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## ALE Registrar: Preparing for Count Day (Connect)

### [WAC 392-121-182 \(ALE enrollment reporting procedures\)](#)

#### (5) Reporting of student enrollment.

(a) For the first time, a student's alternative learning experience enrollment is claimed for state funding, the following requirements must be met:

(i) A completed written student learning plan pursuant to WAC 392-550-025(1) is in place with a start date that is before the monthly count day; and

(ii) There is documented evidence of student participation as required by WAC 392-121-106(4).

(b) On subsequent monthly count dates, a student's alternative learning experience course(s) can be claimed for state funding if the following requirements are met:

(i) A completed written student learning plan pursuant to WAC 392-550-025(1) is in place on the monthly count date;

(ii) The contact requirement pursuant to WAC 392-550-025(2) was met in the prior month;

(iii) The monthly progress evaluation requirement pursuant to WAC 392-550-025(3) was met in the prior month; and

(iv) If the monthly progress evaluation showed unsatisfactory progress, the intervention plan requirement pursuant to WAC 392-550-025(4) is met.

(c) Students must be excluded from the monthly count, including students who have not had contact with a certificated teacher for 20 consecutive school days. Any such student must be excluded from the monthly count until the student has met with a certificated teacher and resumed participation in their alternative learning experience or is participating in another course of study as defined in WAC 392-121-107.

(d) The student count must exclude students who, as of the enrollment count date, have completed the requirements of the written student learning plan prior to the ending date specified in the plan and who have not had a new written student learning plan established with a new beginning and ending date that encompasses the count date.

### [Guide to Offering Alternative Learning Experiences](#)

The first time a student is claimed for ALE enrollment, the following items must be in place:

- Enrolled Student Approved
- Written Student Learning Plan
- Evidence of Participation. Examples of participation include but are not limited to:
  - In-person or synchronous conference with the teacher to discuss the WSLP.
  - Completion and submission of an assignment.
  - Beginning coursework in a Learning Management System.
  - Email exchanges between the student and certificated teacher related to courses or grade-level coursework on the WSLP that indicate progress towards or completion of an assignment.
  - Participating in an on-site or synchronous orientation/workshop to discuss WSLP requirements.

For subsequent monthly enrollment counts, the following must also be in place:

- Weekly Contact
- Monthly Progress Review and Intervention Plan, if needed

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## PREPARING FOR SEPTEMBER 4TH DAY COUNT

- Delete any wSLPs for students who withdrew on or before count day.** If weekly contact has been recorded, you will need to conclude the SLP rather than delete it.
  - **Pathway: Registrar Role > Student Learning Plans > All Student Learning Plans > Row Action Gear > Delete**
- Conclude any wSLPs you can not delete**
  - **Path: Registrar Role > Student Learning Plans > Conclude Student Learning Plan > Click Row Action Gear for student > Click Conclude Student Learning Plan**
  - **Manually Concluding wSLPs:** Use this method if the student's withdrawal date doesn't pull in from your district SIS, or you withdraw a student in your SIS on count day.
    - **Path: Registrar Role > Student Learning Plans > All Student Learning Plans > Select the checkbox to the left of the student name > Click Selected Gear in the top left and select Conclude wSLP(s) > Select an End Date (student's withdrawal date) > Select a Participation Status for courses on SLP > Click Save.**
- Check that all wSLPs have been approved by a certificated teacher before you claim a student for funds**
  - **Path: Registrar Role > Student Learning Plans > All Student Learning Plans**
- Check that all wSLPs have documented weekly contact**
  - **Path: Registrar Role > Monitor > Monitor Weekly Contact**
- Check that wSLP Estimated Hours are enough for the FTE you are claiming and adjust as needed**
  - **Path: Registrar Role > Manage > Manage FTE/Enrollment Percentages**
- Run FTE Reconciliation Report:** Recommend running this report on the count day each month and saving with your P223S or Audit files
  - **Path: Registrar Role > Data Extracts > Reports > ALE FTE Reconciliation Report**

## PREPARING FOR COUNT OCTOBER - JUNE

- Conclude wSLPs for any students who have withdrawn since your last count day**
  - **Path: Registrar Role > Student Learning Plans > Conclude Student Learning Plan > Click Row Action Gear for student > Select Conclude Student Learning Plan**
  - **Manually Concluding SLPs:** Use this method if the student's withdrawal date does not pull in from your district SIS, or you withdraw a student in your SIS on count day.
    - **Path: Registrar Role > Student Learning Plans > All Student Learning Plans >> Select checkbox to left of student name > Click Selected Gear in top left > Select Conclude SLP(s) > Select an End Date (student's withdrawal date) > Select a Participation Status for courses on SLP > Click Save.**

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- Check that wSLPs for any new students since your last count day have been approved by a certificated teacher before you claim them for funds:** This is a good time to catch any SLPs that need to be reapproved. SLPs are living documents and, as such, can be updated and changed many times throughout a school year. Some changes will kick an SLP out of its 'approved' status.
    - **Helpful Resource:** [ALE Finalizing and Approving a Student Learning Plan \(Connect\)](#)
    - **Path:** Registrar Role > Student Learning Plans > All Student Learning Plans
  
  - Check that all new wSLPs have documented weekly contact**
    - **Path:** Registrar Role > Monitor > Monitor Weekly Contact
  
  - Exclude from count any student who has not had contact for 20 consecutive school days**
    - **Path:** Registrar > Monitor > Monitor Weekly Contact
  
  - Check that the wSLP Estimated Hours are enough for the FTE you are claiming, and either adjust the wSLP Estimated Hours or the FTE as needed**
    - **Path:** Registrar Role > Manage > Manage FTE/Enrollment Percentages
  
  - Check the current progress month to ensure all Monthly Progress reviews have been completed.** Per WAC, schools do have 5 school days into the next month to make/correct the overall progress determination for any wSLP. If there are wSLPs where overall progress determinations have not been made, these need to be completed by the 5th school day.
    - **Path:** Registrar Role > Monitor > Monitor Monthly Progress
  
  - Check the previous month to ensure all Monthly Progress reviews not completed by the last day of the month were completed within the 5-day grace period of the current month.**
    - **Path:** Registrar Role > Monitor > Monitor Monthly Progress
    - If any progress reviews were completed after the 5th school day, you will need to submit a count correction.
      - Click on the **Column Panel icon** to surface the **Progress Review Date**.
      - Click the **Progress Review Date column header** to sort the latest review dates to the top.
  
  - Check that all Intervention Plans have been completed for the current month.** Per WAC, you have 5 school days after monthly progress has been reviewed to complete an intervention plan.
    - **Path:** Registrar Role > Monitor > Monitor Intervention Plans
  
  - Check the previous month to ensure that any intervention plans that bled over into the current month were completed within 5 days of the monthly progress review date.**
    - **Path:** Registrar Role > Monitor > Monitor Intervention Plans
    - If any Intervention Plans were completed more than 5 days after the progress review date, you will need to submit a count correction.
    - Teachers using ALE Connect have a new '**Notes Completed**' selector they can use to signify they have recorded their Intervention Plan notes.
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- Run FTE Reconciliation Report:** Recommend running this report on the count day each month and saving with your P223S or Audit files
  - **Path: Registrar Role > Data Extracts > Reports > ALE FTE Reconciliation Report**