

ALE Setting Up a New School Year V2

Around early spring, it is time to start getting ready for the next school year in the ALE application. The **Data Admin Role** is where you will manage the important settings: School Years, Class Terms, Class Term Date Ranges, and Excluded Dates.

Setting School Year Dates

Here, you can set school-year start and end dates, class terms, class term dates, and excluded dates.

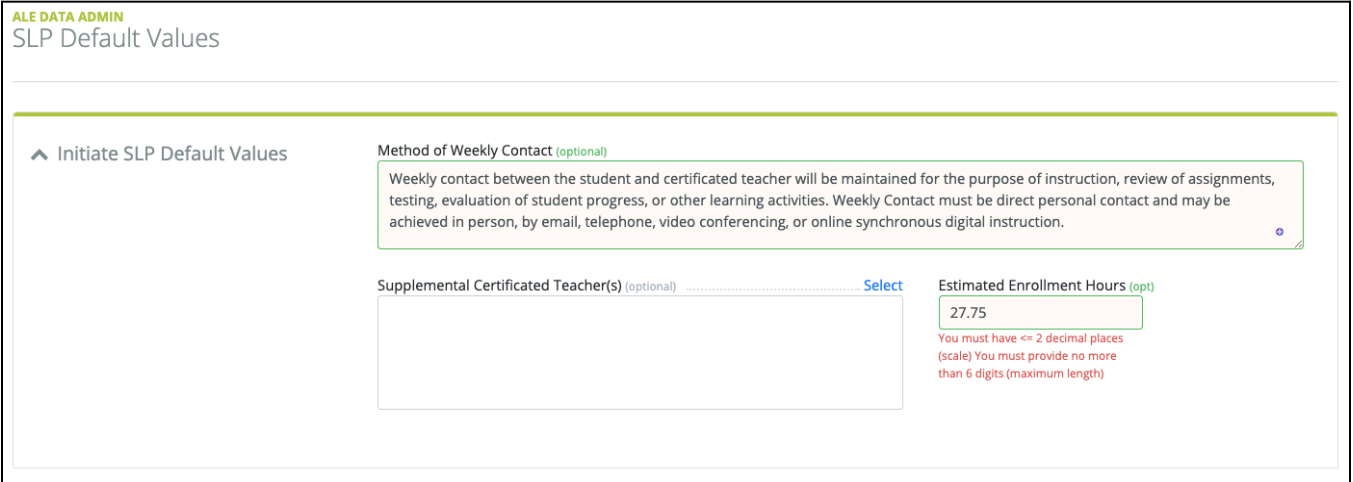
Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/4411905421971>

Changing Your SLP Default Values

Change your default **Method of Weekly Contact** statement, **Supplemental Certificated Teachers**, and **Estimated Enrollment Hours** via the **Data Admin Role**.

1. Select **Configuration** in the left navigation menu and choose **SLP Default Values**.

Any changes made here will take effect immediately and apply to any newly initiated SLP.



The screenshot shows the 'ALE DATA ADMIN' interface for 'SLP Default Values'. It features a section titled 'Initiate SLP Default Values' with three main configuration fields:

- Method of Weekly Contact (optional):** A text area containing the instruction: 'Weekly contact between the student and certificated teacher will be maintained for the purpose of instruction, review of assignments, testing, evaluation of student progress, or other learning activities. Weekly Contact must be direct personal contact and may be achieved in person, by email, telephone, video conferencing, or online synchronous digital instruction.'
- Supplemental Certificated Teacher(s) (optional):** A text input field with a 'Select' button next to it.
- Estimated Enrollment Hours (opt):** A numeric input field containing the value '27.75'. Below the field, a red error message reads: 'You must have <= 2 decimal places (scale) You must provide no more than 6 digits (maximum length)'.

Initiating WSLPs for the Upcoming School Year

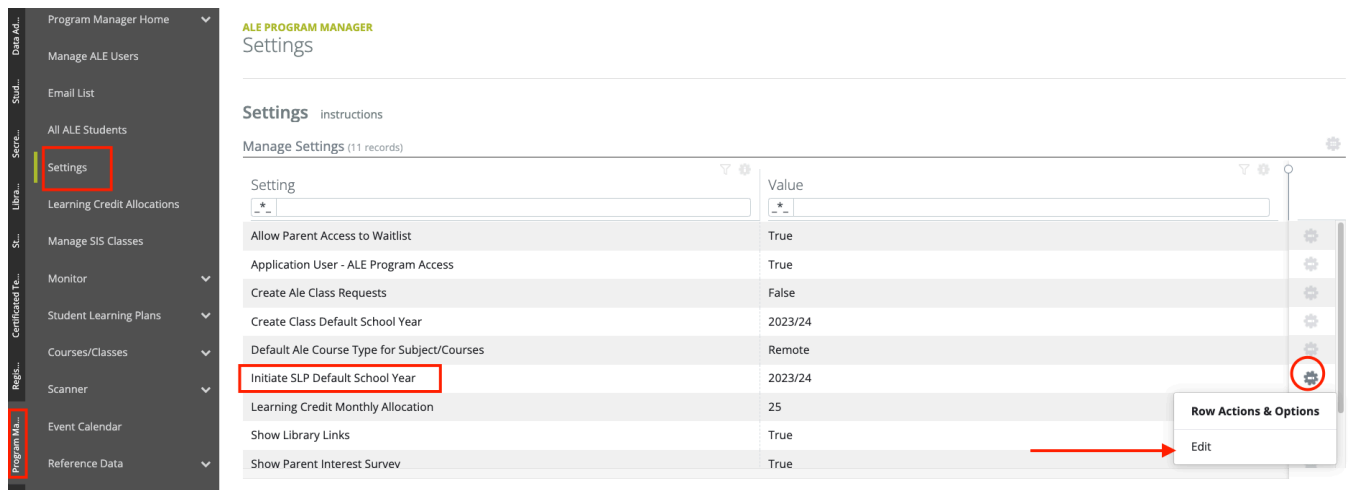
You can set up WSLPs for the upcoming school year at any time. Consider the following:

Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/360053322773>

School Year and Start/End Dates Default

By default, your school year, plus the start/end dates, are set to the current year. You can change your default school year for initiating SLPs. If you have not set your **School Year Dates** in **Data Admin**, you will receive an error when initiating SLPs for the new school year. Regardless of the defaults, you can manually select the school year and dates for the student learning plans you are initiating.

1. In the **Program Manager Role**, click **Settings** in the left navigation menu. Click on **Edit** in the **Row Action & Options Gear** for **Initiate SLP Default School Year**.



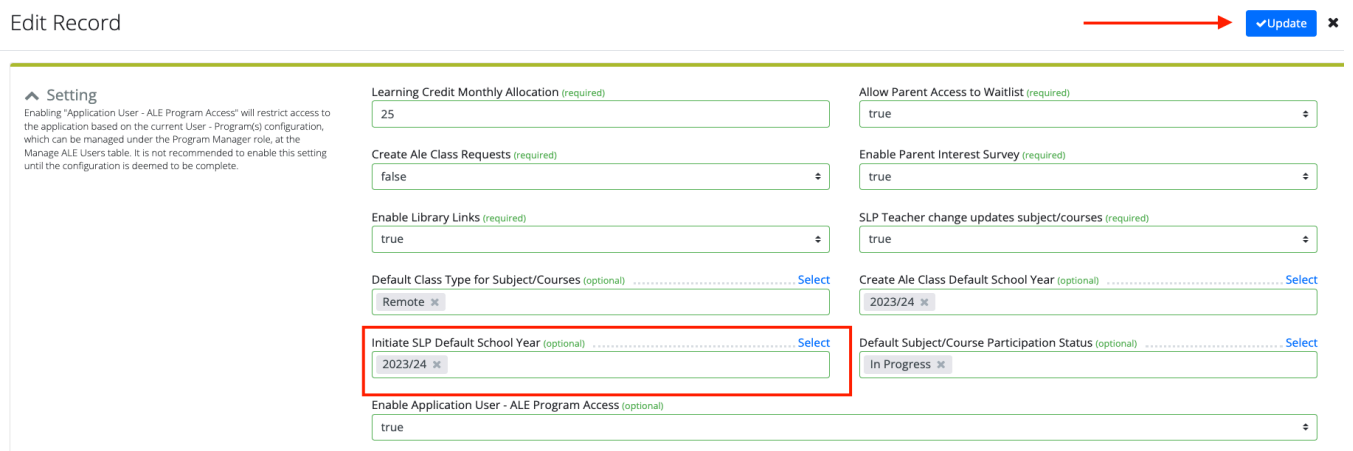
ALE PROGRAM MANAGER Settings

Settings instructions

Manage Settings (11 records)

Setting	Value	Row Actions & Options
Allow Parent Access to Waitlist	True	[Gear]
Application User - ALE Program Access	True	[Gear]
Create Ale Class Requests	False	[Gear]
Create Class Default School Year	2023/24	[Gear]
Default Ale Course Type for Subject/Courses	Remote	[Gear]
Initiate SLP Default School Year	2023/24	[Gear] Edit
Learning Credit Monthly Allocation	25	[Gear]
Show Library Links	True	[Gear]
Show Parent Interest Survey	True	[Gear]

2. Click **Select** for **Initiate SLP Default School Year** and select a school year by clicking the checkmark.
3. Click **Update** when finished.



Edit Record Update

Setting

Enabling "Application User - ALE Program Access" will restrict access to the application based on the current User - Program(s) configuration, which can be managed under the Program Manager role, at the Manage ALE Users table. It is not recommended to enable this setting until the configuration is deemed to be complete.

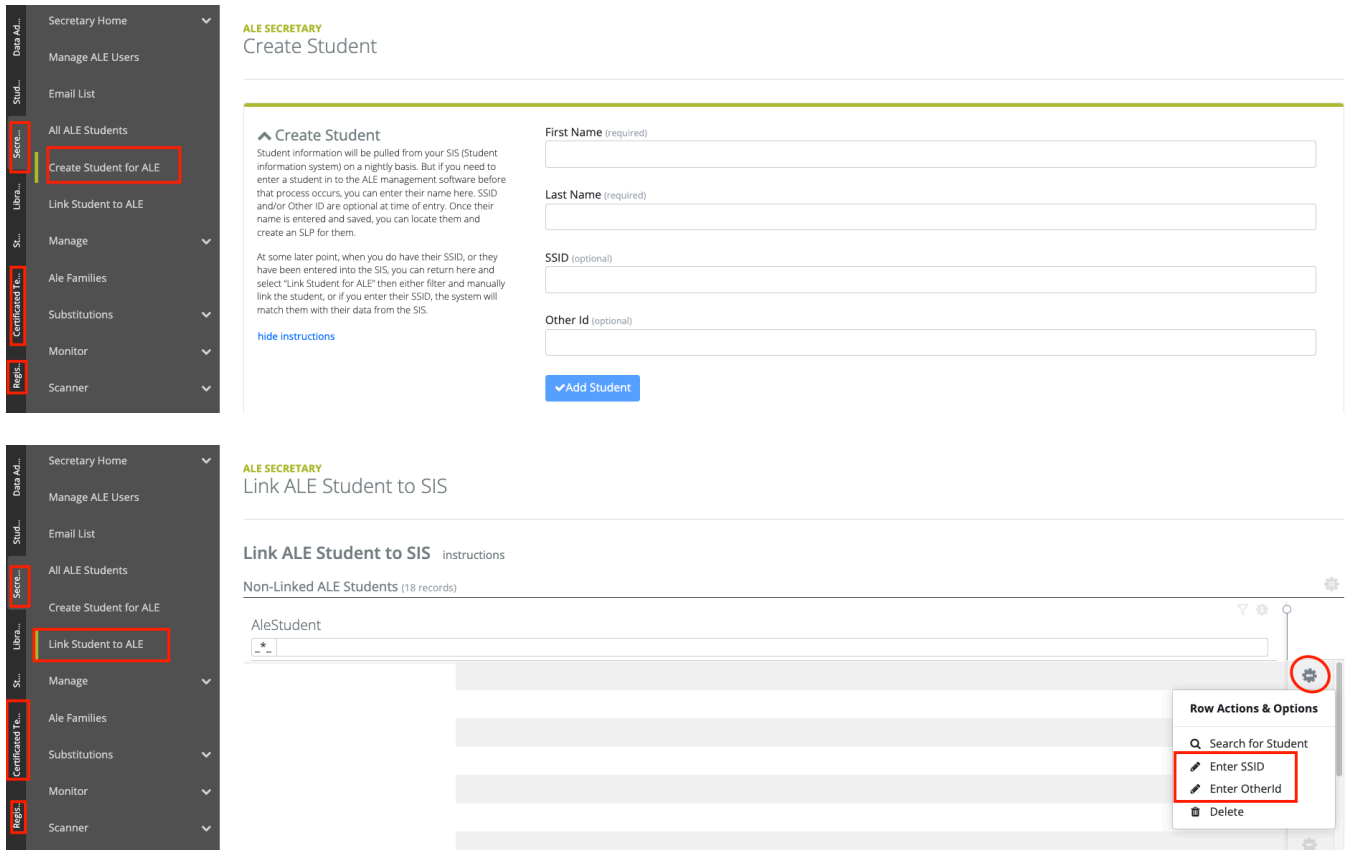
Learning Credit Monthly Allocation (required)	25	Allow Parent Access to Waitlist (required)	true
Create Ale Class Requests (required)	false	Enable Parent Interest Survey (required)	true
Enable Library Links (required)	true	SLP Teacher change updates subject/courses (required)	true
Default Class Type for Subject/Courses (optional)	Remote	Create Ale Class Default School Year (optional)	2023/24
Initiate SLP Default School Year (optional)	2023/24	Default Subject/Course Participation Status (optional)	In Progress
Enable Application User - ALE Program Access (optional)	true		

Creating Plans for Students Who Are Not Yet Enrolled in the SIS.

To create a record for a student not yet enrolled (e.g, Kindergarten students not entering until the fall or students who applied and been accepted to the program but have not yet been entered into your Student Information

System (SIS)), users in the **Secretary, Registrar, or Certificated Teacher Role** can use the **Create Student for ALE** functions.

1. Fill in the **First Name** and **Last Name** fields.
2. Optionally, enter the **SSID** or **Other ID** fields. This will ensure that the created record automatically matches the student record from the SIS as soon as it is included in an overnight migration.
3. If an identification number is not available, users can manually link the records later using the **Link ALE Student to SIS** function.



ALE SECRETARY
Create Student

Create Student
Student information will be pulled from your SIS (Student information system) on a nightly basis. But if you need to enter a student in to the ALE management software before that process occurs, you can enter their name here, SSID and/or Other ID are optional at time of entry. Once their name is entered and saved, you can locate them and create an SLP for them.

At some later point, when you do have their SSID, or they have been entered into the SIS, you can return here and select "Link Student for ALE" then either filter and manually link the student, or if you enter their SSID, the system will match them with their data from the SIS.

[hide instructions](#)

First Name (required)

Last Name (required)

SSID (optional)

Other Id (optional)

ALE SECRETARY
Link ALE Student to SIS

Link ALE Student to SIS instructions

Non-Linked ALE Students (18 records)

AleStudent

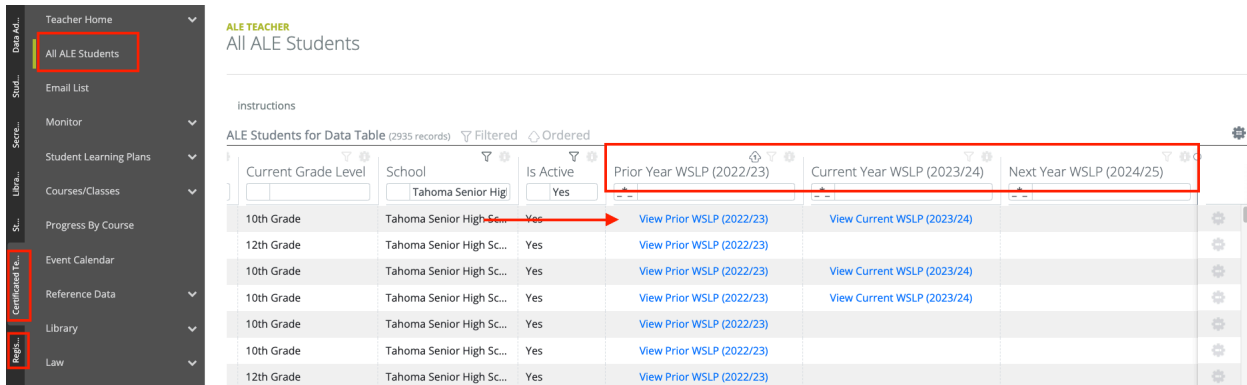
Row Actions & Options

- Search for Student
- Enter SSID
- Enter OtherId
- Delete

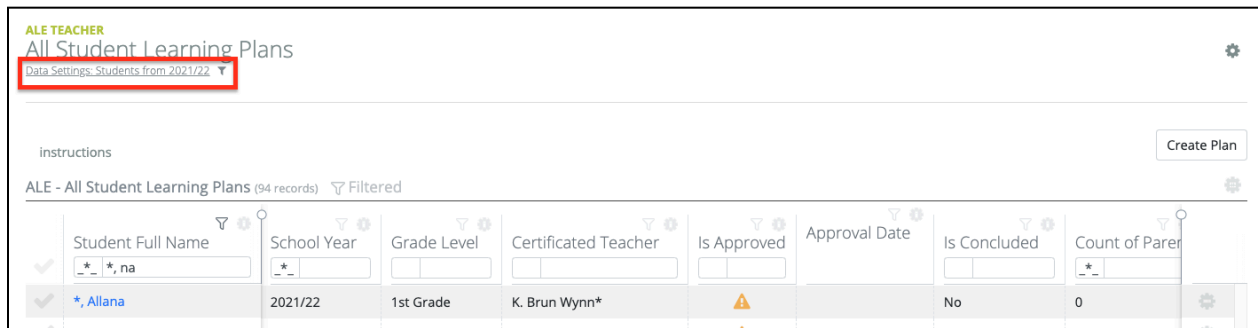
Viewing Student Learning Plans for the Next School Year

Once created, you can view future year SLPs in the following locations:

1. In the **Registrar/Certificated Teacher Role**, click **All ALE Students** on the left navigation screen.
 - a. Columns are included here to view each student's **Prior Year, Current Year, and Next Year WSLP**. By default, the list is filtered to include only active students, so don't forget to remove that filter if you're looking for a student who is not currently enrolled.
 - b. Click on the link to view the SLP.

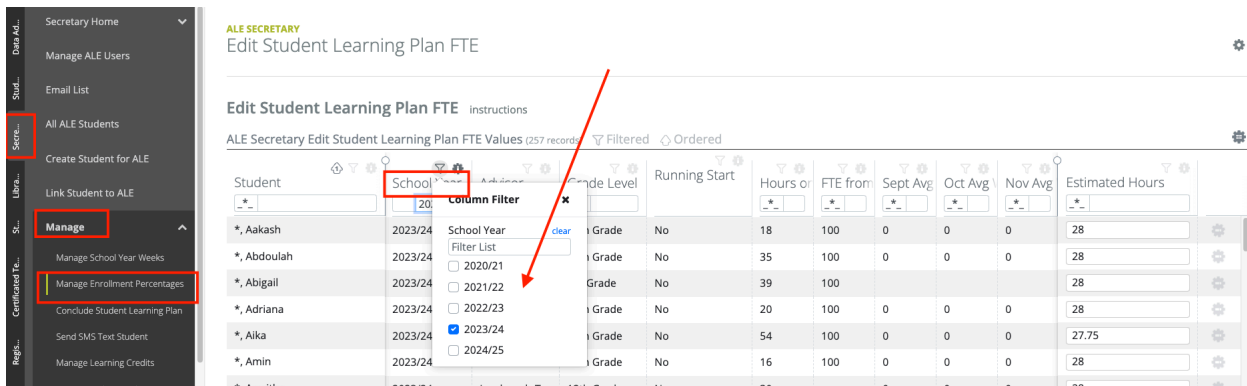


2. In the Registrar/Certified Teacher/Program Manager Roles, click Student Learning Plans in the left navigation menu and choose All Student Learning Plans. In the Certified Teacher Role, you may also choose the My Student Learning Plans.
 - a. Click on Data Settings: Student from (school year) under the page title to switch from the current school year to a future school year.



Updating FTE Estimated Enrollment Percentages for New Plans

As soon as new plans are created, they are available to the Secretary Role. Click Management in the left navigation menu and choose the Manage Enrollment Percentages. This view has a default filter set to the current school year, but by selecting the School Year column, users can also select plans created for the upcoming year.



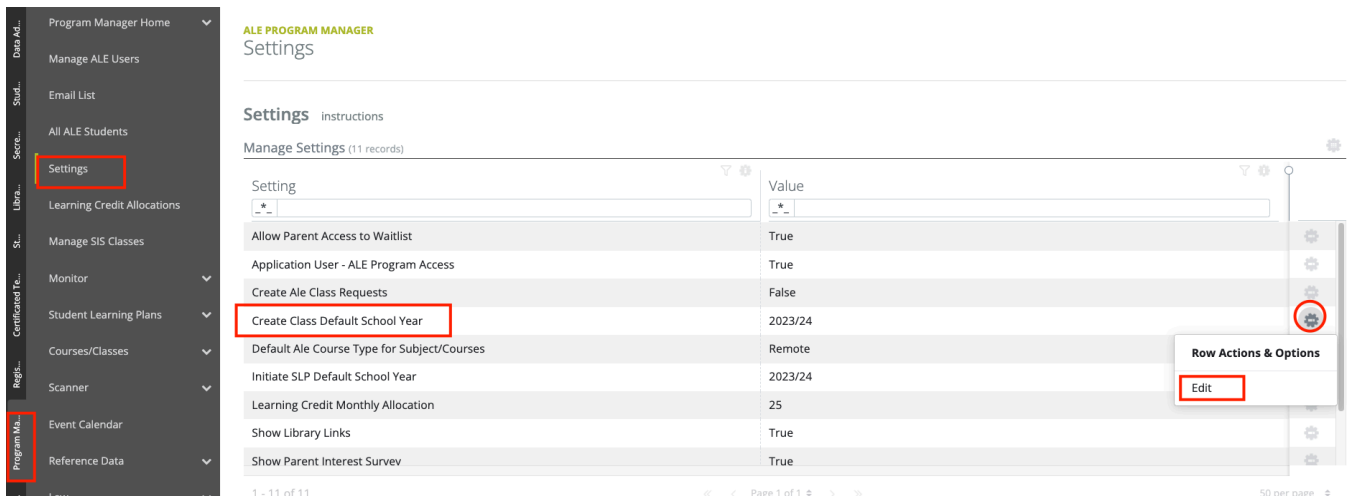
Approving Plans

It is recommended that you wait to “approve” plans until August, when Certificated Teachers review and finalize them just before the start of school.

Scheduling Classes for the Upcoming School Year

You can begin scheduling classes for the upcoming school year at any time.


1. By default, your school year is set to the current year. You can change your default school year for creating classes. In the **Program Manager Role**, click **Settings** in the left navigation menu.
2. Click on **Edit** in the **Row Action & Options Gear** for **Create ALE Class Default School Year**.



ALE PROGRAM MANAGER Settings

Settings instructions

Manage Settings (11 records)

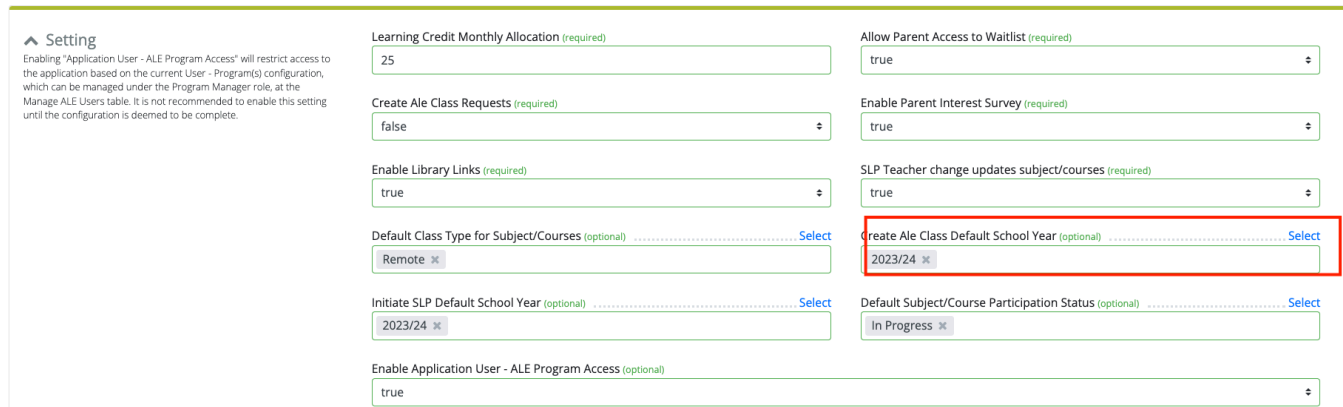
Setting	Value	
Allow Parent Access to Waitlist	True	
Application User - ALE Program Access	True	
Create Ale Class Requests	False	
Create ALE Class Default School Year	2023/24	
Default Ale Course Type for Subject/Courses	Remote	
Initiate SLP Default School Year	2023/24	
Learning Credit Monthly Allocation	25	
Show Library Links	True	
Show Parent Interest Survey	True	

1 - 11 of 11 Page 1 of 1 50 per page

3. Click **Create ALE Class Default School Year** and select a school year by clicking the checkmark. Click **Update**.

Edit Record





Setting

Enabling "Application User - ALE Program Access" will restrict access to the application based on the current User - Program(s) configuration, which can be managed under the Program Manager role, at the Manage ALE Users table. It is not recommended to enable this setting until the configuration is deemed to be complete.

Learning Credit Monthly Allocation (required)	25	Allow Parent Access to Waitlist (required)	true
Create Ale Class Requests (required)	false	Enable Parent Interest Survey (required)	true
Enable Library Links (required)	true	SLP Teacher change updates subject/courses (required)	true
Default Class Type for Subject/Courses (optional)	Remote	Create ALE Class Default School Year (optional)	2023/24
Initiate SLP Default School Year (optional)	2023/24	Default Subject/Course Participation Status (optional)	In Progress
Enable Application User - ALE Program Access (optional)	true		

4. Copying Class Schedules from One Term to Another or One School Year to Another

Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/1500007993102>

5. Copying In Progress Courses from One School Year to the Next

Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/1500008106442>