

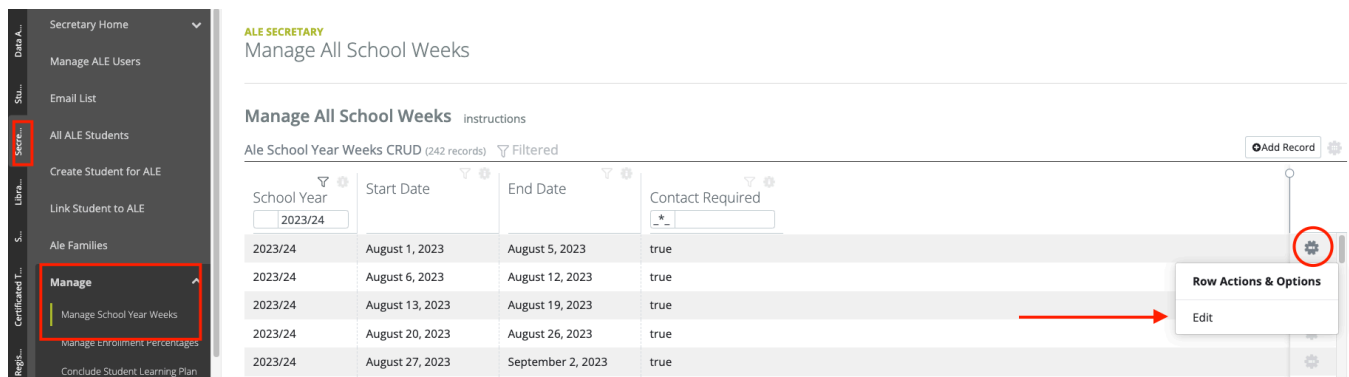
ALE Secretary: Enable/Disable Weekly Contact Requirements for School Year Weeks V2

Per [WAC 392-550-025 \(2\)](#), students must have weekly contact with a certificated teacher each week of the school year they are enrolled in ALE courses.

Per [WAC 3920-550-020 \(10\)](#) - "School Week" means any seven-day calendar period starting with Sunday and continuing through Saturday that includes at least three days when a district's schools are in session or when a charter school is in session.

You can turn off the Weekly Contact weeks that have 2 or fewer school days via the **Secretary** role.

1. Select **Manage** in the left navigation menu and choose **Manage School Year Weeks**.
2. Click **Row Actions & Options**, then click **Edit** for the Week you want to set **Enable/Disable** weekly contact requirements.



ALE SECRETARY
Manage All School Weeks

Manage All School Weeks instructions

Ale School Year Weeks CRUD (242 records) Filtered

School Year	Start Date	End Date	Contact Required
2023/24	August 1, 2023	August 5, 2023	true
2023/24	August 6, 2023	August 12, 2023	true
2023/24	August 13, 2023	August 19, 2023	true
2023/24	August 20, 2023	August 26, 2023	true
2023/24	August 27, 2023	September 2, 2023	true

3. Set the **Weekly Contact Is Required** field to **True** or **False** and click **Update**.

Edit School Year Week Update ✕

Honor

True
 False