

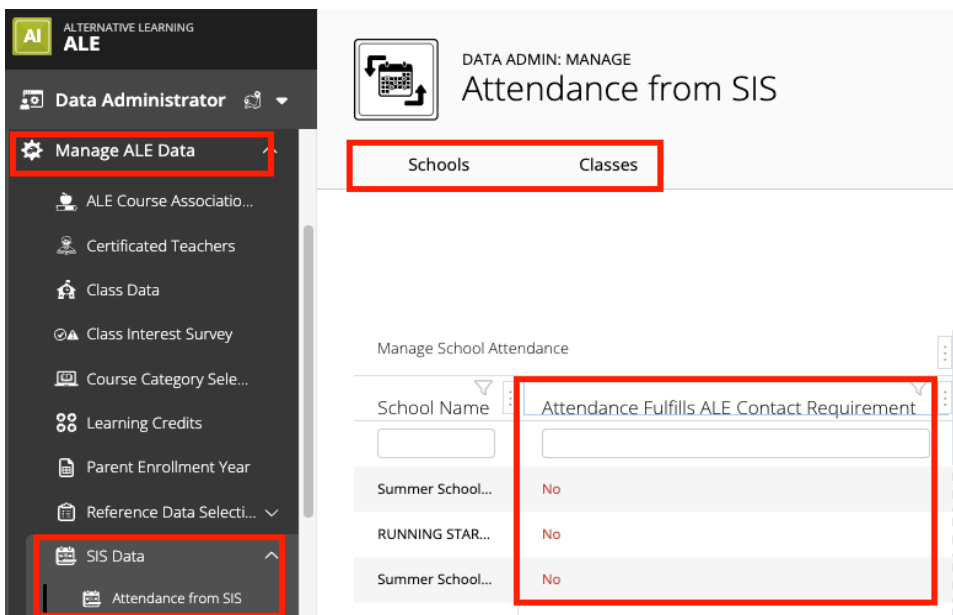
ALE Auto-Generate Weekly Contact Records from SIS Attendance Setup (Connect)

If your teachers record ALE class attendance in your district's SIS daily, you can enable the system to automatically create weekly contact records in the ALE application. Please read the FAQs below before enabling this feature.

This feature must be set up correctly. Please talk to your ALE Customer Service Manager before using this feature.

Generating Weekly Contact Records

1. Click **Manage Attendance** in the left navigation menu, choose **SIS Data**, then **Attendance from SIS**.
2. The first determination is whether ALL classes at your entity will generate weekly contact records, or only some. You will see two subpages (tabs) at the top of the page. Click the tab for your selection.
 - a. **Schools:** All classes in your entity will generate weekly contact records.
 - b. **Class:** If you have some classes that can fulfill weekly contact and some that cannot, you can use this feature to select specific classes rather than all classes in your entity.
3. Use the **filters** at the top of the page to select the schools or classes you want to generate contact records for.
4. Click **Yes** or **No** in the **Attendance Fulfills ALE Contact Requirement** column cell. Yes, it will automatically generate weekly contact records in your district Student Information System (SIS).



The screenshot displays the 'Attendance from SIS' configuration page in the ALE Data Admin interface. The left-hand navigation menu is open, with 'Manage ALE Data' and 'SIS Data' highlighted. The main content area shows the 'Attendance from SIS' page, which includes tabs for 'Schools' and 'Classes'. Below the tabs, there is a section titled 'Manage School Attendance' with a table. The table has two columns: 'School Name' and 'Attendance Fulfills ALE Contact Requirement'. The table lists several schools, including 'Summer School...', 'RUNNING STAR...', and 'Summer School...', with the 'Attendance Fulfills ALE Contact Requirement' column set to 'No' for each.

FAQs

- Question:** Does this process require teachers/school to record SIS attendance daily?
Answer: Yes, staff **must** record attendance before the end of each school day.
- Question:** What happens if a student isn't marked absent and should have been?
Answer:

 - First, correct the attendance in your SIS.
Second, the generated weekly contact record needs to be manually deleted.
This must be done via **Certificated Teacher >> Student Learning Plans >> My/All Student Learning Plans >> wSLP >> Weekly Contacts >> Direct Contact**
- Question:** What happens if a student was marked absent and shouldn't have been?
Answer: Correct the attendance in your SIS. A weekly contact record will be generated during the next migration.
- Question:** Can we test this process?
Answer: Yes, submit a help desk ticket, and your ALE customer service manager will work with you to set up a test.
- Question:** How long does it take before a weekly contact record is generated from SIS class attendance?
Answer: Typically, weekly contact records will surface in the ALE application the day after attendance is recorded in SIS. This can vary by school, depending on how often we receive SIS data from your school.
- Question:** Can a 'Missed Contact with Valid Justification' or 'Contact Attempts' be auto-generated from SIS data?
Answer: No, these entries must be manually recorded in the ALE application.