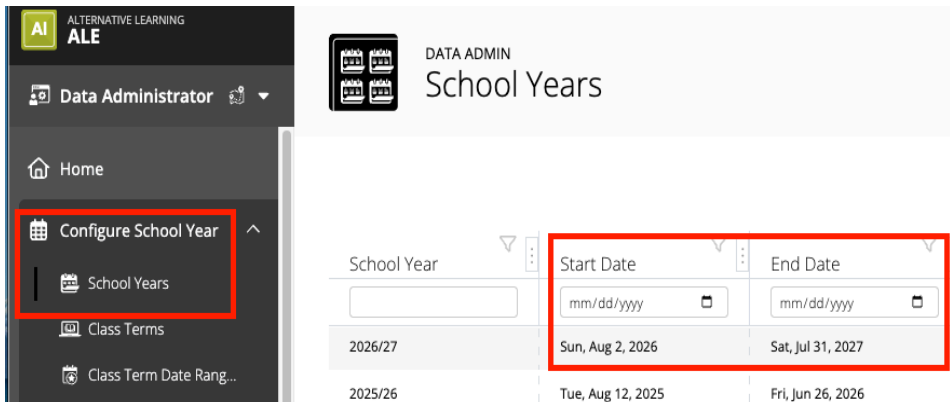


ALE Date Settings (Connect)

Here, you will learn how to configure the school-year date settings. This needs to be done by the **ALE Data Administrator Role** for every upcoming school year.

School Year

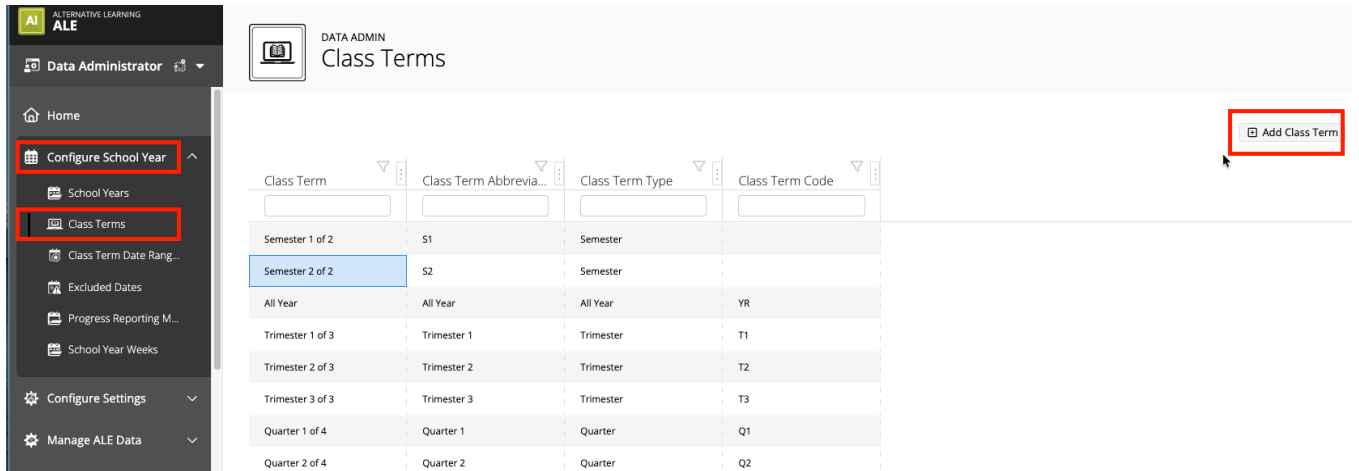
1. Start under **Configure School Year** in the left navigation menu and click **School Years**. These dates will populate the Student Learning Plans' start and end dates, as well as the SLP subjects and courses.
2. Double-click the **Start or End Date column cells** to edit the date.



School Year	Start Date	End Date
2026/27	Sun, Aug 2, 2026	Sat, Jul 31, 2027
2025/26	Tue, Aug 12, 2025	Fri, Jun 26, 2026

Class Term

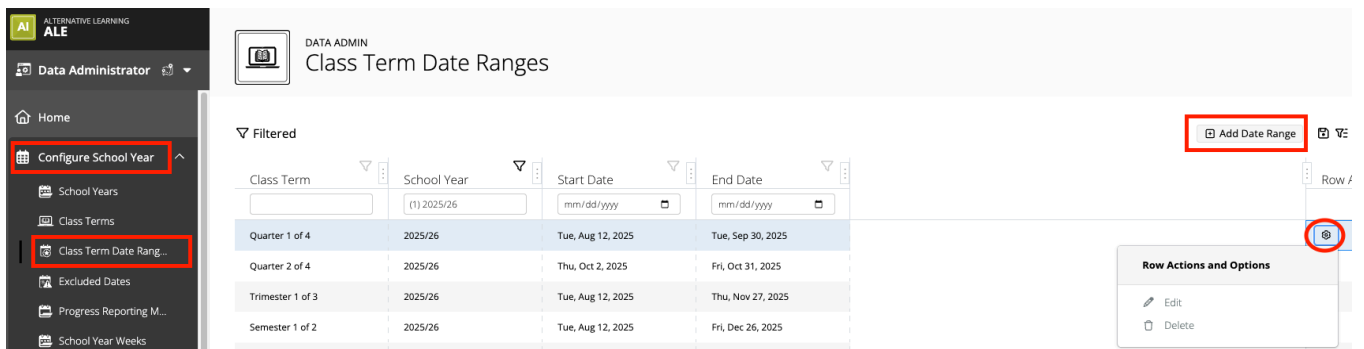
1. Start under **Configure School Year** in the left navigation menu and click **Class Terms**. Set class terms that will be used to set up class term date ranges. Class term options are migrated to us from your district's Student Information System (SIS) and are not customizable.
2. Click the **Add Class Term button** at the top right, and click the **checkbox** to the left.
 - **Class Term Type:** This field has six (6) designations (**All Year, Monthly, Quarter, Semester, Trimester, and Triterm**) that determine which view of classes with the term will be displayed. Most notably, student learning plans on the **Schedule Classes page** will display only classes that correspond to the selected **Class Term Type**.
 - **Class Term Code:** This field is currently informational and does not link to other areas of the application.



Class Term	Class Term Abbrevia...	Class Term Type	Class Term Code
Semester 1 of 2	S1	Semester	
Semester 2 of 2	S2	Semester	
All Year	All Year	All Year	YR
Trimester 1 of 3	Trimester 1	Trimester	T1
Trimester 2 of 3	Trimester 2	Trimester	T2
Trimester 3 of 3	Trimester 3	Trimester	T3
Quarter 1 of 4	Quarter 1	Quarter	Q1
Quarter 2 of 4	Quarter 2	Quarter	Q2

Class Term Date Ranges

1. Start under **Configure School Year** in the left navigation menu and click **Class Term Date Ranges**.
2. Class Term Ranges set the default start and end dates for Class Terms in your ALE program. These dates surface when creating or scheduling classes and are specific to your program.
 - a. Click the **Row Actions Gear** to the far right to **Edit or Delete**.



Class Term	School Year	Start Date	End Date
Quarter 1 of 4	(1) 2025/26	mm/dd/yyyy	mm/dd/yyyy
Quarter 2 of 4	2025/26	Tue, Aug 12, 2025	Tue, Sep 30, 2025
Trimester 1 of 3	2025/26	Thu, Oct 2, 2025	Fri, Oct 31, 2025
Semester 1 of 2	2025/26	Tue, Aug 12, 2025	Thu, Nov 27, 2025
	2025/26	Tue, Aug 12, 2025	Fri, Dec 26, 2025

- b. Click the **Add Date Range** button at the top right.
 - i. Click the **magnifying glass** in the **Class Term** field and click the **checkbox** to the left of the class term. The selectors are derived from the **Class Terms**.
 - ii. The **School Year** defaults to the current school year but may be edited. The selector is derived from the **School Years**.
 - iii. Select the **Start and End Dates**. Clicking the field opens the date selector. Dates can also be manually entered in mm/dd/yy format.
 - iv. Click **Save**.

Please make your selections

Class Term (required)

School Year (required)

Start Date (required)

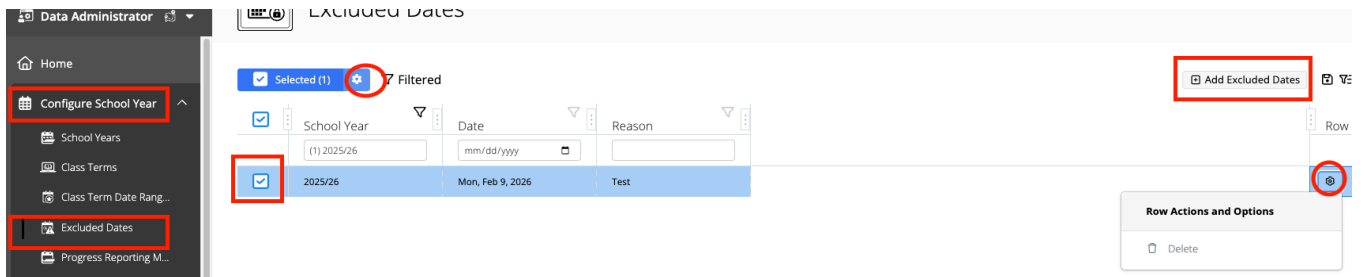
End Date (required)

Excluded Dates

Excluded Dates are non-student days used within the school year. They serve two main purposes:

- **Days Since Last Contact:** These are used in the calculation on the **Monitor Weekly Contact** pages to ensure an accurate total.
- **Class Scheduling:** For those who schedule classes, meetings will not be created on excluded dates. Additionally, the system will attempt to remove any existing class meetings when excluded dates are added.
- **Dates to include:** Holidays, teacher contract/non-student days, breaks, and Teacher Professional Development days.
- **Dates to exclude:** Early release days, student conference days, student SLP Advisor days, and testing days, as these are considered student days. Class Meetings for conference/no-class days need to be canceled or deleted via the All Class Meetings pages.

1. Start under **Configure School Year** in the left navigation menu and click **Excluded Dates**.



2. Click the **Add Excluded Dates** button at the top right.
 - a. The **School Year** field defaults to the current school year, but may be edited.
 - b. Select the **Start and End Date**. Clicking the field opens the date selector. Dates can also be manually entered in mm/dd/yy format.
 - c. Fill in the **Reason for exclusion** (e.g., teacher in-service day, holiday).
 - d. Click **Save**.

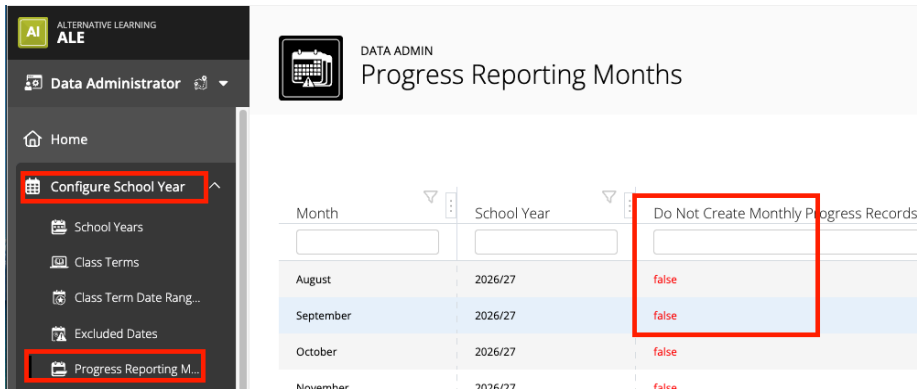
Please make your selections.

School Year (required)	Start Date (required)	End Date (required)
<input type="text" value="2025/26"/>	<input type="text"/>	<input type="text"/>
Reason (optional)		
<input type="text"/>		

3. Click the **Row Action Gear** to the far right and choose **Delete**.
4. To delete multiple selections at once, click one or more **checkboxes** to the far left.
5. Click the **Selected gear** in the top left and choose **Delete**.

Progress Reporting Months

1. Start under **Configure School Year** in the left navigation menu and click **Progress Reporting Months**.
2. You will see a table to select which months of a school year require monthly progress reviews. This must be set before creating wSLPs in a new school, as it is not retroactive.
3. Click **True or False** in the **Do Not Create Monthly Progress Records** column cell. True indicates no monthly progress review will be required, while False indicates a monthly progress review will be required.



Month	School Year	Do Not Create Monthly Progress Records
August	2026/27	false
September	2026/27	false
October	2026/27	false
November	2026/27	false

School Year Weeks

1. Start under **Configure School Year** in the left navigation menu and click **School Year Weeks**.
2. Per [WAC 392-550-020](#), School Week means any seven-day calendar period starting with Sunday and continuing through Saturday that includes at least three days when a district's schools are in session or when a charter school is in session.
3. You will see a page to turn off any weeks during the school year when you do not require weekly contact (e.g., Winter break, spring break, etc.).
4. Click the **checkbox** in the **Contact Required** column. Uncheck (empty box) means weekly contact is not required (e.g., Thanksgiving Break, Winter Break, and Spring Break). Checked means weekly contact is required.

ALTERNATIVE LEARNING
ALE

Data Administrator

- Home
- Configure School Year**
- School Years
- Class Terms
- Class Term Date Rang...
- Excluded Dates
- Progress Reporting M...
- School Year Weeks**

DATA ADMIN
School Year Weeks

Filtered

Dates

School Year	Start Date	End Date	Contact Required?
(1) 2025/26	mm/dd/yyyy	mm/dd/yyyy	
2025/26	Fri, Aug 1, 2025	Sat, Aug 2, 2025	<input checked="" type="checkbox"/>
2025/26	Sun, Aug 3, 2025	Sat, Aug 9, 2025	<input checked="" type="checkbox"/>
2025/26	Sun, Aug 10, 2025	Sat, Aug 16, 2025	<input checked="" type="checkbox"/>
2025/26	Sun, Aug 17, 2025	Sat, Aug 23, 2025	<input checked="" type="checkbox"/>