

ALE Activating/Deactivating Certificated Teachers/Support Staff (Connect)

The ability to activate and deactivate Certificated Teachers is restricted to users with the **ALE Data Administrator Role**.

Deactivating a Certificated Teacher

Deactivating a Certificated Teacher removes them from Certificated Teacher selectors and their access to the Role, without requiring the removal of role-dependent data. Taking the **Deactivation** action affects the following items:

- Inactive Certificated Teachers cannot access any pages under the Certificated Teacher Role.
- They will not show in any of the following Certificated Teacher selectors:
 - Initiate Student Learning Plan
 - Create Class
 - Create Course
 - Add Subject-Course to Student Learning Plan
 - Details page of Student Learning Plans.
 - Add substitution record
 - Email List

Deactivating a School Support Staff Member

Deactivating a School Support Staff member removes them from Staff selectors and their access to the Role without requiring role-dependent data to be removed. Taking the “deactivation” action affects the following items:

- Inactive Support Staff cannot access any pages under the Support Staff Role.
- They will not show in any of the Support Staff Selectors.
- They will continue to appear in various interfaces and reports associated with students, but will be marked as **inactive**.

How to Activate/Deactivate

1. In the **Data Administrator Role**, start under **Manage ALE Data** in the left navigation menu and choose **Certificated Teachers**.
2. Click the **checkbox** in the **Is Active** column. A checkmark denotes the teacher is active, while an empty box indicates the teacher is inactive.

- ALE
- Data Administrator
- Home
- Configure School Year
- Configure Settings
- Manage ALE Data**
- ALE Course Associations
- Certificated Teachers**
- Class Data
- Class Interest Survey
- Course Category Selecti...
- Learning Credits
- Parent Enrollment Year
- Reference Data Selections
- SIS Data



DATA ADMIN: MANAGE
Certificated Teachers

Certific...	District Email	School(s)	Is Active
Eckhouse...			<input type="checkbox"/>
Alvarez Vi...	jbedell@tahomas...		<input checked="" type="checkbox"/>
Ynosencio...	bbelmond@taho...		<input checked="" type="checkbox"/>
Osaro-Igw...			<input checked="" type="checkbox"/>
Lind*, Allvia			<input checked="" type="checkbox"/>
Nielson*, ...	jbrectet@Tahom...		<input checked="" type="checkbox"/>
Perincheri...	kbretzke@tahom...		<input checked="" type="checkbox"/>
Jungquist*...	abrester@tahom...		<input checked="" type="checkbox"/>
Nara*, Ka...	jbuckley@tahom...		<input checked="" type="checkbox"/>
Rodriguez...	bbucy@tahomas...		<input checked="" type="checkbox"/>