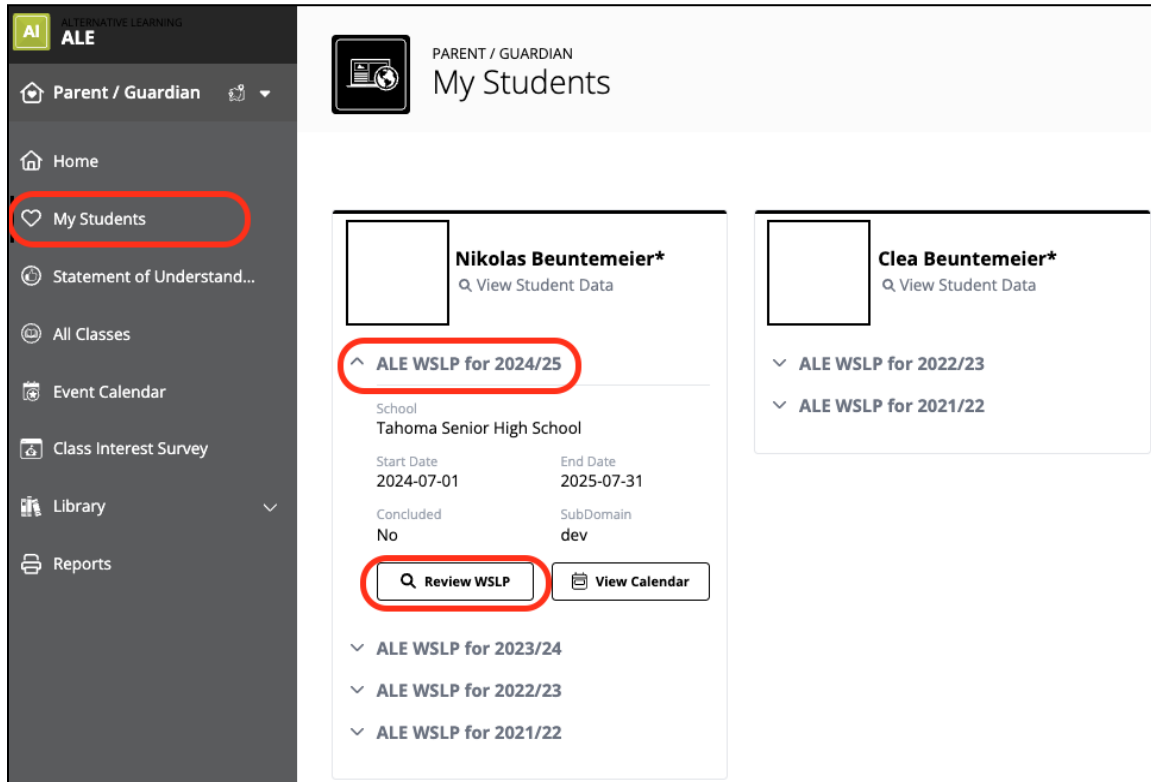


ALE Parents: Making Class Requests (Connect)

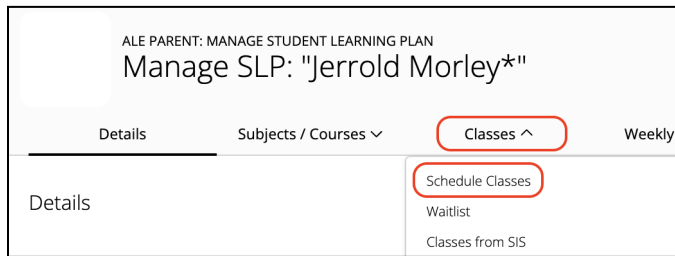
1. Start under **My Students** in the left navigation menu.
2. You will see your students and their Student Learning Plans (wSLPs).
3. Under the student you want to view, click **Review WSLP** or **Review Pending WSLP**. If there are multiple SLPs, check that you are selecting the correct wSLP in the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



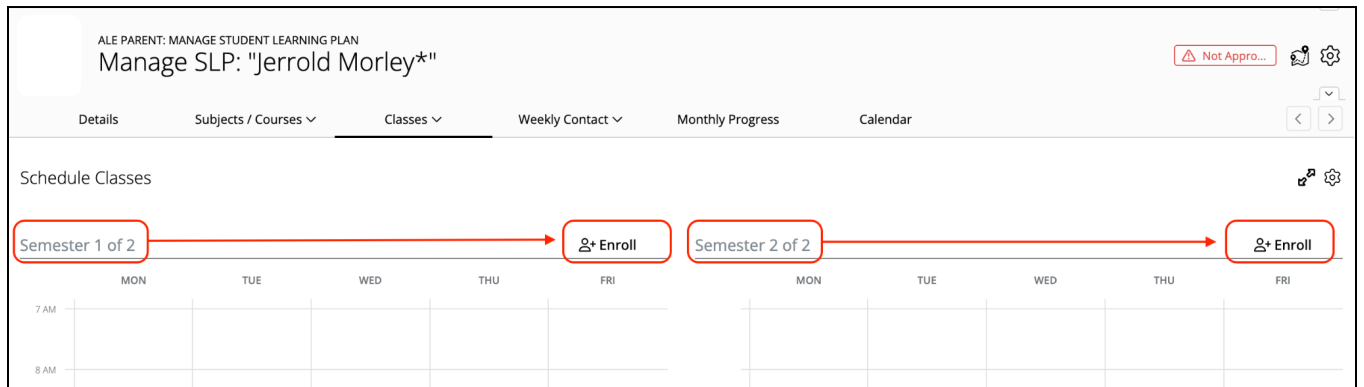
4. You will see the **Manage Student Learning Plan page**, which features various subpages (tabs) across the top. It will default to the **Details tab**, where you can see basic information about the plan.



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.



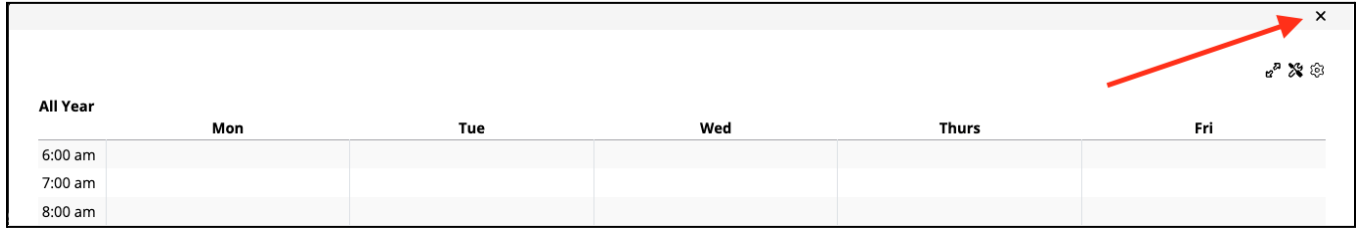
7. The scheduling page features various icons.

	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.

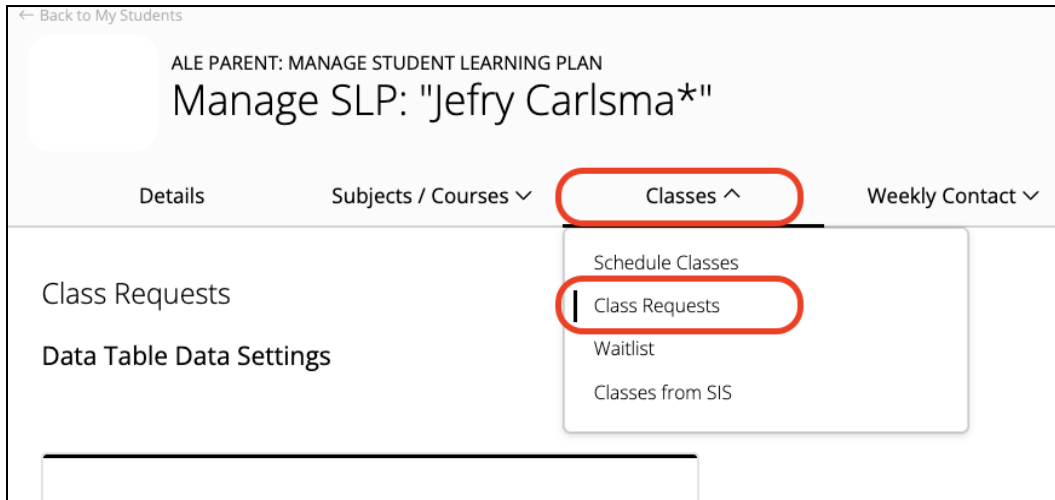
Semester 1 of 2			
	Mon	Tue	Wed
6:00 am			
6:30 am			
7:00 am			
7:30 am			
8:00 am	  Health & Fitness   Hiking Fitness   Yoga	  Hiking Fitness   Yoga	  Health & Fitness   Hiking Fitness   Yoga
8:30 am			
9:00 am	  ASL 1    French 1A	  Algebra 1   Fencing 101 	  ASL 1    French 1A
9:30 am			
10:00 am	  ASL 2 	  Algebra 2   Spanish 1	  ASL 2 

9. Click the “X” icon in the top right to close the popover window.



All Year	Mon	Tue	Wed	Thurs	Fri
6:00 am					
7:00 am					
8:00 am					

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.



← Back to My Students

ALE PARENT: MANAGE STUDENT LEARNING PLAN

Manage SLP: "Jefry Carlisma*"

Details Subjects / Courses ▾ **Classes ^** Weekly Contact ▾

Class Requests

Data Table Data Settings

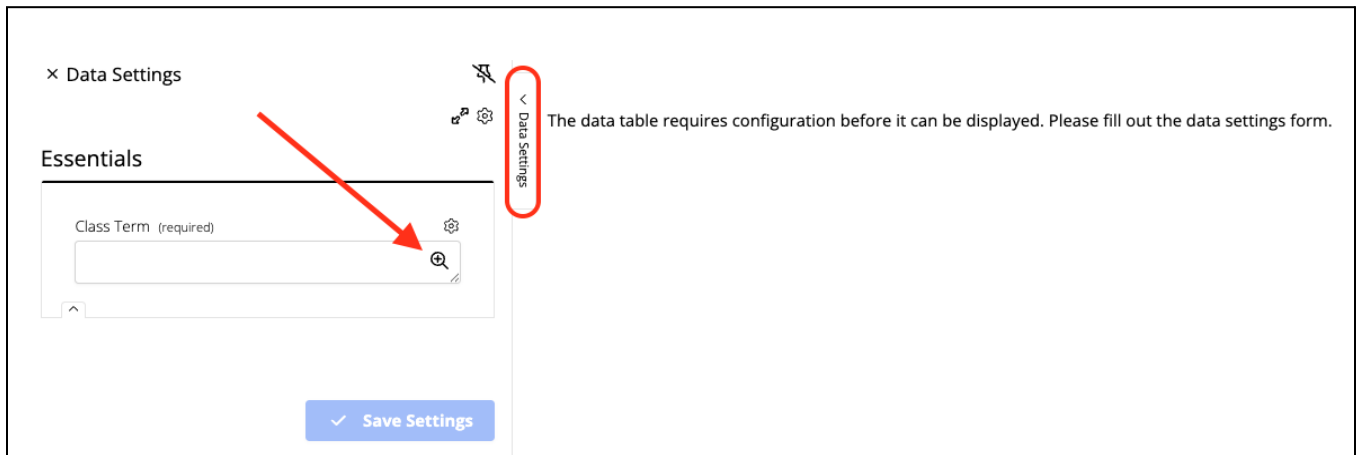
Schedule Classes

Class Requests

Waitlist

Classes from SIS

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**.



× Data Settings

⚙️ ⚙️ ⚙️

⌵ Data Settings

The data table requires configuration before it can be displayed. Please fill out the data settings form.

Essentials

Class Term (required)

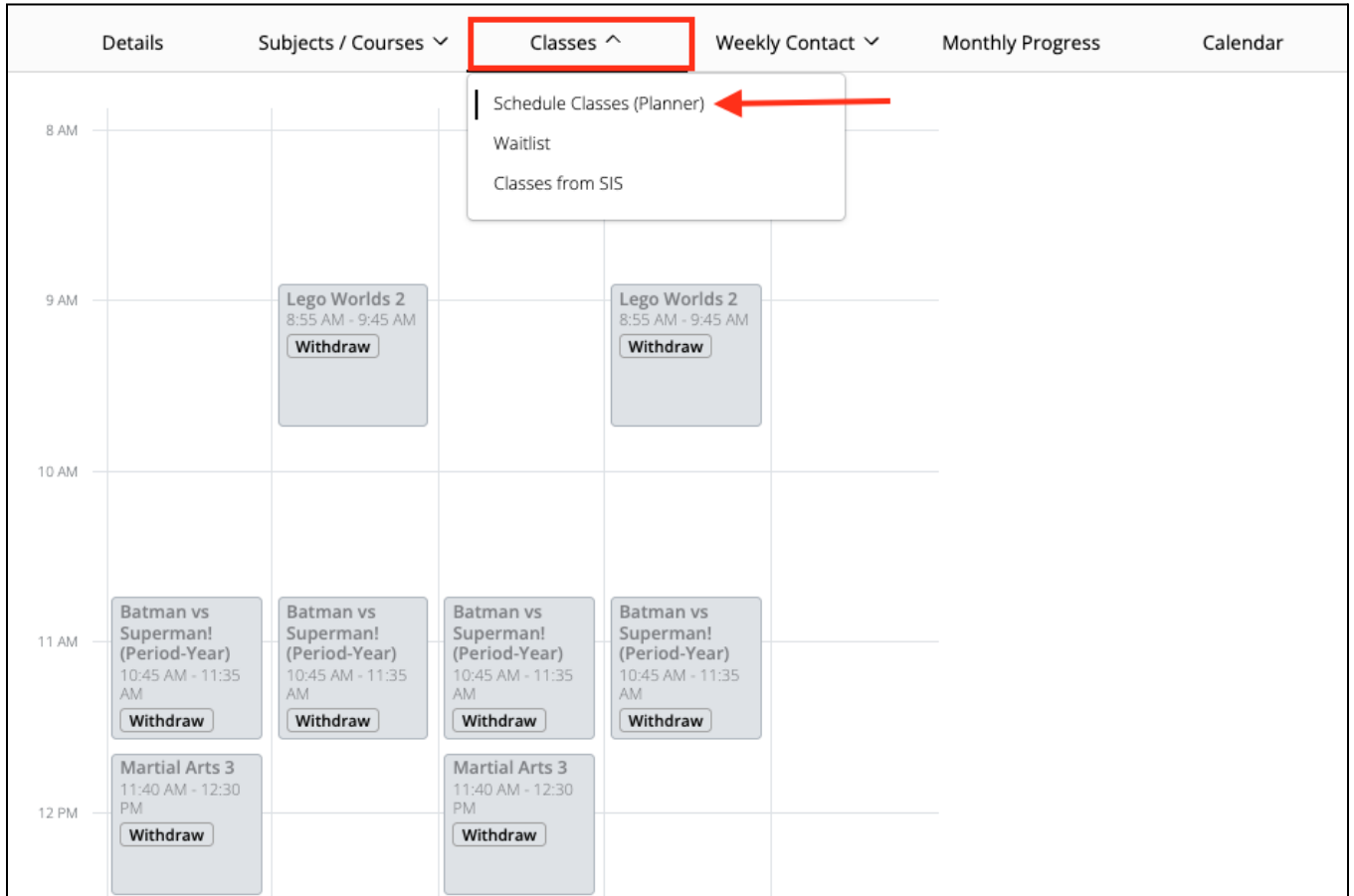
⌵

⌵

✓ Save 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**.

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.



The screenshot shows the 'Classes' tab selected in the top navigation bar. A dropdown menu is open under 'Classes', showing options: 'Schedule Classes (Planner)' (highlighted with a red arrow), 'Waitlist', and 'Classes from SIS'. The main content area displays a class schedule grid. The grid has time slots on the left (8 AM, 9 AM, 10 AM, 11 AM, 12 PM) and class offerings in the center. Each class offering includes a 'Withdraw' button.

Time	Class 1	Class 2	Class 3	Class 4
8 AM				
9 AM	Lego Worlds 2 8:55 AM - 9:45 AM Withdraw		Lego Worlds 2 8:55 AM - 9:45 AM Withdraw	
10 AM				
11 AM	Batman vs Superman! (Period-Year) 10:45 AM - 11:35 AM Withdraw	Batman vs Superman! (Period-Year) 10:45 AM - 11:35 AM Withdraw	Batman vs Superman! (Period-Year) 10:45 AM - 11:35 AM Withdraw	Batman vs Superman! (Period-Year) 10:45 AM - 11:35 AM Withdraw
12 PM	Martial Arts 3 11:40 AM - 12:30 PM Withdraw		Martial Arts 3 11:40 AM - 12:30 PM Withdraw	

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