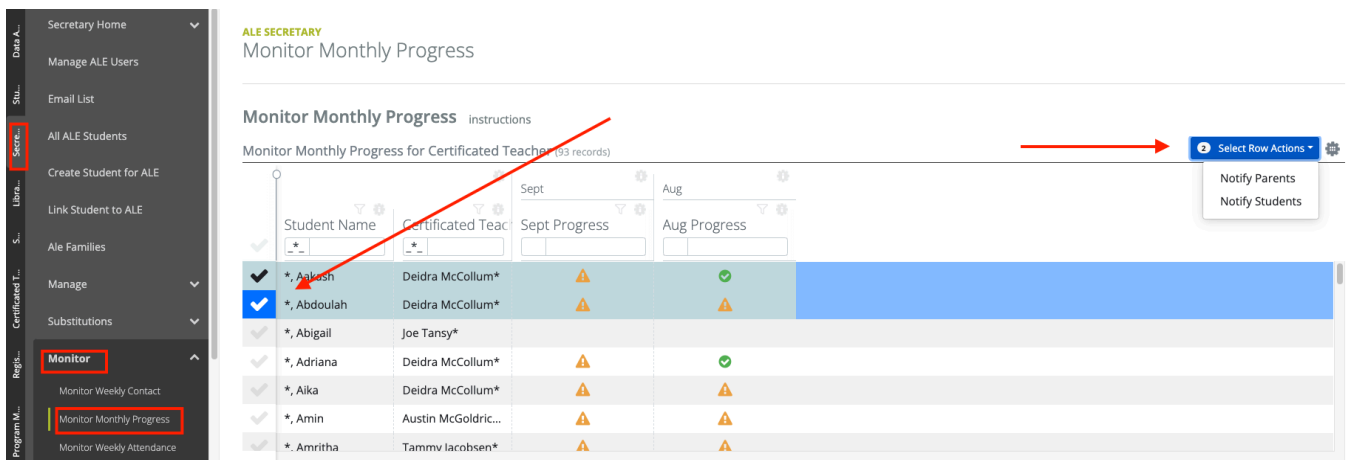


## ALE Secretary: Notifying Students or Guardians About Completed Monthly Progress Reviews V2

An auto-email feature can help you notify parents/guardians or students themselves when Monthly Progress Reviews have been completed and are ready for their review. This can be done in the **Secretary Role**.

1. Navigate to **Monitor** in the left navigation menu and choose **Monitor Monthly Progress**.
2. Using the **checkmarks** at the left, choose which parent(s) and/or students you would like to send email notifications to, and then use the **Select Row Actions** button at the top right to choose **Notify Parents** or **Notify Students**.



The screenshot displays the 'Monitor Monthly Progress' interface. On the left, the navigation menu includes 'Secretary Home', 'Manage ALE Users', 'Email List', 'All ALE Students', 'Create Student for ALE', 'Link Student to ALE', 'Ale Families', 'Manage', 'Substitutions', 'Monitor', and 'Monitor Monthly Progress'. The 'Monitor' and 'Monitor Monthly Progress' items are highlighted with red boxes. The main content area shows a table titled 'Monitor Monthly Progress for Certificated Teacher (93 records)'. The table has columns for 'Student Name', 'Certificated Teacher', 'Sept Progress', and 'Aug Progress'. The first two rows are selected, indicated by blue checkmarks in the left margin. A red arrow points from the 'Select Row Actions' button in the top right corner to the 'Notify Parents' and 'Notify Students' options in the dropdown menu.

Student Name	Certificated Teacher	Sept Progress	Aug Progress
*, Ankosh	Deidra McCollum*	⚠	✅
*, Abdoulah	Deidra McCollum*	⚠	⚠
*, Abigail	Joe Tansy*		
*, Adriana	Deidra McCollum*	⚠	✅
*, Aika	Deidra McCollum*	⚠	⚠
*, Amin	Austin McGoldric...	⚠	⚠
*, Amritha	Tammv Jacobsen*	⚠	⚠

A few things to note:

- Only parents/guardians or students who have completed a monthly progress review with satisfactory or unsatisfactory progress will be notified.
- Emails will be sent regarding progress for the current month through the 8th day of the following month - for example, notifications sent on February 7th will be about January progress.
- The email addresses will be associated with the guardian's or student's user account.
- The message does not include the progress review, but it includes a link that the parent/guardian or student can click to log in and view that month's progress review.
- If a parent/guardian is associated with multiple students, they will receive one email message for each student, since each student's login link is unique.

Here's a sample email - your school district logo will display at the top:



— S C H E C K —  
HILLEL COMMUNITY  
— S C H O O L —

Dear Parent/Guardian of Cesar Abarca De La Mora,

The Monthly Progress Review has been completed for November 2020 and is available for you to view. Click [Here](#) to log in and review your student's monthly progress report.

[View Monthly Progress](#)

If you have questions about the information contained in your report, contact your student's teacher.

If you have trouble logging in or viewing the report feel free to submit a ticket to the School Data Solutions HelpDesk by emailing [support@schooldat.net](mailto:support@schooldat.net)