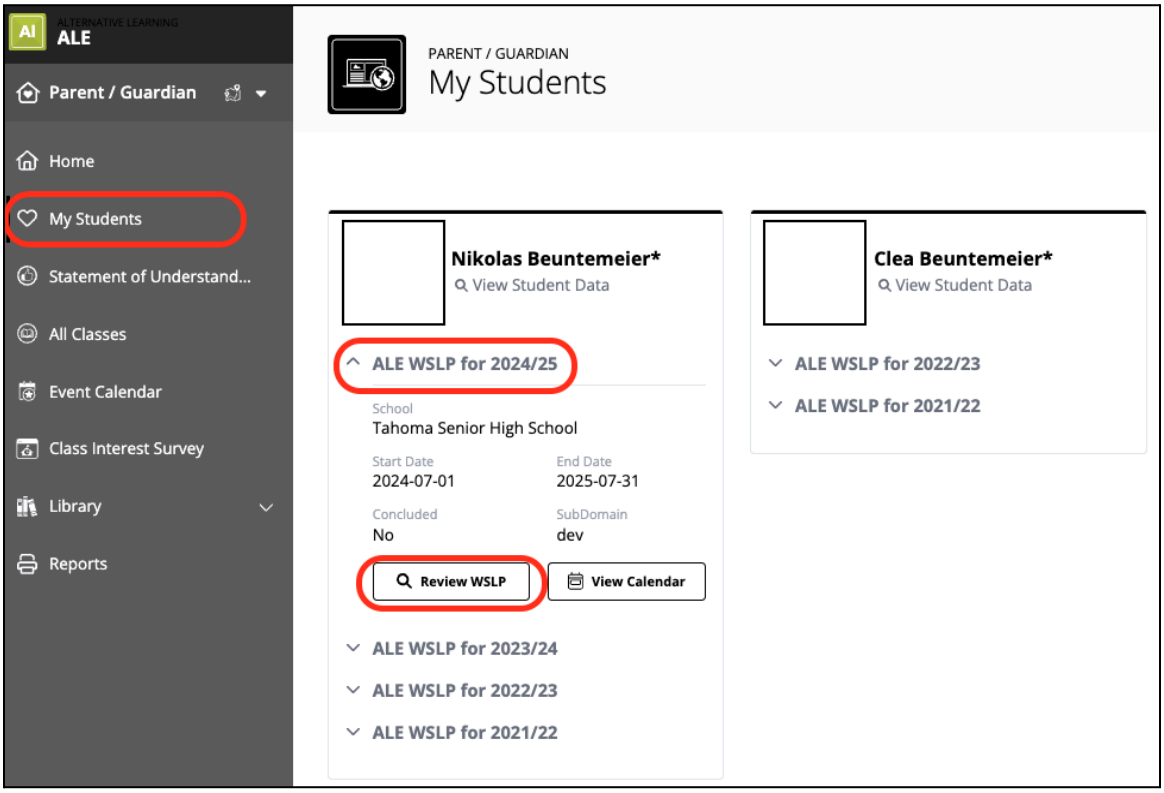
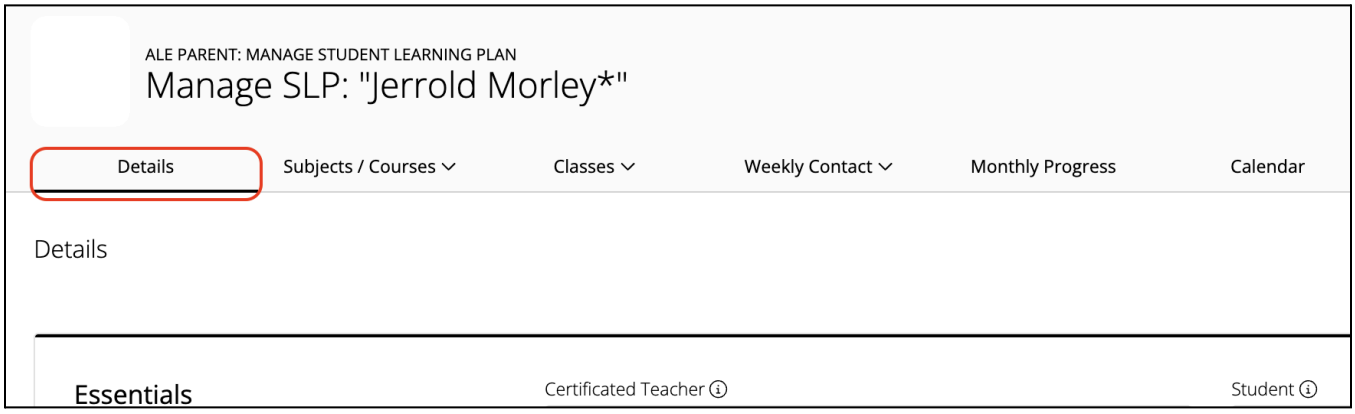
ALE Parents: Making Class Requests (Connect)

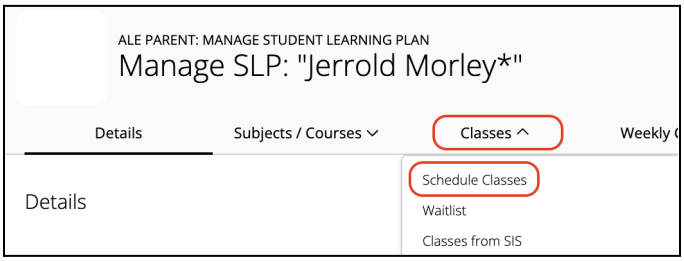
1. Start under **My Students** in the left navigation menu.
2. You will see your students and their Student Learning Plans (wSLPs).
3. Under the student you want to view, click **Review WSLP** or **Review Pending WSLP**. If there are multiple SLPs, check that you are selecting the correct wSLP in the correct school year.



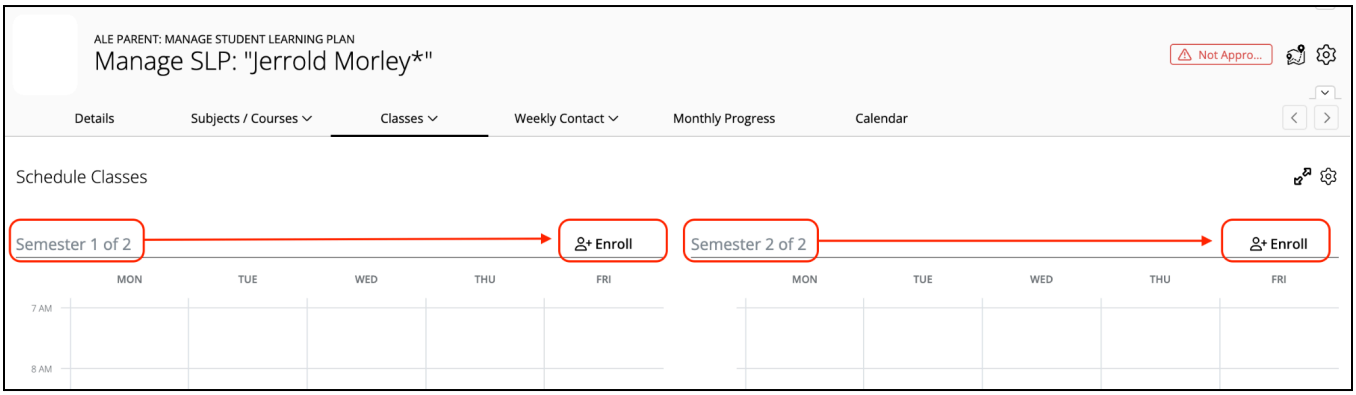
4. You will see the **Manage Student Learning Plan page**, which features various subpages (tabs) across the top. It will default to the **Details tab,** where you can see basic information about the plan.



5. Click the **Classes tab** and select **Schedule Classes** from the dropdown menu.



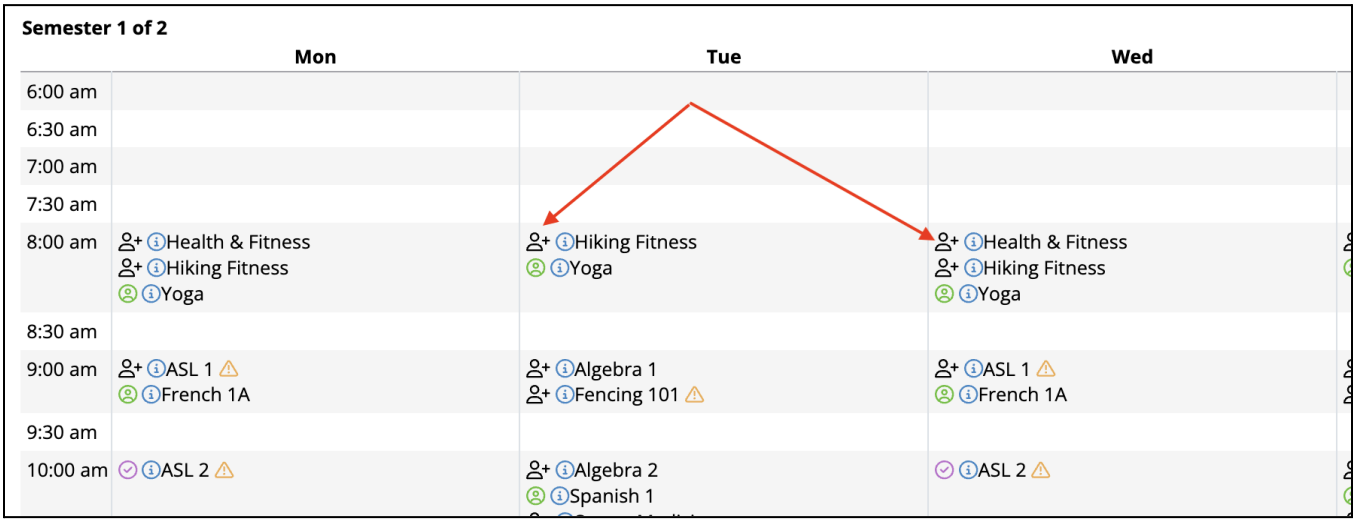
6. Once the page loads, click the **Enroll button** in the right corner of the class term in which you would like to select classes.



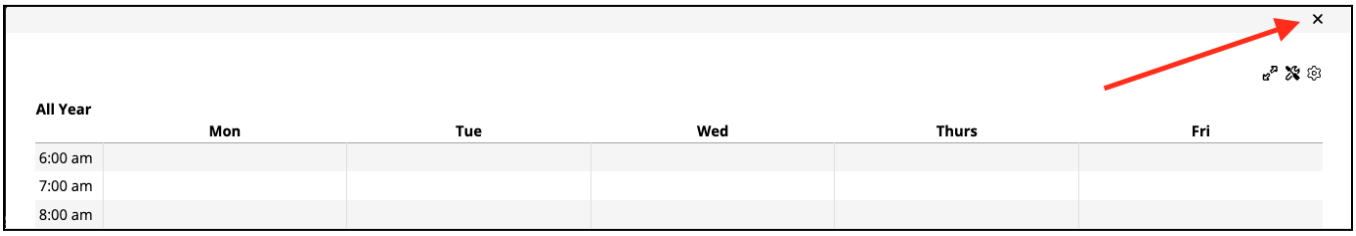
7. The scheduling page features various icons.

Request Enrollment	**Hover over to see alert**
Enrollment Requested	**Student is Enrolled**
Class Details	**Student is on Waitlist**

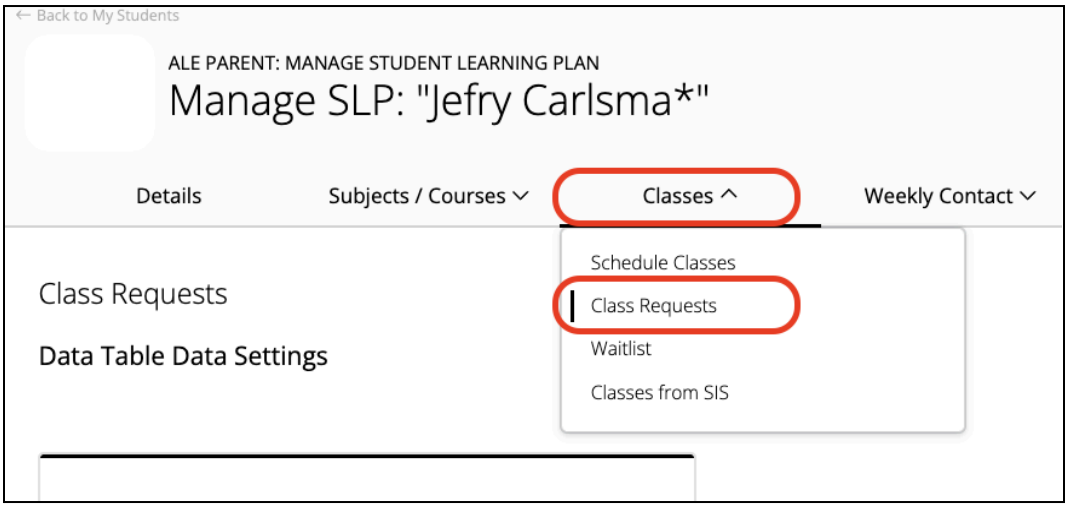
8. Click on the **person icon** to request a class.



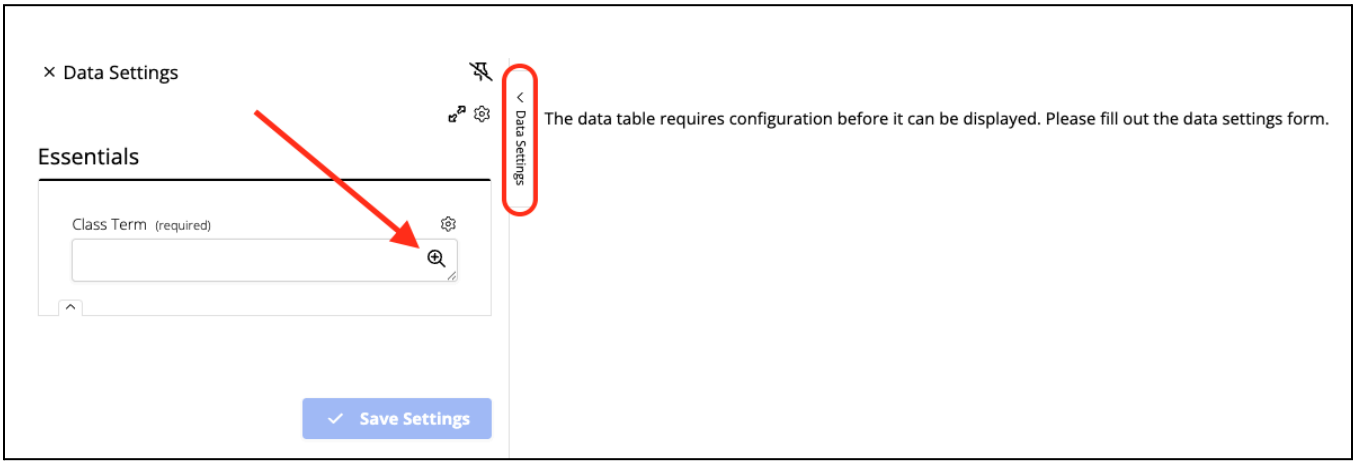
9. Click the **"X' icon** in the top right to close the popover window.



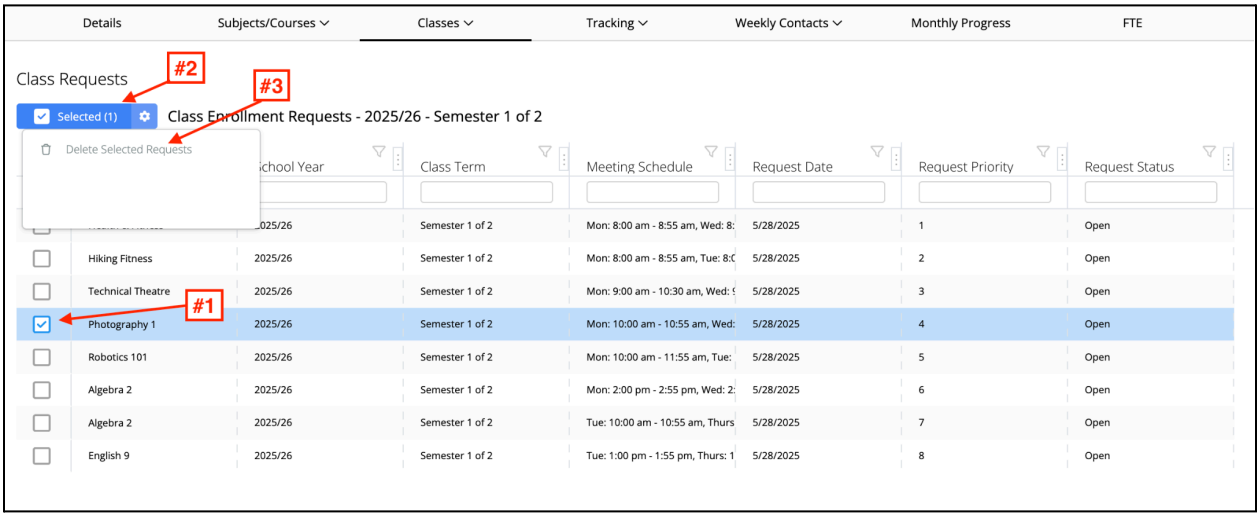
10. Once you have made all of your class requests, click the **Classes tab** and choose **Class Requests** to remove any unwanted class requests and prioritize your class selections.



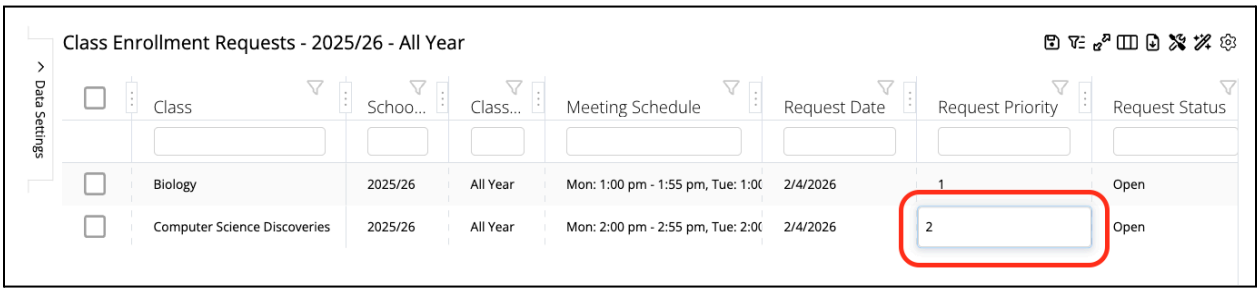
11. Click the **magnifying glass** in the **Class Term** field to select a class term. Click the **Save Changes** button. You may open or close the Data Settings tab by clicking on **Data Settings**.



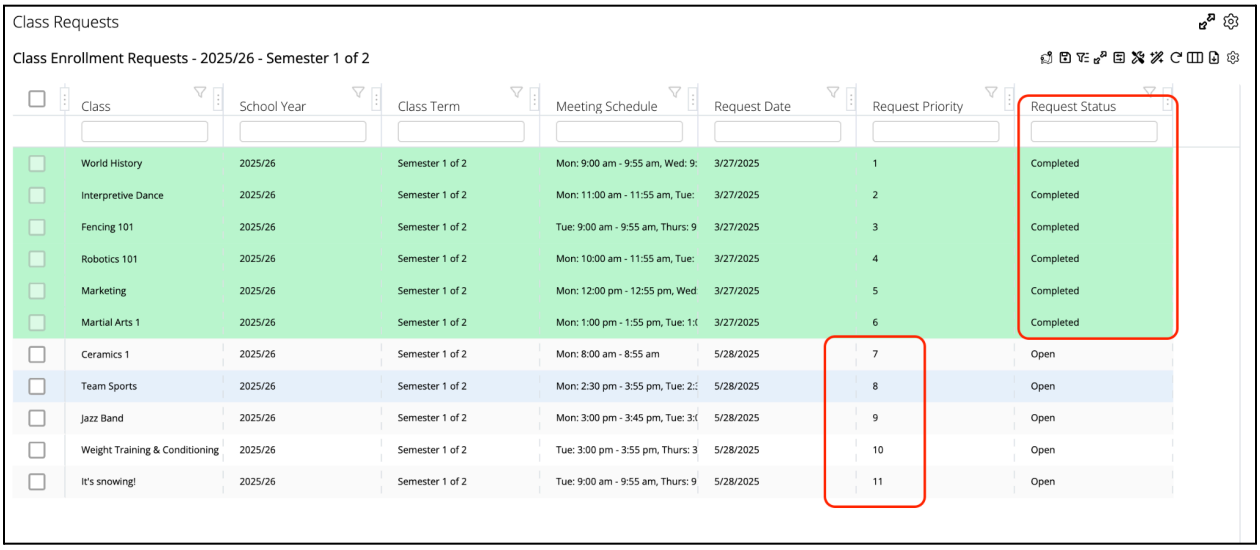
12. To remove a class request, click one or more **checkboxes** to the left, click the **Selected Gear** in the top left, and select **Delete Selected Requests**.



13. Prioritize class selections by double-clicking the **Request Priority** cell, updating the number, and pressing **Enter** to save.

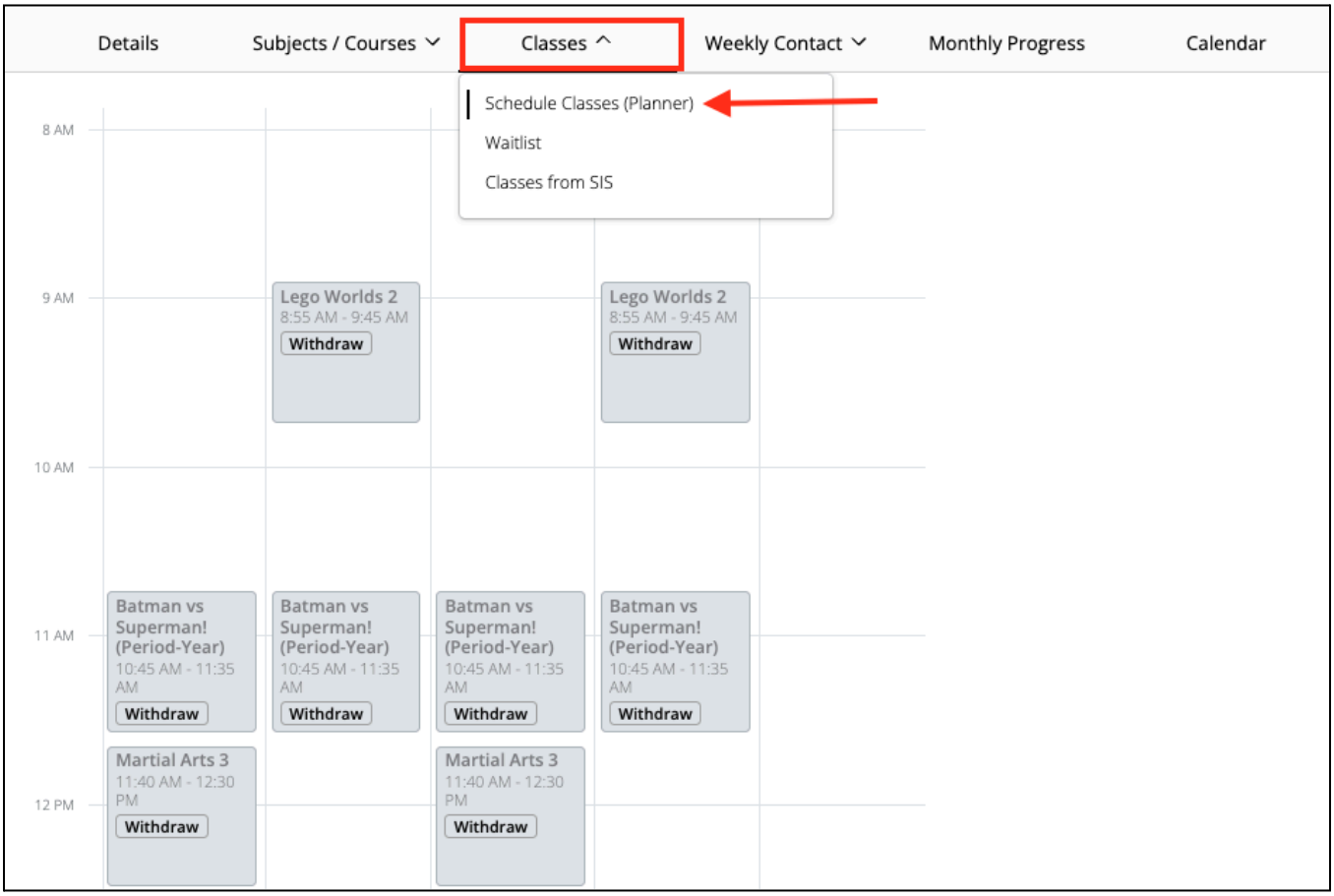


14. If your school uses multiple registration rounds for class selection and prioritization, the Class Requests page will appear similar to the example below. Selections from processed rounds will display as completed, while selections from unprocessed rounds can be prioritized within the number block where they appear.



15. Once **the school** has processed Class Requests, the **Class Request** page no longer appears for parents until the next class request window opens.

16. To see which classes your student has been enrolled in, click on the **Classes tab** and select **Schedule Classes (Planner)** or **Schedule Classes (Period)**. Click on the class title to see class details like the teacher, classroom, etc.



17. If you have specific questions about class offerings or registration dates, please contact your school.