

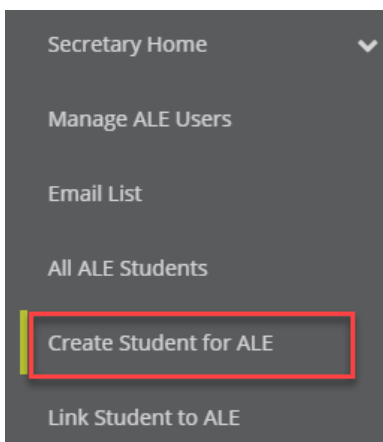
ALE Registrar/Secretary: Creating a Temporary Student Record V2

Although student accounts typically migrate from the Student Information System (SIS), there are a couple of situations where you might need to create a temporary student account to begin building the Student Learning Plan before the student is entered into the SIS.

- The student is enrolling and participating on the same day
- Incoming Kindergarten students are not yet enrolled in the SIS

Creating a Student Record for ALE

This can be done by either the **Registrar** or **Secretary Roles** via selecting **Create Student for ALE** in the left navigation menu.



1. Enter the student's **First** and **Last Name** in the form.
2. These are the only two required fields, but if you know the student's **SSID** or **Other ID**, it is best to enter it now. Suppose one of these two numbers is entered when the record is created, as soon as data migrates from the SIS. This created record will automatically be linked with their actual student record, and no further action is required on your part.

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)

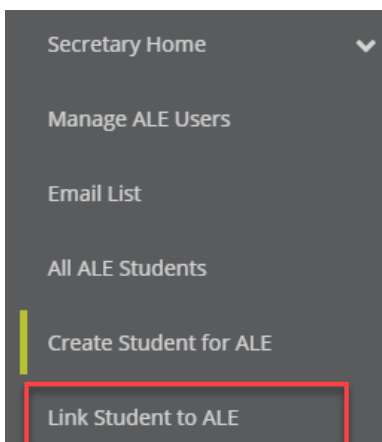
SSID (optional)

Other Id (optional)

3. The newly created student will now be available in the Student Selector, so you can initiate a Student Learning Plan for them immediately.

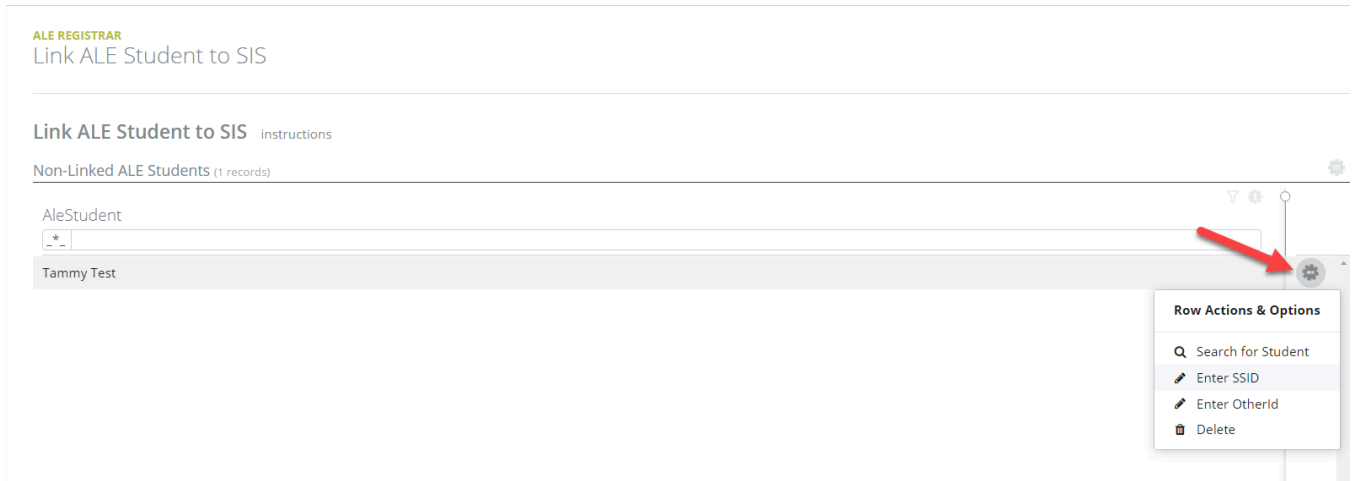
Linking a Student Record to ALE

Suppose you did not have an SSID or Other ID to enter when you created the record. Once the student has entered the SIS, the records are migrating. In that case, you must manually link the records by selecting **Link Student to ALE** in the left navigation for both the **Secretary** and **Registrar Roles**.



1. Once a student has created and unlinked a record, it will be displayed in this table.

- Using the **Row Action & Options gear**, you can choose to **Search for Student** to link by name, **Enter SSID**, or **Enter OtherID**.



ALE REGISTRAR
Link ALE Student to SIS

Link ALE Student to SIS [instructions](#)

Non-Linked ALE Students (1 records)

AleStudent
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Tammy Test

Row Actions & Options

- Search for Student
- Enter SSID
- Enter Otherid
- Delete

- There is also the option to **Delete** a created record, which should only be done if the student record was never used to create a student learning plan.
- Once one of the three options is selected to link the student record, the records will be permanently merged, and the student's name will no longer be included in this table.