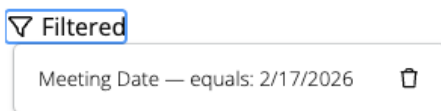


ALE Taking Attendance for Teachers (Connect)

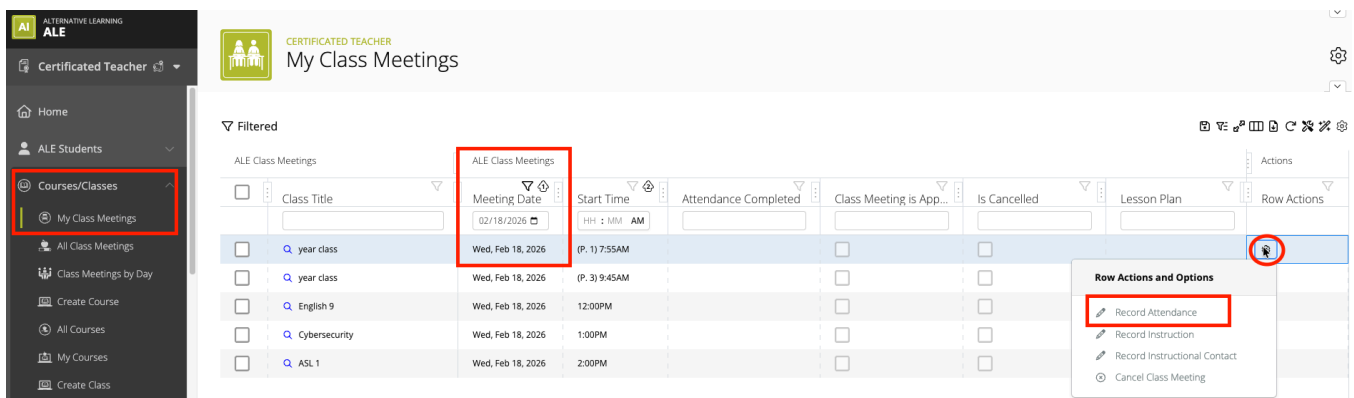
Users assigned to a class, either as the Certificated Teacher or School Support Staff, can take attendance for each class meeting.

Attendance for Daily Classes

1. Navigate to **Courses/Classes**, then **My Class Meetings** in the left-hand navigation menu.
 - a. Alternatively, this may be accessed by selecting **Monitor** in the left navigation menu, then choosing **Monitor Class Attendance**.
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. Click the **Filtered** button in the top-right corner, then click the **trash can icon** to the right of the filter you want to delete.



3. To take attendance for a particular class, use the **Row Actions & Options** gear and choose **Manage Attendance**.

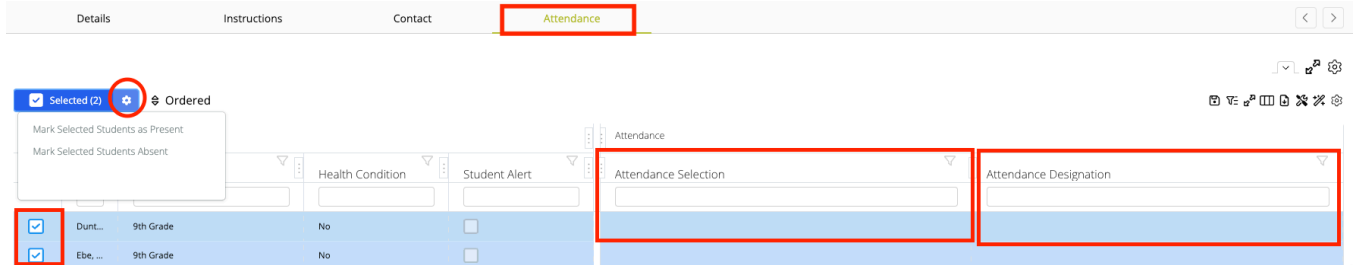


4. A list of all students registered for the class will appear, along with several options for recording attendance.

Note: The Data Administrator sets Attendance Designations via **Data Administrator >> Manage ALE Data >> Course Category Selections**.

- a. Select the **checkbox** next to one or more students.
- b. Click the **Selected Gear** in the top left of the table and choose one of the following:
 - i. **Mark Selected Students as Present**
 - ii. **Mark Select Students Absent.**

- c. Double-click the **Attendance Selection Cell** to set or change a student's attendance.
- d. Double-click in the **Attendance Designation cell** to set an attendance designation (e.g., Excused/Unexcused) for an absence.



5. 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.
6. 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.

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 allow students to choose whether to attend in person or online, with attendance 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.

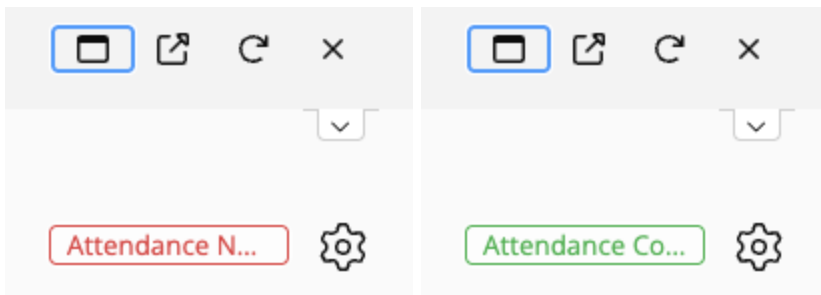
Attendance Designations may be found anywhere Attendance is taken or in the Attendance section of any Student Learning Plan.

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 for any class meeting has been completed.

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 will the completed checkmark appear in the **Attendance Completed** column and be displayed across all interfaces. A false means attendance is not complete. This allows teachers, support staff, and office staff to see when attendance has been taken or missed for any class meeting.

<input type="checkbox"/>	Class Title	Meeting Date	Start Time	Attendance Completed
<input type="checkbox"/>	year class	02/18/2026	(P. 1) 7:55AM	false
<input type="checkbox"/>	year class	Wed, Feb 18, 2026	(P. 3) 9:45AM	
<input type="checkbox"/>	English 9	Wed, Feb 18, 2026	12:00PM	
<input type="checkbox"/>	Cybersecurity	Wed, Feb 18, 2026	1:00PM	
<input type="checkbox"/>	ASL 1	Wed, Feb 18, 2026	2:00PM	<input checked="" type="checkbox"/>

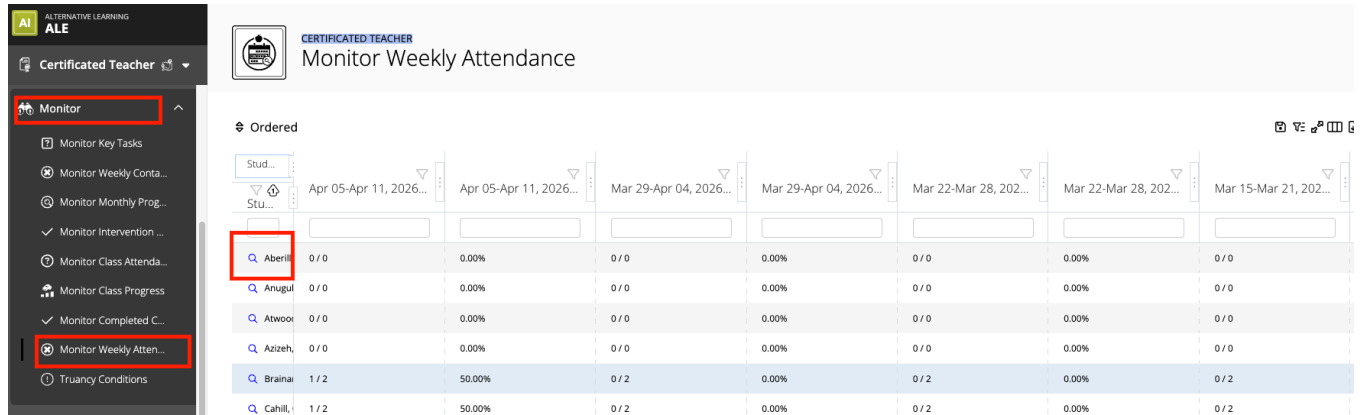
Monitor Weekly Attendance

Here, you will learn to view weekly attendance in the ALE application. This table does not surface your district's Student Information System (SIS) attendance.

1. Start by selecting **Monitor** in the left navigation menu, then choose **Monitor Weekly Attendance**.
2. This table will show an overview of weekly attendance. It will include students, with one column for each week of the school year, displaying a percentage that indicates how many classes each student was enrolled in and how many of those classes they attended.

NOTE: Only attendance for courses taken in the ALE application will be displayed here. This table does not surface your district's Student Information System (SIS) attendance.

- Click the **magnifying glass** next to the student's name to view the **Manage Student Learning Plan** page in the **Weekly Contacts Tab >> Class Attendance**.

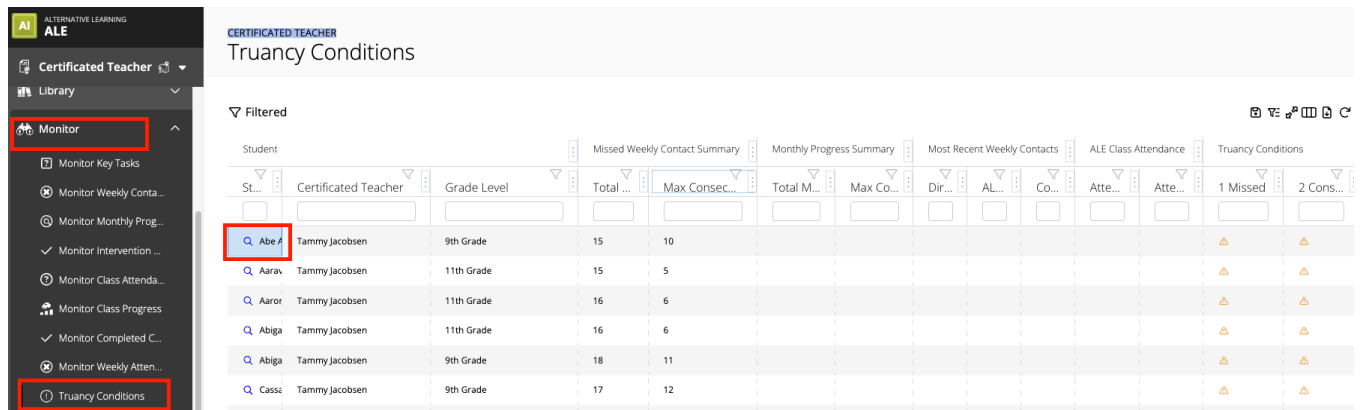


Student	Apr 05-Apr 11, 2026...	Apr 05-Apr 11, 2026...	Mar 29-Apr 04, 2026...	Mar 29-Apr 04, 2026...	Mar 22-Mar 28, 202...	Mar 22-Mar 28, 202...	Mar 15-Mar 21, 202...
Abernethy	0/0	0.00%	0/0	0.00%	0/0	0.00%	0/0
Anugul	0/0	0.00%	0/0	0.00%	0/0	0.00%	0/0
Atwood	0/0	0.00%	0/0	0.00%	0/0	0.00%	0/0
Azizeh	0/0	0.00%	0/0	0.00%	0/0	0.00%	0/0
Brainin	1/2	50.00%	0/2	0.00%	0/2	0.00%	0/2
Cahill	1/2	50.00%	0/2	0.00%	0/2	0.00%	0/2

Monitor Truancy Condition

Here, you will learn how to view a list of students who are truant under [WAC 392-550-040](http://wac.392-550-040). Please remember to set up your Excluded Dates & School Year Weeks via **Data Administrator >> Configure School Year** so the data reflected here is accurate.

- Start by selecting **Monitor** in the left navigation menu, then choose **Truancy Conditions**.
- You will see a list of students, certificated teachers, grade levels, Concluded, Missed Weekly Contact Summary, Monthly Progress Summary, Most Recent Weekly Contacts, ALE Class Attendance, and the Truancy Conditions (1-5 Contacts)
- Click the **magnifying glass** next to the student to view the **Manage Student Learning Plan** page in the **Weekly Contacts Tab >> Direct Contact**.



Student	Certificated Teacher	Grade Level	Total ...	Max Consec...	Total M...	Max Co...	Dir...	AL...	Co...	Atte...	Atte...	1 Missed	2 Cons...
Abe /	Tammy Jacobsen	9th Grade	15	10								▲	▲
Aarav	Tammy Jacobsen	11th Grade	15	5								▲	▲
Aaror	Tammy Jacobsen	11th Grade	16	6								▲	▲
Abiga	Tammy Jacobsen	11th Grade	16	6								▲	▲
Abiga	Tammy Jacobsen	9th Grade	18	11								▲	▲
Cassi	Tammy Jacobsen	9th Grade	17	12								▲	▲