

## ALE Setting Up a New School Year (Connect)

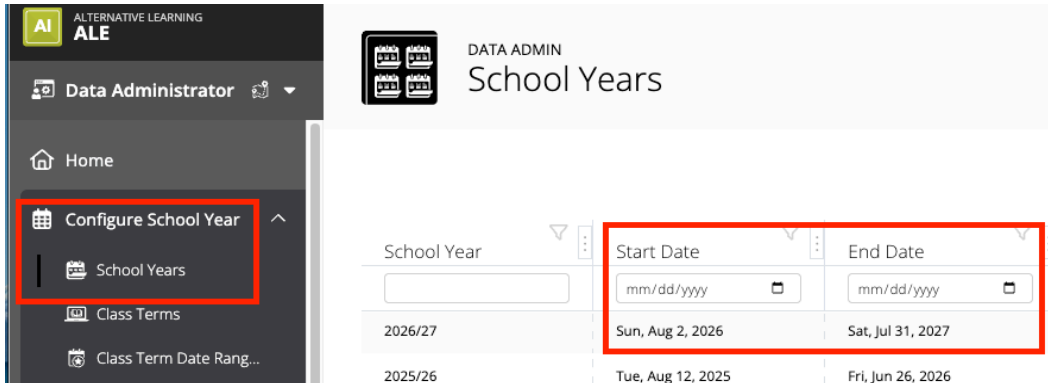
Around early spring, it is time to start getting ready for the next school year in the ALE application. The **Data Administrator Role** is where you will manage the important settings: School Years, Class Terms, Class Term Date Ranges, Excluded Dates, wSLP Default Values, etc.

### Setting Up Your School Year Dates

Helpful Resource:  [ALE Date Settings \(Connect\)](#)

### Configure School Year

1. Start under **Configure School Year** in the left navigation menu and click **School Years**.
2. Double-click in the **Start Date** or **End Date** column cells to edit the date.

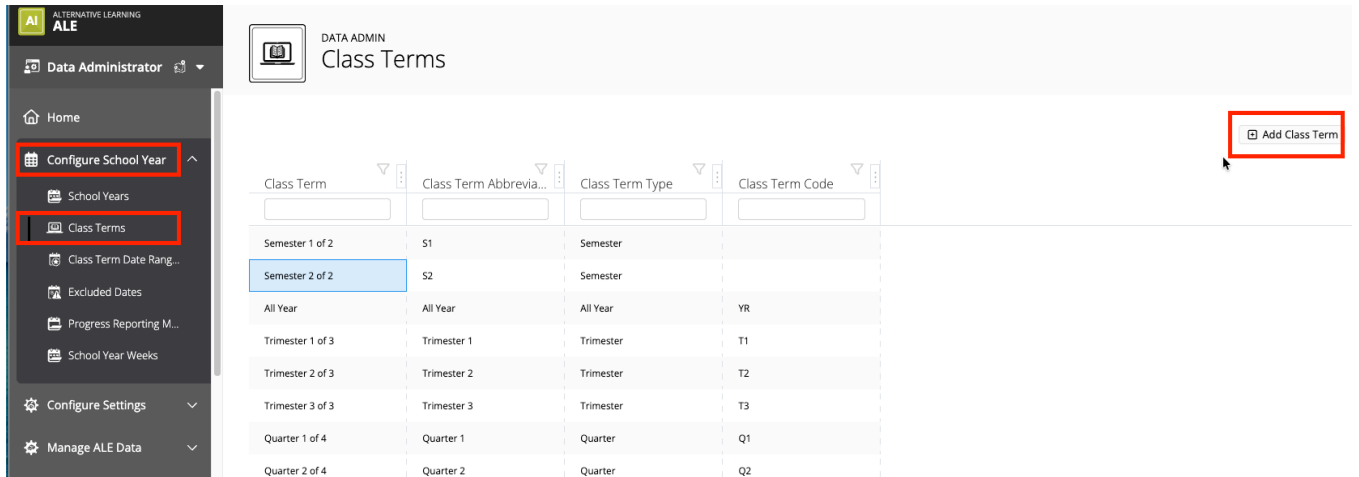


| School Year | Start Date        | End Date          |
|-------------|-------------------|-------------------|
| 2026/27     | Sun, Aug 2, 2026  | Sat, Jul 31, 2027 |
| 2025/26     | Tue, Aug 12, 2025 | Fri, Jun 26, 2026 |

### Configure Class Terms and Class Term Dates

**\*\*Skip this section and go to Configure Excluded Dates if your program/school does not schedule classes in the ALE application.**

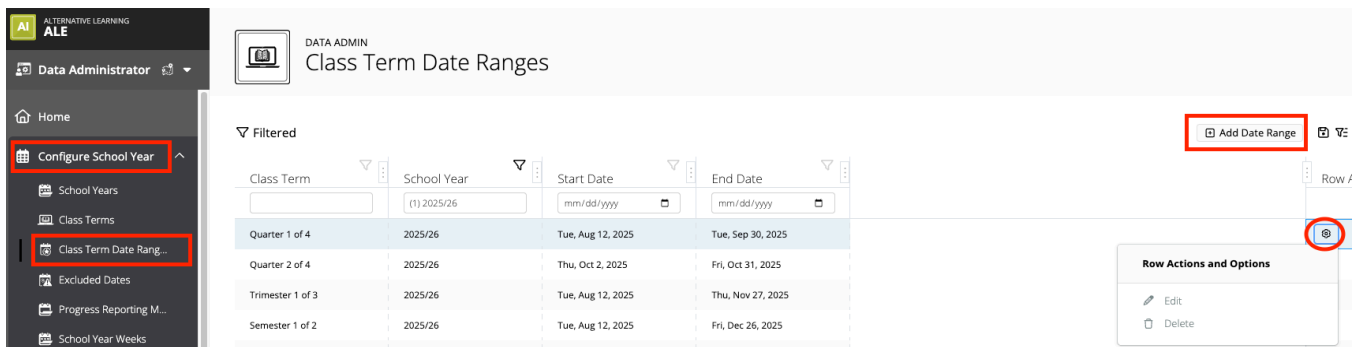
1. Under **Configure School Year** in the left navigation menu, choose **Class Terms** to check that your class terms already exist. The available class terms migrate to us from your district's Student Information System (SIS).
2. Click **Add Class Term** at the top right, and click the checkbox to the left, to create a new term. Class Terms are not program-specific, so any term you create will appear across all ALE programs within your school district.



DATA ADMIN  
Class Terms

| Class Term       | Class Term Abbrevia... | Class Term Type | Class Term Code |
|------------------|------------------------|-----------------|-----------------|
| Semester 1 of 2  | S1                     | Semester        |                 |
| Semester 2 of 2  | S2                     | Semester        |                 |
| All Year         | All Year               | All Year        | YR              |
| Trimester 1 of 3 | Trimester 1            | Trimester       | T1              |
| Trimester 2 of 3 | Trimester 2            | Trimester       | T2              |
| Trimester 3 of 3 | Trimester 3            | Trimester       | T3              |
| Quarter 1 of 4   | Quarter 1              | Quarter         | Q1              |
| Quarter 2 of 4   | Quarter 2              | Quarter         | Q2              |

- Under **Configure School Year** in the left navigation, then choose **Class Term Date Ranges** to set your class term **Start and End dates** for the upcoming school year. Class Term Date Ranges are program-specific.
- Click the **Add Date Range** button in the top right.
  - Select a **Class Term**, **School Year**, **Start Date**, **End Date**, and click **Save**.
- Click the **Row Actions Gear** to the far right to **Edit or Delete**.

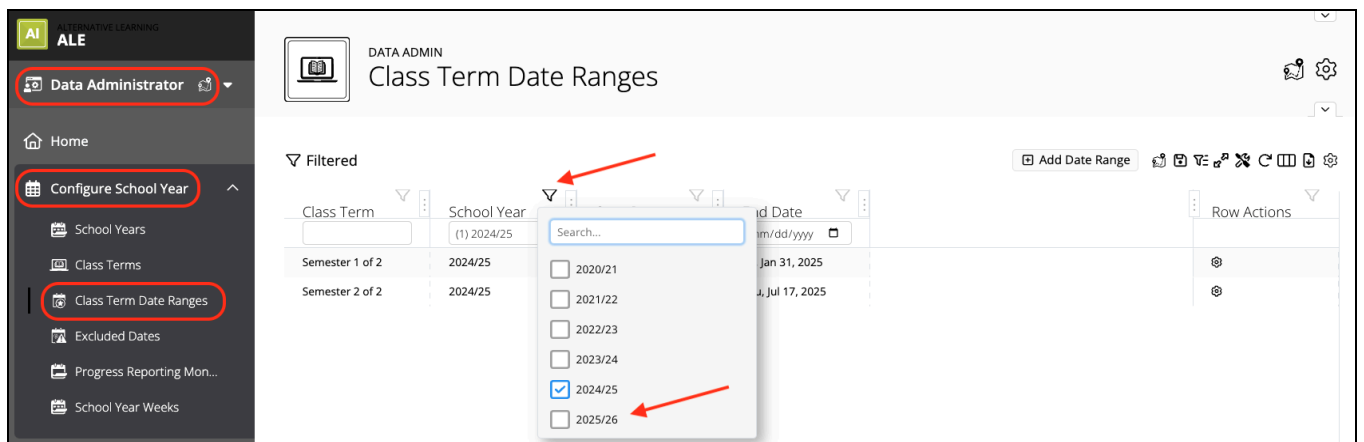


DATA ADMIN  
Class Term Date Ranges

Filtered

| Class Term       | School Year | Start Date        | End Date          |
|------------------|-------------|-------------------|-------------------|
| Quarter 1 of 4   | 2025/26     | Tue, Aug 12, 2025 | Tue, Sep 30, 2025 |
| Quarter 2 of 4   | 2025/26     | Thu, Oct 2, 2025  | Fri, Oct 31, 2025 |
| Trimester 1 of 3 | 2025/26     | Tue, Aug 12, 2025 | Thu, Nov 27, 2025 |
| Semester 1 of 2  | 2025/26     | Tue, Aug 12, 2025 | Fri, Dec 26, 2025 |

- To see your newly created terms, use the **School Year** column to filter to the new school year.



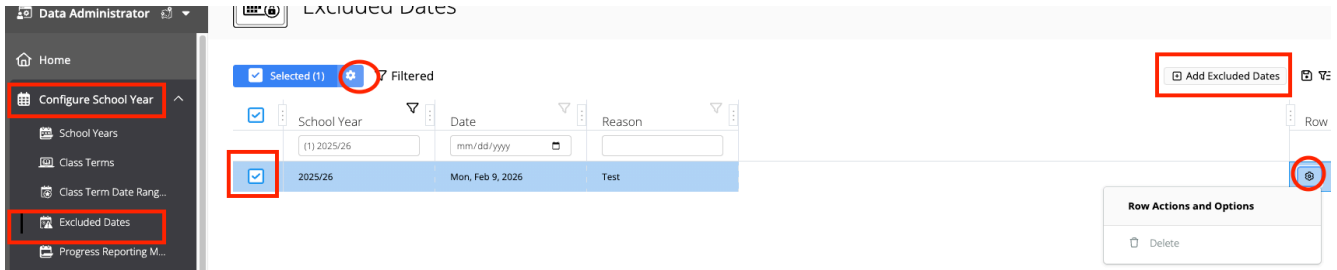
DATA ADMIN  
Class Term Date Ranges

Filtered

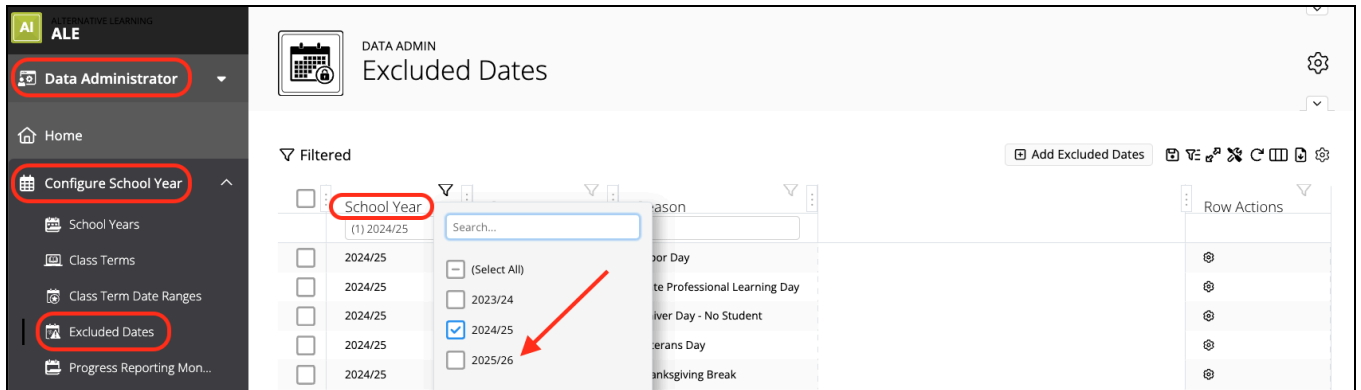
| Class Term      | School Year | Start Date   | End Date |
|-----------------|-------------|--------------|----------|
| Semester 1 of 2 | 2024/25     | Jan 31, 2025 |          |
| Semester 2 of 2 | 2024/25     | Jul 17, 2025 |          |

## Configure Excluded Dates

- Go to the **Configure School Year** in the left navigation menu and choose **Excluded Dates** to enter the dates for the upcoming school year when your school will be closed.
- Click on the **Add Excluded Dates** button to add a new date.
  - Select the **School Year, Start Date, End Date, Reason**, and click **Save**.



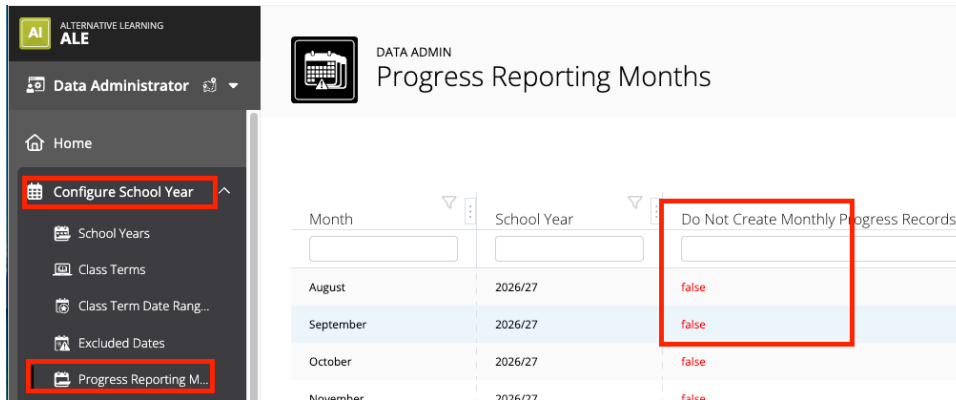
- To see your newly created terms, use the **School Year** column to filter to the new school year.



## Configure Progress Reporting Months

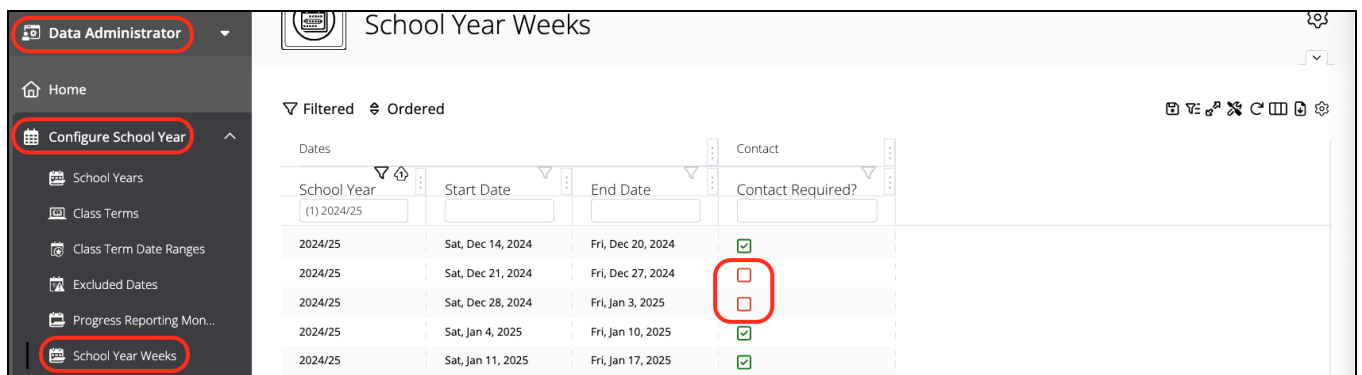
- Go to **Configure School Year** in the left navigation menu and choose **Progress Reporting Months**. The settings on this table apply to all ALE programs using the ALE application within the school district.
- Click on the **false** in the **Do Not Create Monthly Progress Records** column to change it to true for any month where monthly progress is not required for the upcoming school year.

**\*\*This MUST be done before initiating wSLPs for the upcoming school year.**



## Configure School Year Weeks

1. Go to **Configure School Year** in the left navigation menu and choose **School Year Weeks**.
2. Uncheck any week with fewer than two (2) school days. Weekly contact is not required for these weeks.



## Update Your wSLP Default Values

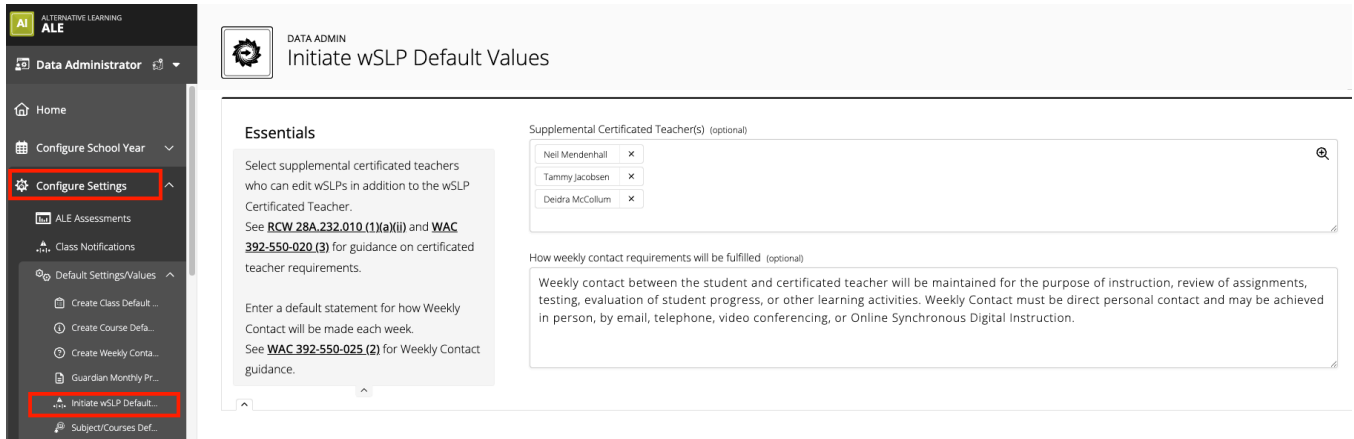
Update your default values for Initiating wSLPs via the **Data Administrator Role**.

**Helpful Resource:** [ALE Set Default Values for Creating Classes \(Connect\)](#)

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

1. Select **Configure Settings** in the left navigation menu, then **Default Settings/Values**, and select **Initiate wSLP Default Values**.
2. Click the **magnifying glass** in the **Supplemental Certificated Teacher(s)** field and click the **checkbox** to the left of staff who can edit wSLPs in addition to the wSLP Certificated Teacher.

- Enter a default statement for **How Weekly Contact will be fulfilled**. This statement will surface on all wSLPs but can be edited on individual wSLPs.



The screenshot shows the 'DATA ADMIN Initiate wSLP Default Values' page. The left sidebar has 'Configure Settings' and 'Initiate wSLP Default...' highlighted. The main content area is titled 'DATA ADMIN Initiate wSLP Default Values' and contains sections for 'Essentials' and 'Supplemental Certificated Teacher(s)'. The 'Essentials' section includes instructions on selecting supplemental teachers and a text box for a default statement on weekly contact. The 'Supplemental Certificated Teacher(s)' section shows a list of teachers: Neil Mendenhall, Tammy Jacobsen, and Deidra McCollum.

- In the **Time Commitment** section, update the **School Year**, **Start Date**, and **End Date**. Update the **Estimated Average Weekly Hours** if it has changed. If you have not set your **School Year Dates**, you will receive an error when initiating wSLPs for the new school year. However, regardless of the defaults, you can manually select the school year and dates for the student learning plans you are initiating.
- Click **Save**.

## Links To Other Important Help Docs That May Be Needed At The Beginning Of A School Year

- **ALE Initiating a Written Student Learning Plan (Connect)**
  - Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/50432036356755>
- **ALE Manually Create, View, and Link Students (Connect)**
  - Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/49175363115539>
- **ALE Copying Class Schedules from One Term to Another or One School Year to Another (Connect)**
  - Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/39111291479443>
- **ALE Copying In Progress Courses from One School Year to the Next (Connect)**
  - Helpful Resource: <https://support.schooldata.net/hc/en-us/articles/40570397134355>