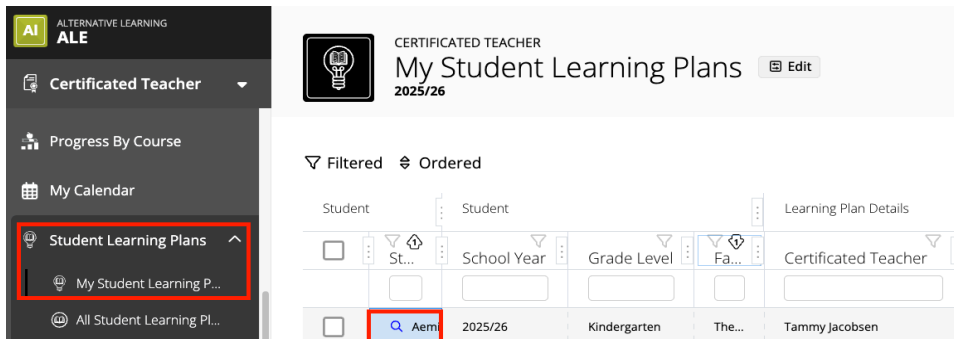


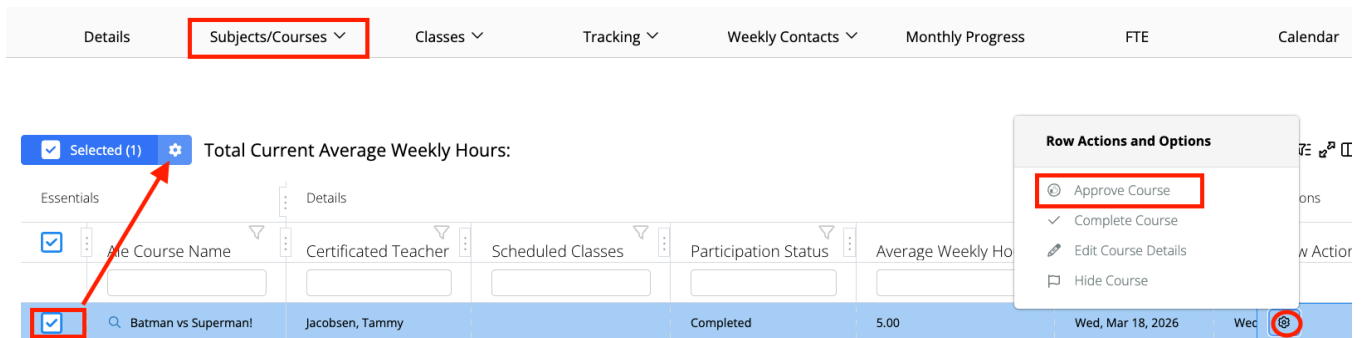
ALE Finalizing and Approving a Student Learning Plan (Connect)

Here, Certificated Teachers can finalize and approve a Student Learning Plan (SLP) in the ALE application. Teachers may only approve plans assigned to them.

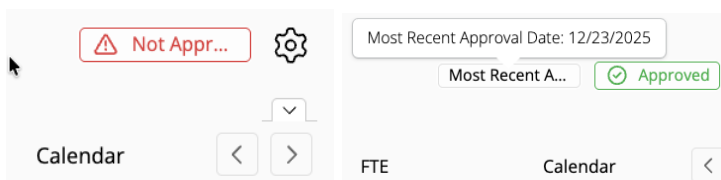
1. Start under **Student Learning Plans** in the left navigation and choose **My Student Learning Plans** or **All Student Learning Plans**.
2. Click the **magnifying glass** next to the chosen student's name.



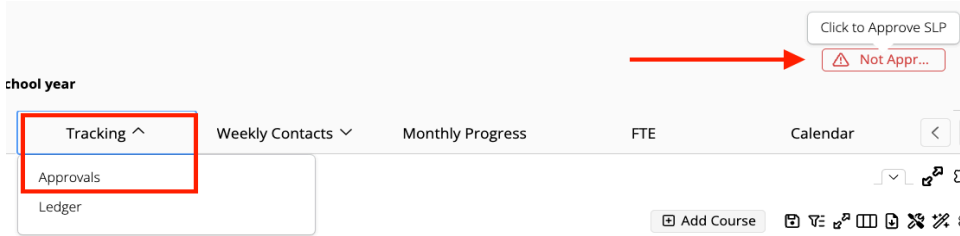
3. You will see the **Manage Student Learning Plan** page in the **Subject/Courses** tab.
4. Approval of individual Subject/Course Records is optional, performed either via the **Row Action Gear** to the far right by selecting **Approve Course**.
 - a. Or by selecting one or more **checkboxes** to the far left, clicking the **Selected Gear** in the top left, and choosing **Approve Courses**. If omitted, all existing courses will be marked approved when the approval is completed in the next step.



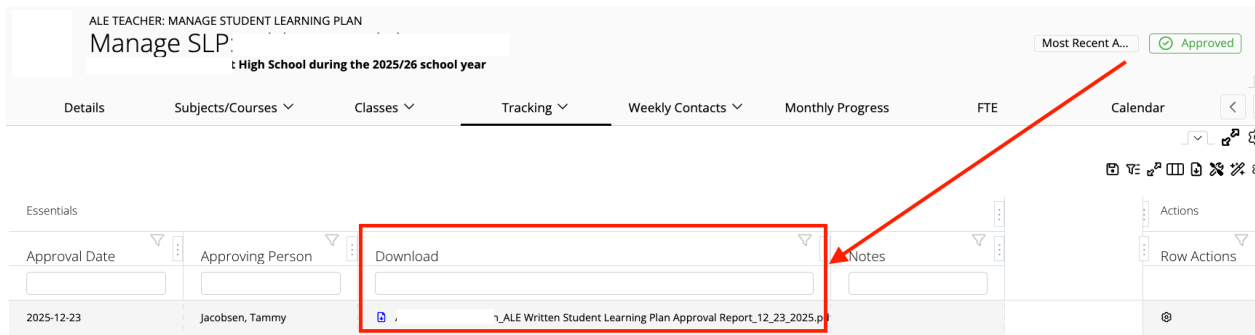
5. The plan's approval status is displayed in the upper-right-hand corner as either **Not Approved** or **Approved**. If approved, hover over **Most Recent Approval** to view the most recent date.



- The overall SLP is approved by navigating to the **Tracking tab >> Approvals**.
- Once you have reviewed the SLP in its entirety for accuracy and compliance, click the **Not Approved button** in the top-right of the page.



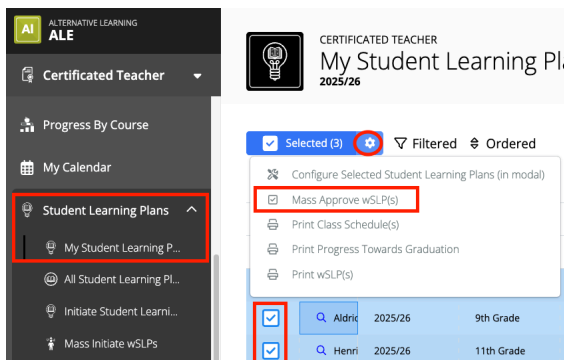
- Each approval generates an official record in the table below with the current date, the logged-in user who approved it, and a link to a PDF of the plan. The download file link may not appear immediately, as it can take time to generate.



Mass Approve Plans

While this tool helps you work quickly, you will need to ensure all plans are ready for approval before taking this action.

- Start by navigating to **Student Learning Plans** in the left navigation, then choose **My Student Learning Plans**.
- Click the **checkbox** to the left of one or more plans to select those you would like to approve.
- Click the **Selected Gear** in the top left, and choose **Mass Approve wSLP(s)** to approve all.



Other Notes

- Altering **students' Estimated Hours**, the **assigned Certificated Teacher**, or the **plan's start and end dates** will reset the plan's approval status, necessitating re-approval.
- Changes to subject/course records or class enrollments, however, do not remove the approved status. As a rule of thumb, it is a good idea to re-approve the plan to capture any changes.
- It is also recommended that a final end-of-year approval be captured to wrap up plans and retain a snapshot of the plan at year-end.