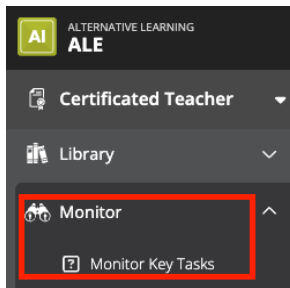


ALE Tips for Teachers (Connect)

The **Monitor Key Tasks** page is designed to be one place where you can quickly find any issues you need to address as a teacher.

1. Start by selecting **Monitor** in the left navigation menu, then choose **Monitor Key Traits**.



2. You will see several data table containers.
 - a. **WSLPS:** This table lists your Student Learning Plans that need approval. WSLPs that are not surfaced in the Monitor Weekly Contact or Monitor Monthly Progress interfaces.
 - i. Use the **Is Approved column (No)** to locate any Student Learning Plan(s) on your caseload that are not approved.
 - ii. **Helpful Resource:** [ALE Creating and Monitoring Intervention Plans \(Connect\)](#)

WSLPS

Filtered

Student	Student	School Ye...	Ce...	Is Approved
		(1) 2025/26		(1) No

- b. **Pending Courses:** This table lists Student Learning Plans with courses in a pending/unapproved state.
 - i. Any student learning plans with the **Count of Pending Courses column > 0** include courses in a pending/unapproved state.
 - ii. **Helpful Resource:** [ALE Approving Subject/Courses \(Connect\)](#)

Pending Courses

Filtered Ordered


Stud...	Student Group	Count of Parent Proposed Courses	Count of Pending Courses
		0	2

- c. **Weekly Contact:** This table lists SLPs who do not have weekly contact recorded for the current week.

- i. Any students on your caseload for whom weekly contact has not been recorded for the current week will be recorded in the **Monitor Weeks** columns as **No Contact**.
- ii. **Helpful Resource:** [ALE Recording and Monitoring Weekly Contact \(Connect\)](#)

Weekly Contact	
Filtered	Ordered
Student	Monitor Weeks
Student...	Mar 15-Mar 21, 2026
	(1) NoContact

- d. **Monthly Progress:** This table lists WSLPs that need overall progress determinations for the current month.
 - i. Any students on your caseload for whom monthly progress has not yet been recorded for the current month.
 - ii. **Helpful Resource:** [ALE Sharing and Monitoring Monthly Progress \(Connect\)](#)

Monthly Progress	
Filtered	Ordered
St...	March 2026
S...	Progress
	(1) No Progress Determiniz
Q Aer	

- e. **Class Attendance:** This table lists class meetings for which attendance has not been completed.
 - i. Any class with a No in the Attendance Completed column has not had its attendance completed.
 - ii. **Helpful Resource:** [ALE Taking Attendance for Teachers \(Connect\)](#)

Attendance Completed
No

Monitor Weekly Contact

Here, you will learn to record and monitor weekly contact, missed contact with valid justification, or contact attempts for the approved wSLPs you manage. Refer to [WAC 392-550-025\(2\)](#) for contact requirements. You can only record weekly contact or contact attempts if you are a certified teacher.

Helpful Resource: [ALE Recording and Monitoring Weekly Contact \(Connect\)](#)

Monitor Monthly Progress

Here, you will learn to record and monitor monthly progress for the approved wSLPs you manage. Per [WAC 392-550-025\(3\)](#), monthly progress must be completed each month a student is claimed for state funds. You can only record monthly progress if you are a certified teacher.

Helpful Resource:

- [ALE Recording Monthly Progress \(Connect\)](#)
- [ALE Sharing and Monitoring Monthly Progress \(Connect\)](#)

Monitor Intervention Plans

Here, you will learn to monitor the status of Intervention Plans per [WAC 392-550-025 \(4\)](#) and [WAC 39201210192 \(5\) \(b\) \(iv\)](#). Intervention Plans must be completed within 5 school days of the monthly progress evaluation date, and students may be claimed for funds only if the intervention plan requirements are met as outlined in the WAC.

Helpful Resource: [ALE Creating and Monitoring Intervention Plans \(Connect\)](#)

Monitor Class Attendance

Here, you will learn to view and record class attendance.

Helpful Resource: [ALE Taking Attendance for Teachers \(Connect\)](#)

Monitor Class Progress

Here, you will learn to view and record class progress.

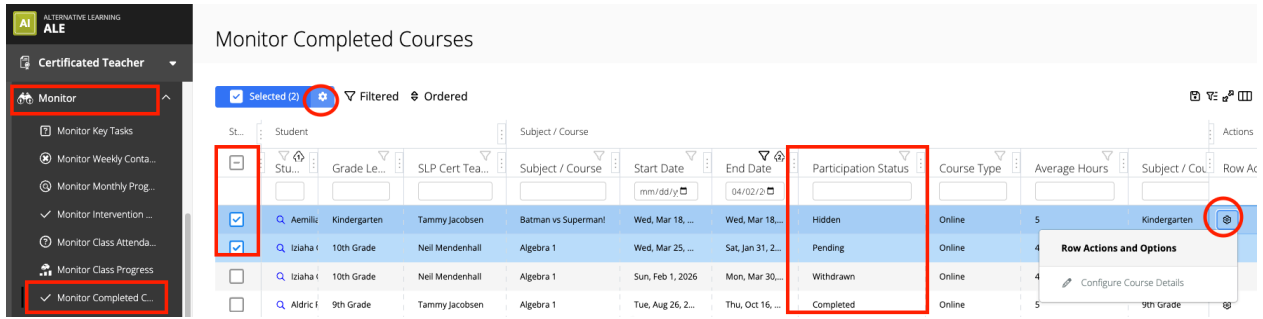
Helpful Resource: [ALE Monitoring Class Progress \(Connect\)](#)

Monitor Completed Courses

Here, you will learn to mark courses as completed. This page surfaces any SLP courses with an end date before today and is especially helpful during term changes when you need to mark many courses as completed.

We recommend carefully reviewing potential courses before changing multiple courses simultaneously, as there is no 'undo.' You would have to fix them manually.

1. Start under **Monitor** in the left navigation menu and choose **Monitor Completed Courses**.
2. View whether the course status is hidden, pending, withdrawn, or completed in the **Participation Status column**.

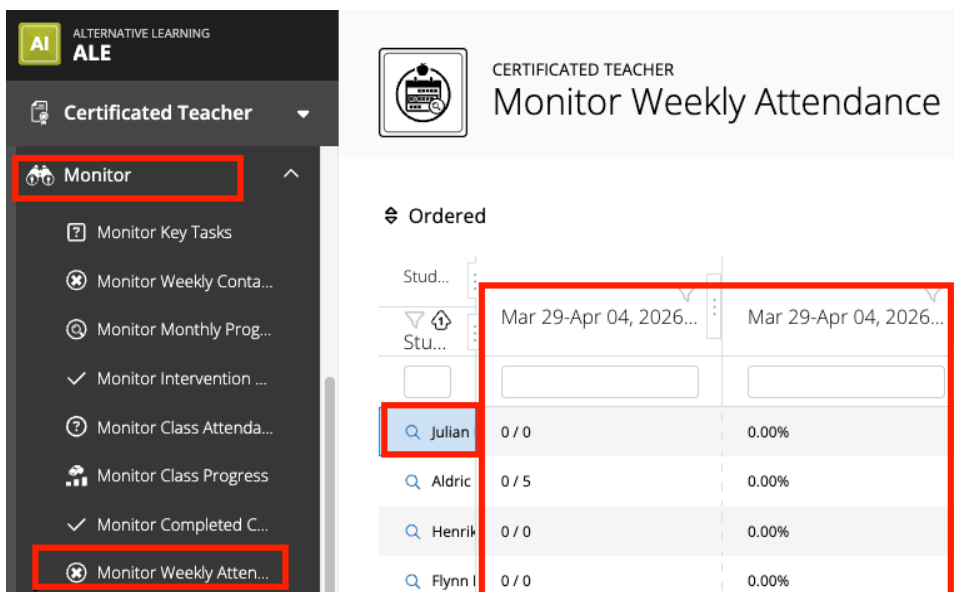


3. Click the **magnifying glass** next to the student's name to view the **Manage Student Learning Plan** page.
4. Click the **Row Actions Gear** and select **Configure Course Details**. This will open the **Manage Core Subject Area and Course** in the **Details** tab.
5. Modify subject/course properties for one or more students by clicking the **checkbox(s)** to the left of one or more students, or select the checkbox at the top of the table to select all.
6. Click the **Selected Gear** at the top of the table and choose **Edit Subject/Course Properties**.

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.



Student	Start Date	End Date	Attendance
Julian	Mar 29-Apr 04, 2026	Mar 29-Apr 04, 2026	0 / 0 (0.00%)
Aldric			0 / 5 (0.00%)
Henrik			0 / 0 (0.00%)
Flynn			0 / 0 (0.00%)

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.

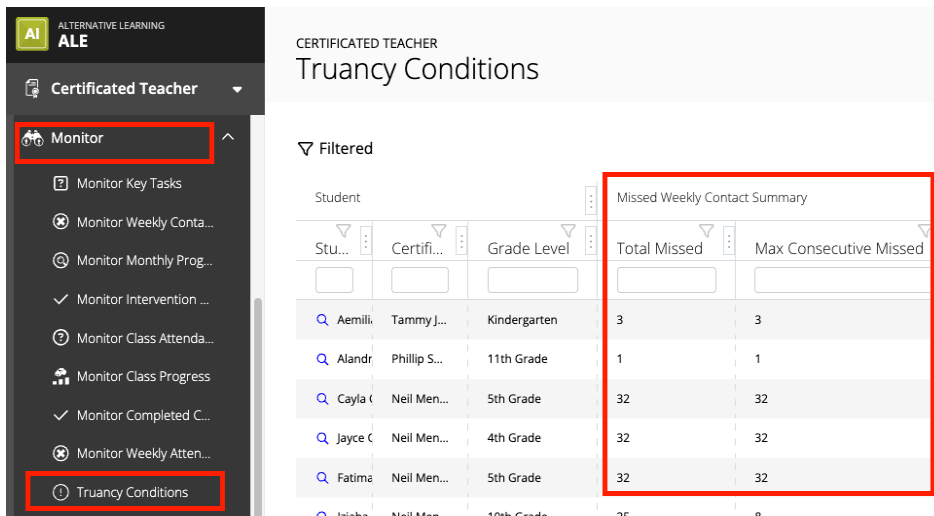
- Click the **magnifying glass** next to the student's name to view the **Manage Student Learning Plan** page in the **Weekly Contacts Tab >> Class Attendance**.

Helpful Resource: [ALE Taking Attendance for Teachers \(Connect\)](#)

Truancy Conditions

Here, you will learn how to view a list of students who are truant under [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, total missed, maximum consecutive missed, and truancy conditions.



CERTIFICATED TEACHER
Truancy Conditions

Filtered

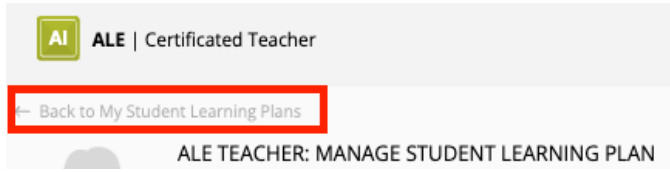
Student	Certified Teacher	Grade Level	Total Missed	Max Consecutive Missed
Aemili...	Tammy J...	Kindergarten	3	3
Alandr...	Phillip S...	11th Grade	1	1
Cayla C...	Neil Men...	5th Grade	32	32
Jayce C...	Neil Men...	4th Grade	32	32
Fatima...	Neil Men...	5th Grade	32	32
Iriaha...	Neil Men...	10th Grade	25	8

- Click the **magnifying glass** next to the student to view the **Manage Student Learning Plan** page in the **Weekly Contacts Tab >> Direct Contact**.

Helpful Resource: [ALE Taking Attendance for Teachers \(Connect\)](#)

Quick Navigation Tool between Student Learning Plans

- If you have a Student Learning Plan open for one student and need to navigate to that student's view for another, try the **Quick Navigation Tool**. Click on **Back to My Student Learning Plans** at the top of the screen.



2. A selector will open, where you will see a list of all the students on your caseload by default. You can quickly find/choose another student by clicking the **magnifying glass** next to their name.
3. You will land on the same page within the selected student's SLP that you were just viewing.