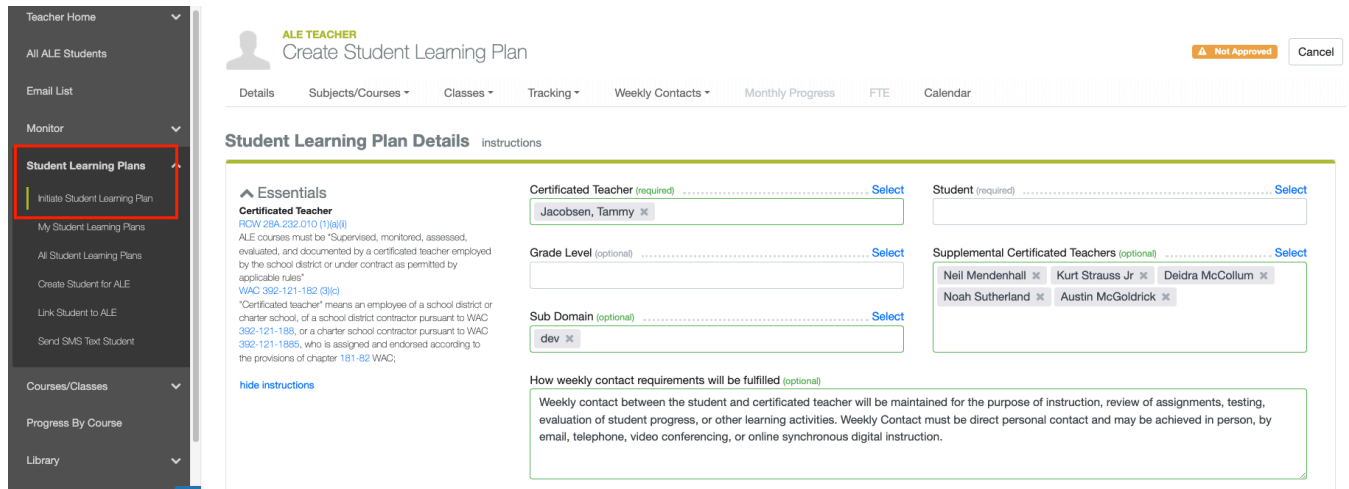


## ALE Initiating a Student Learning Plan V2

Student Learning Plans are created in the **Certificated Teacher Role** or the **Registrar Role** in the ALE Application.

- For Certificated Teachers, choose **Student Learning Plans** in the left navigation, then **Initiate Student Learning Plan**.



**Teacher Home**

- All ALE Students
- Email List
- Monitor
  - Student Learning Plans**
    - Initiate Student Learning Plan
    - My Student Learning Plans
    - All Student Learning Plans
    - Create Student for ALE
    - Link Student to ALE
    - Send SMS Text Student
  - Courses/Classes
  - Progress By Course
  - Library

**ALE TEACHER**  
Create Student Learning Plan Not Approved Cancel

Details Subjects/Courses Classes Tracking Weekly Contacts Monthly Progress FTE Calendar

### Student Learning Plan Details

**Essentials**

**Certificated Teacher** (required) Select  
Jacobsen, Tammy x

**Grade Level** (optional) Select

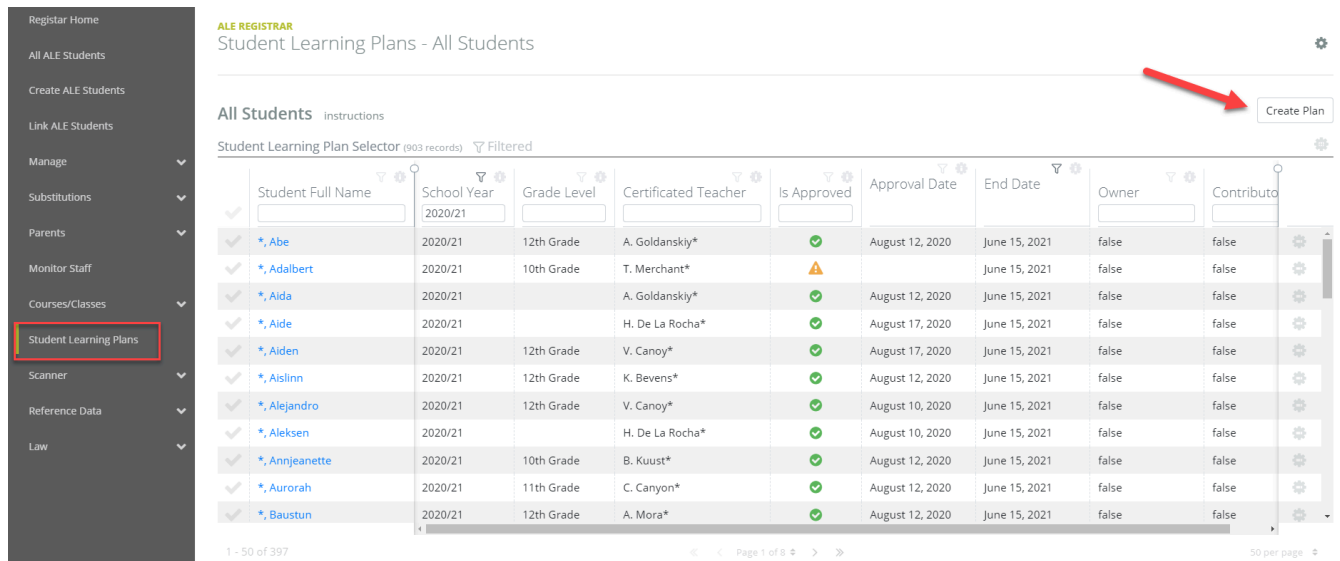
**Sub Domain** (optional) Select  
dev x

**Student** (required) Select

**Supplemental Certificated Teachers** (optional) Select  
Neil Mendenhall x Kurt Strauss Jr x Deidra McCollum x  
Noah Sutherland x Austin McGoldrick x

**How weekly contact requirements will be fulfilled** (optional)  
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.

- For the Registrar, go to Student Learning Plans in the left navigation, then click the Create Plan button in the top-right corner.



**Registrar Home**

- All ALE Students
- Create ALE Students
- Link ALE Students
- Manage
  - Substitutions
  - Parents
  - Monitor Staff
  - Courses/Classes
  - Student Learning Plans**
  - Scanner
  - Reference Data
  - Law

**ALE REGISTRAR**  
Student Learning Plans - All Students Settings

All Students instructions Create Plan

Student Learning Plan Selector (903 records) Filtered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Owner	Contributor
* Abe	2020/21	12th Grade	A. Goldanskly*	✓	August 12, 2020	June 15, 2021	false	false
* Adalbert	2020/21	10th Grade	T. Merchant*	⚠		June 15, 2021	false	false
* Aida	2020/21		A. Goldanskly*	✓	August 12, 2020	June 15, 2021	false	false
* Aide	2020/21		H. De La Rocha*	✓	August 17, 2020	June 15, 2021	false	false
* Aiden	2020/21	12th Grade	V. Canoy*	✓	August 17, 2020	June 15, 2021	false	false
* Aislinn	2020/21	12th Grade	K. Bevens*	✓	August 12, 2020	June 15, 2021	false	false
* Alejandro	2020/21	12th Grade	V. Canoy*	✓	August 10, 2020	June 15, 2021	false	false
* Aleksen	2020/21		H. De La Rocha*	✓	August 10, 2020	June 15, 2021	false	false
* Annjeanette	2020/21	10th Grade	B. Kuust*	✓	August 12, 2020	June 15, 2021	false	false
* Aurorah	2020/21	11th Grade	C. Canyon*	✓	August 12, 2020	June 15, 2021	false	false
* Baustun	2020/21	12th Grade	A. Mora*	✓	August 12, 2020	June 15, 2021	false	false

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- Only one Student Learning Plan (SLP) can be created for each student each year. Many fields can be configured with defaults to set up learning plans more quickly while maintaining accurate data. If a preset default does not meet your needs, you can update it by changing the plan selection.

## Essentials

**Essentials** instructions ^

<p><b>Certificated Teacher (required)</b> ..... <a href="#">Select</a></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">McCollum, Deidra ✕</div> <p><b>Grade Level (optional)</b> ..... <a href="#">Select</a></p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<p><b>Student (required)</b> ..... <a href="#">Select</a></p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p><b>Supplemental Certificated Teachers (optional)</b> ..... <a href="#">Select</a></p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**How weekly contact requirements will be fulfilled (optional)**

- **Certificated Teacher (Required)** - If logged in as a Certificated Teacher, this defaults to the logged-in user; clicking **Select** lets you assign this plan to any Certificated Teacher.
- **Student (Required)** - Click on **Select**, and, using the available filters, search to locate the student you would like to create a plan for. Once a student is chosen, the grade level will auto-fill based on information pulled from the Student Information System (SIS).
- **Grade Level (Optional)**
- **Sub Domain (Optional)**
- **Supplemental Certificated Teachers (Optional)** - This allows you to select additional Certificated Teachers who should have full access and edit rights for this SLP. Some programs opt to add a Program Manager or a Counselor. This field can be set as a default for a user you would like to fill in on all of your SLPs.
- **How weekly contact requirements will be fulfilled (Optional)** - Use this text box to indicate how the student will meet weekly contact requirements. If you have a default statement you would like to use for most students, you can set it here.

## Time Commitment

**Time Commitment**

**Total Weekly Time**  
WAC 392-121-182 (3)(n)  
 \*Total weekly time\* means the estimated average hours per school week the student will engage in learning activities to meet the requirements of the written student learning plan

[hide instructions](#)

<b>School Year (required)</b> ..... <a href="#">Select</a>	<b>Estimated Enrollment (required)</b>	<b>FTE from SIS (optional)</b>
<div style="border: 1px solid #ccc; padding: 2px;">2023/24 ✕</div>	<div style="border: 1px solid #ccc; padding: 2px;">28</div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
<b>Start Date (required)</b>	<b>End Date (required)</b>	
<div style="border: 1px solid #ccc; padding: 2px;">8/23/23 </div>	<div style="border: 1px solid #ccc; padding: 2px;">7/31/24 </div>	
<b>Earliest Approval Date</b>	<b>Most Recent Approval Date</b>	
<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	

- **School Year (Required)** - This defaults to the current school year until April 1, when it begins defaulting to the upcoming school year. It can always be changed by clearing the default and choosing the correct year.
- **Enrollment Hours (Required)** - This is an estimate of the number of hours the student plans to attend your program, recorded when the plan is set up. The current number of hours to claim a student for full-time enrollment is 27.75, but any amount can be entered into this text box.
- **FTE from SIS (Optional)** - After saving the SLP, this box displays the actual FTE reported in the Student Information System for this student. Depending on the type of data-sharing agreement signed, additional work may be required to include this data point in nightly migrations.
- **Start and End Date (Required):** These defaults are based on the start and end dates set for your entity in your Student Information System, but they can be edited.
- **Earliest and Most Recent Approval Dates** - These fields will automatically be populated/recorded when the certificated teacher approves the SLP.

▲ Parent Enrollment Settings

Parent Class Enrollment Limit (optional) <input type="text"/>	Earliest Parent Enrollment Date (optional) <input type="text"/>	Earliest Enrollment Time <div style="display: flex; align-items: center; gap: 5px;"> <span>02</span> : <span>38</span> <span>PM</span> </div> <small>ⓘ Time is not set.</small>
Latest Parent Enrollment Date (optional) <input type="text"/>	Learning Credit Limit (optional) <input type="text"/>	Max Count of Parent Interested Clas... (optional) <input type="text"/>

- **Parent Class Enrollment Limit (Optional)** - A numerical value entered in this field will limit the number of classes a parent can enroll this student in.
- **Earliest and Latest Parent Enrollment Date (Optional)** - These dates define a “window” for this student's registration.
- **Earliest Enrollment Time** - The set time determines when parent enrollment in classes becomes available on the earliest parent enrollment date.
- **Learning Credit Limit (Optional)** - Identify a credit limit.
- **Max Count of Parent Interest Class (optional)** - Identify a maximum number of parent interests

## Annual Growth

**Annual Growth** instructions ▲

Assessment Tests (optional) ..... Select

- **Assessment Tests (Optional)** - Here, you can identify what annual assessments this student will participate in.

## Concurrent Enrollment

### Concurrent Enrollment

These checkbox selections allow you to indicate if a student is also enrolled in Running Start, Skills Center or Private School, whether the student is a choice transfer

[hide instructions](#)

- Student is enrolled in Running Start
- Student is enrolled in Skills Center
- Student is Choice Transfer Home District
- Student has partial homeschool status

- Student is enrolled in Other School within District
- Student is enrolled out of District
- Student is enrolled in Private school

These optional check-box fields allow you to track any concurrent enrollments the student may have. Selecting the Student is **Choice Transfer Home District** will display a text box to record the student's home district.

## Notes

Notes

Notes (optional)

1. This optional text box can be used however your program sees fit. Potential uses include recording information about Running Start courses or listing 504/Special Education Accommodations.
2. Once all desired selections have been made, click **Save** in the top-right corner to save the plan.
3. You have now set up the “shell” (or Details tab) of the plan, and it is ready to add courses and/or classes, which is covered in another quick guide.
4. Once saved, the Student Learning Plan will be visible in the **All Student Learning Plans** and the **My Student Learning Plans** list for the assigned Certificated Teacher. Both lists have a default filter that shows only the current year’s plans, so you will need to toggle it to see plans for the upcoming or previous school years.

- Teacher Home
- Reports
- All ALE Students
- Monitor
- Student Learning Plans**
  - Initiate Student Learning Plan
  - My Student Learning Plans
  - All Student Learning Plans
  - Create Student for ALE
  - Link Student to ALE
  - Send SDS Text Student
- Courses / Classes
- Progress by Course
- Reference Data
- Law

**ALE TEACHER**

All Student Learning Plans

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All Students instructions

Student Learning Plan Selector (92 records) Filtered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Owner	Contributor
*, Allen	2019/20	12th Grade	C. *	<input checked="" type="checkbox"/>	January 29, 2020	June 12, 2020	false	false
*, Amberlee	2019/20	11th Grade	C. *	<input checked="" type="checkbox"/>	September 20, 2...	June 12, 2020	false	false
*, Amy	2019/20	8th Grade	C. *	<input checked="" type="checkbox"/>	September 12, 2...	June 12, 2020	false	false
*, Ann-Cathrin	2019/20	12th Grade	C. *	<input checked="" type="checkbox"/>	November 8, 2019	June 12, 2020	false	false
*, Arthur	2019/20	12th Grade	C. *	<input checked="" type="checkbox"/>	September 20, 2...	June 12, 2020	false	false
*, Avery	2019/20	12th Grade	C. *	<input checked="" type="checkbox"/>	September 12, 2...	June 12, 2020	false	false
*, Azlynn	2019/20	10th Grade	C. *	<input checked="" type="checkbox"/>	December 9, 2019	June 12, 2020	false	false
*, Bobbie	2019/20	10th Grade	C. *	<input checked="" type="checkbox"/>	February 21, 2020	June 12, 2020	false	false
*, Breanne	2019/20	7th Grade	C. *	<input checked="" type="checkbox"/>	September 6, 2019	June 12, 2020	false	false
*, Brendin	2019/20	12th Grade	C. *	<input checked="" type="checkbox"/>	October 30, 2019	June 12, 2020	false	false
*, Cam	2019/20	12th Grade	C. *	<input checked="" type="checkbox"/>	September 6, 2019	June 12, 2020	false	false

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