

ALE Managing the Learning Credits System (Connect)

The ALE application includes a set of monitoring tools to track per-student expenses (which we have named Learning Credits). Per OSPI guidance, these are internal tools only, and none of this data is shared with parents at any time.

The first task is to set up a monthly amount for each student based on their FTE enrollment in the **Data Administrator Role**.

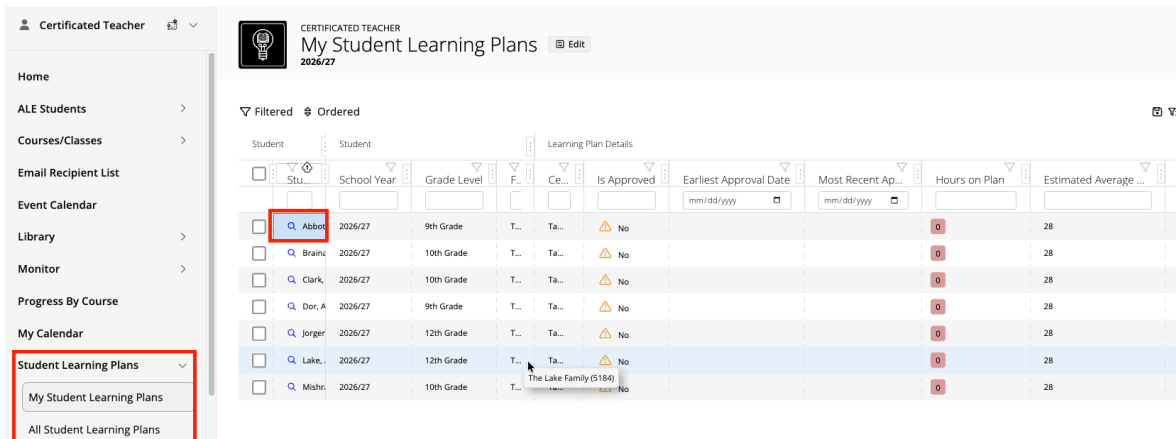
Helpful Resource: [ALE Setting Learning Credit Enrollment Limits for Parents](#)

Ledger on Student Learning Plan

Each student's Learning Plan includes a **Ledger** that lists all charges and credits.

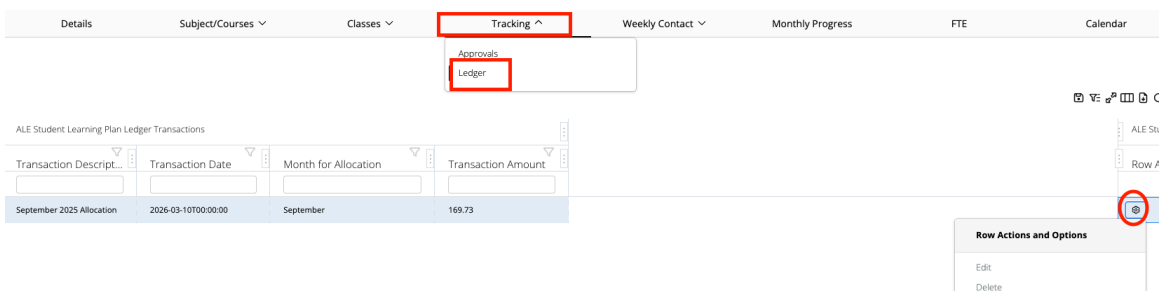
Role: Certificated Teacher, Program Manager, Registrar, Staff

1. Click **My Student Learning Plans** or **All Student Learning Plans** in the left navigation.
2. Click the magnifying glass in the **student column** to open the **Manage Student Learning Plan** page.



Student	School Year	Grade Level	FTE	Ce.	Is Approved	Earliest Approval Date	Most Recent Ap...	Hours on Plan	Estimated Average ...
Abbot	2026/27	9th Grade	T...	Ta...	No			0	28
Brainz	2026/27	10th Grade	T...	Ta...	No			0	28
Clark, C	2026/27	10th Grade	T...	Ta...	No			0	28
Der, A	2026/27	9th Grade	T...	Ta...	No			0	28
Jorger	2026/27	12th Grade	T...	Ta...	No			0	28
Lake...	2026/27	12th Grade	T...	Ta...	No			0	28
Mishr...	2026/27	10th Grade	T...	Ta...	No			0	28

3. Select the **Tracking tab** at the top of the page and choose **Ledger** from the dropdown menu.



Transaction Description	Transaction Date	Month for Allocation	Transaction Amount
September 2025 Allocation	2026-03-10T00:00:00	September	169.73

4. Individual transactions can be **edited** or **deleted** here by clicking the **Row Actions & Options Gear**.

Establishing a Learning Credit “Fee” for Classes

Role: Certificated Teacher, Program Manager, Registrar, Staff

When creating a Class, a **Class Cost** for the class as a whole or a **Class Cost Per Meeting** can be entered.

Essentials

Default Values in this section can be set via Data Admin >> Configure Settings >> Create Class Default Values

Title (required) <input type="text" value="Aa"/>	Max Number of Students (req) <input type="text" value="5"/>	
Omit Class From Parent... (opt) <input type="text" value="No"/>	Allow Parent Input for Pr... (req) <input type="text" value="No"/>	Average Hours of Study P... (opt) <input type="text" value="#"/>
Class Meeting is Optional (opt) <input type="text" value="#"/>		
Class Cost (required*) <input type="text" value="#"/>	Class Cost Per Meeting (required*) <input type="text" value="#"/>	Learning Credit Amount (optional) <input type="text" value="#"/>
Grade Levels (required) <input type="text"/>	Description (optional) <input type="text"/>	

If the **Class Cost** field is used upon class registration, this total amount will be automatically deducted from the student ledger.

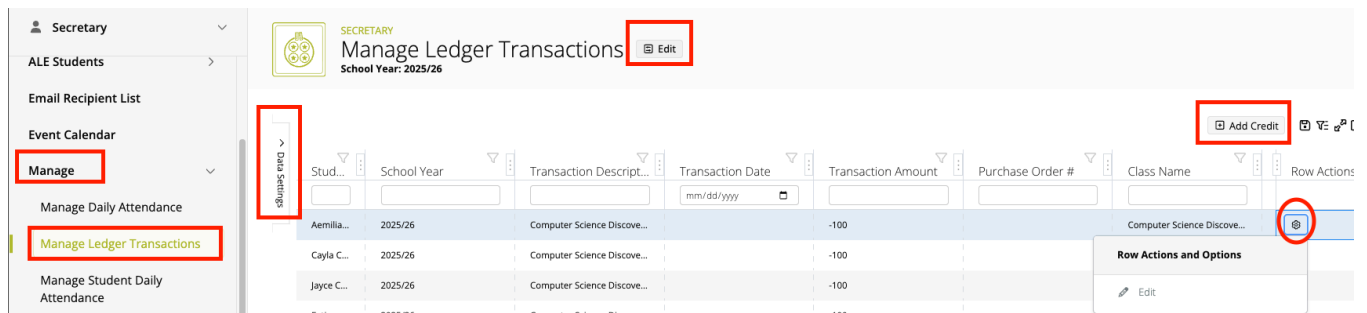
If the **Class Cost Per Meeting** field is used, the number of class meetings set based on the established schedule will be deducted from the student ledger when they register for the class. For example, a class meeting ten (10) times during the year, with a Class Cost Per Meeting of 2, would deduct 20 Learning Credits from the Student Ledger.

If the student unenrolls from the class before the first class meeting, the associated Learning Credit charge will be removed from the ledger. If they unenroll from the class after the first day, the charge will remain.

Secretary: Manage Learning Credits

This tool lists all learning credit transactions that can be filtered by school year, student, or even class.














1. Start under **Manage** in the left navigation and choose **Manage Learning Credits**.
2. Use the **Data Settings Drawer** to the far left to manage the school year. Click the **magnifying glass**, then the checkbox to the left.
3. Alternatively, click the **Edit Page Data Settings** button to the right of the title to manage the school year.



Stud...	School Year	Transaction Descript...	Transaction Date	Transaction Amount	Purchase Order #	Class Name	Row Actions
Aemilia...	2025/26	Computer Science Discove...	mm/dd/yyyy	-100		Computer Science Discove...	Edit
Cayla C...	2025/26	Computer Science Discove...		-100			
Jayce C...	2025/26	Computer Science Discove...		-100			
Fatima...	2025/26	Computer Science Discove...		-100			

4. Click **Add Credit/Debit**.
 - a. Click the **magnifying glass** in the **Student Learning Plans** field, click the **checkbox** next to one or more students, and click **Accept**.
 - b. Select **Yes or No** from the **Divide Costs Between Multiple Plans** dropdown menu.
 - c. Fill in the **Description** and **Notes** fields.
 - d. Select the **Transaction Date**.
 - e. Fill in the **Amount** numerically.
 - f. Fill in the **Purchase Order** field.
 - g. Select **Yes or No** from the **Completed?** dropdown menu.
 - h. Click **Save**.

Essentials

Student Learning Plans (required)  <input style="width: 95%; height: 40px;" type="text"/> 	Divide costs between multiple plans? (optional)  <input style="width: 95%; height: 25px;" type="text"/> 
Description (optional)  <input style="width: 95%; height: 50px;" type="text"/>	
Transaction Date (required)  <input style="width: 95%; height: 25px;" type="text"/> 	Amount (optional)  <input style="width: 95%; height: 25px;" type="text"/> 
Purchase Order (optional)  <input style="width: 95%; height: 25px;" type="text"/> 	Completed? (optional)  <input style="width: 95%; height: 25px;" type="text"/> 

5. Existing entries can be edited by clicking the **Row Actions & Options gear** at the right, selecting **Edit**, and then selecting **Update** when finished.