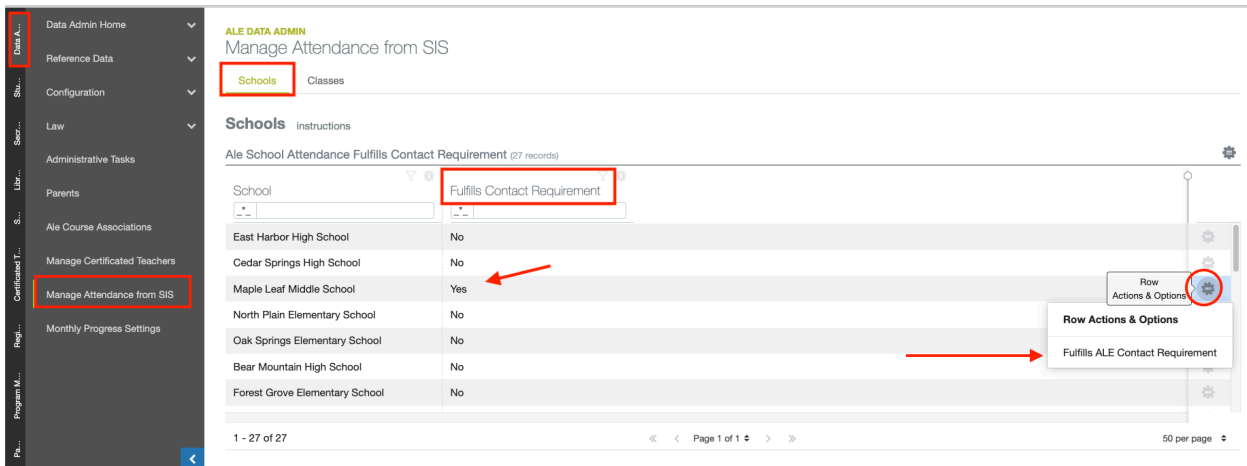


ALE Attendance from SIS for Weekly Contact Setup V2

Suppose ALE classes are scheduled in your SIS, and attendance is taken daily there. In that case, you can enable the system to automatically create weekly contact records for positive attendance.

Generating Weekly Contact Records for ALL Classes

1. The first determination is whether ALL classes at your entity will generate weekly contact records, or only some of them.
2. Click **Manage Attendance in the SIS Data Admin** left navigation menu and ensure you are in the **School Tab** at the top of the page.
3. Find the **School** you would like all classes to generate contact records for.
4. Click the **Row Actions & Options gear**, then select **"Fulfills ALE Contact Requirement"**.
5. You should now see a **"Yes"** in the **"Fulfills Contact Requirement"** column. Weekly contact records will now be automatically generated.



The screenshot shows the 'Manage Attendance from SIS' page in the ALE DATA ADMIN interface. The left navigation menu has 'Manage Attendance from SIS' highlighted. The main content area shows a table with the following data:

School	Fulfills Contact Requirement
East Harbor High School	No
Cedar Springs High School	No
Maple Leaf Middle School	Yes
North Plain Elementary School	No
Oak Springs Elementary School	No
Bear Mountain High School	No
Forest Grove Elementary School	No

At the bottom of the page, it indicates '1 - 27 of 27' records, 'Page 1 of 1', and '50 per page'.

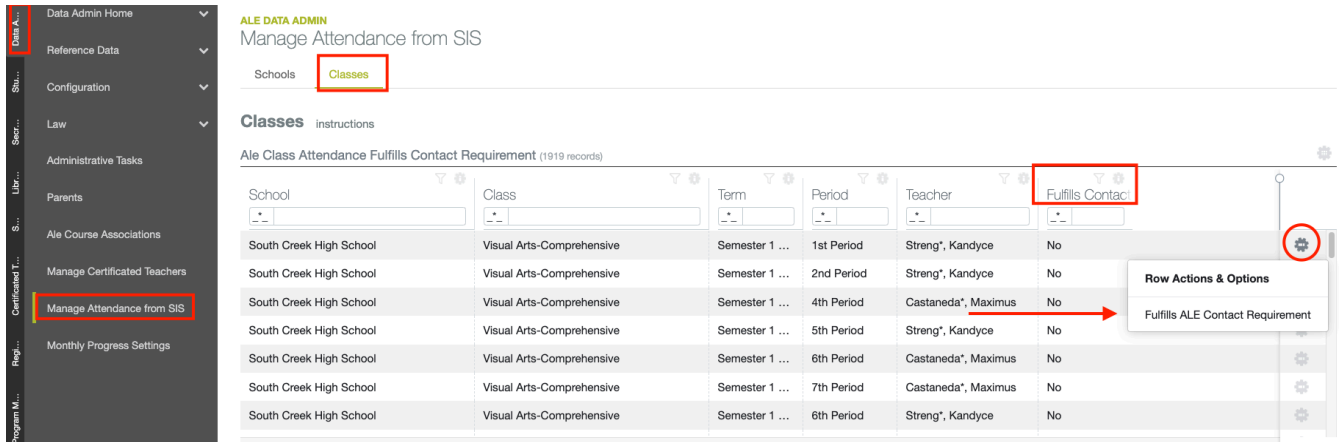
Generating Weekly Contact Records for Selected Classes

If you have some classes that will fulfill the requirement and some that will not, you can turn on this feature per selected class rather than for the entire School entity.

1. Click **Manage Attendance in the SIS Data Admin** left navigation menu, then click the **Classes Tab** at the top of the screen.
2. **Filter** to find specific classes or entities. By default, none of the classes will be set to generate weekly contact records.
3. Click the **Row Actions & Options gear**, then select **"Fulfills ALE Contact Requirement"**.

4. You should now see a "Yes" in the "Fulfills Contact Requirement" column. Weekly contact records will now be automatically generated.

Note: If you choose to identify by individual class, be sure the entity toggle that generates contact records for all classes is turned off.



ALE DATA ADMIN
Manage Attendance from SIS

Schools **Classes**

Classes instructions

Ale Class Attendance Fulfills Contact Requirement (1919 records)

School	Class	Term	Period	Teacher	Fulfills Contact Requirement
South Creek High School	Visual Arts-Comprehensive	Semester 1 ...	1st Period	Streng', Kandyce	No
South Creek High School	Visual Arts-Comprehensive	Semester 1 ...	2nd Period	Streng', Kandyce	No
South Creek High School	Visual Arts-Comprehensive	Semester 1 ...	4th Period	Castaneda', Maximus	No
South Creek High School	Visual Arts-Comprehensive	Semester 1 ...	5th Period	Streng', Kandyce	No
South Creek High School	Visual Arts-Comprehensive	Semester 1 ...	6th Period	Castaneda', Maximus	No
South Creek High School	Visual Arts-Comprehensive	Semester 1 ...	7th Period	Castaneda', Maximus	No
South Creek High School	Visual Arts-Comprehensive	Semester 1 ...	6th Period	Streng', Kandyce	No

Row Actions & Options
Fulfills ALE Contact Requirement