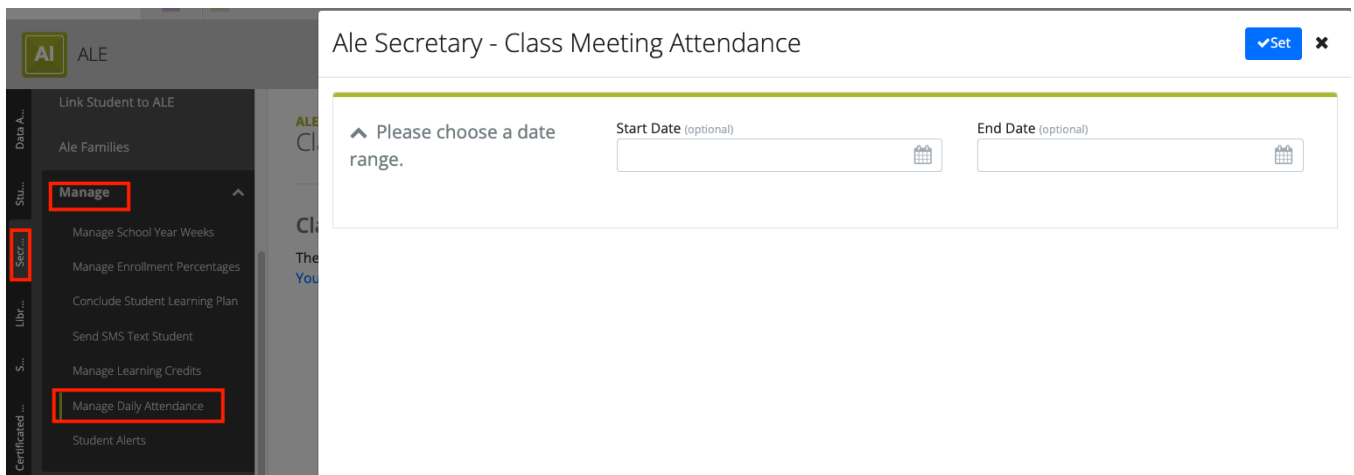


## ALE Secretary: Monitoring and Recording Attendance V2

Users with the **Secretary Role** can monitor attendance taking and record attendance for class meetings and/or individual students.

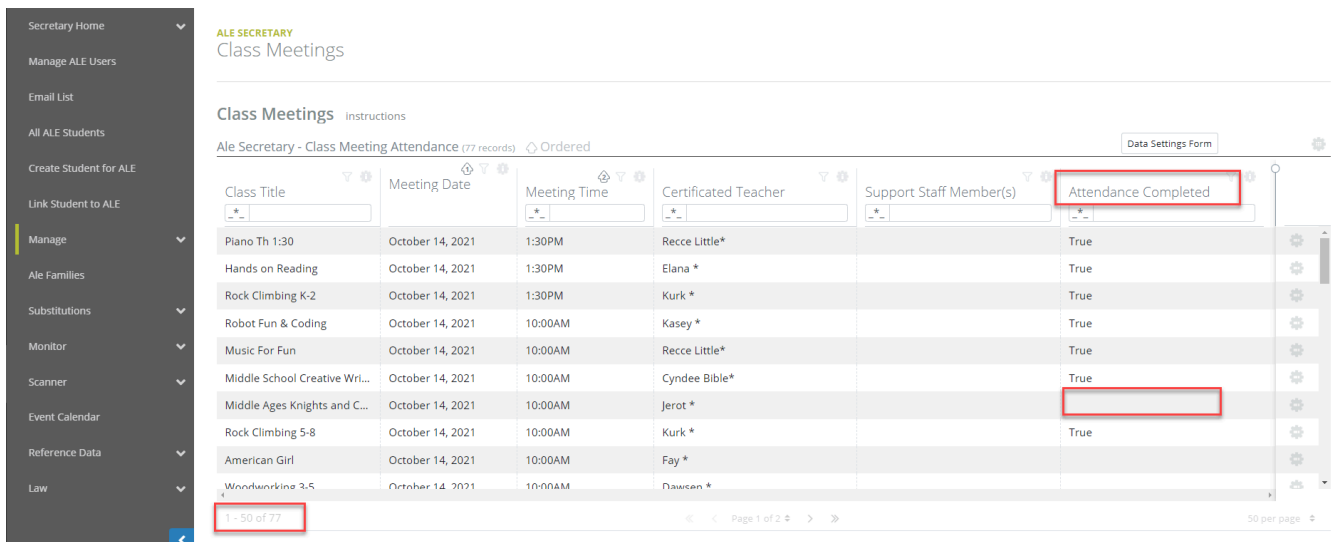
### Monitoring Attendance Completion

1. Select **Manage** in the left navigation menu, then choose **Manage Daily Attendance**.
2. You will be asked to enter a **Start and End Date**. To pick one day, enter the same date as both the start and end date:



The screenshot shows the ALE Secretary interface. On the left, the navigation menu has 'Manage' highlighted in red, and 'Manage Daily Attendance' is also highlighted in red. The main content area is titled 'Ale Secretary - Class Meeting Attendance' and contains a form with two date selection fields: 'Start Date (optional)' and 'End Date (optional)', both with calendar icons.

3. The resulting list will include all class meetings scheduled for the selected date range. In the column at the far right, **Attendance Completed**, you can easily see which class meetings have been marked as **Attendance Taking Was Completed** and those that have not yet been completed.



The screenshot shows the 'ALE SECRETARY Class Meetings' page. A table lists class meetings with columns for Class Title, Meeting Date, Meeting Time, Certificated Teacher, Support Staff Member(s), and Attendance Completed. The 'Attendance Completed' column is highlighted in red. The table shows several rows of data, including 'Piano Th 1:30', 'Hands on Reading', 'Rock Climbing K-2', 'Robot Fun & Coding', 'Music For Fun', 'Middle School Creative Wri...', 'Middle Ages Knights and C...', 'Rock Climbing 5-8', 'American Girl', and 'Woodworking 3-5'. The 'Attendance Completed' column shows 'True' for most rows, and an empty cell for the 'Middle School Creative Wri...' row, which is also highlighted in red. The page number '1 - 50 of 77' is highlighted in red at the bottom left.

Class Title	Meeting Date	Meeting Time	Certificated Teacher	Support Staff Member(s)	Attendance Completed
Piano Th 1:30	October 14, 2021	1:30PM	Recce Little*		True
Hands on Reading	October 14, 2021	1:30PM	Elana *		True
Rock Climbing K-2	October 14, 2021	1:30PM	Kurk *		True
Robot Fun & Coding	October 14, 2021	10:00AM	Kasey *		True
Music For Fun	October 14, 2021	10:00AM	Recce Little*		True
Middle School Creative Wri...	October 14, 2021	10:00AM	Cynde Bible*		True
Middle Ages Knights and C...	October 14, 2021	10:00AM	Jerot *		
Rock Climbing 5-8	October 14, 2021	10:00AM	Kurk *		True
American Girl	October 14, 2021	10:00AM	Fay *		True
Woodworking 3-5	October 14, 2021	10:00AM	Dawson *		True



## Attendance as Weekly Contact

In the system, when attendance is recorded by an individual logged in as a **Certificated Teacher**, weekly contact records are automatically generated for each student marked Present or Tardy.

When a School **Support Staff** member records attendance, weekly contact records are not always automatically generated based on program preference. At the top of the screen, you can **check a box** indicating that I attest that student attendance of this class meeting will fulfill the In-person Instructional Contact requirements defined by WAC 39201210182 (4)f.

### Record Attendance

Class Game Hour (P.E.)

Record Attendance instructions

I attest that student attendance of this class meeting will fulfill the In-Person Instructional Contact requirements defined by WAC 392-121-182 (4)f

If this box is checked, then weekly contact records are generated. If unchecked, records are not generated.

## Attendance Designations

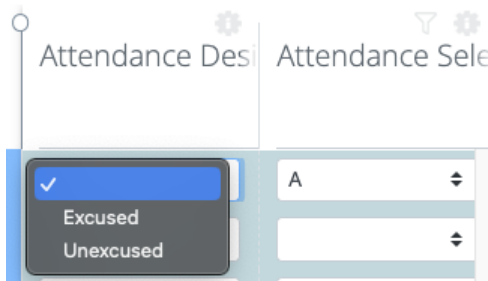
Attendance Designations is a list of customizable selections that can be set during class attendance. An attendance selection must be made for a student before the Attendance Designation selector appears. By default, all districts have **Excused** and **Unexcused** as options associated with Absent. It may be changed at any time.

Attendance Designations are used to record program information and more specific information about a student's attendance. In some schools, hybrid models are being introduced, where students can choose whether to attend in person or online, and to record in-person or online attendance.

Anyone who can take attendance for students can set an Attendance Designation. This includes users with the Secretary Role in all classes, Support Staff, and Certificated Teachers in classes assigned to them.

Attendance Designations may be found anywhere Attendance is taken or in the Attendance section of any Student Learning Plan.

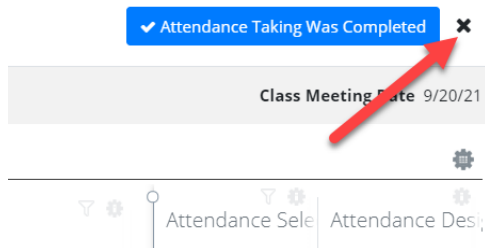
Contact [support@schooldata.net](mailto:support@schooldata.net) to request that Attendance Designations be added or removed.



## Marking Attendance Completed

A button on the attendance interface will allow users to enter information that clearly indicates when attendance for a class meeting is complete.

1. If attendance is recorded for one or more students and the user exits this form using the “x” at the top right, the information is saved, and weekly contact records are generated if needed. Still, attendance for the class has not yet been completed. This might be done by a secretary who is entering an absence for a student prior to the day of a class meeting.



2. Only after attendance has been recorded for all students in the class should the user click the blue "Attendance Taking Was Completed" button. This will indicate that attendance is complete and will be displayed throughout the attendance interfaces with a new **Attendance Completed** column.

ALE TEACHER

My Class Meetings

My Class Meetings Instructions

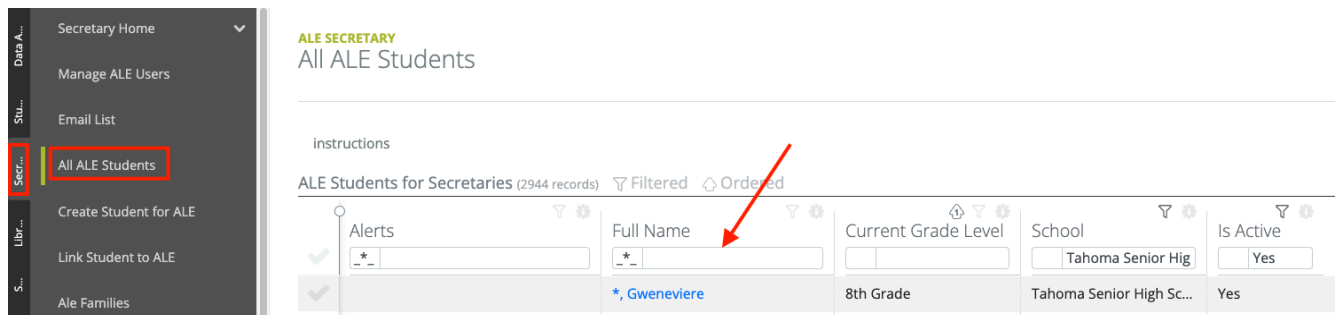
My ALE Class Meetings For Teacher (91 records) Filtered Ordered

Class Title	Meeting Date	Meeting Time	Certificated Teacher	Attendance Completed
Engineering with Legos	January 12, 2021	11:00AM	Deidra McCollum*	true
Engineering with Leg...	January 12, 2021	11:30AM	Deidra McCollum*	

The "Attendance Completed" column is highlighted with a red box in the original image.

## Recording Attendance for a Single Student in Multiple Classes

1. Users with the Secretary Role can record individual student attendance for all their classes in a single interface. To do this, navigate to **All ALE Students** and filter to find a student.



A screenshot of the "All ALE Students" interface. On the left, a sidebar menu has "All ALE Students" highlighted with a red box. The main content area shows a table of student records. A red arrow points to the "Full Name" column header.

Alerts	Full Name	Current Grade Level	School	Is Active
<input checked="" type="checkbox"/>	*, Gwenevieve	8th Grade	Tahoma Senior High Sc...	Yes

2. Click the **Student Name**, then the **Manage Attendance Tab**.

ALE SECRETARY / MANAGE STUDENT  
Izaak Abney\*

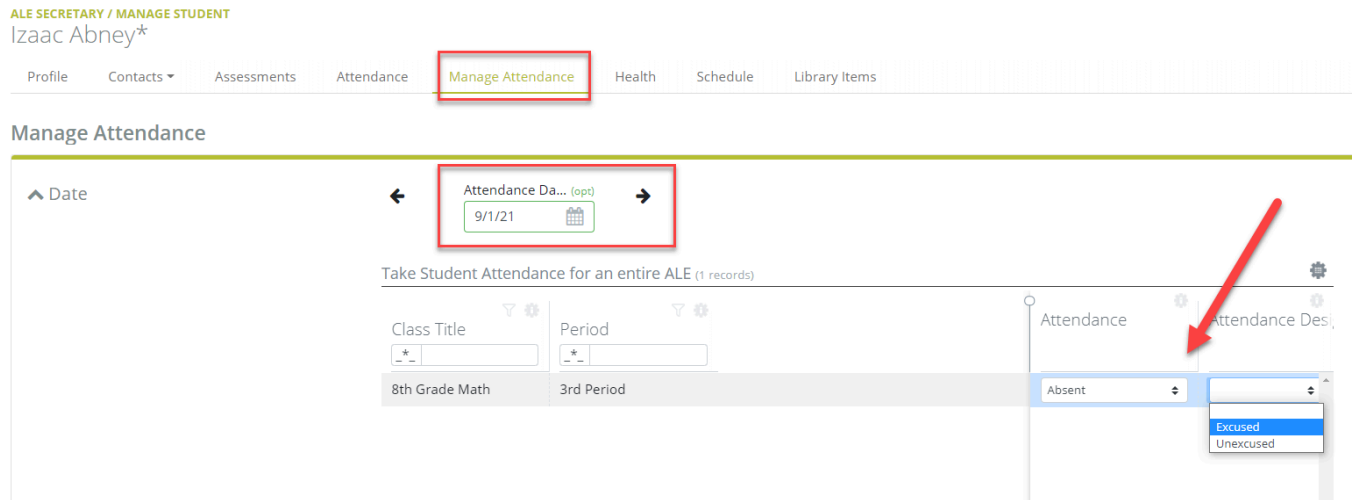
Profile   Contacts ▾   Assessments   Attendance   **Manage Attendance**   Health   Schedule   Library Items

### Manage Attendance

^ Date   ← Attendance Da... (opt) 9/1/21 →

Take Student Attendance for an entire ALE (1 records)

Class Title	Period	Attendance	Attendance Desi...
8th Grade Math	3rd Period	Absent	Excused Unexcused



3. From here, the **Attendance Date** field lets you navigate to the date you'd like to record attendance for. Using the right selectors, **Absent**, **Present**, or **Tardy** can be indicated.
4. If **Attendance Designations** are configured for your district, those can also be entered.
5. Attendance entered here will be displayed immediately in the **Manage Class** interface for each associated class.