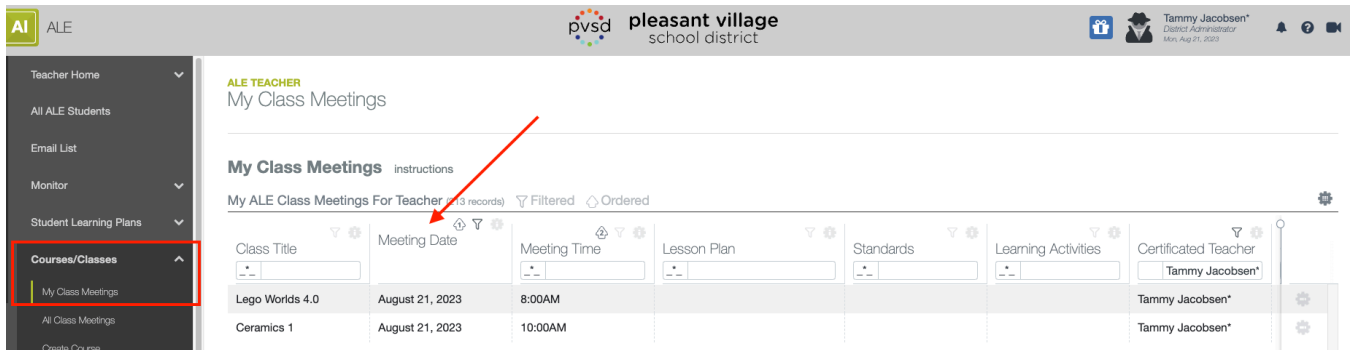


ALE Taking Attendance for Teachers V2

Users assigned to a class, either as the Certificated Teacher or School Support Staff, can take attendance for each class meeting.

Attendance for Daily Classes

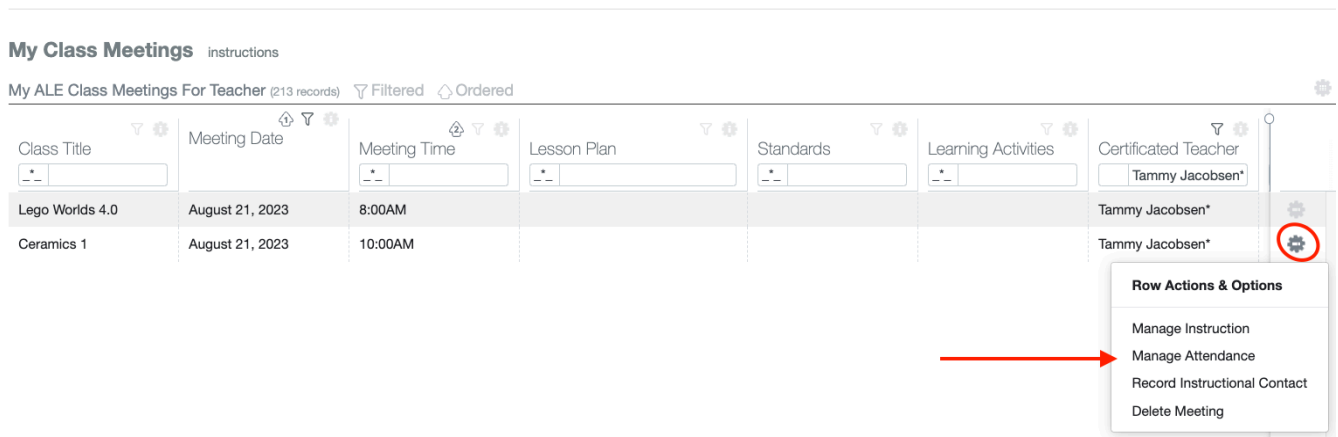
1. Navigate to **Courses/Classes**, then **My Class Meetings** in the left-hand navigation menu.



The screenshot shows the ALE Teacher interface for 'pleasant village school district'. The left-hand navigation menu is visible, with 'Courses/Classes' highlighted. The main content area is titled 'My Class Meetings' and shows a table of class meetings. A red arrow points to the 'Meeting Date' filter dropdown in the table header.

Class Title	Meeting Date	Meeting Time	Lesson Plan	Standards	Learning Activities	Certificated Teacher
Lego Worlds 4.0	August 21, 2023	8:00AM				Tammy Jacobsen*
Ceramics 1	August 21, 2023	10:00AM				Tammy Jacobsen*

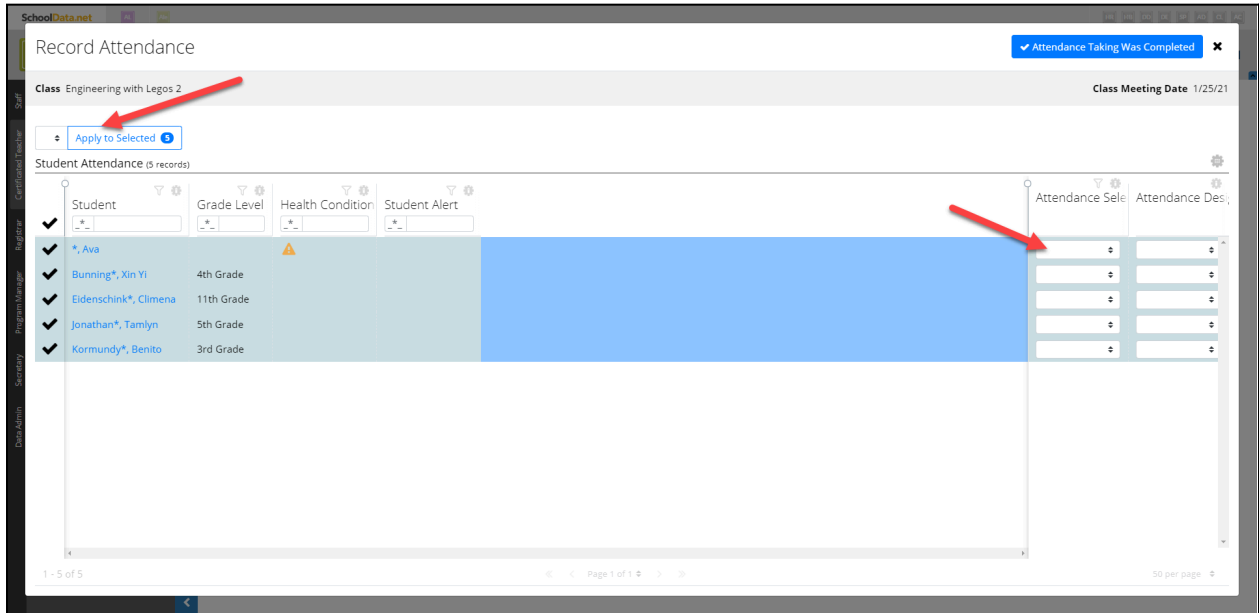
2. This view, by default, includes a filter that limits the list to the Classes occurring today (or on the next scheduled school day). You can update the **Filter Meeting Date** to view class meetings on a date other than today.
3. To take attendance for a particular class, use the **Row Actions & Options gear** and choose **Manage Attendance**.



The screenshot shows the ALE Teacher interface for 'pleasant village school district'. The left-hand navigation menu is visible, with 'Courses/Classes' highlighted. The main content area is titled 'My Class Meetings' and shows a table of class meetings. A red circle highlights the gear icon for the 'Ceramics 1' row. A red arrow points to the 'Manage Attendance' option in the 'Row Actions & Options' dropdown menu.

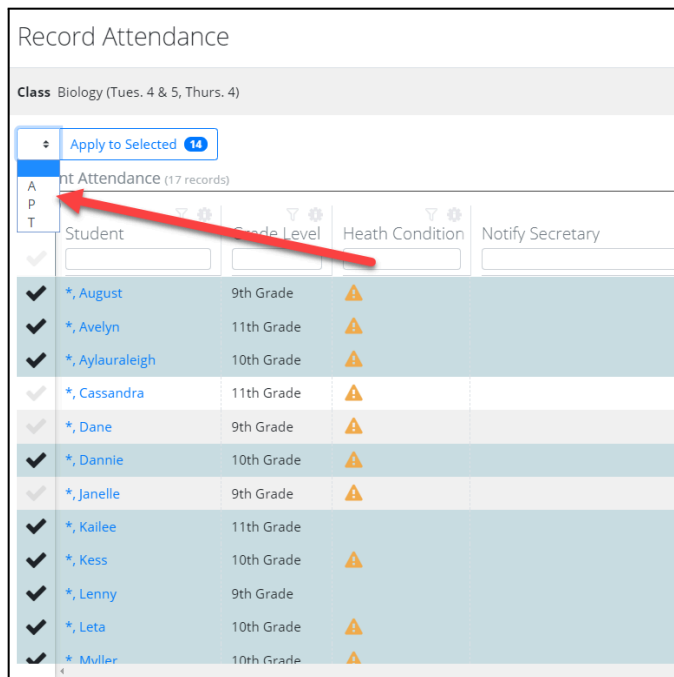
Class Title	Meeting Date	Meeting Time	Lesson Plan	Standards	Learning Activities	Certificated Teacher
Lego Worlds 4.0	August 21, 2023	8:00AM				Tammy Jacobsen*
Ceramics 1	August 21, 2023	10:00AM				Tammy Jacobsen*

4. A list of all students registered for the class will appear, along with several options for recording attendance.



5. You may mark a student:
 - a. P - Present
 - b. A - Absent
 - c. T - Tardy

6. Using the drop-downs at the far right, you can make an individual selection for each student. Alternatively, you may use the **checkboxes** on the left to select all students (the top checkbox) or a group to apply a single attendance selection.



7. When attendance is recorded by an individual logged in as a **Certificated Teacher**, weekly contact records are automatically generated for each student marked Present or Tardy.
8. When a **School Support Staff** member records attendance, weekly contact records are not automatically generated. At the top of the screen, check a box to indicate that attendance on this day meets the In-Person Instructional Contact requirements defined by the WACs. If this box is checked, then weekly contact records are generated.

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

Attendance Designations

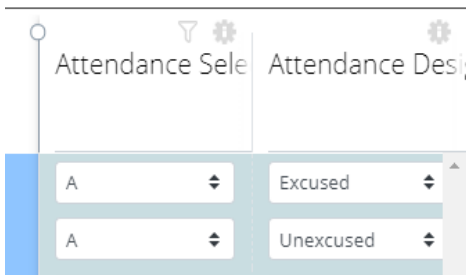
Attendance Designations is a list of customizable selections that can be set during class attendance. An attendance selection must be made for a student before the Attendance Designation selector appears for that student. By default, all districts have been set up with **Excused** and **Unexcused** as options associated with **Absent**. It may be changed at any time.

Attendance Designations are for recording program information and more specific information about a student's attendance. In some schools, hybrid models are used in which students can choose whether to attend in person or online, and attendance is recorded accordingly.

Anyone who can take attendance for students can set an Attendance Designation. This includes users with the **Secretary Role** in all classes, **Support Staff**, and **Certificated Teachers** in classes assigned to them.

Attendance Designations may be found anywhere Attendance is taken or in the Attendance section of any Student Learning Plan.

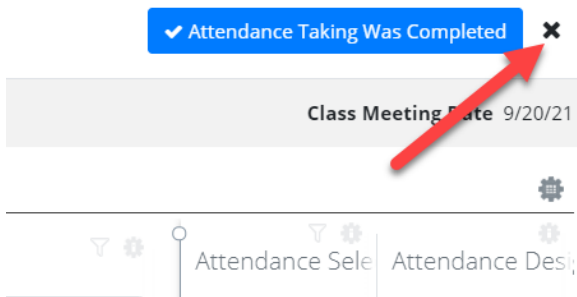
Contact support@schooldata.net to request having Attendance Designations added or removed.



Marking Attendance Completed

A button on the attendance interface will allow users to enter information indicating when attendance has been completed for any class meeting.

If attendance is recorded for one or more students and the user exits this form using the “x” in the top-right corner, the information is saved, and weekly contact records are generated if needed. Still, attendance for the class has not yet been completed. This might be done by a secretary who is entering a student's absence before the day of a class meeting.



Only when attendance has been recorded for all students in the class should the user click the **Attendance Taking was Completed** button. This indicates that attendance is complete and will be displayed in a new **Attendance Completed** column across all interfaces. This will allow teachers, support staff, and office staff to see when attendance has been taken or missed for any one class meeting.

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*	