

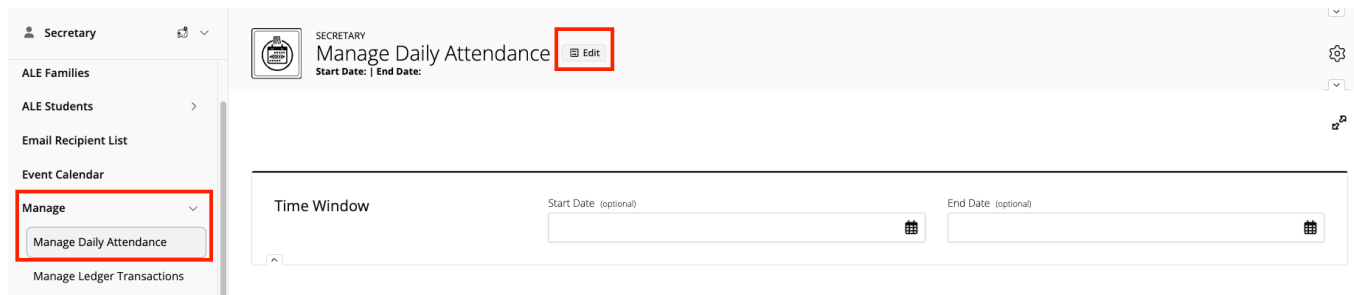
ALE Secretary: Monitoring and Recording Attendance (Connect)

Users with the **Secretary Role** can monitor attendance taking and record attendance for class meetings and/or individual students.

Monitoring Attendance Completion

Here, you will learn to view and record daily attendance for classes set up at the school.

1. Start under **Manage** in the left navigation menu and choose **Manage Daily Attendance**.
2. Enter the **Start and End Dates**, then click **Save**.
3. Use the **Edit Page Data Settings** button to the right of the title to modify dates.



4. The resulting list will include all class meetings scheduled for the selected date range. In the **Attendance Completed** column, you can easily see which class meetings have had attendance taken.

Class	Attendance Completed	Meeting Date	Meeting Time	Certificated Teacher	Support Staff Member(s)	Actions
Class Name		mm/dd/yyyy	HH : MM AM			Row Actions
Biology		6/2/2026	1:00PM	Neil Mendenhall	Neil Mendenhall, Tammy Jacobsen	
Computer Science Discover...		6/2/2026	2:00PM	Neil Mendenhall	Neil Menden...	

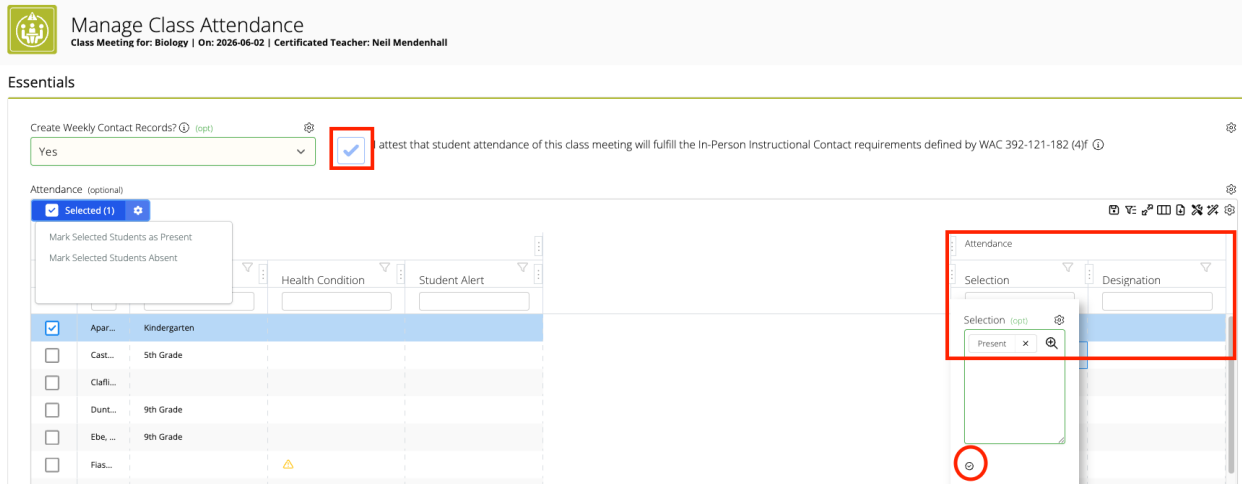
Record Attendance / Attendance as Weekly Contact

In the system, weekly contact records are automatically generated for each student marked Present or Tardy based on Class Designation settings in Data Administrator

Helpful Resource: [ALE Configure ALE Class Designations](#)

When the Secretary role records attendance, the Class Designation settings in Data Administrator can be overridden. Example: A class is designated as academic, and the Class Designation Academic is set to create weekly contact records; the Secretary role can choose not to create weekly contact records when recording attendance for the class. This would likely be done if a certificated teacher was absent and a non-certificated teacher covered the class.

1. Click the **Row Actions Gear** to the far right of the table and choose **Record Attendance**.
2. **Do not** select **Yes or No** from the **Create Weekly Contact Records** dropdown menu unless you are choosing to override the Class Designation settings in Data Administrator. If you select **Yes**, then weekly contact records are generated. If you select **No**, records are not generated.
 - a. Upon clicking **Yes**, the following attestation message is displayed: **"I attest that student attendance at this class meeting will fulfill the In-Person Instructional Contact requirements defined by WAC 392-121-182(4)f."**
3. Double-click the **Selection** column cell and click the **checkbox** to the left. (e.g., Present (P), Absent (A), or Tardy (T)).
 - a. Alternatively, in the **box**, click the **magnifying glass** to make selections, click the **"X"** to remove the selection, and click the **checkmark** to close the box.



4. Double-click the **Designation** column cell, then select it.
5. To record en masse, click one or more **checkboxes** to the left of the student name, click the **Selected Gear** in the top left, and choose one of the following:
 - a. **Mark Selected Students as Present**
 - b. **Mark Selected Students Absent.**

Attendance Designations

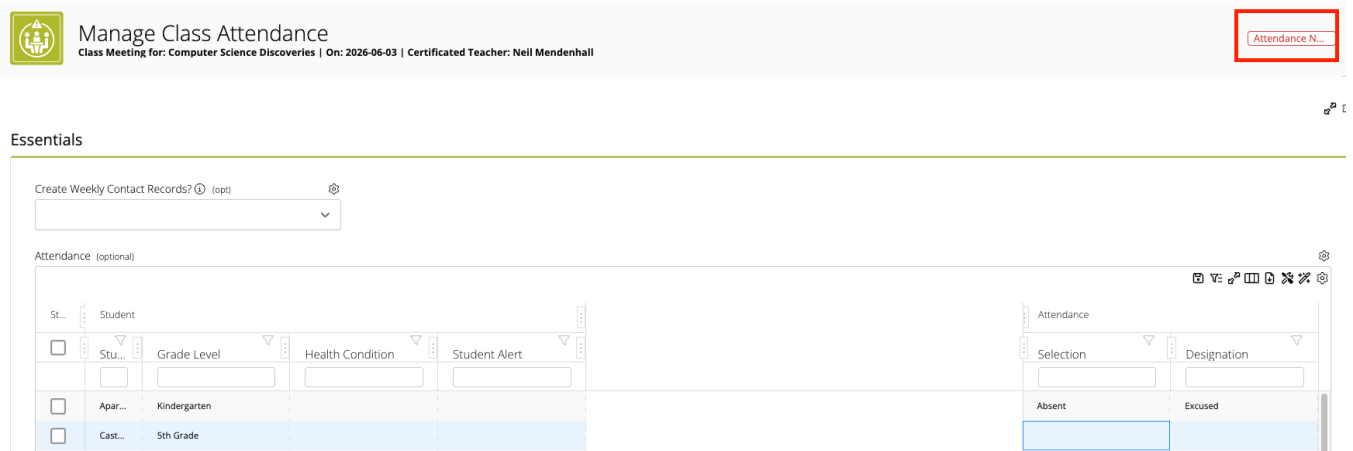
Attendance Designations provide specific details about student attendance, such as recording program information or distinguishing between in-person and online attendance in hybrid models. By default, options include "Excused" and "Unexcused" for absences.

A designation can only be selected after an initial attendance status (like Absent) has been set for a student. These options are accessible wherever attendance is recorded.

Personnel with the roles of Secretary, Staff, or Certificated Teachers are authorized to set these designations when recording attendance. Designation options are managed by the **Data Administrator Role** under **Manage ALE Data > Class Data > Class Attendance Designations Tab**.

Marking Attendance Completed

A status indicator in the top right corner displays whether class attendance is completed. If attendance is recorded for one or more students and the user exits this form using the “x” at the top right, the information is saved, and weekly contact records are generated if needed. Still, attendance for the class has not yet been completed. This might be done by a secretary who is entering an absence for a student prior to the day of a class meeting.



Manage Class Attendance
Class Meeting for: Computer Science Discoveries | On: 2026-06-03 | Certificated Teacher: Neil Mendenhall

Attendance Completed: Attendance N...

Essentials

Create Weekly Contact Records? (opt) ☐

Attendance (optional)

St...	Student	Grade Level	Health Condition	Student Alert
☐	Stu...			
☐	Apar...	Kindergarten		
☐	Casta...	5th Grade		

Attendance

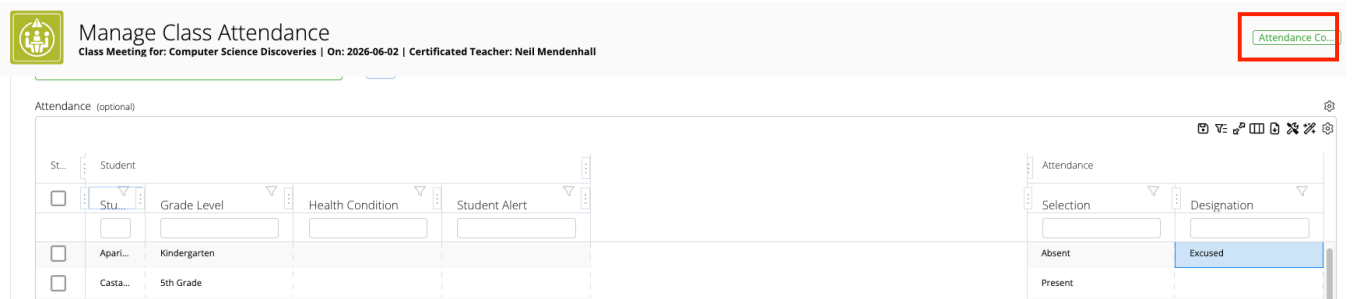
Selection:

Designation:

Absent

Excused

Only after attendance has been recorded for all students in the class will it be indicated that attendance is complete in the top right and will be displayed throughout the attendance interfaces with the **Attendance Completed** column.



Manage Class Attendance
Class Meeting for: Computer Science Discoveries | On: 2026-06-02 | Certificated Teacher: Neil Mendenhall

Attendance Completed: Attendance Co...

Attendance (optional)

St...	Student	Grade Level	Health Condition	Student Alert
☐	Stu...			
☐	Apar...	Kindergarten		
☐	Casta...	5th Grade		

Attendance

Selection:

Designation:

Absent

Excused

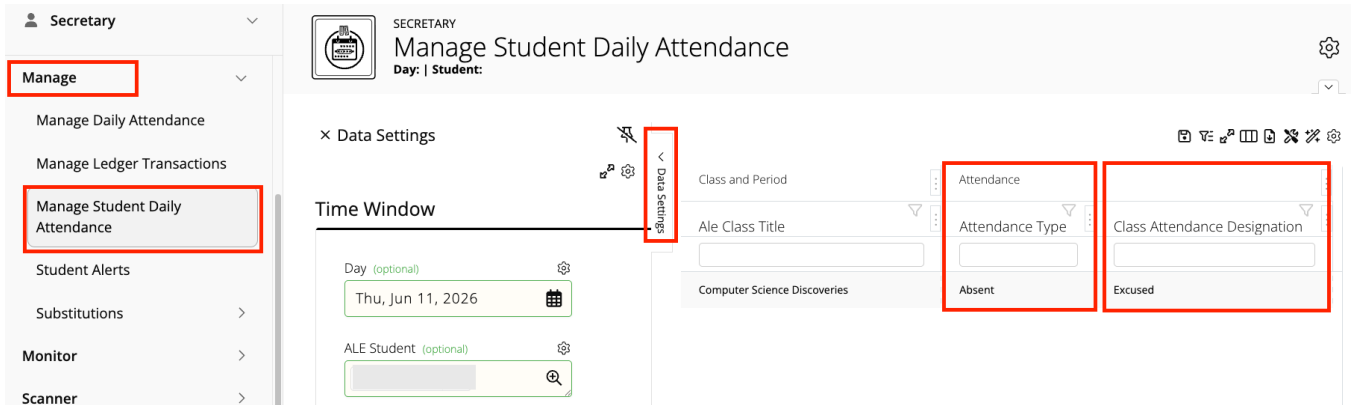
Present

Recording Attendance for a Single Student in Multiple Classes

Here, you can view and record class attendance for individual students.

1. Start under **Manage** in the left navigation menu and choose **Manage Student Daily Attendance**.
2. Open the **Data Settings Drawer** to the left and select the **Date**.
 - a. Click the **magnifying glass** in the **ALE Student** field and click the **checkbox** next to the student.

3. A class, period, and attendance data table will be displayed to the right.
 - a. Double-click the **Attendance Type column cell** and click the **checkbox** to the left. (e.g., Present (P), Absent (A), or Tardy(T)).
 - i. Alternatively, in the **box**, click the **magnifying glass** to make selections, click the **"X"** to remove the selections, and click the **checkmark** to close the box.
 - b. Double-click the **Class Attendance Designation column cell** similarly. Attendance Designations provide specific details about student attendance and can only be selected after an initial attendance status, such as Absent, is set for a student. Designations may be set by the **Data Administrator Role** under **Manage ALE Data > Class Data > Class Attendance Designations Tab**.



Secretary

Manage

Manage Daily Attendance

Manage Ledger Transactions

Manage Student Daily Attendance

Student Alerts

Substitutions

Monitor

Scanner

SECRETARY

Manage Student Daily Attendance

Day: | Student:

× Data Settings

Time Window

Day (optional)

Thu, Jun 11, 2026

ALE Student (optional)

Class and Period

Ale Class Title

Computer Science Discoveries

Attendance

Attendance Type

Absent

Class Attendance Designation

Excused