

ALE Recording and Monitoring Weekly Contact (Connect)

In the ALE Application, there are several ways to document weekly contact for both individual students and groups. In addition, several tools have been implemented to make monitoring weekly student contacts as easy as possible.

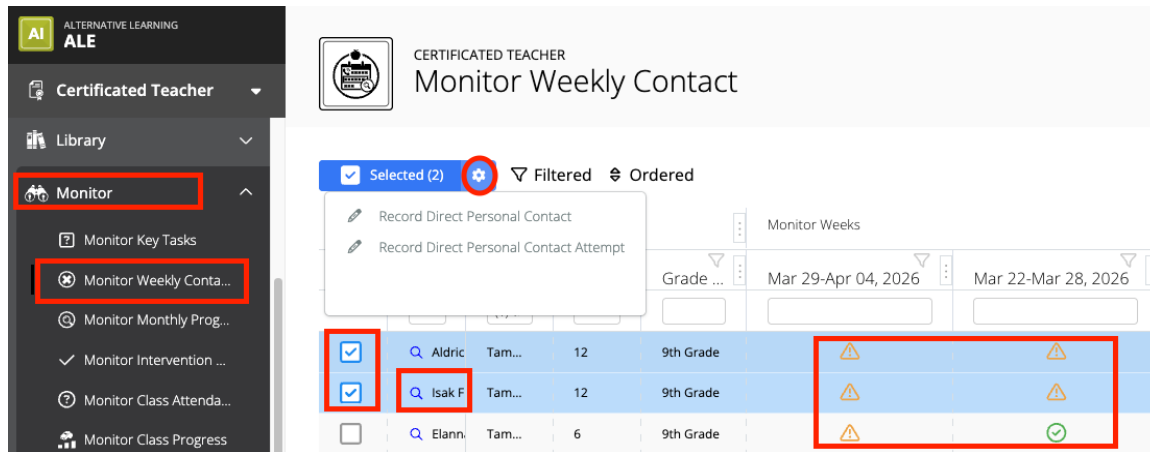
MULTIPLE ROLES: Certificated Teacher, Program Manager, Registrar, Secretary

Monitoring Weekly Contact

Here, you will learn to record and monitor weekly contact, missed contact with valid justification, or contact attempts for the approved wSLPs you manage. Refer to [WAC 392-550-025\(2\)](#) for contact requirements.

You can only record weekly contact or contact attempts if you are a Certified Teacher.

1. Start by selecting **Monitor** in the left navigation menu, then choose **Monitor Weekly Contact**.
2. You will see a table listing all students for whom you are the certificated teacher and for whom you are monitoring their Student Learning Plan.



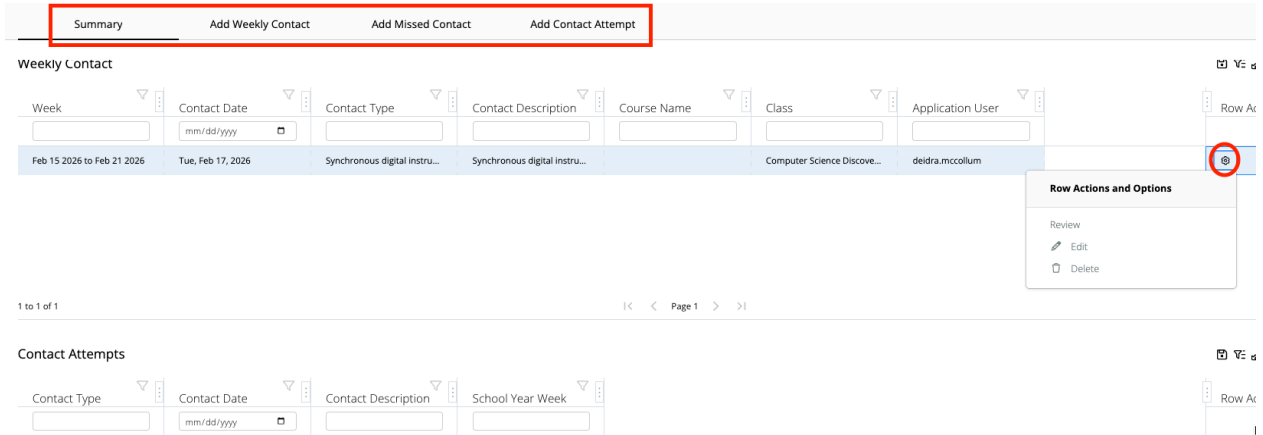
The screenshot shows the ALE application interface. On the left, the navigation menu includes 'Certificated Teacher', 'Library', 'Monitor', 'Monitor Key Tasks', 'Monitor Weekly Contact', 'Monitor Monthly Prog...', 'Monitor Intervention...', 'Monitor Class Attenda...', and 'Monitor Class Progress'. The 'Monitor' and 'Monitor Weekly Contact' items are highlighted with red boxes. The main area displays the 'Monitor Weekly Contact' screen for a 'CERTIFICATED TEACHER'. It features a table with columns for student selection, student details (Name, Grade), and weekly contact status. The table shows three students: Aldric, Isak F, and Elann. The 'Isak F' row is selected, and the 'Selected (2)' filter icon is highlighted with a red circle. The contact status icons (warning and checkmark) are highlighted with a red box.

3. Use the text box and filter icons at the top of each column to sort and **filter** as desired.
4. In the table, each column represents a week and is formatted for each student, with an icon indicating whether direct weekly contact has been fulfilled.

	Indicates direct weekly contact has not been recorded
	Indicates that the student had at least one contact during the given week.
	Indicates that missed contact with a valid justification has been recorded.

5. Click the **weekly contact column icon** to view or record contacts, missed contacts with valid justification, or contact attempts for that student and week. By default, you will land on the **Summary Tab** of the **View or Manage Weekly Contact page**, which will display a list of all contacts and attempted contacts recorded for the week.

Note: The **View Weekly Contact page** is read-only for the Program Manager, Registrar, and Secretary Roles except for Add Missed Contact, which all roles can add.

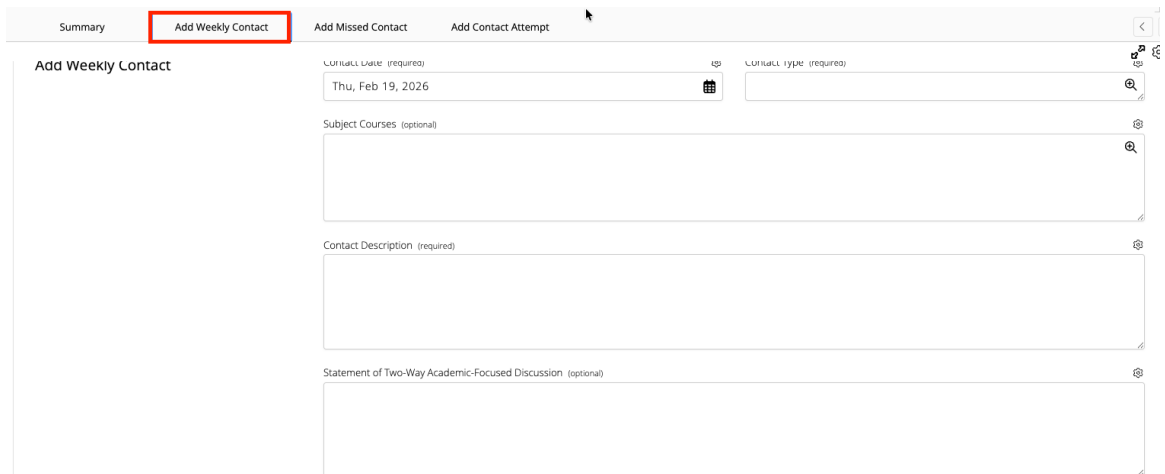


The screenshot shows the 'Weekly Contact' page with the 'Summary' tab selected. The table below lists contact records:

Week	Contact Date	Contact Type	Contact Description	Course Name	Class	Application User	Row Actions
Feb 15 2026 to Feb 21 2026	Tue, Feb 17, 2026	Synchronous digital instru...	Synchronous digital instru...		Computer Science Discove...	deidra.mccollum	

Below the table, there is a 'Row Actions and Options' menu with 'Review', 'Edit', and 'Delete' options. The page also shows 'Contact Attempts' section below the main table.

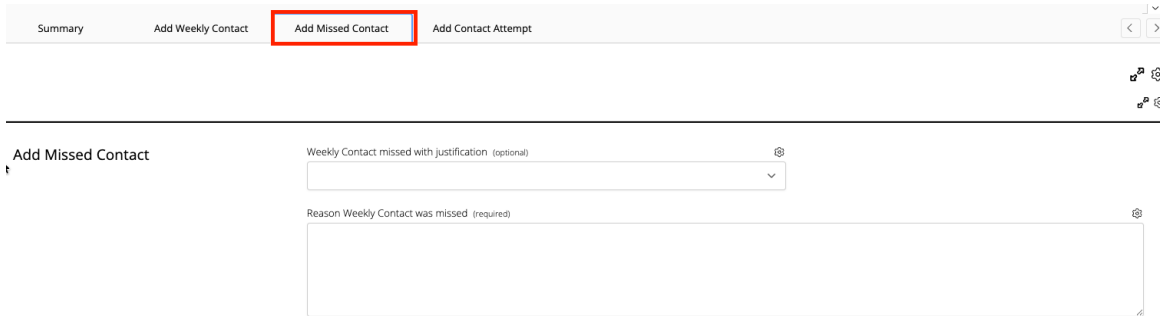
- a. Next, select the subpage (tab) at the top of the page to record contacts or attempts for the week.
 - i. **Add Weekly Contact Tab:** (This tab is invalid (read-only) for the Program Manager, Registrar, and Secretary Roles)
 1. Select the **Contact Date**.
 2. Click the **magnifying glass icon** in the **Contact Type** field, then select the **checkbox** next to the contact type.
 3. Select one or more **Subject Courses** in the same way, then click **Accept**.
 4. Fill in the **Contact Description** and the **Statement of Two-Way Academic-Focused Discussion**.
 5. Click **Save**.



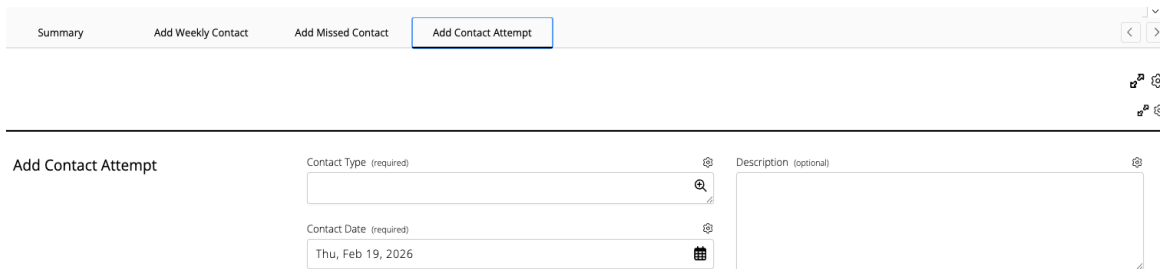
The screenshot shows the 'Add Weekly Contact' form. The 'Add Weekly Contact' tab is selected. The form fields are:

- Contact Date (required):** Thu, Feb 19, 2026
- Contact Type (required):** (Empty field with a magnifying glass icon)
- Subject Courses (optional):** (Empty text area)
- Contact Description (required):** (Empty text area)
- Statement of Two-Way Academic-Focused Discussion (optional):** (Empty text area)

- b. **Add Missed Contact Tab:** Use this to record a missed contact with a valid justification. This does not create a weekly contact record.
 - i. Select **Yes or No** from the **Weekly Contact Missed** justification dropdown menu. Selecting Yes means the missed weekly contact was justified.
 - ii. Fill in the **Reason Weekly Contact** was missed.
 - iii. Click **Save**.

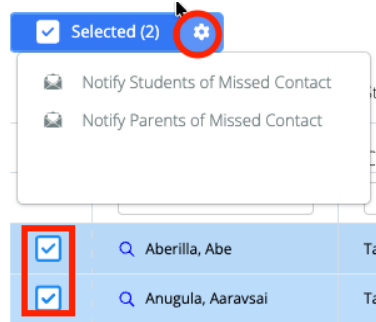


- c. **Add Contact Attempt Tab:** Use to record contact attempts. Recording contact attempts is not required by law, but it can be helpful documentation. (This tab is invalid (read-only) for the Program Manager, Registrar, and Secretary Roles)
 - i. Click the **magnifying glass** in the **Contact Type** field, then select the **checkbox** next to the contact type.
 - ii. Select the **Contact Date**.
 - iii. Fill in the **Description**.
 - iv. Click **Save**.



- d. Click the **Row Actions Gear** at the far right of any contact or contact attempt to **edit or delete**.
 - e. Click the **"X"** in the top right to close the window and return to the Monitor Weekly Contact page.
6. Alternatively, click on the **magnifying glass** next to the student's name to open the **View or Manage Student Learning Plan page** in the **Weekly Contact > Direct Contact tab**. This tab is read-only for the Program Manager, Registrar, and Secretary roles.
 - a. Click the **Add Record button** in the top-right corner to add a weekly contact.
 - b. Click the **Row Actions and Options Gear** to select **Edit or Delete**.
 7. Weekly Contact and Contact Attempts can also be recorded for students in bulk in the **Certificated Teacher Role**.
 - a. Click one or more **checkboxes** to the far left of students, or select the top checkbox to select all.
 - b. Click on the **Selected Gear** at the top of the data table and choose one of two options.

- i. **Record Direct Personal Contact:** This has actions similar to those in the Add Weekly Contact tab above.
- ii. **Record Direct Personal Contact Attempt:** This has actions similar to those in the Add Contact Attempt tab above.
- iii. In the **Registrar Role**, notify students and/or parents of missed contact.
 1. **Notify Students of Missed Contact**
 2. **Notify Parents of Missed Contact**



FAQs:

1. What happens if I record Missed Contact early in the week and then make weekly contact with a student?
 - o **Answer:**
 - i. Click the **icon** in the week that needs to be updated.
 - ii. Click the **Missed Contact** tab and change the **Missed Contact with Valid Justification** field from **Yes** to **No**.
 - iii. Record your **Weekly Contact** as usual.
2. As a Certificated Teacher, can I record contact for students that are not on my caseload?
 - o **Answer:** Yes, to see other students, clear the filter on the **Certificated Teacher** column. Once you are finished, you can set the Certificated Teacher column filter back to your name.
3. Can I change a contact attempt to weekly contact?
 - o **Answer:** No, contact attempt entries and weekly contact entries are completely separate.
4. Do I have to record contact attempts?
 - o **Answer:** No, contact attempts are not required for compliance, but often programs find this information very helpful for a variety of reasons and many ALE admins require teachers to track their contact attempts.
5. Can I add attachments to my weekly contact entries like a PDF of an email thread?
 - o **Answer:** No, attachments cannot be added to weekly contact entries, but you may copy and paste the email thread showing two-way academic-focused discussion into the **Contact Description** field.
6. What is the definition of Direct Personal Contact and requirements?
 - o **Answer:** See [WAC 392-550-020 \(4\)](#), [WAC 392-550-025 \(2\)](#), and [OSPI's Guide to Offering Alternative Learning Experiences \(pg. 14- 15\)](#)