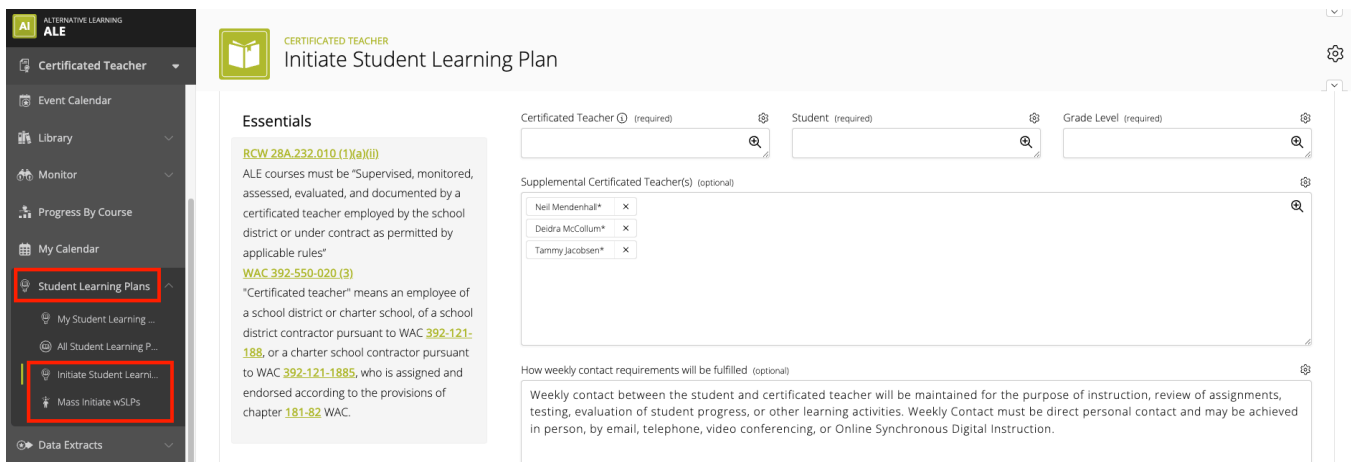


ALE Initiating a Written Student Learning Plan (Connect)

Here, you will learn how a Certified Teacher can initiate a Student Learning Plan. All students taking an ALE course must have a Student Learning Plan as outlined in [WAC 392-550-025 \(1\)](#). Defaults for Initiating SLPs can be set in **Data Administrator >> Configuration >> SLP Default Values**.

Student Learning Plans can be created in either the **Certificated Teacher** or the **Registrar Role**. Students can only have one active wSLP in any given school year.

1. Start under **Student Learning Plans** in the left navigation menu and choose **Initiate Student Learning Plan**.



2. First is the **Essentials** section. ALE courses must be supervised, monitored, assessed, evaluated, and documented by a certificated teacher employed by the school district or under contract as permitted by applicable rules. [RCW 28A.232.010 \(1\)\(a\)\(ii\)](#), [WAC 392-440-020\(3\)](#). Certificated teacher means an employee of a school district or charter school, of a school district contractor pursuant to [WAC 392-121-188](#), or a charter school contractor pursuant to [WAC 392-121-1885](#), who is assigned and endorsed according to the provisions of chapter [WAC 181-82](#).
 - a. The **Certificated Teacher** field will auto-populate with your name. If you are not the teacher, click the field and select that teacher.
 - b. Click the **magnifying glass** icon in the **Student** field, then select the **checkbox** next to the student.

Note that before selecting a student, you can see if they already have a Student Learning Plan in the **Has SLP** column. If you accidentally select a student who already has a Student Learning Plan, the system will return an error when you save all your selections.

- c. Once you select a student, the **Grade Level** field will auto-populate unless the student was created manually.

- d. The **Supplemental Certificated Teachers** field will auto-populate based on the Initiate SLP Default settings in Data Administrator, but you can make changes to the field as needed.
 - e. The **How weekly contact requirements will be fulfilled** field will auto-populate based on your program settings.
3. Next is the **Time Commitment** section. Total weekly time is the estimated average number of hours per school week that the student will engage in learning activities to meet the requirements of the written student learning plan. [WAC 392-550-020 \(14\)](#). (Data Administrator >> Initiate wSLP Default Values).

Time Commitment

WAC 392-550-025 (1)(d)(ii)
 "Total weekly time" means the estimated average hours per school week the student will engage in learning activities to meet the requirements of the written student learning plan

School Year (required): 2025/26

Average Weekly Hours (required): 28

Start Date (required): Sun, Aug 24, 2025

End Date (required): Fri, Jul 31, 2026

- a. The **School Year** field will auto-populate based on your program settings. The **Average Weekly Hours** field allows you to adjust the hours a student spends in learning activities for students who are not full-time. The current number of hours required to claim a student as full-time is 27.75.
 - b. The **Start Date** and **End Date** fields will default to your school year's start and end date. However, after the school year starts, the Start Date field will display today's date and can be modified if necessary.
4. In the **Parent Enrollment Settings** section, use these fields to control when and how a parent can enroll their child in classes. Class Registration settings can be applied system-wide via **Registrar >> Class Registration >> Set Enrollment Dates**. If any system-wide settings were applied, you can edit them at the individual student level here.

Parent Enrollment Settings

Use these fields to control when and how a parent can enroll their child in classes. Class Registration settings can be applied system-wide via Registrar >> Class Registration >> Set Enrollment Dates. If any system-wide settings were applied, you can edit them at the individual student level here.

Parent Class Enrollment Limit (optional): #

Earliest Parent Enrollment Date (optional):

Latest Parent Enrollment Date (optional):

Learning Credit Limit (optional): #

Max Count of Parent Interested Classes (optional): #

- a. Fill in the **Parent Class Enrollment Limit**, **Learning Credit Limit**, and **Max Count of Parent Interested Classes** fields numerically.
 - b. Select the **Earliest Parent Enrollment Date** and the **Latest Parent Enrollment Date**.
5. In the **Concurrent Enrollment** section, use these fields to indicate if a student is also enrolled in Running Start, Skills Center, Partial Homeschool, or Private School and whether the student is a choice transfer, shared with another school within your district, or shared with a school outside of your district.

Concurrent Enrollment

Use these fields to indicate if a student is also enrolled in Running Start, Skills Center, Partial Homeschool, or Private School and whether the student is a choice transfer, shared with another school within your district, or shared with a school outside of your district.

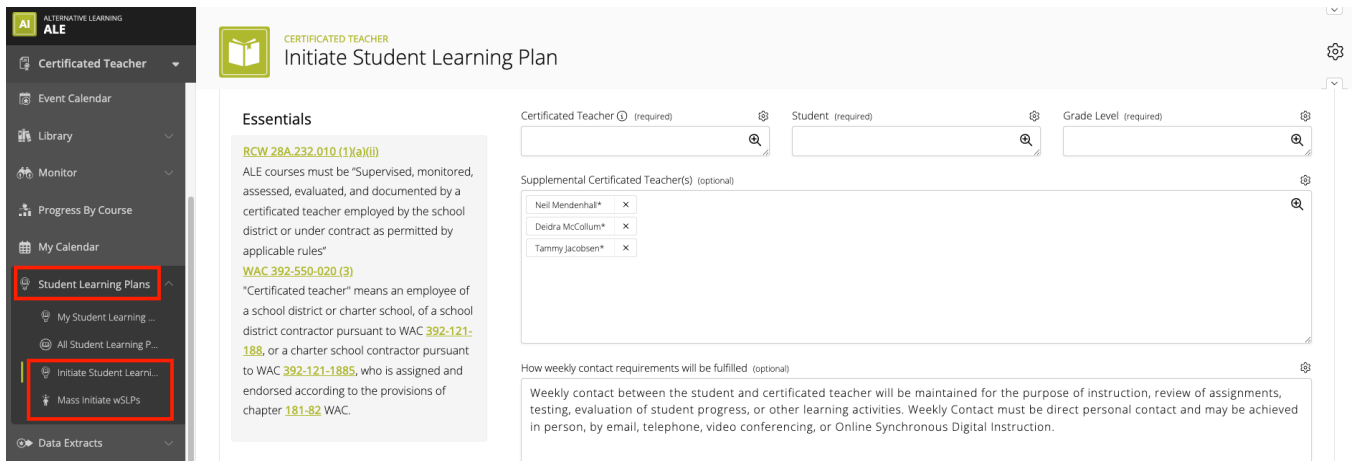
Student is enrolled in Running Start (optional)	<input type="text"/>	Student is enrolled Other School within District (optional)	<input type="text"/>
Student is enrolled in Skills Center (optional)	<input type="text"/>	Student is enrolled out of District (optional)	<input type="text"/>
Student is enrolled in Private school (optional)	<input type="text"/>	Student is a Choice Transfer (optional)	<input type="text"/>
Student has Partial Home School status (optional)	<input type="text"/>		

- a. Select **Yes** or **No** from the **Student is enrolled in Running Start**, **Student is enrolled in Other School within District**, **Student is enrolled in Skills Center**, **Student is enrolled out of District**, **Student is enrolled in Private School**, **Student is a Choice Transfer**, **Student has Partial Home School Status** dropdown menus.
6. Click **Save**.
 7. This will save your Student Learning Plan, and you can continue entering data, such as **adding courses** or **enrolling the student** in classes, by clicking on these tabs.
 8. If you need to return to this plan later, click under **Student Learning Plans** in the left navigation menu and choose **All Student Learning Plans** or **My Student Learning Plans**.

Mass Initiate Student Learning Plans

Here, you will learn to initiate one or more Student Learning Plans in bulk. All ALE course students must have a Student Learning Plan as outlined in [WAC 392-500-025 \(1\)](#).

1. Start under **Student Learning Plans** in the left navigation menu and choose **Mass Initiate SLPs**.
2. First is the **Essentials** section.
 - a. The **Certificated Teacher** field will auto-populate with your name. If you are initializing a Student Learning Plan for a teacher other than yourself, click the field and select that teacher.
 - b. Select one or more students in the **Student** field in the same way.
 - i. **Note** that before selecting a student, you can see if they already have a Student Learning Plan in the **Has SLP** column. If you accidentally select a student who already has a Student Learning Plan, the system will return an error when you save all your selections.
 - ii. Click **Accept**.
 - c. The **How weekly contact requirements will be fulfilled** field will auto-populate based on your program settings.



3. Next is the **Time Commitment** section.

- a. The **School Year** field will auto-populate based on your program settings.
- b. The **Average Weekly Hours** field allows you to adjust the hours a student will be engaged in learning activities for a less-than-full-time student.
- c. The **Start Date** and **End Date** fields will default to your school year's start and end date. However, after the school year starts, the **Start Date** field will display today's date and can be modified if necessary.



4. Once the **Essentials** and **Time Commitment** sections are populated, click **Save**.

5. If you need to return to these plans later, click under **Student Learning Plans** in the left navigation menu and choose **All Student Learning Plans** or **My Student Learning Plans**