

ALE Recording and Monitoring Weekly Contact (Connect)

MULTIPLE ROLES: Certificated Teacher, Program Manager, Registrar, Secretary

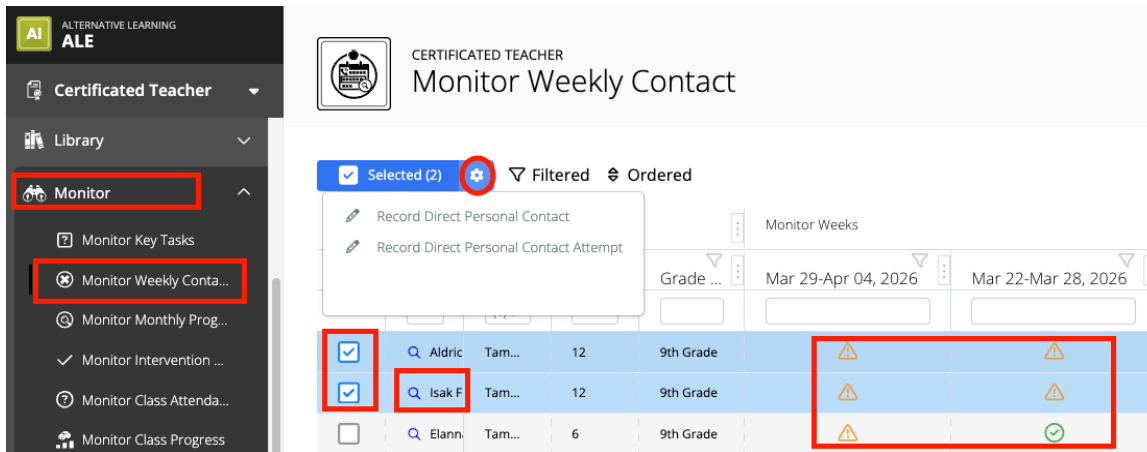
In the ALE Application, there are several ways to document weekly contact, both for individual students and for groups. In addition, several tools have been implemented to make monitoring weekly student contacts as easy as possible.

Monitoring Weekly Contact

Here, you will learn to record and monitor weekly contact, missed contact with valid justification, or contact attempts for the approved wSLPs you manage. Refer to [WAC 392-550-025\(2\)](#) for contact requirements.




You can only record weekly contact or contact attempts if you are a Certified Teacher.

1. Start by selecting **Monitor** in the left navigation menu, then choose **Monitor Weekly Contact**.
2. You will see a table listing all students for whom you are the certificated teacher and for whom you are monitoring their Student Learning Plan.



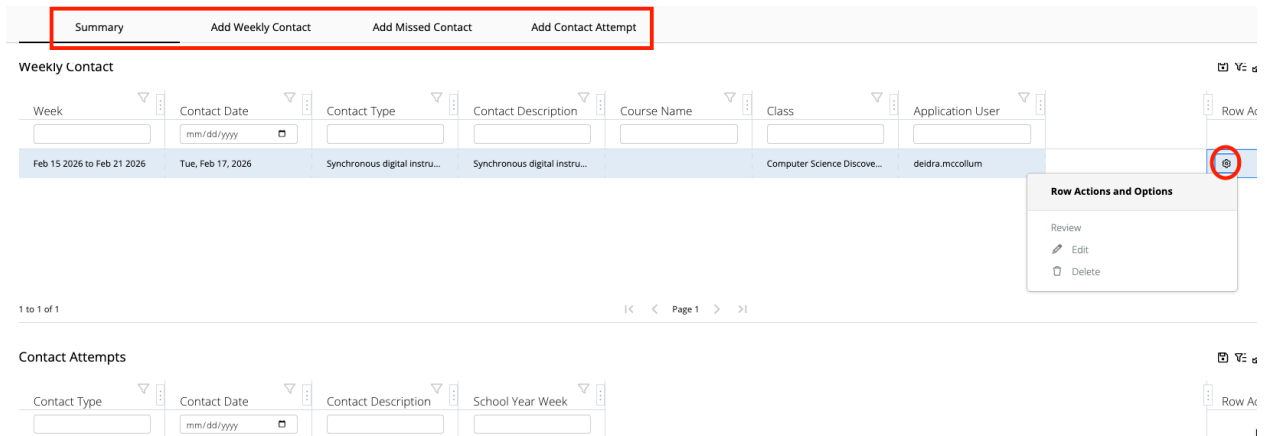
The screenshot displays the 'Monitor Weekly Contact' interface for a 'CERTIFICATED TEACHER'. The left navigation menu includes 'Certificated Teacher', 'Library', 'Monitor', 'Monitor Key Tasks', 'Monitor Weekly Contact', 'Monitor Monthly Prog...', 'Monitor Intervention...', 'Monitor Class Attenda...', and 'Monitor Class Progress'. The 'Monitor' and 'Monitor Weekly Contact' items are highlighted with red boxes. The main content area shows a table with columns for 'Selected (2)', 'Filtered', 'Ordered', 'Grade', and 'Monitor Weeks'. The table lists three students: Aldric Tam..., Isak F Tam..., and Elann Tam... The 'Isak F Tam...' student is highlighted with a red box. The 'Monitor Weeks' column shows dates and icons indicating contact status: yellow triangles for missed contact and green checkmarks for fulfilled contact. Red boxes highlight the 'Selected (2)' filter icon, the 'Isak F Tam...' student row, and the contact status icons for the first two weeks of the selected students.

3. Use the text box and filter icons at the top of each column to sort and **filter** as desired.
4. In the table, each column represents a week and is formatted for each student, with an icon indicating whether direct weekly contact has been fulfilled.

	Indicates direct weekly contact has not been recorded
	Indicates that the student had at least one contact during the given week.
	indicates missed contact with a valid justification has been recorded.

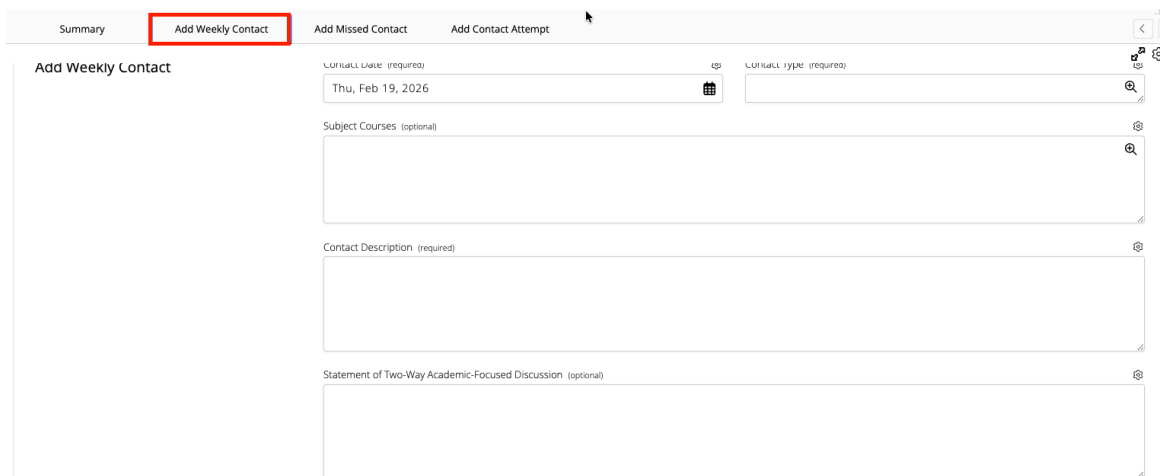
5. Click the **weekly contact column icon** to view or record contacts, missed contacts with valid justification, or contact attempts for that student and week. By default, you will land on the **Summary Tab** of the **View or Manage Weekly Contact page**, which will display a list of all contacts and attempted contacts recorded for the week.

Note: The **View Weekly Contact page** is read-only for the Program Manager, Registrar, and Secretary Roles.



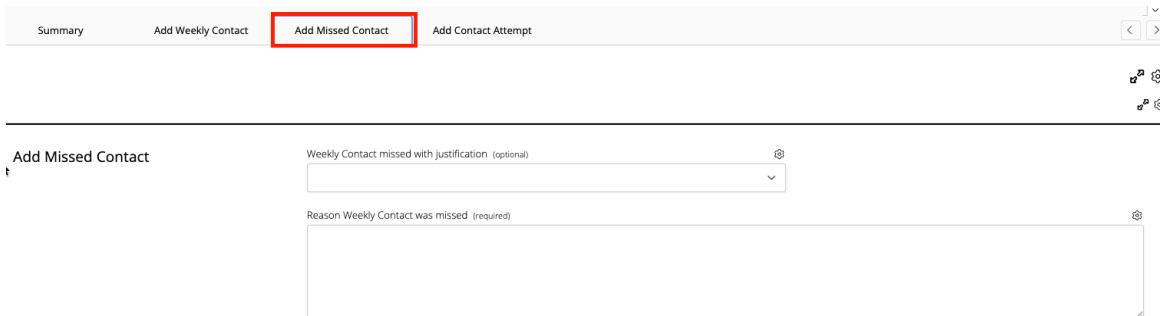
The screenshot shows the 'Weekly Contact' interface. At the top, there are four tabs: 'Summary', 'Add Weekly Contact', 'Add Missed Contact', and 'Add Contact Attempt'. Below the tabs is a table with the following columns: 'Week', 'Contact Date', 'Contact Type', 'Contact Description', 'Course Name', 'Class', and 'Application User'. The first row of data shows the week of Feb 15 2026 to Feb 21 2026, with a contact date of Tue, Feb 17, 2026, and a contact type of 'Synchronous digital instru...'. A magnifying glass icon in the 'Contact Type' field of this row is circled in red. To the right of the row, a 'Row Actions and Options' menu is open, displaying 'Review', 'Edit', and 'Delete' options. Below the table, there is a 'Contact Attempts' section with similar columns: 'Contact Type', 'Contact Date', 'Contact Description', and 'School Year Week'.

- a. Next, select the subpage (tab) at the top of the page to record contacts or attempts for the week.
 - i. **Add Weekly Contact Tab:** (This tab is invalid (read-only) for the Program Manager, Registrar, and Secretary Roles)
 1. Select the **Contact Date**.
 2. Click the **magnifying glass icon** in the **Contact Type** field, then select the **checkbox** next to the contact type.
 3. Select one or more **Subject Courses** in the same way, then click **Accept**.
 4. Fill in the **Contact Description** and the **Statement of Two-Way Academic-Focused Discussion**.
 5. Click **Save**.



The screenshot shows the 'Add Weekly Contact' form. At the top, there are four tabs: 'Summary', 'Add Weekly Contact', 'Add Missed Contact', and 'Add Contact Attempt'. The 'Add Weekly Contact' tab is highlighted with a red box. The form contains the following fields: 'Contact Date (required)' with the value 'Thu, Feb 19, 2026', 'Contact type (required)', 'Subject Courses (optional)', 'Contact Description (required)', and 'Statement of Two-Way Academic-Focused Discussion (optional)'. Each field has a magnifying glass icon to its right, indicating a search or selection function.

- b. **Add Missed Contact Tab:** Use this to record a missed contact with a valid justification. This does not create a weekly contact record.
- Select **Yes or No** from the **Weekly Contact missed" justification** dropdown menu. Selecting Yes means the missed weekly contact was justified.
 - Fill in the **Reason Weekly Contact was missed**.
 - Click **Save**.



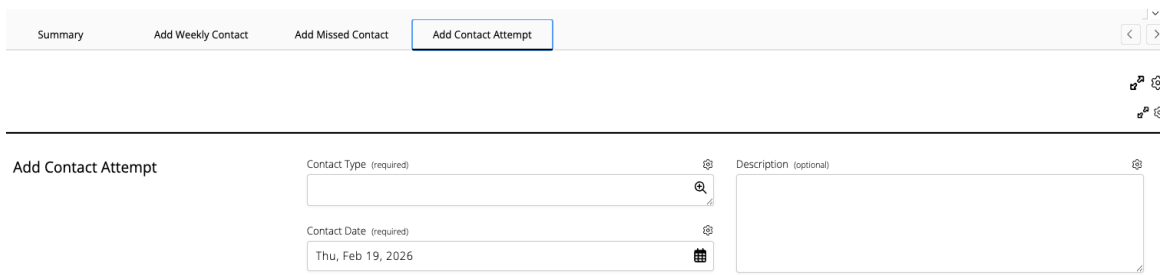
Summary Add Weekly Contact **Add Missed Contact** Add Contact Attempt

Add Missed Contact

Weekly Contact missed with justification (optional)

Reason Weekly Contact was missed (required)

- c. **Add Contact Attempt Tab:** Use to record contact attempts. Recording contact attempts is not required by law, but it can be helpful documentation. (This tab is invalid (read-only) for the Program Manager, Registrar, and Secretary Roles)
- Click the **magnifying glass** in the **Contact Type** field, then select the **checkbox** next to the contact type.
 - Select the **Contact Date**.
 - Fill in the **Description**.
 - Click **Save**.



Summary Add Weekly Contact Add Missed Contact **Add Contact Attempt**

Add Contact Attempt

Contact Type (required)

Contact Date (required)

Thu, Feb 19, 2026

Description (optional)

- Click the **Row Actions Gear** at the far right of any contact or contact attempt to **Edit or Delete**.
 - Click the **"X"** in the top right to close the window and return to the Monitor Weekly Contact page.
6. Alternatively, click on the **magnifying glass** next to the student's name to open the **View or Manage Student Learning Plan page** in the **Weekly Contact > Direct Contact tab**. (This tab is invalid (read-only) for the Program Manager, Registrar, and Secretary Roles)
- Click the **Add Record button** in the top-right corner to add a weekly contact.
 - Click the **Row Actions and Options Gear** to select **Edit or Delete**.
7. Weekly Contact and Contact Attempts can also be recorded for students in mass in the **Certificated Teacher Role**.
- Click one or more **checkboxes** to the far left of students, or select the top checkbox to select all.
 - Click on the **Selected Gear** at the top of the data table and choose one of two options.

- i. **Record Direct Personal Contact:** This has actions similar to those in the Add Weekly Contact tab above.
- ii. **Record Direct Personal Contact Attempt:** This has actions similar to those in the Add Contact Attempt tab above.
- iii. In the **Registrar Role**, notify students and/or parents of missed contact,
 1. **Notify Students of Missed Contact**
 2. **Notify Parents of Missed Contact**

