

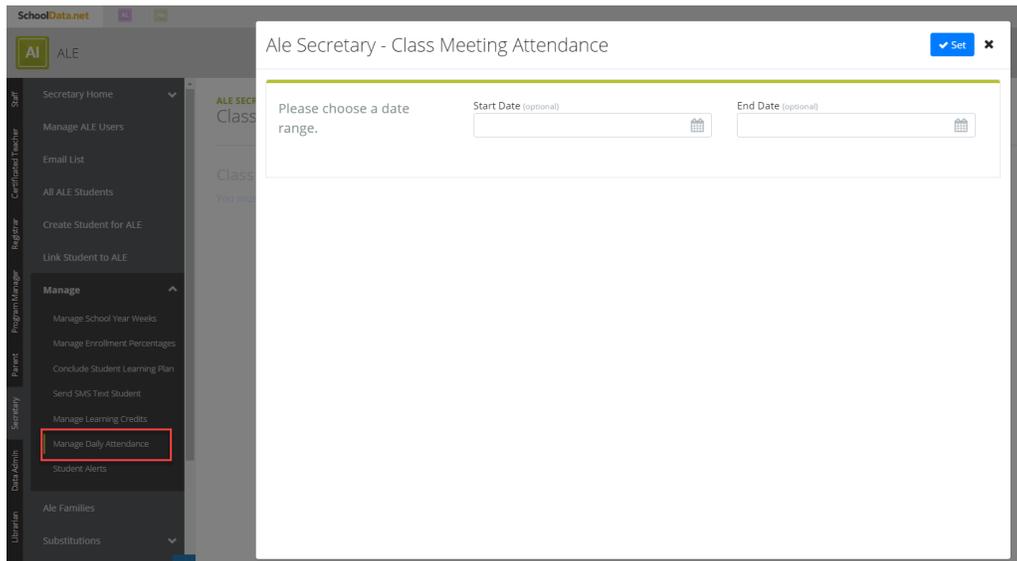
## ALE Application: Monitoring/Recording Attendance as Secretary

Users with the Secretary role can monitor attendance taking and record attendance for class meetings and/or individual students.

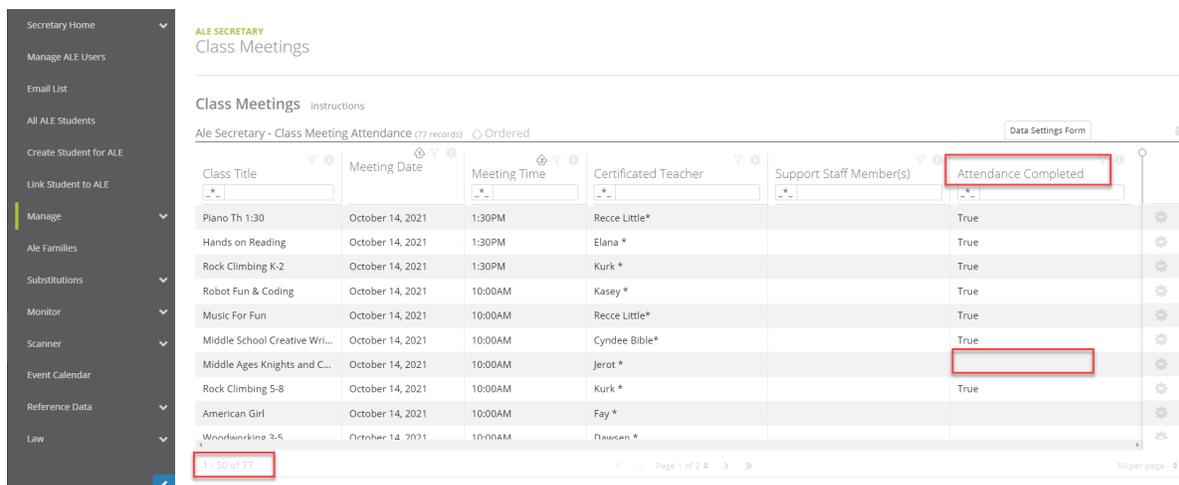
### Monitoring Attendance Completion

In the left nav, open Manage then, Manage Daily Attendance.

Navigate to “Courses/Classes” then “My Class Meetings” in the left hand navigation. You will be asked to enter a date or date range. To pick one day, enter the same date as both the start and end date:



The resulting list will include all of the class meetings scheduled for the selected date range. In the column at the far right “Attendance Completed” you can easily see which class meetings have been marked as “Attendance Taking Was Completed” and those which have not yet been completed.



Class Title	Meeting Date	Meeting Time	Certificated Teacher	Support Staff Member(s)	Attendance Completed
Piano Th 1:30	October 14, 2021	1:30PM	Recce Little*		True
Hands on Reading	October 14, 2021	1:30PM	Elana *		True
Rock Climbing K-2	October 14, 2021	1:30PM	Kurk *		True
Robot Fun & Coding	October 14, 2021	10:00AM	Kasey *		True
Music For Fun	October 14, 2021	10:00AM	Recce Little*		True
Middle School Creative Wri...	October 14, 2021	10:00AM	Cyndee Bible*		True
Middle Ages Knights and C...	October 14, 2021	10:00AM	Jerot *		
Rock Climbing 5-8	October 14, 2021	10:00AM	Kurk *		True
American Girl	October 14, 2021	10:00AM	Fay *		
Woodworkline 3-5	October 14, 2021	10:00AM	Dawson *		True

## Recording Attendance for a Class

To take attendance for a particular class meeting from the “Manage Daily Attendance” table, use the row action gear for that class, and choose “Manage Attendance.”

My Class Meetings Instructions

My ALE Class Meetings For Staff (4 records) Filtered Ordered

Class Title	Meeting Date	Meeting Time	Lesson Plan	Standards	Learning Activities	Certificated Teacher	Support
Game Hour (P.E.)	May 7, 2020	(P. 2) 10:00AM					
Challenge Your Palate	May 7, 2020	(P. 3) 11:00AM					
Game Hour (P.E.)	May 7, 2020	(P. 4) 1:00PM					
Game Hour (P.E.)	May 7, 2020	(P. 5) 2:00PM					

**Row Actions & Options**

- Manage Instruction
- Manage Attendance

A list of all students registered in the class will appear where you have several different options for recording attendance.

SchoolData.net

Record Attendance Attendance Taking Was Completed

Class: Engineering with Legos 2 Class Meeting Date: 1/25/21

Student Attendance (5 records)

Student	Grade Level	Health Condition	Student Alert	Attendance Sele	Attendance Des
*, Ava					
Bunning*, Xin Yi	4th Grade				
Eidenschink*, Climena	11th Grade				
Jonathan*, Tamlyn	5th Grade				
Kormundy*, Benito	3rd Grade				

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You may mark a student:

- P - Present
- A - Absent
- T - Tardy

Using the drop downs at the far right, you may make a selection individually for each student.

Alternatively, you may use the check boxes at the left to choose all students (the very top check) or a group of students to apply a single attendance selection to.

#### Record Attendance

Class Biology (Tues. 4 & 5, Thurs. 4)

Apply to Selected 14

Record Attendance (17 records)

Student	Grade Level	Health Condition	Notify Secretary
<input checked="" type="checkbox"/> *, August	9th Grade	⚠	
<input checked="" type="checkbox"/> *, Avelyn	11th Grade	⚠	
<input checked="" type="checkbox"/> *, Aylauraleigh	10th Grade	⚠	
<input type="checkbox"/> *, Cassandra	11th Grade	⚠	
<input type="checkbox"/> *, Dane	9th Grade	⚠	
<input checked="" type="checkbox"/> *, Dannie	10th Grade	⚠	
<input type="checkbox"/> *, Janelle	9th Grade	⚠	
<input checked="" type="checkbox"/> *, Kailee	11th Grade		
<input checked="" type="checkbox"/> *, Kess	10th Grade	⚠	
<input checked="" type="checkbox"/> *, Lenny	9th Grade		
<input checked="" type="checkbox"/> *, Leta	10th Grade	⚠	
<input checked="" type="checkbox"/> *, Muller	10th Grade	⚠	

### Attendance as Weekly Contact

In the system, when attendance is recorded by an individual logged in as a Certificated Teacher, weekly contact records are automatically generated for each student who is marked Present or Tardy.

When attendance is recorded by a School Support Staff, weekly contact records are not always automatically generated, based on program preference. At the top of the screen, you have the option to check a box indicating that attendance taken on this particular day does fulfil the In-Person Instructional Contact requirements as defined by the WACs:

#### Record Attendance

Class Game Hour (P.E.)

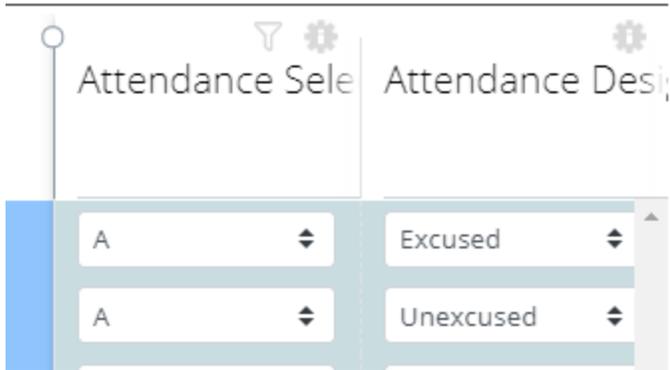
Record Attendance instructions

I attest that student attendance of this class meeting will fulfill the In-Person Instructional Contact requirements defined by WAC 392-121-182 (4)f

If this box is checked, then weekly contact records are generated. If unchecked, records are not generated.

### Attendance Designations

Each district can configure their own attendance designations. By default, all districts have been set up with Excused and Unexcused as options associated with "absent."

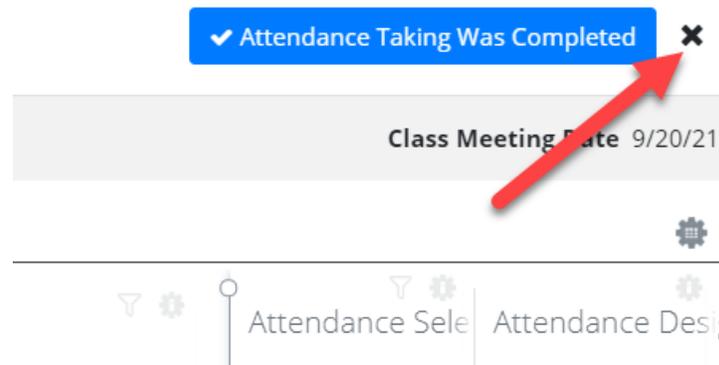


Contact the help desk if you would like additional attendance designations available in the application.

### Marking Attendance Completed

There is a button on the attendance interface that will allow users entering information to clearly indicate when attendance has been completed for any one class meeting.

If attendance is recorded for one or more students and the user exits this form using the “x” at the top right, the information is saved and weekly contact records generated if needed, but attendance for the class has not yet been completed. This might be done by a secretary who is entering an absence for a student prior to the day of a class meeting taking place.



Only when attendance has been recorded for all students in the class, should the user click the blue “Attendance Taking Was Completed” button. This will indicate that attendance is complete and will be

displayed throughout the attendance interfaces with a new “Attendance Completed” column.

ALE TEACHER

My Class Meetings

**My Class Meetings** instructions

My ALE Class Meetings For Teacher (91 records) Filtered Ordered

Class Title	Meeting Date	Meeting Time	Certificated Teacher	Attendance Completed
Engineering with Legos	January 12, 2021	11:00AM	Deidra McCollum*	true
Engineering with Leg...	January 12, 2021	11:30AM	Deidra McCollum*	

### Recording Attendance for a Single Student in Multiple Classes

Users with the Secretary Role have the ability to record individual student attendance for all their classes in one interface. To do this, navigate to “All ALE Students” and filter to find a student.

- Secretary Home
- Reports
- All ALE Students
- Create Student for ALE
- Link Student to ALE
- Manage
- Substitutions
- Monitor
- Scanner
- Reference Data
- Law

**ALE SECRETARY**  
All ALE Students

ALE Students for Secretaries (478 records) Filtered Actions

Full Name	Current Grade Level	Is Active
✓ Ainsley *	1st Grade	Yes
✓ Albert *	Kindergarten	Yes
✓ Aleksandr *	2nd Grade	Yes
✓ Alexis *	Kindergarten	Yes
✓ Ally *	1st Grade	Yes
✓ Analiese *	4th Grade	Yes
✓ Angelina *	Kindergarten	Yes
✓ Anjah *	3rd Grade	Yes
✓ Aniyah *	7th Grade	Yes
✓ Archie *	3rd Grade	Yes
✓ Asel *	5th Grade	Yes
✓ Aubriella *	Kindergarten	Yes

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Click on the Student Name and then on the “Manage Attendance” tab.

ALE SECRETARY / MANAGE STUDENT  
Izaac Abney\*

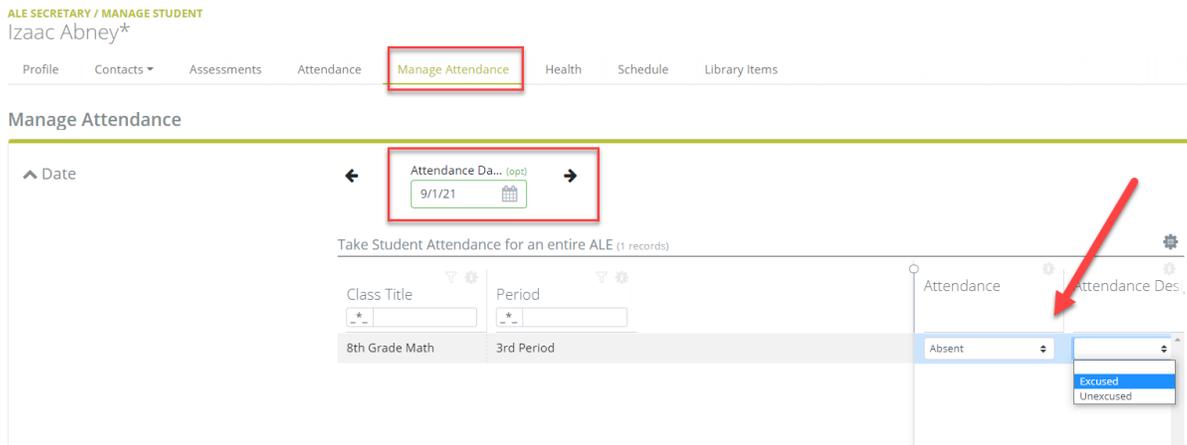
Profile   Contacts ▾   Assessments   Attendance   **Manage Attendance**   Health   Schedule   Library Items

### Manage Attendance

^ Date   ←   Attendance Da... (opt)   →   9/1/21   📅

Take Student Attendance for an entire ALE (1 records)

Class Title	Period	Attendance	Attendance Des.
8th Grade Math	3rd Period	Absent ▾	Excused Unexcused



From here, the “Attendance Date” field can be used to navigate to the date for which you’d like to record attendance. Using the selectors at right, either “Absent, Present, or Tardy” can be indicated. If Attendance Designations are configured for your district, those can also be entered.

Attendance entered here will display immediately in the Manage Class interface for each associated class.