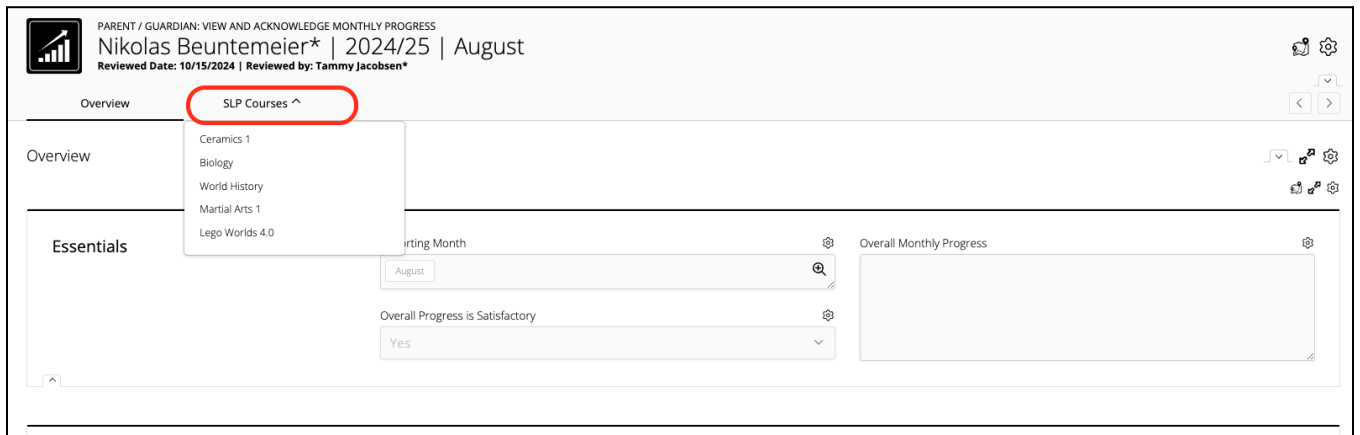
Parent Input

Student Input

Monthly Progress (optional)

Progress Is Satisf... (opti) ▾ Projected Average Ho... 4 Aa Average Hours p... (opti) 0 Aa

9. Alternately, to view only information about one course, click on the **SLP Courses** tab and select a course to view.



PARENT / GUARDIAN: VIEW AND ACKNOWLEDGE MONTHLY PROGRESS  
Nikolas Beunteimeier\* | 2024/25 | August  
Reviewed Date: 10/15/2024 | Reviewed by: Tammy Jacobsen\*

Overview SLP Courses ^

Overview

Essentials

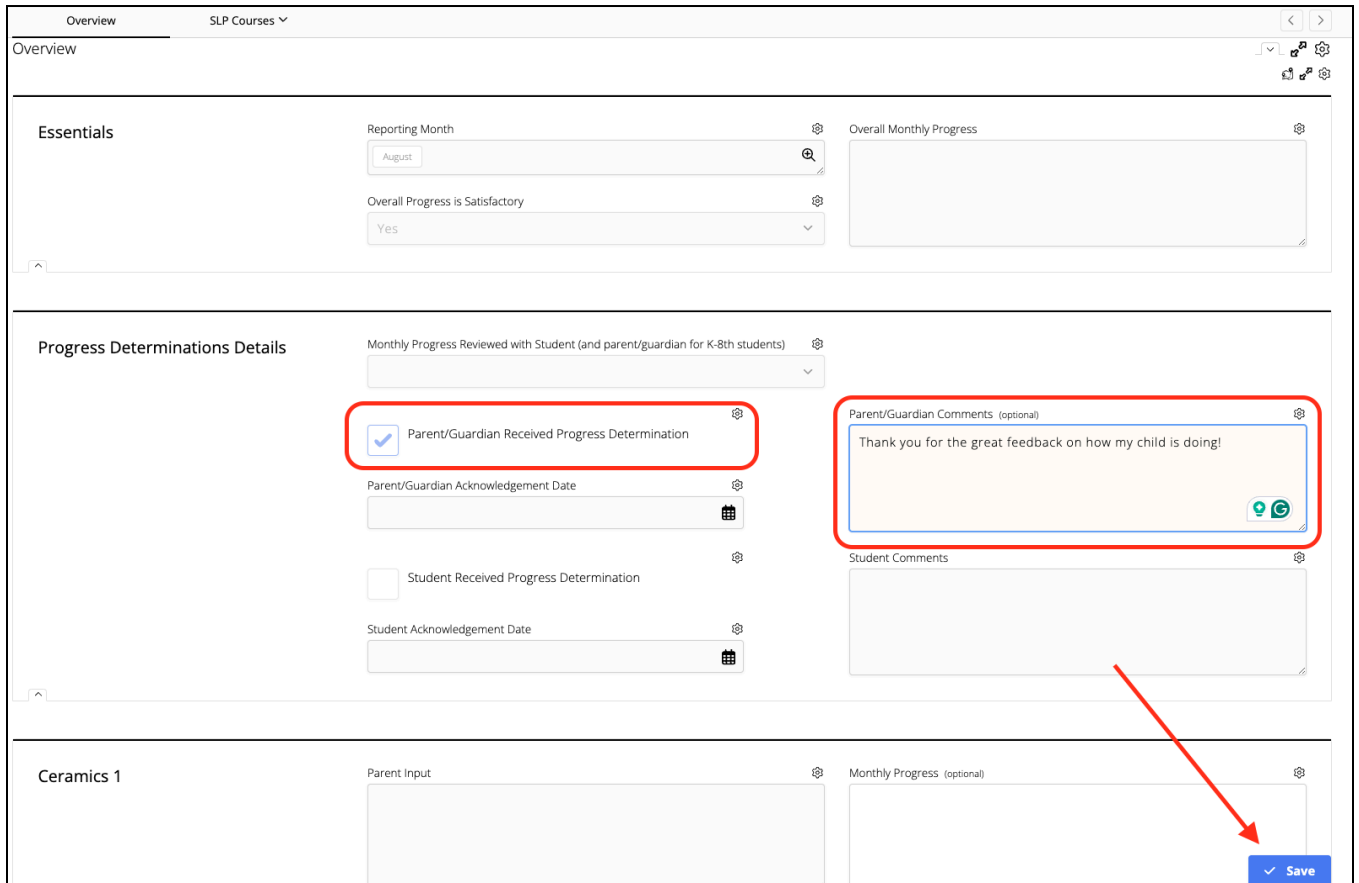
Reporting Month: August

Overall Progress is Satisfactory: Yes

Ceramics 1  
Biology  
World History  
Martial Arts 1  
Lego Worlds 4.0

10. On the **Overview** tab subpage, you will see the box for **Parent/Guardian Received Progress Determination**. Click the box to checkmark the box.
11. Enter any comments in the **Parent/Guardian Comments** field.

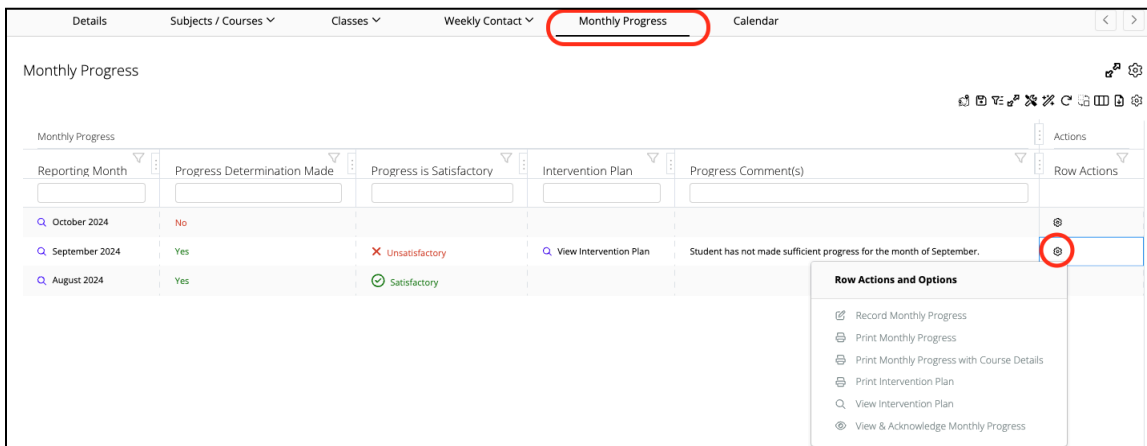
12. Click **Save** to record your acknowledgment. The **Parent Acknowledgement Date** will be filled in automatically when submitted as Complete.



The screenshot shows the 'Overview' page for 'Ceramics 1'. The 'Essentials' section includes a 'Reporting Month' dropdown set to 'August' and an 'Overall Progress is Satisfactory' dropdown set to 'Yes'. The 'Progress Determinations Details' section has a 'Monthly Progress Reviewed with Student' dropdown. Two checkboxes are visible: 'Parent/Guardian Received Progress Determination' (checked) and 'Student Received Progress Determination' (unchecked). A 'Parent/Guardian Acknowledgement Date' field is present. A text area for 'Parent/Guardian Comments (optional)' contains the text 'Thank you for the great feedback on how my child is doing!'. A 'Student Acknowledgement Date' field is also present. A red arrow points from the 'Save' button at the bottom right to the 'Parent/Guardian Comments' text area.

## Print Monthly Progress Reports

Use the **Row Action & Options** gear for the desired month in the Monthly Progress Table and select the report you wish to print.



The screenshot shows the 'Monthly Progress' table. The 'Monthly Progress' tab is selected. The table has columns for Reporting Month, Progress Determination Made, Progress is Satisfactory, Intervention Plan, and Progress Comment(s). The row for September 2024 is highlighted, and the 'Row Actions and Options' menu is open, showing options like 'Record Monthly Progress', 'Print Monthly Progress', and 'View & Acknowledge Monthly Progress'.

Reporting Month	Progress Determination Made	Progress is Satisfactory	Intervention Plan	Progress Comment(s)	Row Actions
October 2024	No				
September 2024	Yes	Unsatisfactory	View Intervention Plan	Student has not made sufficient progress for the month of September.	<ul style="list-style-type: none"> <li>Record Monthly Progress</li> <li>Print Monthly Progress</li> <li>Print Monthly Progress with Course Details</li> <li>Print Intervention Plan</li> <li>View Intervention Plan</li> <li>View &amp; Acknowledge Monthly Progress</li> </ul>
August 2024	Yes	Satisfactory			