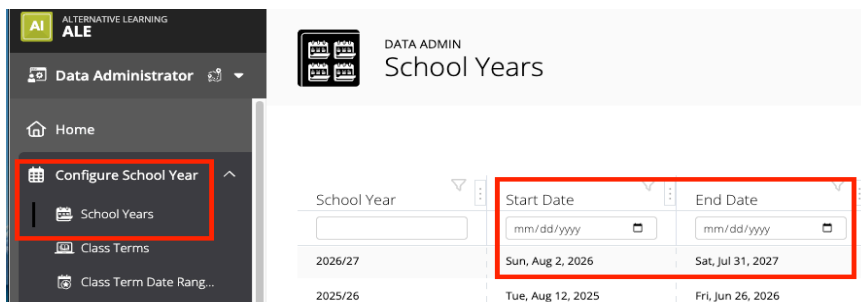


ALE Configure a School Year (Connect)

These instructions walk users through configuring a new school year or updating the current one.

Configure School Year

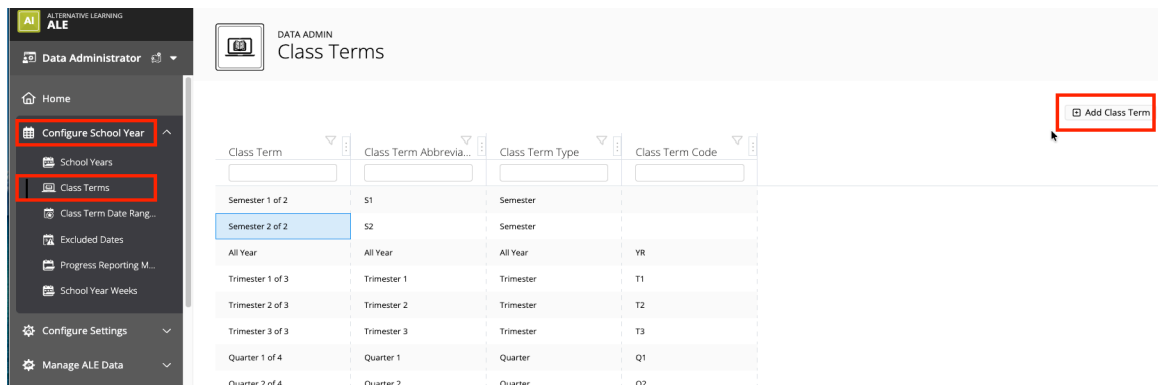
1. Start under **Configure School Year** in the left navigation menu and click **School Years**.
2. Double-click in the **Start Date** or **End Date** column cells to edit the date.
 - a. Click on the **calendar icon** to select a date.
 - b. Click Enter/Return on your keyboard to exit the cell and save the date selection.



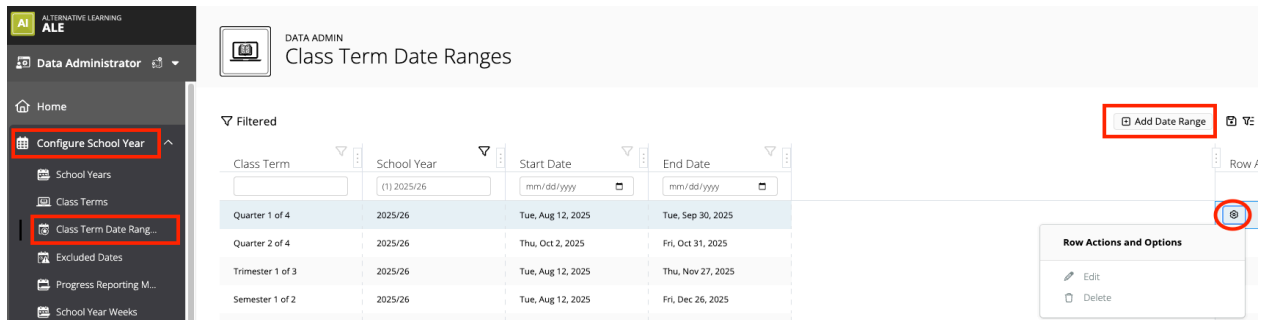
Configure Class Terms and Class Term Dates

****Skip this section and go to Configure Excluded Dates if your program/school does not schedule classes in the ALE application or uses the Roll Over wSLP Courses process. ****

1. Start under **Configure School Year** in the left navigation menu and click **Class Terms** to check that your class terms already exist. The available class terms are imported from your district's Student Information System (SIS).
 - a. Click the **Add Class Term** button at the top right, and click the **checkbox** to the left to add a new term. Class terms are not program-specific; any term created will appear across all ALE programs with your school district.

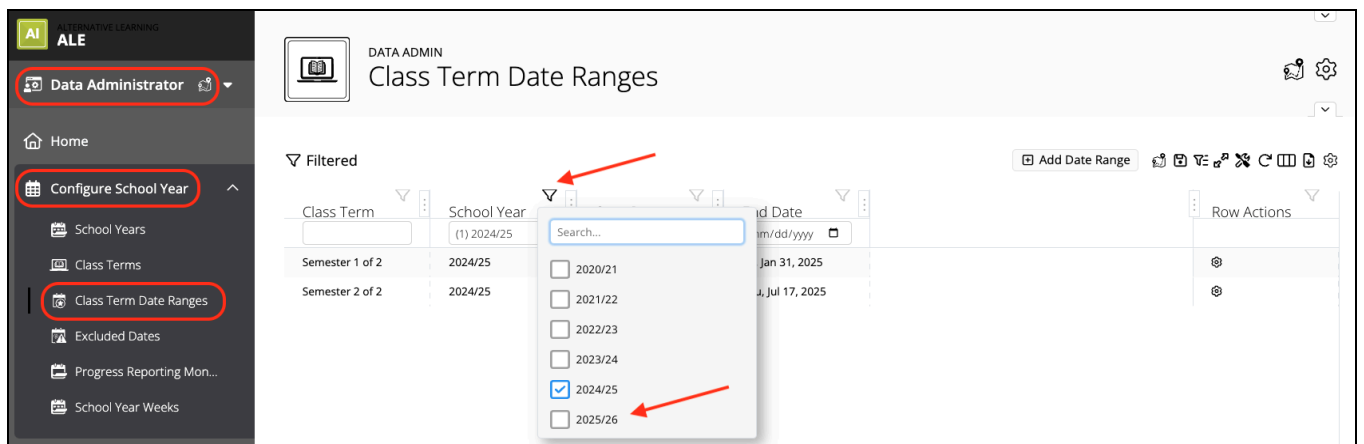


2. Select **Class Term Date Ranges** to set your class term **Start and End** dates for a school year. Class Term Date Ranges are program-specific.
 - a. Click the **Add Date Range** button in the top right.
 - i. Select a **School Year**, **Class Term**, **Start Date**, **End Date**, and click **Save**.
 - b. Click the **Row Actions Gear** to the far right to **Edit or Delete**.



Class Term	School Year	Start Date	End Date
Quarter 1 of 4	2025/26	Tue, Aug 12, 2025	Tue, Sep 30, 2025
Quarter 2 of 4	2025/26	Thu, Oct 2, 2025	Fri, Oct 31, 2025
Trimester 1 of 3	2025/26	Tue, Aug 12, 2025	Thu, Nov 27, 2025
Semester 1 of 2	2025/26	Tue, Aug 12, 2025	Fri, Dec 26, 2025

3. To view your newly created terms, refresh the page and use the **School Year** column to filter to the new school year.



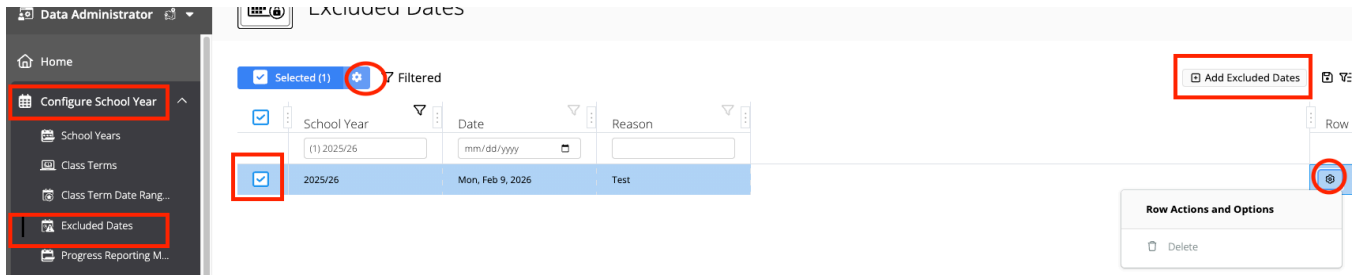
Class Term	School Year	End Date
Semester 1 of 2	2024/25	Jan 31, 2025
Semester 2 of 2	2024/25	Jul 17, 2025

Configure Excluded Dates

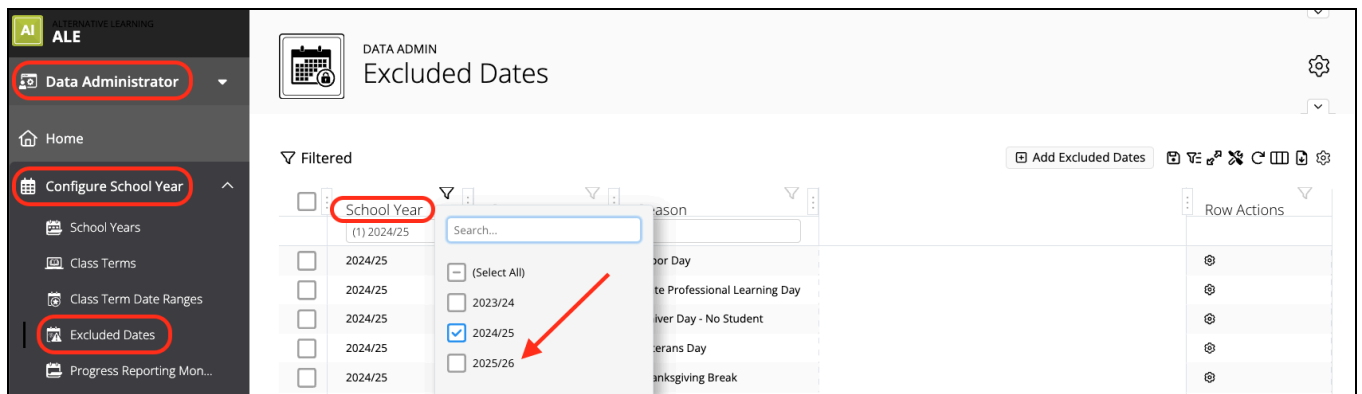
1. Start under **Configure School Year** in the left navigation menu, then choose **Excluded Dates** to enter the dates for the upcoming school year when your school will be closed to students.

Note: Do not enter conference or no-class days here. Class meetings for conference days, testing, etc., will need to be canceled. Helpful Resource: [ALE Cancel Class Meetings](#).

2. Click the **Add Excluded Dates** button in the top right to add a new date.
 - a. Select the **School Year**, **Start Date**, **End Date**, **Reason**, and click **Save**.



- To see your newly created terms, use the **School Year** column to filter to the new school year. You may need to refresh the page to see and select a new school year.



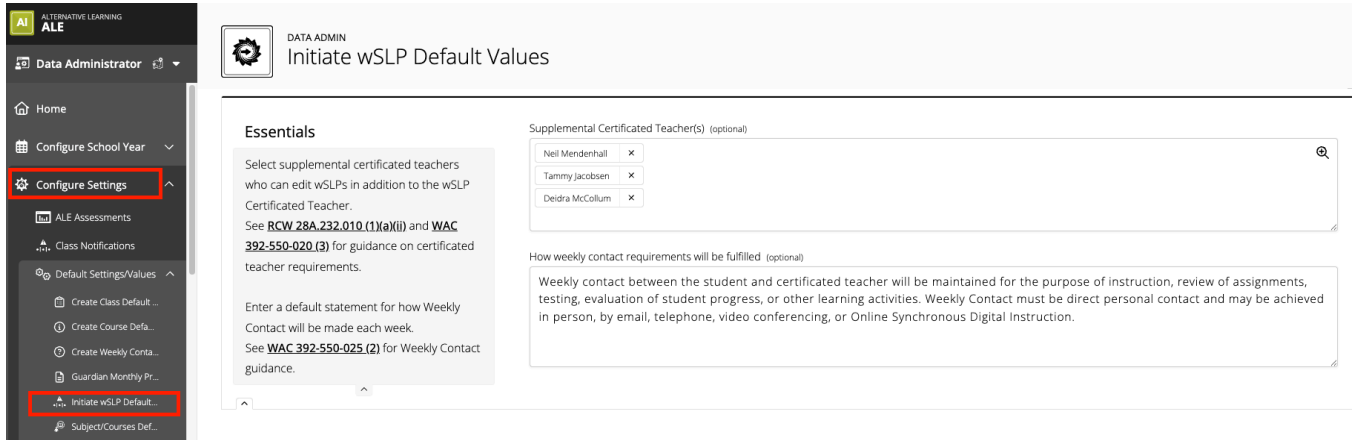
Update InitiateYour wSLP Default Values.

Update your default values for Initiating wSLPs via the **Data Administrator Role**.

Helpful Resource: [ALE Configure Default Values for Creating Classes \(Connect\)](#)

*****Any changes made here will take effect immediately and apply to any newly initiated SLP*****

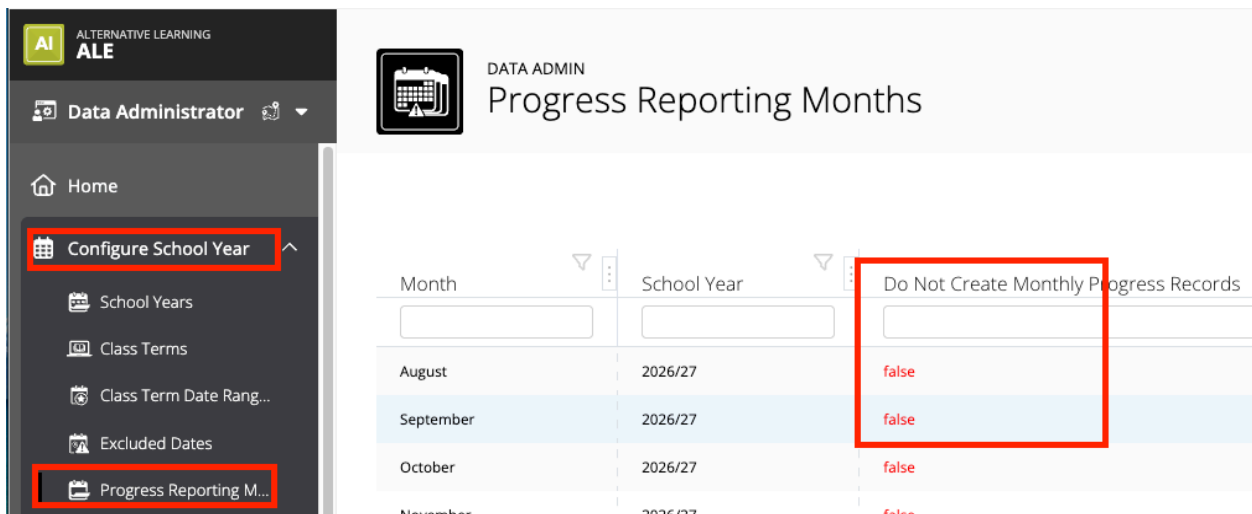
- Start under **Configure School Year** in the left navigation menu and choose **Select Configure Settings** in the left navigation menu, then select **Default Settings/Values**, and select **Initiate wSLP Default Values**.
- Click the **magnifying glass** in the **Supplemental Certificated Teacher(s)** field and click the **checkbox** to select and grant additional teachers on the left of staff the ability to edit wSLPs in addition to the wSLP Certificated Teacher.
- Enter a default statement for **How Weekly Contact will be fulfilled**. This statement will surface on newly initiated all wSLPs but can be edited on individual wSLPs.



4. In the **Time Commitment** section, update the **School Year**, **Start Date**, and **End Date**. Update the **Estimated Average Weekly Hours** if it has changed. If you have not set your **School Year Dates**, you will receive an error when initiating wSLPs for the new school year. However, regardless of the defaults, you can manually select the school year and dates for the student learning plans you are initiating.
5. Click **Save**.
6. In the **Parent Enrollment Settings** section, you may add class registration settings if you are initiating wSLPs during a class registration window.

Configure Progress Reporting Months

1. Start under **Configure School Year** in the left navigation menu and choose **Progress Reporting Months**. The settings on this table apply to all ALE programs using the ALE application within the school district.
2. Click on the **false** in the **Do Not Create Monthly Progress Records** column to change it to true for any month where monthly progress is not required for the upcoming school year.

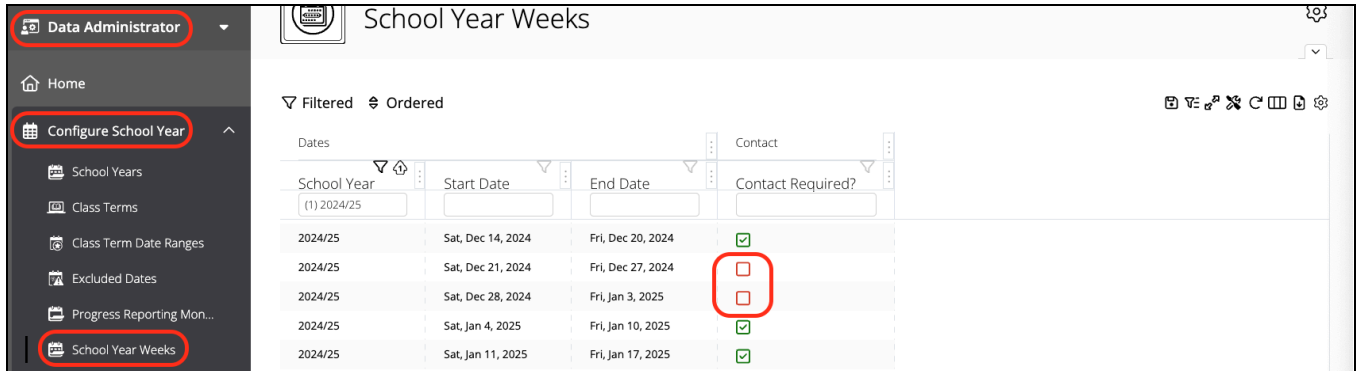


Month	School Year	Do Not Create Monthly Progress Records
August	2026/27	false
September	2026/27	false
October	2026/27	false
November	2026/27	false

Configure School Year Weeks

This configuration controls which weeks display on all Monitor Weekly Contact tables.

1. Start under **Configure School Year** in the left navigation menu and choose **School Year Weeks**.
2. Uncheck any week with fewer than two (2) school days. Weekly contact is not required for these weeks.



School Year	Start Date	End Date	Contact Required?
(1) 2024/25			
2024/25	Sat, Dec 14, 2024	Fri, Dec 20, 2024	<input checked="" type="checkbox"/>
2024/25	Sat, Dec 21, 2024	Fri, Dec 27, 2024	<input type="checkbox"/>
2024/25	Sat, Dec 28, 2024	Fri, Jan 3, 2025	<input type="checkbox"/>
2024/25	Sat, Jan 4, 2025	Fri, Jan 10, 2025	<input checked="" type="checkbox"/>
2024/25	Sat, Jan 11, 2025	Fri, Jan 17, 2025	<input checked="" type="checkbox"/>

Links To Other Important Help Docs That May Be Needed At The Beginning Of A School Year

- ALE Initiating a Written Student Learning Plan (Connect)
 - Helpful Resource: [ALE Initiating a Written Student Learning Plan \(Connect\)](#)
- ALE Mass Initiate Written Student Learning Plans (Connect)
 - Helpful Resource: [ALE Mass Initiate Student Learning Plan \(Connect\)](#)
- ALE Manually Create, View, and Link Students (Connect)
 - Helpful Resource: [ALE Manually Create, View, and Link ALE Students \(Connect\)](#)
- ALE Copying Class Schedules from One Term to Another or One School Year to Another (Connect)
 - Helpful Resource: [ALE Copying Classes from One Term or Year to Another \(Connect\)](#)
- ALE Copying In Progress Courses from One School Year to the Next (Connect)
 - Helpful Resource: [ALE Registrar: Copying 'In Progress' Courses from One School Year to the Next \(Connect\)](#)