

ALE Sharing & Monitoring Monthly Progress (Connect)

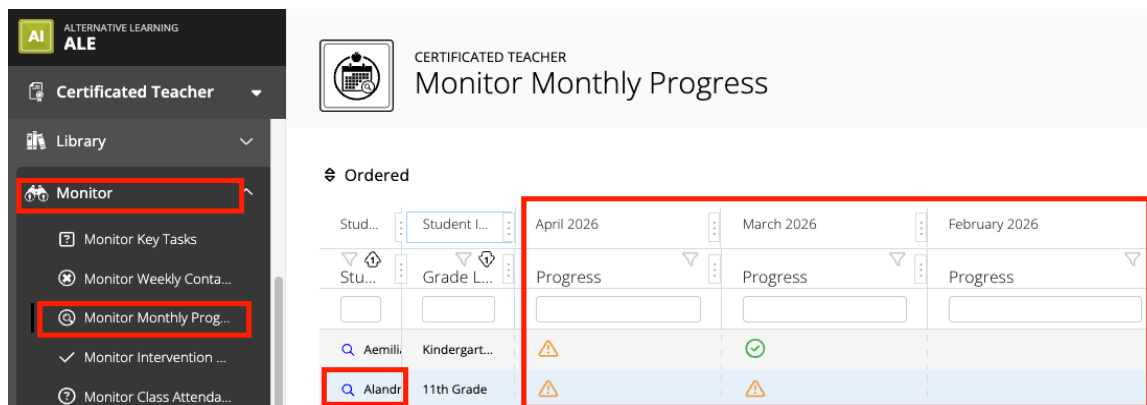
MULTIPLE ROLES: Certificated Teacher Program Monitor, Registrar

Each month, after the Monthly Progress is determined, several tools are developed to help programs monitor task completion and communicate progress to parents and students.




Monitoring Monthly Progress

Here, you will learn to record and monitor monthly progress for the approved wSLPs you manage. Per [WAC 392-550-025\(3\)](#), monthly progress must be completed each month a student is claimed for state funds. You can only record monthly progress if you are a certified teacher.

1. Start by selecting **Monitor** in the left navigation menu, then choose **Monitor Monthly Progress**.
2. This table will include monthly columns for all students, indicating whether the monthly progress review has been completed.
3. Use the text box and **filter** icons at the top of each column to sort and filter as desired.

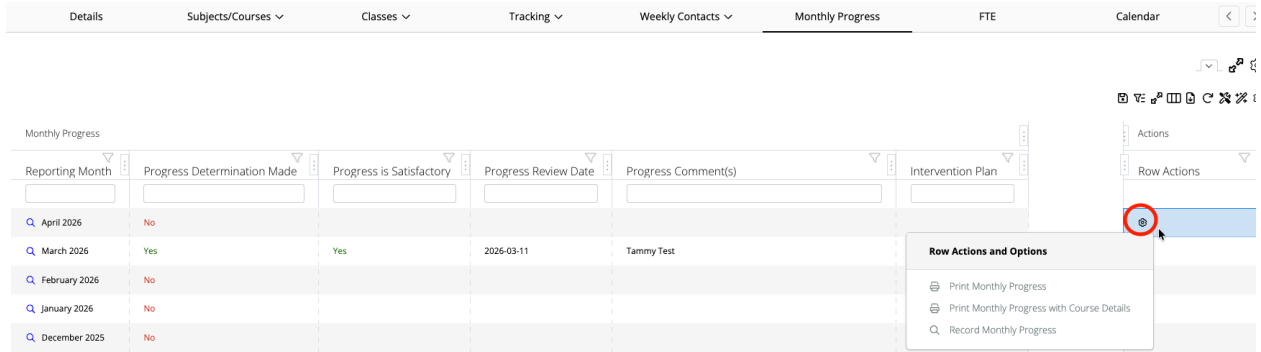


4. In the **Monthly Progress** columns, an icon will appear.

	indicates that monthly progress has not yet been recorded.
	Indicates Satisfactory Progress .
	Indicates Unsatisfactory Progress .

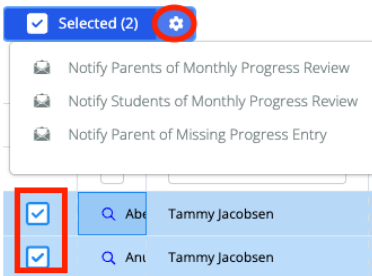
5. Click the **magnifying glass** next to the student's name to **View or Manage Student Learning Plan** page in the **Monthly Progress** tab.
 - a. Click the **Row Action Gear** to the far right to:

- i. **Print Monthly Progress**
- ii. **Print Monthly Progress with Course Details**
- iii. **Record Monthly Progress (Certificated Teacher Role only)**
- iv. **Print Intervention Plan (Program Manager Role only)**



Reporting Month	Progress Determination Made	Progress is Satisfactory	Progress Review Date	Progress Comment(s)	Intervention Plan
April 2026	No				
March 2026	Yes	Yes	2026-03-11	Tammy Test	
February 2026	No				
January 2026	No				
December 2025	No				

6. In the **Registrar Role**, click one or more checkboxes to the far left, click the **Selected Gear** in the top left, and choose:
 - a. **Notify Parents of Monthly Progress Review**
 - b. **Notify Students of Monthly Progress Review**
 - c. **Notify Parent of Missing Progress Entry**



7. You can surface additional columns by clicking on the **Show Column Panel** icon at the top right of the table. This will open a list of extra columns.
 - a. Click the **checkbox** for the months you want to view.
 - b. Click the **Hide Column Panel** icon to close the column panel.

