

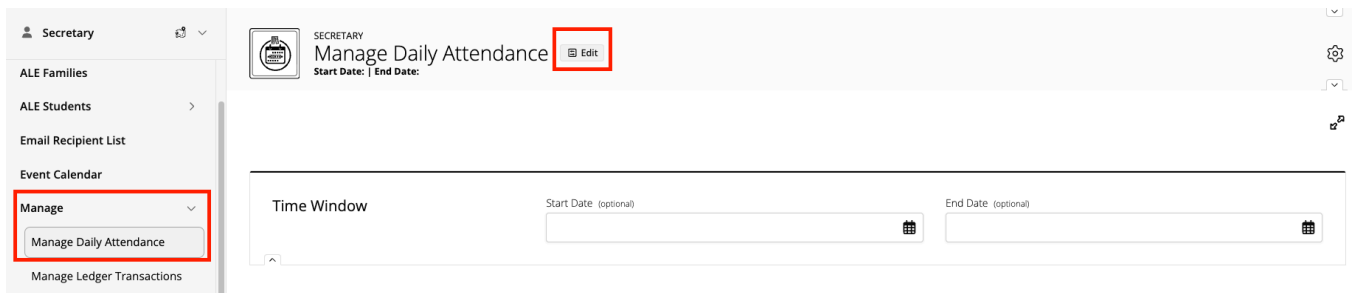
ALE Secretary: Monitoring and Recording Attendance (Connect)

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

Monitoring Attendance Completion

Here, you will learn to view and record daily attendance for classes set up at the school.

1. Start under **Manage** in the left navigation menu and choose **Manage Daily Attendance**.
2. Enter the **Start and End Dates**, then click **Save**.
3. Use the **Edit Page Data Settings** button to the right of the title to modify dates.



4. The resulting list will include all class meetings scheduled for the selected date range. In the **Attendance Completed** column, you can easily see which class meetings have had attendance taken.

Class	Times	People	Actions
Class Name	Meeting Date	Meeting Time	Certificated Teacher
Biology	6/2/2026	1:00PM	Neil Mendenhall
Computer Science Discove...	6/2/2026	2:00PM	Neil Mendenhall

The 'Attendance Completed' column is highlighted with a red box. The 'Row Actions' column contains a gear icon, which is also highlighted with a red circle. A dropdown menu for 'Row Actions and Options' is visible, showing a 'Record Attendance' option.

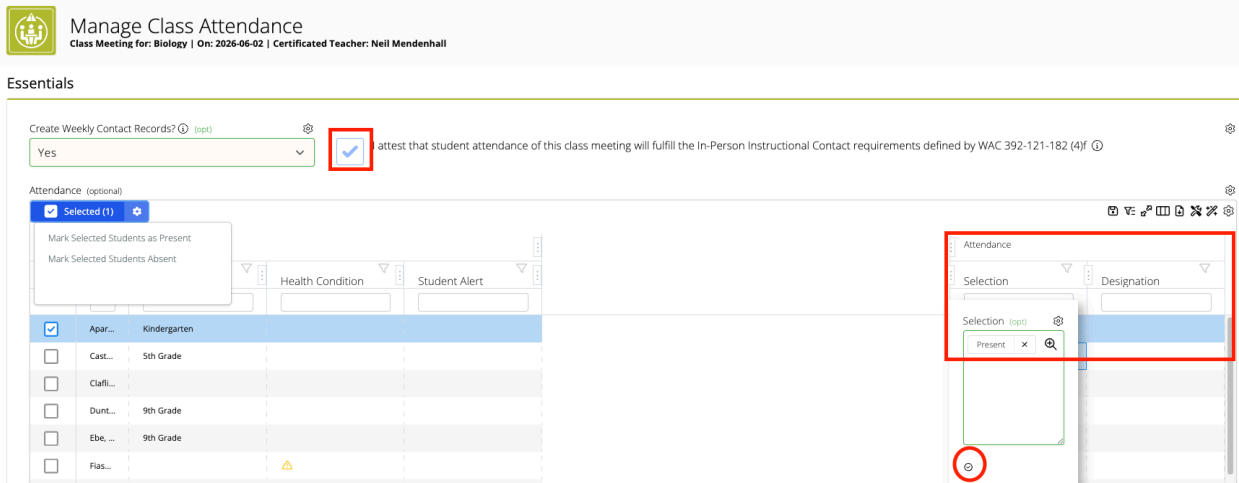
Record Attendance / Attendance as Weekly Contact

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.

1. Click the **Row Actions Gear** on the right side of the table and choose **Record Attendance**.

2. Select **Yes or No** from the **Create Weekly Contact Records** dropdown menu. If this box is checked, then weekly contact records are generated. If unchecked, records are not generated.
 - a. Upon clicking **Yes**, click the **checkbox** to indicate that **“I attest that student attendance at this class meeting will fulfill the In-Person Instructional Contact requirements defined by WAC 392-121-182(4)f.”**
3. Double-click the **Selection column cell** and click the **checkbox** to the left. (e.g., Present (P), Absent (A), or Tardy (T)).
 - a. Alternatively, in the **box**, click the **magnifying glass** to make selections, click the **“X”** to remove the selection, and click the **checkmark** to close the box.



Manage Class Attendance
Class Meeting for: Biology | On: 2026-06-02 | Certificated Teacher: Neil Mendenhall

Essentials

Create Weekly Contact Records? (opt) 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

Attendance (optional)

Selected (1)

Mark Selected Students as Present
Mark Selected Students Absent

	Selection	Designation
<input checked="" type="checkbox"/> Apar...	Kindergarten	
<input type="checkbox"/> Cast...	5th Grade	
<input type="checkbox"/> Clafl...		
<input type="checkbox"/> Dunt...	9th Grade	
<input type="checkbox"/> Ebe...	9th Grade	
<input type="checkbox"/> Fias...		

4. Double-click the **Designation column cell**, then select it.
5. To record en masse, click one or more **checkboxes** to the far left of the chosen students, click the **Selected Gear** in the top left, and choose one of the following:
 - a. **Mark Selected Students as Present**
 - b. **Mark Selected Students Absent.**

Attendance Designations

Attendance Designations provide specific details about student attendance, such as recording program information or distinguishing between in-person and online attendance in hybrid models. By default, options include "Excused" and "Unexcused" for absences.

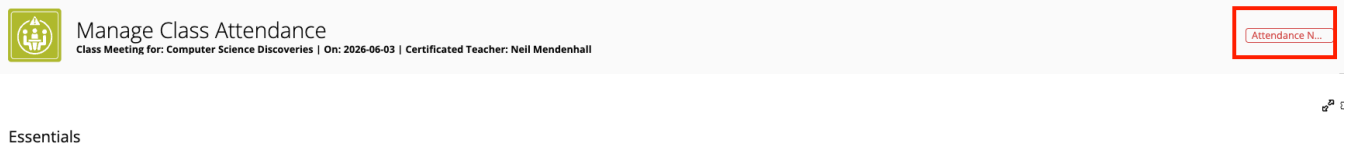
A designation can only be selected after an initial attendance status (like Absent) has been set for a student. These options are accessible wherever attendance is recorded or within the Student Learning Plan.

Personnel with the Secretary Role, Support Staff, and Certificated Teachers (for their assigned classes) are authorized to set these designations. Designations may be set by the **Data Administrator Role** under **Manage ALE Data > Class Data > Class Attendance Designations Tab**.

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.



Manage Class Attendance
Class Meeting for: Computer Science Discoveries | On: 2026-06-03 | Certificated Teacher: Neil Mendenhall

Attendance N...

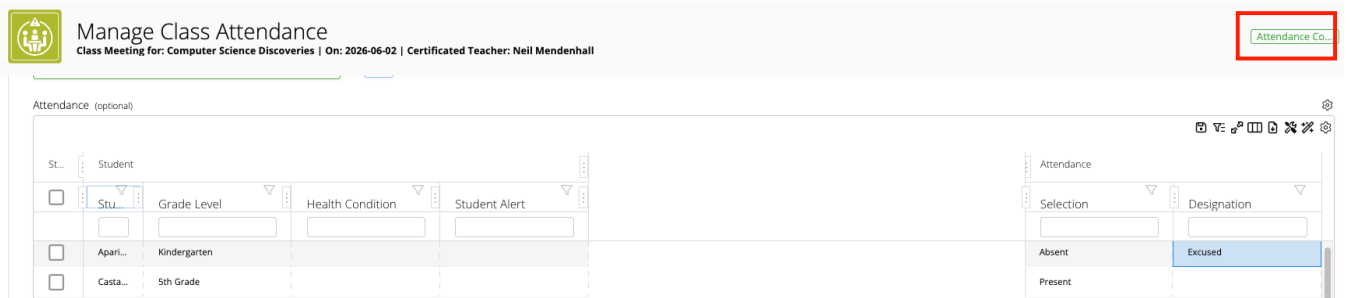
Essentials

Create Weekly Contact Records? (opt)

Attendance (optional)

Stu...	Student	Grade Level	Health Condition	Student Alert	Attendance
<input type="checkbox"/>	Apar...	Kindergarten			Absent
<input type="checkbox"/>	Casta...	5th Grade			Excused

2. Only after attendance has been recorded for all students in the class will it be indicated that attendance is complete in the top right and will be displayed throughout the attendance interfaces with a new **Attendance Completed** column.



Manage Class Attendance
Class Meeting for: Computer Science Discoveries | On: 2026-06-02 | Certificated Teacher: Neil Mendenhall

Attendance Co...

Attendance (optional)

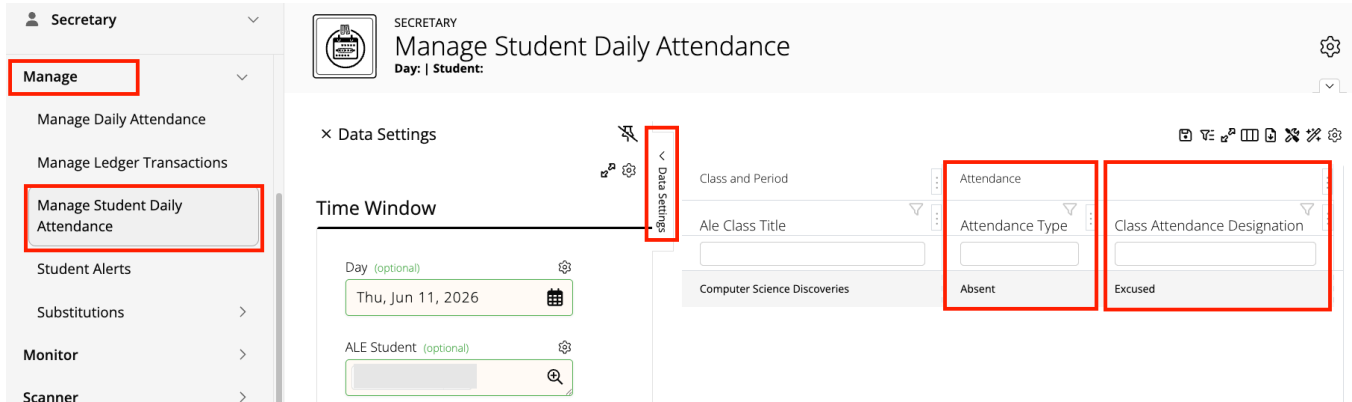
Stu...	Student	Grade Level	Health Condition	Student Alert	Attendance
<input type="checkbox"/>	Apar...	Kindergarten			Absent
<input type="checkbox"/>	Casta...	5th Grade			Excused
					Present

Recording Attendance for a Single Student in Multiple Classes

Here, you can view and record class attendance for individual students.

1. Start under **Manage** in the left navigation menu and choose **Manage Student Daily Attendance**.
2. Open the **Data Settings Drawer** to the left and select the **Date**.
 - a. Click the **magnifying glass** in the **ALE Student** field and click the **checkbox** next to the student.
3. A class, period, and attendance data table will be displayed to the right.

- a. Double-click the **Attendance Type** column cell and click the **checkbox** to the left. (e.g., Present (P), Absent (A), or Tardy(T)).
 - i. Alternatively, in the **box**, click the **magnifying glass** to make selections, click the **“X”** to remove the selections, and click the **checkmark** to close the box.
- b. Double-click the **Class Attendance Designation** column cell similarly. Attendance Designations provide specific details about student attendance and can only be selected after an initial attendance status, such as Absent, is set for a student. Designations may be set by the **Data Administrator Role** under **Manage ALE Data > Class Data > Class Attendance Designations Tab**.



SECRETARY
Manage Student Daily Attendance
Day: | Student:

× Data Settings

Time Window

Day (optional)
Thu, Jun 11, 2026

ALE Student (optional)

Class and Period
Ale Class Title
Computer Science Discoveries

Attendance
Attendance Type
Absent

Class Attendance Designation
Excused