

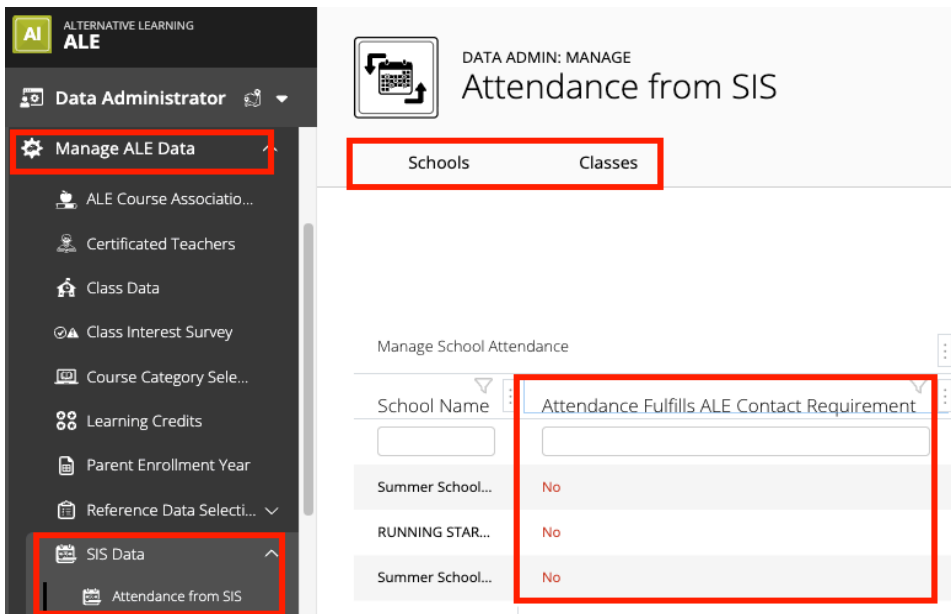
ALE Attendance from SIS for Weekly Contact Setup (Connect)

Suppose ALE classes are scheduled in your SIS, and attendance is taken daily there. In that case, you can enable the system to automatically create weekly contact records for positive attendance.

This feature must be set up correctly. Please talk to your ALE Customer Service Agent to ensure this is set up correctly before using this feature.

Generating Weekly Contact Records

1. Click **Manage Attendance** in the left navigation menu, choose **SIS Data**, then **Attendance from SIS**.
2. The first determination is whether ALL classes at your entity will generate weekly contact records, or only some. You will see two subpages (tabs) at the top of the page. Click the tab for your selection.
 - a. **Schools:** All classes at your entity will generate weekly contact records.
 - b. **Class:** If you have some classes that will fulfill the requirement and some that will not, you can use this feature to select specific classes rather than the entire School entity.
3. Use the **filters** at the top of the page to select the schools or classes you want to generate contact records for.
4. Click **Yes or No** in the **Attendance Fulfills ALE Contact Requirement** column cell. Yes, it will automatically generate weekly contact records in your district Student Information System (SIS).



The screenshot displays the 'Attendance from SIS' configuration page in the ALE Data Admin system. The left-hand navigation menu is visible, with 'Manage ALE Data' and 'SIS Data' highlighted. The main content area shows the 'Attendance from SIS' page, which includes tabs for 'Schools' and 'Classes'. Below the tabs, there is a section titled 'Manage School Attendance' containing a table with columns for 'School Name' and 'Attendance Fulfills ALE Contact Requirement'. The table lists several schools, including 'Summer School...' and 'RUNNING STAR...', with 'No' in the 'Attendance Fulfills ALE Contact Requirement' column.