

## ALE FTE Tracking and Monitoring (Connect)

In the ALE Application, several tools have been developed to assist in tracking and monitoring FTE (Full-Time Equivalent) percentages for each student based on the contents of their Student Learning Plan. Using these tools is optional, and it is up to each program to determine how it would like to use the available tracking tools.

The first place that FTE is established and the only place it is required is while creating the **Student Learning Plan** on the **Details Tab** in the **Time Commitment** section. An **Estimated Enrollment** field records the **Total Weekly Time**, or the estimated average hours per school week, the student will engage in learning activities to meet the requirements of the written student learning plan.

**Time Commitment**

WAC 392-550-025 (1)(d)(ii)

"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

Start Date (required)

End Date (required)

Earliest Approval Date

Most Recent Approval Date

FTE from SIS

Estimated Average Weekly Hours (optional)

This is an editable text box for entering numbers and decimals. 27.75 is the minimum number of hours a student must have on their plan to be considered full-time or at a 1.0 FTE.

When **Adding Courses and Classes** to the Student Learning Plan, the **Average Weekly Hours** field can be used to closely monitor the number of hours the student spends on each subject.

**Defaults** can be set here to aid in speeding up data entry (if five (5) hours is the common average hours per course, for example), or you can set the exact number of hours when adding the course. Contact the Help Desk or your Customer Service agent if you'd like to set up default values.

Hours spent on one specific course are indicated via the **Add Core Subject Area and Course** modal in the **Average Hours Per Week** field and can be individualized for each student as needed:

Details
Subject/Courses
Classes
Tracking
Weekly Contact
Monthly Progress
FTE
Calendar

- SLP Courses
- SLP Proposed Courses
- Credits
- Assign Earned Credits to Graduation Requirements

Add Course

Dates / Times

Start Date (opt)

End Date (opt)

Average Hours per Week (opt)

Participation Status (opt)

When scheduling a Class, a default amount can be set on the **Class Details Page** in the **Essentials: Average Hours of Study Per Week** field:

CERTIFICATED TEACHER: MANAGE CLASS  
**Batman vs Superman! (Period-Year)**  
 Ale Class Id: 19

Details Schedule Meetings Monthly Progress Students Grades Class/Course Details

**Essentials**

Default Values in this section can be set via Data Admin >> Configure Settings >> Create Class Default Values

Title (required)  #

Max Number of Students (req)  #

Omit Class From Parent Displays (opt)  #

Allow Parent Input for Progress (opt)  #

**Average Hours of Study Per Week (opt) #**  #

Class Meeting is Optional (opt)  #

Class Cost (required\*)  #

Class Cost Per Meeting (required\*)  #

Learning Credit Amount (optional)  #

Teachers can easily monitor the total hours listed on the student learning plan across courses and classes on the **My Student Learning Plans** page. Scroll to the right to view the **Projected FTE Hours** and **Hours on Plan** columns.

CERTIFICATED TEACHER  
**My Student Learning Plans** Edit

Ordered

Student	Student	Learning Plan Details	Actions
Stu...	Scho...	Grade ...	Course ...
<input type="checkbox"/>	Abadil	2025/26 12th Gra... The A... Neil ... Yes	Wed, S... Wed, ...
<input type="checkbox"/>	Aberill	2025/26 9th Grade The A... Tam... Yes	Tue, D... Fri, A...

Hours on Plan Estimated Average Weekly Hours SIS FTE Row Actions

The **Hours on the Plan** total includes subject/course records with either **No Course Participation Status** or one of **In Progress**. These totals can be used to quickly identify discrepancies and find students who are lacking hours on their plan.

If desired, you can continue to monitor hours closely as the year progresses. Each month, the **Monthly Progress Review** is completed, and the Certificated Teacher can document actual hours spent on each course by entering the **Actual Average Hours** into the text box alongside the surfaced **Projected Hours Average**.

Alternatively, if the student logs the expected hours, the teacher can click **Copy Project Hours to Actual Hours** and copy those hours for all courses with one click.

Update monthly progress Save

[Copy Project Hours to Actual Hours](#)

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ENG001 English 101

Parent Input (opt)

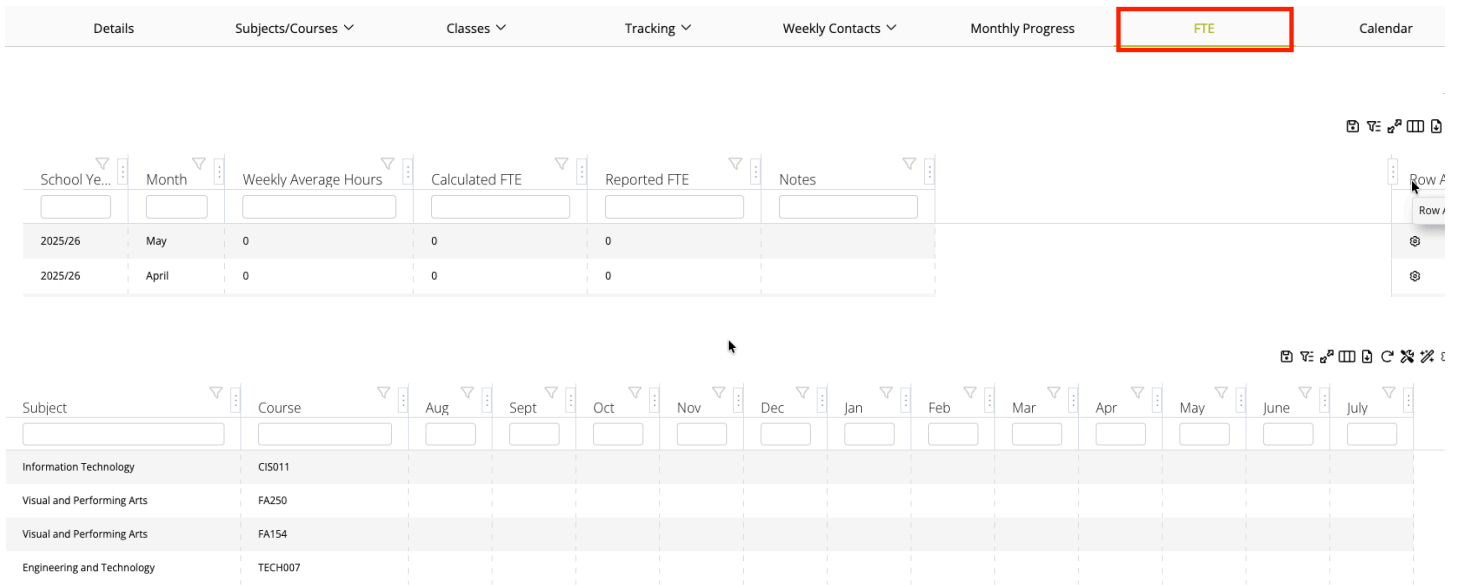
Student Input (opt)

Monthly Progress

Progress is Satisfa... (opt)

**Projected Average... (opt)**  **Actual Average Ho... (opt)**

Once the Monthly Progress Review has been completed, these numbers surface on the **FTE Tab**, which displays overall monthly time totals by default.



School Ye...	Month	Weekly Average Hours	Calculated FTE	Reported FTE	Notes
2025/26	May	0	0	0	
2025/26	April	0	0	0	

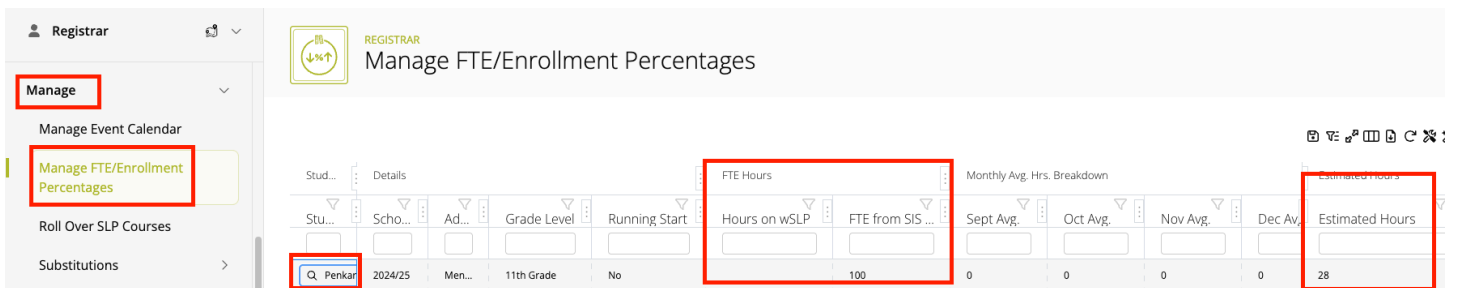
  

Subject	Course	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Information Technology	CIS011												
Visual and Performing Arts	FA250												
Visual and Performing Arts	FA154												
Engineering and Technology	TECH007												

The **Registrar Role** has some additional **FTE** management tools. Select **Manage** in the left navigation menu and choose **Manage FTE/Enrollment Percentages**.


Here, a table of all enrolled students is displayed, showing their projected enrollment hours from the Student Learning Plan, total hours by month (if recorded when monthly progress reviews are completed), and the FTE percentage claimed from the SIS.

Any student's estimated hours can be adjusted right in this **Estimated Hours** column and will be reflected on the corresponding Student Learning Plan.



Stu...	Details	FTE Hours	Monthly Avg. Hrs. Breakdown	Estimated Hours							
Stu...	Scho...	Ad...	Grade Level	Running Start	Hours on wSLP	FTE from SIS...	Sept Avg.	Oct Avg.	Nov Avg.	Dec Av.	Estimated Hours
Q Penkar	2024/25	Men...	11th Grade	No	100		0	0	0	0	28

If additional information is needed, click the **magnifying glass** next to the student name to open the **Manage Student Learning Plan**, then click the **FTE Tab** and use the **Row Actions Gear** to **Update Reported FTE**. Here, the actual FTE amount reported monthly can be recorded and tracked per student.

Details	Subject/Courses	Classes	Tracking	Weekly Contact	Monthly Progress	FTE	Calendar
School Ye...	Month	Weekly Average Hou...	Calculated FTE	Reported FTE	Notes	Row Actions	
2024/25	May	0	0	0			
2024/25	April	0	0	0			
2024/25	March	0	0	0			
2024/25	February	0	0	0			
2024/25	January	0	0	0			

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Row Actions and Options  
Update Reported FTE

Subject Course Aug Sept Oct Nov Dec Jan Feb Mar Apr May June July

The **Manage Enrollment Percentages Table** can be downloaded to Excel via the **Download Data Table** at the top right.



In addition, any FTE data points available in the system can be used to create custom reports or downloads if desired - contact the Help Desk or your Customer Service Agent to request a custom report.