

ALE Using the Waitlist Feature Connect

The waitlist feature can track class interest and help Registrars fill seats as they become available. Registrars and Parents will be the primary users of this feature.

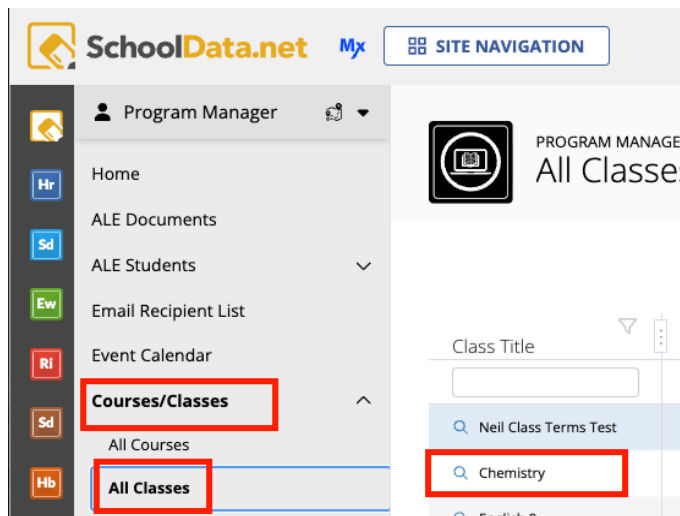
Before parents can start using the waitlist feature, it must be activated by setting **Allow Parent Access to Waitlist** to **Yes**.

Helpful Resource:

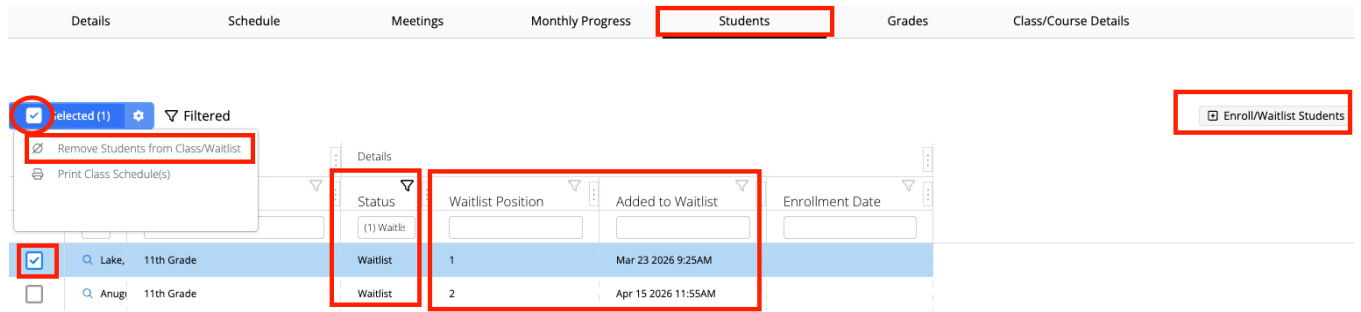
Checking Which Students are on a Class Waitlist

Role: Certificated Teacher, Program Manager, Registrar

1. Start under **Courses/Classes** in the left navigation menu, then choose **All Classes**.
2. Click the **magnifying glass** next to the class name you want to manage the waitlist for to open the **Manage Class** page.



3. Click the **Students Tab** at the top of the page.
4. You will see the **ALE Class Students Table**. Use the filter at the top of the **Waitlist column** to search.
5. If a student is on the waitlist, the **Status column** will show **"Waitlist,"** and the **Waitlist Position** and **Added to Waitlist** columns will display data.
6. **Registrars** can add, remove, and enroll students from the waitlist. **Note:** Changes made to classes by a registrar will bypass enrollment restrictions.
 - a. **To Remove Students from Waitlist:** Click one or more **checkboxes** to the far left, click the **Selected Gear** in the top left, and choose **Remove Students from Class/Waitlist**.



The screenshot shows the 'Students' tab in the SchoolData.net interface. A table displays waitlist information for two students:

Status	Waitlist Position	Added to Waitlist	Enrollment Date
(1) Waitlist	1	Mar 23 2026 9:25AM	
Waitlist	2	Apr 15 2026 11:55AM	

Other visible elements include a 'Selected (1)' dropdown, a 'Filtered' dropdown, a 'Remove Students from Class/Waitlist' button, a 'Print Class Schedule(s)' button, and an 'Enroll/Waitlist Students' button in the top right corner.

- b. To Enroll Students from the Waitlist: Click the **Enroll/Waitlist Students** button.
- i. Click the **Enroll** checkbox (enroll students from the waitlist) or click the **Waitlist** checkbox (add students to the waitlist).
 - ii. Click the **magnifying glass** in the **Students** field, click one or more **checkboxes** to the left, and click **Accept**.
 - iii. Click **Save**.

Essentials

Action (required)

 Enroll
 Waitlist

Students (required)

How the Waitlist Appears to Parents

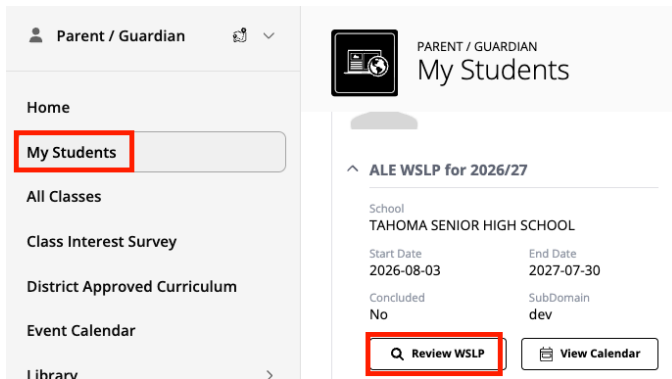
Note: The waitlist feature is available to parents only after the **Registrar Role** enables it.

When a parent tries to enroll their student in a full class, the student will be added to the waitlist instead of being enrolled. This is indicated to parents by a **clock icon** when adding a class. When a parent clicks the **“+” icon**, they will also receive a notification that the class is full, and the student will be added to the class waitlist.

Classes can only be waitlisted by parents when they are full and the open enrollment deadline has not passed. Once a class reaches its enrollment limit, parents cannot enroll their students in the class until the waitlist is cleared.

Parents can view classes their students are waitlisted for by following the steps below:

1. Start under **My Students** in the left navigation menu.
2. Click the **Review WSLP** button under the student and school year **for which** you would like to view the waitlist.



3. Click the **Classes** tab at the top of the page and select **Waitlist** from the dropdown menu.
4. Click the **Row Action Gear** on the far right, then click **Remove from Waitlist** if desired.

