

## ALE “Concluding” a Student Learning Plan V2

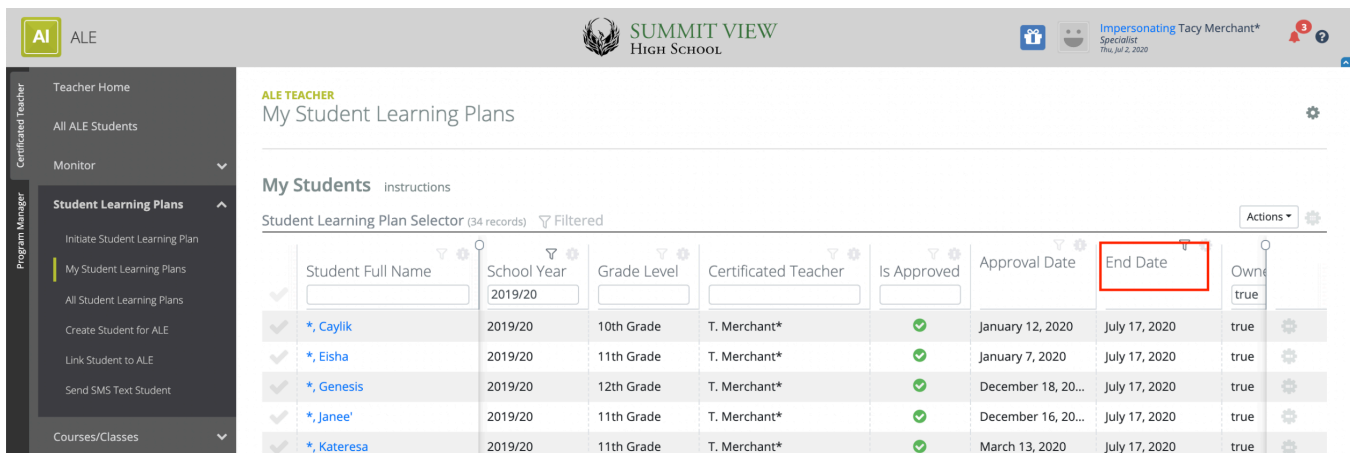
When a student leaves your program, you can **conclude** the Student Learning Plan in one easy step. When an **exit date** is indicated in your SIS for a student, this date will be automatically applied as the **End Date** for that student’s Student Learning Plan. No other changes will be made to the plan automatically.

The Conclude action will:

- Set the **Subject/Course** records on that SLP to **withdraw** and match the end date migrating from the SIS.
- Hide students on all attendance interfaces for days outside the SLP start and end date.
- Delete any **Weekly-Contact-Requirement** records in the future.
- Delete **Monthly Progress** records in the future.
- Remove the student from any enrolled classes and free up a seat in that class.

This action can be taken on the **Certificated Teacher, Registrar, or Secretary Role(s)**.

1. As a **Certificated Teacher**, click on **Student Learning Plans**, then **My Student Learning Plans**.
  - This list will automatically be filtered to show only students who are currently active. So, if this student withdrew before today, you might need to remove the filter to search for that specific student. The end date will automatically update based on the withdrawal date being migrated from your Student Information System.



The screenshot shows the ALE Teacher interface for Summit View High School. The user is impersonating Tacy Merchant\*. The page title is 'ALE TEACHER My Student Learning Plans'. Below the title is a 'My Students' section with a table of 'Student Learning Plan Selector (34 records)'. The table has columns for Student Full Name, School Year, Grade Level, Certificated Teacher, Is Approved, Approval Date, End Date, and Own. The 'End Date' column is highlighted with a red box. The table contains five rows of student data.

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Own
*, Caylik	2019/20	10th Grade	T. Merchant*	✓	January 12, 2020	July 17, 2020	true
*, Eisha	2019/20	11th Grade	T. Merchant*	✓	January 7, 2020	July 17, 2020	true
*, Genesis	2019/20	12th Grade	T. Merchant*	✓	December 18, 20...	July 17, 2020	true
*, Janee	2019/20	11th Grade	T. Merchant*	✓	December 16, 20...	July 17, 2020	true
*, Kateresa	2019/20	11th Grade	T. Merchant*	✓	March 13, 2020	July 17, 2020	true

2. As a **Secretary or Registrar**, click **Manage**, then **Conclude Student Learning Plan**.
  - This table will list any students with an exit date before today. Once you have located the student for whom you would like to conclude their Student Learning Plan, use the **Row Actions & Options** gear icon at the far right to select **Conclude**.

**ALE TEACHER**  
My Student Learning Plans

My Students instructions

Student Learning Plan Selector (34 records) Filtered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Owner
*, Caylik	2019/20	10th Grade	T. Merchant*	✓	January 12, 2020	July 17, 2020	true
*, Eisha	2019/20	11th Grade	T. Merchant*	✓	January 7, 2020	July 17, 2020	true
*, Genesis	2019/20	12th Grade	T. Merchant*	✓	December 18, 20...		
*, Janee'	2019/20	11th Grade	T. Merchant*	✓	December 16, 20...		
*, Kateresa	2019/20	11th Grade	T. Merchant*	✓	March 13, 2020		
*, Libby	2019/20	12th Grade	T. Merchant*	✓	December 16, 20...		
*, Ronald James	2019/20	12th Grade	T. Merchant*	⚠			
*, Sokunthy	2019/20	10th Grade	T. Merchant*	✓	March 5, 2020		

Row Actions & Options

- Print Selected
- Print Graduation Progress
- Edit
- Student Spotlight
- Delete
- Conclude

**ALE REGISTRAR**  
Conclude Student Learning Plans

Conclude Student Learning Plans instructions

Ale Registrar Conclude Student Learning Plans (866 records) Filtered

Student Full Name	School Year	Certificated Teacher	Is Approved	Approval Date	End Date	Owner
*, Alejandro	2019/20	A. Krauser*	⚠		January 30, 2020	false
*, Alisha	2019/20	R. Vyshnyak*	⚠		January 23, 2020	false
*, Ameer	2019/20	B. Kuust*	⚠		May 28, 2020	false
*, Benjamin	2019/20	A. Krauser*	⚠		May 5, 2020	false

Row Actions & Options

- Conclude

3. It will ask you if you want to complete this action, as it is **irreversible**:

Confirm

Do you really want to Conclude this wSLP?

Yes, Continue

4. All enrollment, attendance, weekly contact, and monthly progress records are retained for future reference.