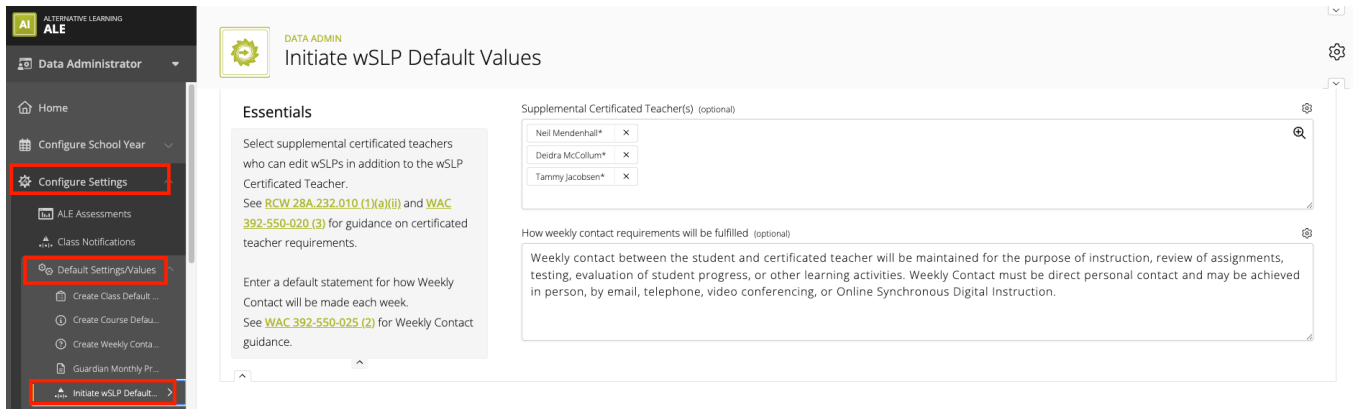


ALE Set Default Values for Initializing wSLPs (Connect)

Here, you will learn to set the defaults for initiating written Student Learning Plans.

1. Start by going to **Configure Settings** in the left navigation, choosing **Default Settings/Values**, and then **Initiate wSLP Default Values**.



The screenshot shows the 'Initiate wSLP Default Values' page in the ALE Data Admin interface. The left navigation menu is visible, with 'Configure Settings', 'Default Settings/Values', and 'Initiate wSLP Default...' highlighted with red boxes. The main content area is titled 'Essentials' and contains the following sections:

- Supplemental Certified Teacher(s) (optional):** A list of teachers with checkboxes: Neil Mendenhall*, Deidra McCollum*, and Tammy Jacobsen*.
- How weekly contact requirements will be fulfilled (optional):** A text area with instructions: 'Weekly contact between the student and certificated teacher will be maintained for the purpose of instruction, review of assignments, testing, evaluation of student progress, or other learning activities. Weekly Contact must be direct personal contact and may be achieved in person, by email, telephone, video conferencing, or Online Synchronous Digital Instruction.'

2. In the **Essentials** section:
 - a. Click the **magnifying glass** in the **Supplemental Certificated Teacher(s)** field and click one or more **checkboxes** to the left of staff who can edit wSLPs in addition to the wSLP Certificated Teacher. See [RCW 28A.232.0101\(1\)\(q\)\(ii\)](#) and [WAC 392-550-020 \(3\)](#) for guidance on certificated teacher requirements.
 - b. Enter a default statement for **How Weekly Contact will be fulfilled**. See [WAC 392-550-025\(2\)](#) for guidance on Weekly Contact.
3. By default, in the **Time Commitment** section, your **School Year**, **Start Date**, and **End Date** are set to the current year. You can change your default school year for initiating SLPs. If you have not set your School Year Dates in Data Admin, you will receive an error when initiating SLPs for the new school year. However, regardless of the defaults, you can manually select the school year and dates for the student learning plans you are initiating.



The screenshot shows the 'Time Commitment' section in the ALE Data Admin interface. It includes the following fields and values:

- School Year (optional):** 2025/26
- Estimated Average Weekly Hours (optional):** 27.75
- Start Date (optional):** Fri, Aug 1, 2025
- End Date (optional):** Fri, Jul 31, 2026

A text box explains: "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.

- a. Optionally, fill in the **Estimated Average Weekly Hours** numerically. "Total Weekly time" means 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 3920550-025 \(i\)\(d\)\(ii\)](#)
4. In the **Parent Enrollment Settings** section, use the fields to control when and how a parent can enroll their child in classes. When you initiate wSLPS or Class Registration, you can apply settings system-wide via

Registrar >> Set Enrollment Dates. If any system-wide settings were applied, you can edit them for individual students on the Details tab of their wSLP.

Parent Enrollment Settings

Use these fields to control when and how a parent can enroll their child in classes as you initiate wSLPs or 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 for individual students on the Details tab of their wSLP.

Earliest Parent Enrollment Date (optional)

Parent Class Enrollment Limit (optional)

Learning Credit Limit (optional)

Latest Parent Enrollment Date (optional)

Max Count of Parent Interested Classes (optional)

- a. Select the **Earliest and Latest Parent Enrollment Date**.
- b. Fill in the **Parent Class Enrollment Limit, Max Count of Parent Interested Classes, and Learning Credit Limit numerically**.

5. Click **Save**.