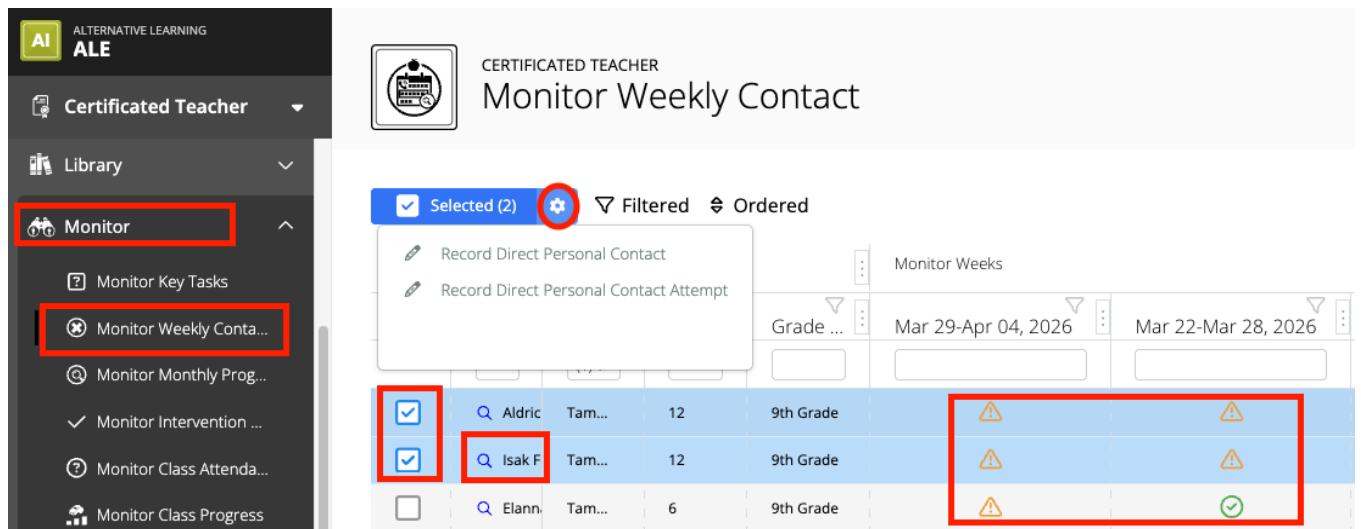


ALE Record Missed Weekly Contact with “Valid Justification” (Connect)

Beginning March 1, 2021, ALE programs are required to implement a new set of practices for monitoring truant students. In the ALE Application, missed weekly contacts can be recorded with “valid justification” for truancy reporting purposes. “Valid justification” means any reason as determined by the school district or charter school board policy for which a student may miss the contact requirements of [WAC 392-550-025](#) for truancy pursuant to [WAC 392-550-040](#).




Role: Certificated Teacher, Program Manager, Registrar, Secretary

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.



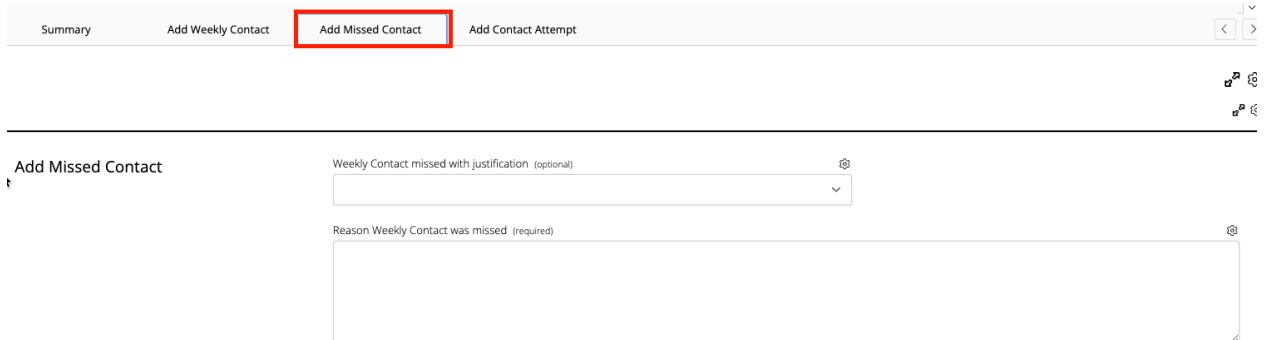
The screenshot shows the ALE application interface. On the left, the navigation menu includes 'Certificated Teacher', 'Library', 'Monitor', 'Monitor Key Tasks', 'Monitor Weekly Contact', 'Monitor Monthly Prog...', 'Monitor Intervention ...', 'Monitor Class Attenda...', and 'Monitor Class Progress'. The 'Monitor' and 'Monitor Weekly Contact' items are highlighted with red boxes. The main content area is titled 'CERTIFICATED TEACHER Monitor Weekly Contact'. It features a table with columns for 'Grade', 'Monitor Weeks', and contact status. A red box highlights the 'Monitor Weeks' column for three students: Aldric, Isak F, and Elann. A red circle highlights a gear icon for filtering.

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 record a missed contact with a valid justification.
 - a. By default, you will land on the **Summary Tab** of the **Manage Weekly Contact page**.
 - b. Select the **Add Missed Contact tab** at the top of the page.


- i. Select **Yes or No** from the **Weekly Contact missed with justification** dropdown menu. Selecting Yes means the missed weekly contact was justified.
- ii. Fill in the **Reason Weekly Contact was missed**.
- iii. Click **Save**.



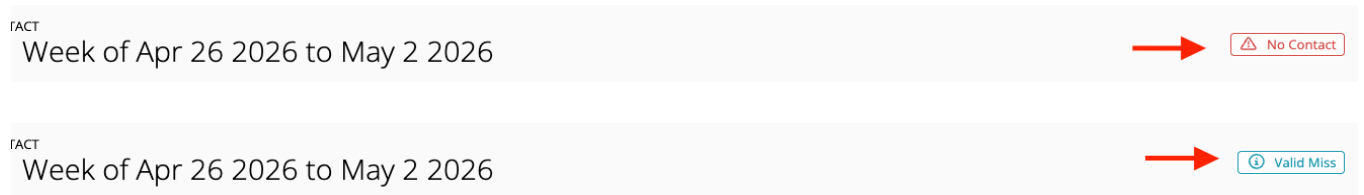
Summary Add Weekly Contact **Add Missed Contact** Add Contact Attempt



Add Missed Contact



Weekly Contact missed with justification (optional) 

Reason Weekly Contact was missed (required) 

6. The **triangle “!” icon** will now become the **circle “!” icon**, indicating that the student’s missed weekly contact has a “valid justification” recorded. This does not create a weekly contact record; the unique icons can help you quickly identify students who have missed one or more weekly contacts. It will also be reflected in the top right corner of the **Manage Weekly contact page**.



FACT
Week of Apr 26 2026 to May 2 2026  

FACT
Week of Apr 26 2026 to May 2 2026  

7. The valid justification can be removed later by clicking the **“!” circle icon**, selecting **No** from the **Weekly Contact missed with justification** dropdown menu, and clicking **Save**.