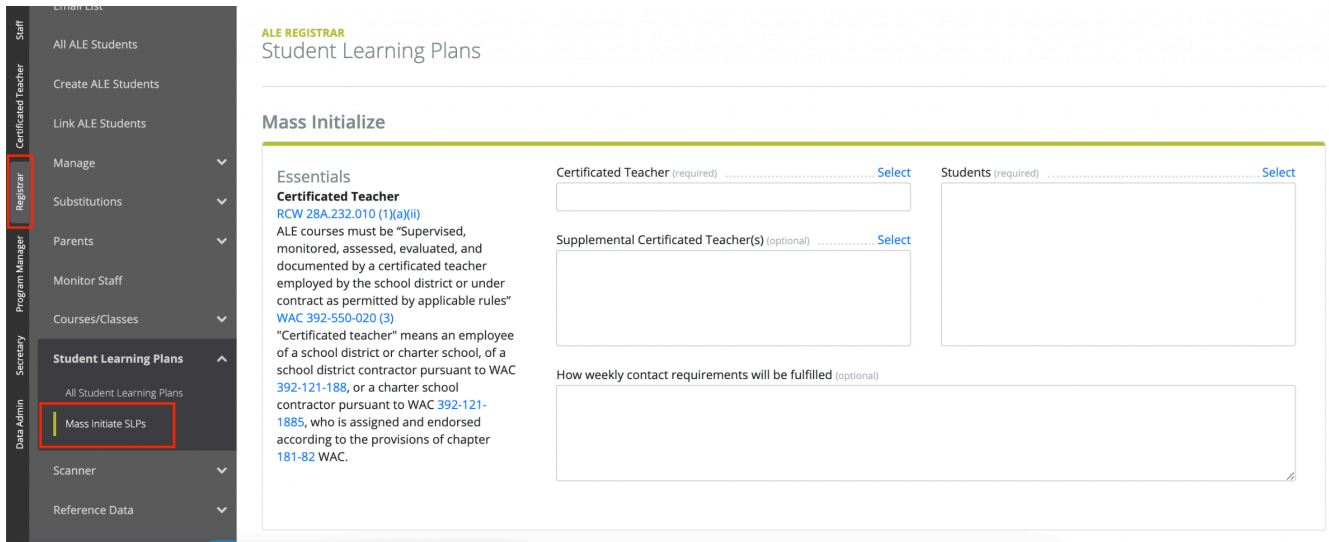


## ALE Registrar: Mass Initialize Student Learning Plans V2

In the ALE Application, student learning plans can be created simultaneously for multiple students and assigned to a single advisor. Data in the selected fields will be the same across all plans.

1. Select **Student Learning Plans** in the left navigation menu in the Registrar Role, then choose **Mass Initialize SLPs**.



**ALE REGISTRAR**  
Student Learning Plans

**Mass Initialize**

**Essentials**

**Certificated Teacher**  
RCW 28A.232.010 (1)(a)(ii)  
ALE courses must be "Supervised, monitored, assessed, evaluated, and documented by a certificated teacher employed by the school district or under contract as permitted by applicable rules" WAC 392-550-020 (3)  
"Certificated teacher" means an employee of a school district or charter school, of a school district contractor pursuant to WAC 392-121-188, or a charter school contractor pursuant to WAC 392-121-1885, who is assigned and endorsed according to the provisions of chapter 181-82 WAC.

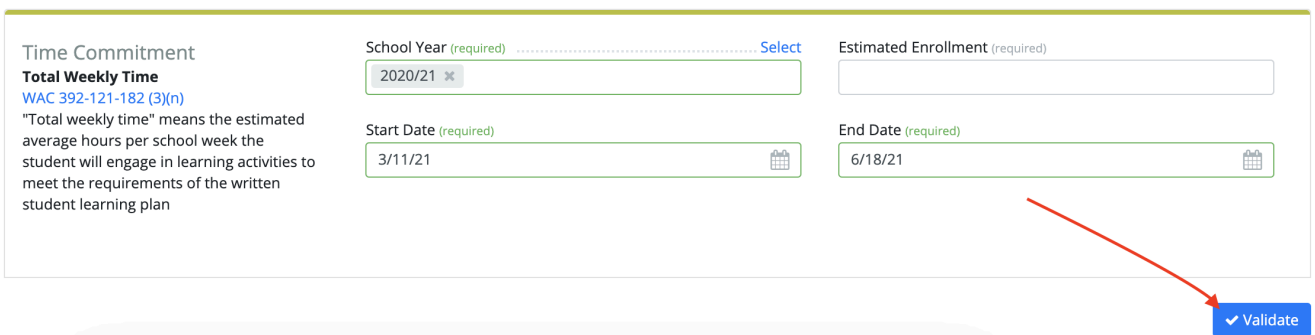
Certificated Teacher (required) ..... [Select](#)

Students (required) ..... [Select](#)

Supplemental Certificated Teacher(s) (optional) ..... [Select](#)

How weekly contact requirements will be fulfilled (optional)

2. Under **Essentials**, select the **Certificated Teacher** to whom you would like to assign this group of plans.
3. Then, select the **Students** whose plans will be overseen by this teacher.
4. Add any **Supplemental Certificated Teacher(s)** to the plans so they may have editing privileges.
5. A statement can be provided on **How weekly contact requirements will be fulfilled**.



**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

School Year (required) ..... [Select](#)  
2020/21 x

Start Date (required)  
3/11/21

End Date (required)  
6/18/21

Estimated Enrollment (required)

[Validate](#)

6. Next, in **Time Commitment**, select the appropriate **School Year** with the corresponding **Start and End Dates**.
7. The last required field is the **Estimated Enrollment**.

- 
8. Once you have filled in all the required information, click **Validate**.

Plans will be created for each selected student with identical corresponding data. Their grade level and graduation year will be automatically populated. If you need to update any student, you can now edit their plans individually.

**Additional Notes:**

- If the district or subdomain has pre-set field defaults for the current year's SLPs, those will be auto-filled for you.
- If many students are selected, it may take the system several minutes to cycle through and create all student learning plans.
- **Helpful Resource:** [ALE Initiating a Student Learning Plan](#)