

ALE Year-End SLP Tasks V2

The following is a list of recommended tasks to complete when wrapping up Student Learning Plans at the close of a school year.

All WSLPs must be concluded as a final step to wrapping up WSLPs for the school year. This is # 5 in the following list and is the LAST thing you do with WSLPs

1. Review June Overall Monthly Progress
2. Verify that the dates are correct on all Student Learning Plans.
 - a. Check the overall end dates of each plan for accuracy. This can be done quickly on either the **All Student Learning Plans** page or the **My Student Learning Plans** page.

ALE TEACHER
My Student Learning Plans

My Students instructions

Student Learning Plan Selector (4 records) Filtered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Owner	Contributor
Desaboya*, Talitha	2019/20	12th Grade	D. McCollum*	⚠		June 16, 2020	true	true
Folkman*, Arlen	2019/20	8th Grade	D. McCollum*	⚠		June 19, 2020	true	false
Hollingsworth*, Sally Jo	2019/20	11th Grade	D. McCollum*	✅	February 7, 2020	June 16, 2020	true	true
Horna*, Danny	2019/20	8th Grade	D. McCollum*	⚠		June 18, 2020	true	false

- b. If anything needs to be updated, change the **End Date** on each plan on the **Details Tab** in the **Time Commitment** section. Changing this section will set the plan to an **unapproved** status.

ALE TEACHER / MANAGE STUDENT LEARNING PLAN
Talitha Desaboya*

Details Subjects/Courses Tracking Weekly Contacts Intervention Plans Monthly Progress FTE

Time Commitment instructions

School Year (required) Select Enrollment Hours (required) FTE from SIS (optional)

Start Date (required) End Date (required)

3. Update all Subject/Course Records with the correct end date and participation status.
 - a. Ensure each subject/course record on the plan has an accurate **End Date**.
 - b. Update courses to **Completed** or **Withdrawn** if not completed. Some programs also choose to keep track of which courses are not completed and continue into the next school year by leaving this status as **In Progress** and copying these into the next school year.
 - c. **Helpful Resource:** <https://support.schooldata.net/hc/en-us/articles/1500008106442>.

- d. You can update subject course records one at a time via the **Row Action Gear >> Edit** and update the **End Date** and **Participation Status** areas.

Update Core Subject Area and Course Ok

Student Talitha Desaboya*
Course Code FA164 (Fibers and Textile Design)

Subject / Course

Subject Area (required) State Course Code (required) Course (optional)

Instruction

Grade Level (optional) ALE Class Type (optional) Certificated Teacher (optional)

Dates/Times

Start Date (opt) End Date (opt) Average Hours Per Week (optional)

Self Directed Study Sessions (optional) Participation Status (optional)

- e. You can also update one or more courses via the **Select Row Actions** button.
- i. Select one or more courses.
 - ii. Click on the blue **Select Row Actions** button.
 - iii. Click **Edit Selected Courses**.
 - iv. Update the **End Date** and **Participation Status**.
 - v. Click **Save**.

Details Subjects/Courses Classes Tracking Weekly Contacts Monthly Progress FTE

Core Subject Areas and Courses instructions Add Approve All

ALE-Teacher Student Learning Plan Subject-Courses (6 records) Filtered

Course	Certificated Teacher	Participation S	Start Date	End Date	Credits Availa	Credits Neede	Credits Eai	
<input checked="" type="checkbox"/> Disney Princess Movies	kurt.strauss.jr*, kurt...	--	02/11/22	06/14/22				Fine and Perform
<input checked="" type="checkbox"/> Science 101	McCollum*, Deidra	--	02/01/22	07/22/22	5			Life and Physical
<input checked="" type="checkbox"/> US History	McCollum*, Deidra	In Progress	04/21/22	06/17/22				Social Sciences
<input checked="" type="checkbox"/> English 101	McCollum*, Deidra	In Progress	05/01/22	07/22/22	1.0			English Language
<input checked="" type="checkbox"/> English 101	McCollum*, Deidra	Withdrawn	02/11/22	03/11/22	1.0			English Language

ALE - Edit Subject/Courses Save

Edit Subject/Courses

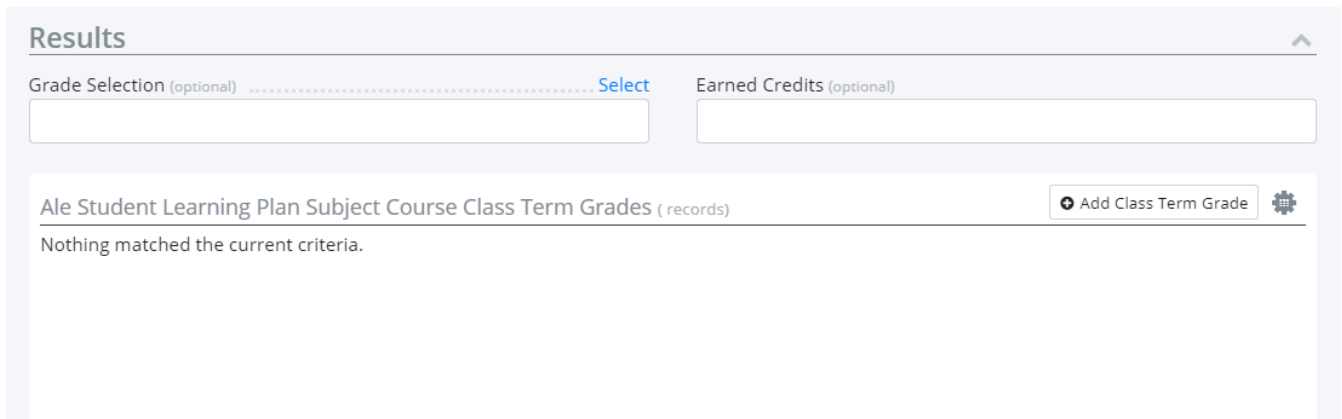
Grade Level (optional) ALE Course Type (optional)

Certificated Teacher (optional)

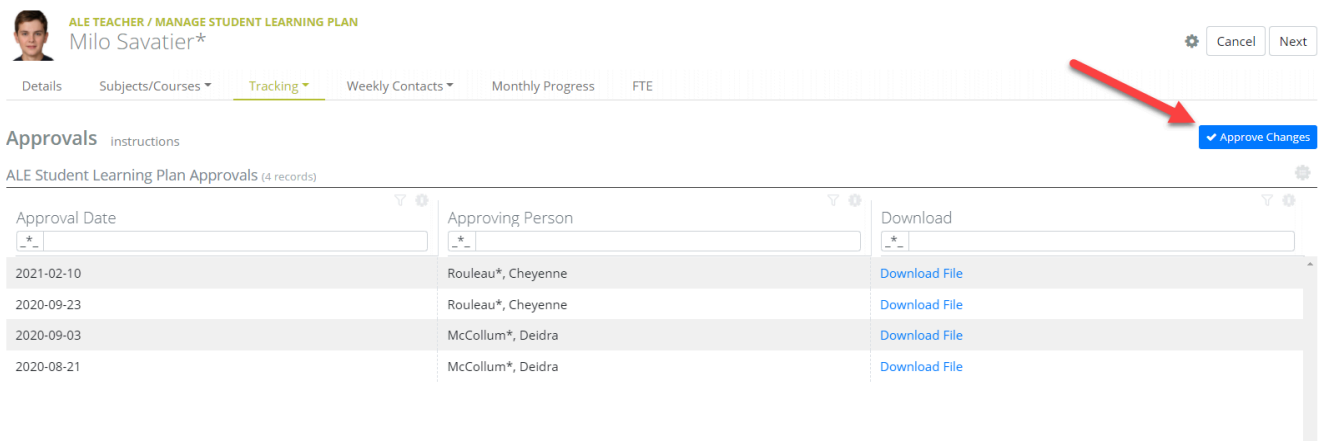
Start Date (optional) End Date (optional)

Average Hours Per Week (optional) Participation Status (optional)

4. If needed, assign Grades and Credit Earned for completed courses.
 - a. The **Certificated Teacher** can do this course-by-course on the **Results** section of the **Subject/Course Details** page.
 - b. The **Certificated Teacher or Registrar** can add grades and credits per class via the **Grades Tab**.
 - c. **Helpful Resource:** <https://support.schooldata.net/hc/en-us/articles/360047397994>.



5. After all changes to the Student Learning Plan have been made, save a final copy by **“Approving”** the plan one final time.



Approval Date	Approving Person	Download
2021-02-10	Rouleau*, Cheyenne	Download File
2020-09-23	Rouleau*, Cheyenne	Download File
2020-09-03	McCollum*, Deidra	Download File
2020-08-21	McCollum*, Deidra	Download File

- a. This is done by clicking the **Approve Changes** button on the **Approvals** page under the **Tracking Tab**, or the **Approved** button in the top-right corner of any plan. This step will capture a final PDF version of the plan as it existed at the end of the year.
6. Conclude ALL WSLPs. Concluding WSLPs will mark any courses left in the null or 'In Progress' as withdrawn. **Concluding, WSLPs can not be undone.** This is the final step you would take to wrap up the WSLP for the year. If you would like to copy **In Progress** courses into the next school year, you must do this before concluding WSLPs.
 - a. **Helpful Resource:** <https://support.schooldata.net/hc/en-us/articles/1500008106442>.
 - b. Concluding WSLPs can be done by the SLP Certificated Teacher via **Certificated Teacher >> Student Learning Plans >> My Student Learning Plans**

- i. Click the **Row Action Gear** for the student you want to conclude.
- ii. Click **Conclude**.

ALE TEACHER
My Student Learning Plans
Data Settings: Students from 2021/22

instructions

ALE - My Student Learning Plans (34 records) Filtered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	Is Concluded	Count of Parent
* Adam	2021/22	11th Grade	D. McCollum*	✓	April 5, 2022	No	0
* Insuh	2021/22	8th Grade	D. McCollum*	✓	April 5, 2022	No	
* Kingsley	2021/22	9th Grade	D. McCollum*	✓	April 5, 2022	No	
Beuntemeier*, Clea	2021/22	11th Grade	D. McCollum*	✓	May 3, 2022	No	
Carlsma*, Elijah	2021/22	12th Grade	D. McCollum*	⚠	February 1, 2022	No	
Chapin*, Cynthilia	2021/22	Kindergarten	D. McCollum*	✓	April 5, 2022	No	
Cheetham*, Lyric	2021/22	12th Grade	D. McCollum*	✓	April 5, 2022	No	
Cheetham*, Mandi	2021/22	10th Grade	D. McCollum*	✓	April 5, 2022	No	
Dellacca*, Krissa	2021/22	10th Grade	D. McCollum*	✓	April 5, 2022	No	0

Row Actions & Options

- Print Progress Towards Graduation
- Print Written SLP
- Print SLP Schedule
- Edit
- Student Spotlight
- Delete
- Conclude

- c. This can also be done en masse via **Registrar >> Student Learning Plans >> All Student Learning Plans**.

- i. Select one or more students.
- ii. Click **Selected Row Actions**.
- iii. Click **Conclude SLPs**.

ALE REGISTRAR
All Student Learning Plans
Data Settings: Students from 2021/22

instructions

ALE - All Student Learning Plans (39 records) Filtered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	Is C
* Adam	2021/22	11th Grade	D. McCollum*	✓	April 5, 2022	No
* Insuh	2021/22	8th Grade	D. McCollum*	✓	April 5, 2022	No
* Kelsea	2021/22	8th Grade	D. McCollum*	✓	Ap 2022	No
* Kingsley	2021/22	9th Grade	D. McCollum*	✓	April 5, 2022	No

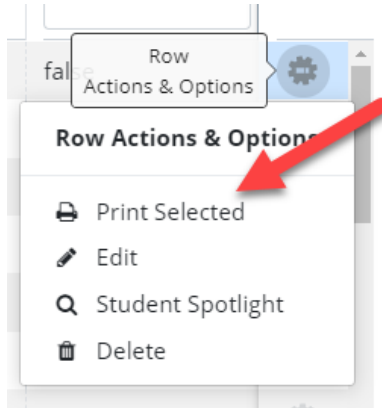
31 Select Row Actions

- Print Written SLP
- Print SLP Schedules (Sem 1)
- Print SLP Schedules (Sem 2)
- Print Progress Towards Graduation
- Set Enrollment Dates
- wSLP Audit Print
- Conclude SLP(s)
- Print SLP Schedule(s)

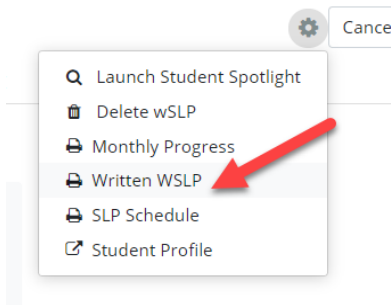
Printing Student Learning Plans - One Student

You can print Student Learning Plans in several locations.

1. The current plan can be generated with the **Row Action gear** from the **All Student Learning Plans** or **My Student Learning Plans** pages.



- The current plan can also be generated from the **Page Action** gear on the **Details Tab** of any single **Student Learning Plan**.



- Each plan evolution over the year can be downloaded via the **Download File** links on the **Approvals** page.

ALE TEACHER / MANAGE STUDENT LEARNING PLAN
Milo Savatier*

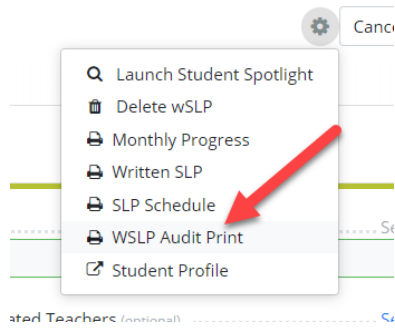
Details Subjects/Courses Tracking Weekly Contacts Monthly Progress FTE

Approvals Instructions [Approve Changes](#)

ALE Student Learning Plan Approvals (4 records)

Approval Date	Approving Person	Download
2021-02-10	Rouleau*, Cheyenne	Download File
2020-09-23	Rouleau*, Cheyenne	Download File
2020-09-03	McCollum*, Deidra	Download File
2020-08-21	McCollum*, Deidra	Download File

- A unique **Audit Print** will include all plan versions over the school year, the associated information for each subject/course, weekly contact records, and monthly progress reports. This can be generated from the **Page Action** gear on the **Details Tab** of any single **Student Learning Plan**.



Printing Student Learning Plans - More than one Student

Plans for one or more selected students can be printed via the **All Student Learning Plans** or **My Student Learning Plans** page. Use the **checkmarks** at the left to select one or more rows, then, via the blue **Selected Rows Action** at the top right, choose **Print Written SLP**.

ALE TEACHER
All Student Learning Plans

All Students [Instructions](#)

Student Learning Plan Selector (33 records) Filtered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	Is Concluded	Count of Parent	Count of Pending	
<input checked="" type="checkbox"/> Hans	2020/21	2nd Grade	D. McCollum*	<input checked="" type="checkbox"/>	September 29, 2...	No	0	3	
<input checked="" type="checkbox"/> *, Jasper	2020/21	8th Grade	B. Chs Gsa*	<input checked="" type="checkbox"/>	February 24, 2021	No	0	0	
<input checked="" type="checkbox"/> *, Mary Lou	2020/21	11th Grade	D. McCollum*			No	0	1	
<input checked="" type="checkbox"/> Abney*, Izaac	2020/21	8th Grade	D. McCollum*	<input checked="" type="checkbox"/>	February 9, 2021	No	1	3	
<input checked="" type="checkbox"/> Beck*, Bruce	2020/21	8th Grade	D. McCollum*	<input checked="" type="checkbox"/>	February 10, 2021	No	0	1	
<input checked="" type="checkbox"/> Beck*, Eshraq	2020/21	8th Grade	D. McCollum*	<input checked="" type="checkbox"/>	August 24, 2020	No	0	12	
<input checked="" type="checkbox"/> Bergen*, Jailen	2020/21		D. McCollum*			No	0	0	
<input checked="" type="checkbox"/> Berrios*, Jason	2020/21	10th Grade	D. McCollum*	<input checked="" type="checkbox"/>	August 6, 2020	No	0	0	
<input checked="" type="checkbox"/> DeJohn*, Cato	2020/21		D. McCollum*	<input checked="" type="checkbox"/>	April 20, 2021	No	0	0	
<input checked="" type="checkbox"/> Ellwein*, Damen	2020/21	1st Grade	D. McCollum*	<input checked="" type="checkbox"/>	February 10, 2021	No	0	1	

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