

ALE Managing the Ledger Transactions System (Connect)

The ALE application includes a set of monitoring tools to track per-student expenses. Per OSPI guidance, these are internal tools only, and none of this data is shared with parents or students within the ALE application.

If your program is using the ledger to track debits from a specific student allocation, the first task is to set the monthly amount for each student based on their FTE enrollment in the **Data Administrator Role**. If you are only tracking debits, you can skip this step.

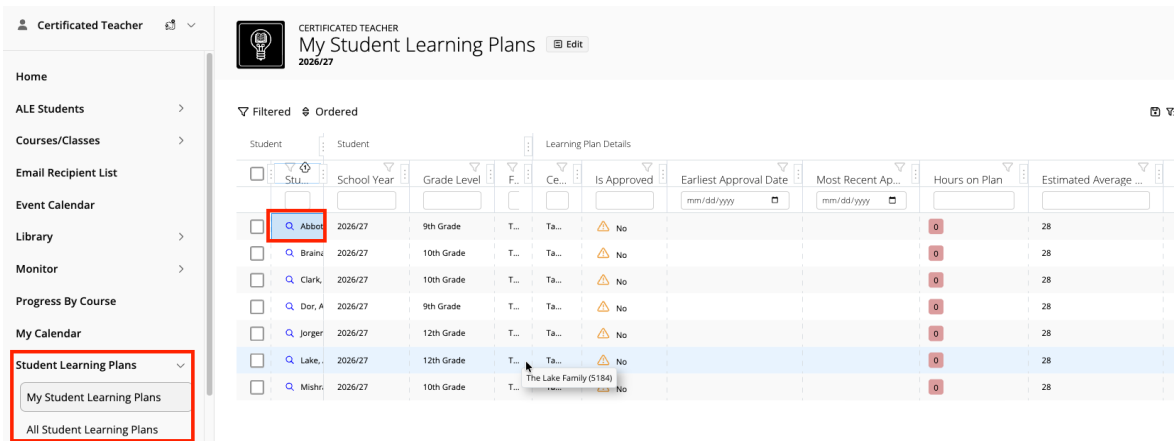
Helpful Resource: [ALE Manage Ledger Allocations \(Connect\)](#)

Ledger on Student Learning Plan

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

Role: Certificated Teacher, Program Manager, Registrar

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.



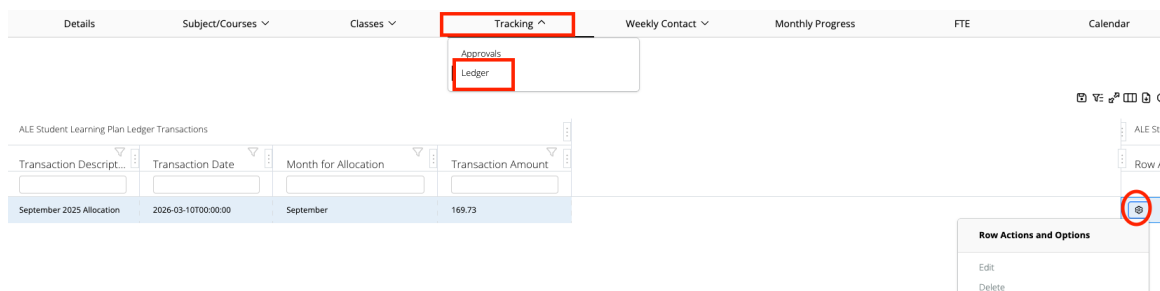
CERTIFICATED TEACHER
My Student Learning Plans Edit

2026/27

Filtered Ordered

Student	School Year	Grade Level	F...	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	2026/27	10th Grade	T...	Ta...	No			0	28
Dor, 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.



Details Subject/Courses Classes **Tracking** Weekly Contact Monthly Progress FTE Calendar

Approvals
Ledger

ALE Student Learning Plan Ledger Transactions

Transaction Descript...	Transaction Date	Month for Allocation	Transaction Amount
September 2025 Allocation	2026-09-10T00:00:00	September	169.73

Row Actions and Options
Edit
Delete

- Individual transactions can be **edited** or **deleted** here by clicking the **Row Actions & Options Gear** depending on the role.

Establishing a “Fee” for Classes that surfaces on the Ledger

Role: Certificated Teacher, Registrar

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) ⓘ

Aa

Max Number of Students ⓘ (req) ⓘ

5

#

Omit Class From Parent ... ⓘ (opt) ⓘ

No

Allow Parent Input for Pr... ⓘ (req) ⓘ

No

Average Hours of Study P... ⓘ (opt) ⓘ

#

Class Meeting is Optional ⓘ (opt) ⓘ

Class Cost ⓘ (required*) ⓘ

#

Class Cost Per Meeting ⓘ (required*) ⓘ

#

Learning Credit Amount ⓘ (optional) ⓘ

#

Grade Levels (required) ⓘ

Description ⓘ (optional) ⓘ

If the **Class Cost** field is used during class registration, the total amount will be automatically recorded as a debit in the student ledger. If the Class Cost is adjusted on the Manage Class details tab, after students have been enrolled, the entries on the student ledger will be automatically updated based on the student's class enrollment record.

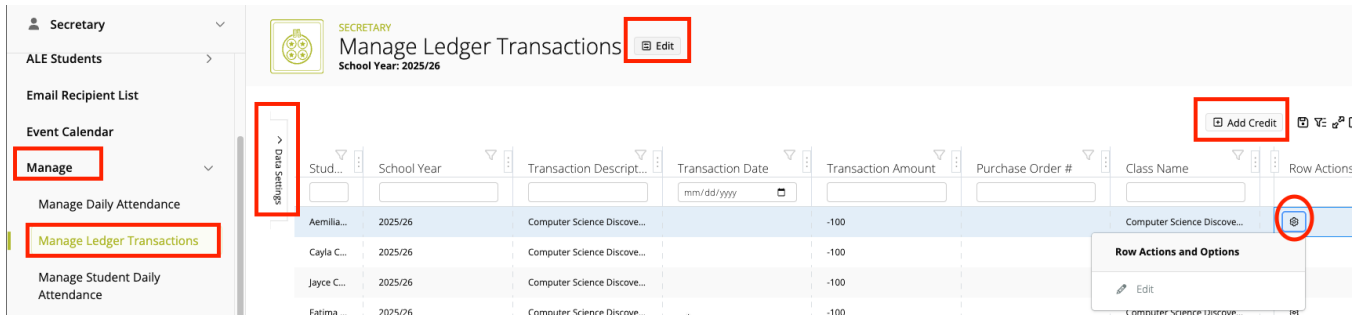
If the **Class Cost Per Meeting** field is used, the number of class meetings set based on the established schedule will be deducted from the student ledger when they register for the class. For example, a class meeting ten (10) times during the year, with a Class Cost Per Meeting of 2.00, would create a -\$20 debit entry on the Student Ledger. If the class schedule change results in the addition or removal of class meetings, the class cost debit entries on the student ledger will be automatically adjusted accordingly.

If the student unenrolls from the class before the first class meeting, the associated class cost debit entry will be removed from the ledger. If they unenroll from the class after the first day, the charge will remain, and adjustments will need to be made manually via the Secretary Manage Ledger Transactions page.

Secretary: Manage Ledger Transactions

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

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



4. Click **Add Credit/Debit**.

- Click the **magnifying glass** in the **Student Learning Plans** field, click the **checkbox** next to one or more students, and click **Accept**.
- Select **Yes or No** from the **Divide Costs Between Multiple Plans** dropdown menu.
- Fill in the **Description** and **Notes** fields.
- Select the **Transaction Date**.
- Fill in the **Amount** numerically.
- Fill in the **Purchase Order** field.
- Select **Yes or No** from the **Completed?** dropdown menu.
- Click **Save**.

Essentials

Student Learning Plans (required) 

Divide costs between multiple plans? (optional) 

Description (optional) 

Transaction Date (required) 

Amount (optional) 

Purchase Order (optional) 

Completed? (optional) 

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

Recording a Debit for Multiple wSLP/Students at Once

- Click **Add Credit/Debit in the top right**.
 - Click the **magnifying glass** in the **Student Learning Plans** field, then select all wSLPs/students to be debited by checking the **checkbox** to the left.
 - Select **No** for the "Divide costs between multiple plans?" dropdown menu.
 - Optionally, fill in the **Description**.

- d. Fill in the **Transaction Date** and the **Amount**. Enter the dollar amount that will be debited to each wSLP/Student.
- e. Fill out all other fields as desired.
- f. Click **Save**

Splitting a Debit Between Multiple wSLP/Students at Once

1. Click **Add Credit/Debit in the top right**.
 - a. Click the **magnifying glass** in the **Student Learning Plans** field, then select all wSLPs/students to be debited by checking the **checkbox** to the left.
 - b. Select **Yes** for the **"Divide costs between multiple plans?"** dropdown menu.
 - c. Optionally, fill in the **Description**.
 - d. Fill in the **Transaction Date** and the **Amount**. Enter the **total** dollar amount to be split among each wSLP/Student.
 - e. Fill out all other fields as desired.
 - f. Click **Save**

Student	School Year	Transaction Description	Transaction Date	Transaction Amount	Purchase Order #	Row Actions
			mm/dd/yyyy			
Oakley Rucker*	2025/26	Single debit applied to multiple wSLPs	Mon, Jul 27, 2026	-10.5		
Pradeepkumar Reonal*	2025/26	Single debit applied to multiple wSLPs	Mon, Jul 27, 2026	-10.5		
Owman Cluett*	2025/26	Single debit applied to multiple wSLPs	Mon, Jul 27, 2026	-10.5		
Archie Abdulmir*	2025/26	Single debit split between multiple wSLPs	Mon, Jul 27, 2026	105.3		
Devan Abraham*	2025/26	Single debit split between multiple wSLPs	Mon, Jul 27, 2026	105.3		
Mark Acharya*	2025/26	Single debit split between multiple wSLPs	Mon, Jul 27, 2026	105.3		
Youjia Adame*	2025/26	Single debit split between multiple wSLPs	Mon, Jul 27, 2026	105.3		
Benjamin Adili*	2025/26	Single debit split between multiple wSLPs	Mon, Jul 27, 2026	105.3		