

ALE Application: Year-End SLP Tasks

In the ALE Application, the following is a list of recommended tasks to complete when wrapping up Student Learning Plans at the close of a school year.

****New this school year: All WSLPs need to be concluded as a final step to wrapping up WSLPs for the school year. This is # 5 in the following list and is the LAST thing you do with WSLPs.****

1. Review June Overall Monthly Progress

2. Verify that dates are correct on all Student Learning Plans

Check the overall end dates of each plan for accuracy. This can be done quickly on either the “All Student Learning Plans” page or “My Student Learning Plans.”

ALE TEACHER
My Student Learning Plans ⚙

My Students instructions

Student Learning Plan Selector (4 records) ⌵ Filtered ⚙

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	End Date	Owner	Contributor
Desaboya*, Talitha	2019/20	12th Grade	D. McCollum*	⚠		June 16, 2020	true	true
Folkman*, Arlen	2019/20	8th Grade	D. McCollum*	⚠		June 19, 2020	true	false
Hollingsworth*, Sally Jo	2019/20	11th Grade	D. McCollum*	✅	February 7, 2020	June 16, 2020	true	true
Horna*, Danny	2019/20	8th Grade	D. McCollum*	⚠		June 18, 2020	true	false

If anything needs to be updated, change the End Date on each plan on the *Details* Tab in the “Time Commitment” section. Please note that making changes to this section on the plan will set the plan to a “not approved” status.

ALE TEACHER / MANAGE STUDENT LEARNING PLAN
Talitha Desaboya*

Details Subjects/Courses Tracking Weekly Contacts Intervention Plans Monthly Progress FTE

Time Commitment instructions ⬆

School Year (required) Select

Enrollment Hours (required)

FTE from SIS (optional)

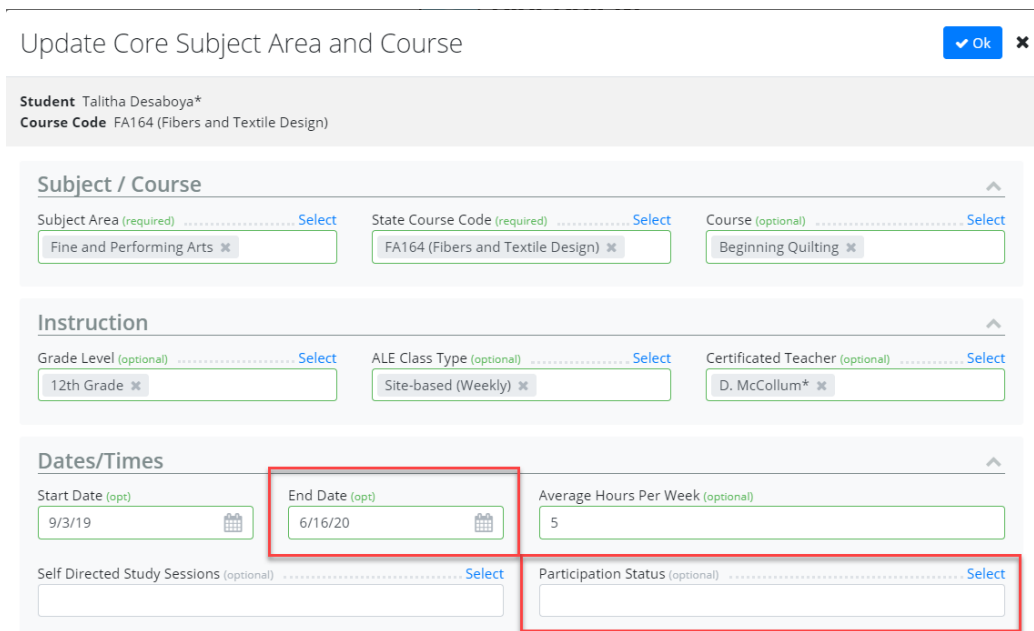
Start Date (required)

End Date (required)

3. Update all Subject/Course Records with the correct end date and participation status.

Be sure that each subject/course record on the plan has an accurate end date. Update courses to “Completed” or “Withdrawn” if not completed. Some programs also choose to keep track of which courses are not completed and continuing into the next school year by leaving this status as “In Progress” and copying these into the next school year. An additional help document is available that details this process is titled, [Copying in Progress Courses from one School Year to the Next](#).

You can update subject course records one at a time via the Row Action Gear >> Edit and update the End Date and Participation status areas.



Update Core Subject Area and Course ✓ Ok ✕

Student Talitha Desaboya*
Course Code FA164 (Fibers and Textile Design)

Subject / Course

Subject Area (required) Select State Course Code (required) Select Course (optional) Select
 Fine and Performing Arts ✕ FA164 (Fibers and Textile Design) ✕ Beginning Quilting ✕

Instruction

Grade Level (optional) Select ALE Class Type (optional) Select Certificated Teacher (optional) Select
 12th Grade ✕ Site-based (Weekly) ✕ D. McCollum* ✕

Dates/Times

Start Date (opt) Select End Date (opt) Select Average Hours Per Week (optional) Select
 9/3/19 6/16/20 5

Self Directed Study Sessions (optional) Select Participation Status (optional) Select

You can also update one or more courses via the Select Row Actions button. Select one or more courses >> click on the blue Select Row Actions button >> click Edit Selected Courses >> make updates >> click Save.

Details **Subjects/Courses** ▾ Classes ▾ Tracking ▾ Weekly Contacts ▾ Monthly Progress FTE

Core Subject Areas and Courses instructions Add Approve All

ALE-Teacher Student Learning Plan Subject-Courses (6 records) Filtered

Course	Certificated Teacher	Participation S	Start Date	End Date	Credits Availat	Credits Neede	Credits Ea	
✓ Disney Princess Movies	kurt.strauss.jr*, kurt...	--	02/11/22	06/14/22				Fine and Perform
✓ Science 101	McCollum*, Deidra	--	02/01/22	07/22/22	5			Life and Physical
✓ US History	McCollum*, Deidra	In Progress	04/21/22	06/17/22				Social Sciences
✓ English 101	McCollum*, Deidra	In Progress	05/01/22	07/22/22	1.0			English Languag
✓ English 101	McCollum*, Deidra	Withdrawn	02/11/22	03/11/22	1.0			English Languag

#1 points to the Course column. **#2** points to the Select Row Actions button. **#3** points to the Edit Selected Courses option in the dropdown menu.

ALE - Edit Subject/Courses


#5  Save


▲ Edit Subject/Courses


Grade Level (optional) Select

ALE Course Type (optional) Select

Certificated Teacher (optional) Select

Start Date (optional) 

End Date (optional) 

Average Hours Per Week (optional) #4 

Participation Status (optional) Select

4. If needed, assign Grades and Credit Earned for completed courses.

This can be done on a course-by-course basis by the Certificated Teacher on the “Results” section of the Subject/Course Details page. The Certificated Teacher or Registrar can also add grades and credits on a per-class basis via the “Grades” tab. You can find detailed information about this process in the help document titled “[ALE - Awarding Grades/Credits to a Course.](#)”

Results


Grade Selection (optional) Select

Earned Credits (optional)

Ale Student Learning Plan Subject Course Class Term Grades (records) Add Class Term Grade

Nothing matched the current criteria.

5. After all changes to the Student Learning Plan have been made, save a final copy of the plan by “Approving” the plan one final time.

 ALE TEACHER / MANAGE STUDENT LEARNING PLAN
Milo Savatier*


Cancel Next

Details Subjects/Courses Tracking Weekly Contacts Monthly Progress FTE

Approvals instructions

ALE Student Learning Plan Approvals (4 records)

Approval Date	Approving Person	Download
2021-02-10	Rouleau*, Cheyenne	Download File
2020-09-23	Rouleau*, Cheyenne	Download File
2020-09-03	McCollum*, Deidra	Download File
2020-08-21	McCollum*, Deidra	Download File

 Approve Changes

This is done by clicking on the “Approve Changes” button on the Approvals page under the “Tracking” tab, or the “Approved” button in the top right corner of the screen on any plan. Taking this step will capture a final PDF version of the plan as it existed at the end of the year.

6. Conclude ALL WSLPs.

Concluding WSLPs will mark any courses that were left in the null or ‘In Progress’ as withdrawn. Concluding WSLPs can not be undone. This is the final step you would take to wrap up the WSLP for the year. If you would like to copy ‘In Progress’ courses into the next school year, you will need to do this prior to concluding WSLPs. [Copying in Progress Courses from one School Year to the Next.](#)

Concluding WSLPs can be done by the SLP Certificated Teacher via Certificated Teacher >> Student Learning Plans >> My Student Learning Plans >> click the Row Action Gear for the student you want to conclude >> click Conclude

ALE TEACHER
My Student Learning Plans
Data Settings: Students from 2021/22

instructions

ALE - My Student Learning Plans (34 records) Filtered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	Is Concluded	Count of Parent
, Adam	2021/22	11th Grade	D. McCollum	✓	April 5, 2022	No	
, Insuh	2021/22	8th Grade	D. McCollum	✓	April 5, 2022	No	
, Kingsley	2021/22	9th Grade	D. McCollum	✓	April 5, 2022	No	
Beunteimeier*, Clea	2021/22	11th Grade	D. McCollum*	✓	May 3, 2022	No	
Carisma*, Elijah	2021/22	12th Grade	D. McCollum*	⚠	February 1, 2022	No	
Chapin*, Cyntillia	2021/22	Kindergarten	D. McCollum*	✓	April 5, 2022	No	
Cheetham*, Lyric	2021/22	12th Grade	D. McCollum*	✓	April 5, 2022	No	
Cheetham*, Mandi	2021/22	10th Grade	D. McCollum*	✓	April 5, 2022	No	
Dellacca*, Krissa	2021/22	10th Grade	D. McCollum*	✓	April 5, 2022	No	0

Row Actions & Options

- Print Progress Towards Graduation
- Print Written SLP
- Print SLP Schedule
- Edit
- Student Spotlight
- Delete
- Conclude

This can also be done en masse via Registrar >> Student Learning Plans >> All Student Learning Plans >> select one or more students >> click Selected Row Actions >> click Conclude SLPs

ALE REGISTRAR
All Student Learning Plans
Data Settings: Students from 2021/22

instructions

ALE - All Student Learning Plans (39 records) Filtered

Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	Is C
, Adam	2021/22	11th Grade	D. McCollum	✓	April 5, 2022	No
, Insuh	2021/22	8th Grade	D. McCollum	✓	April 5, 2022	No
, Kelsea	2021/22	8th Grade	D. McCollum	✓	April 5, 2022	No
, Kingsley	2021/22	9th Grade	D. McCollum	✓	April 5, 2022	No

#1

#2

#3

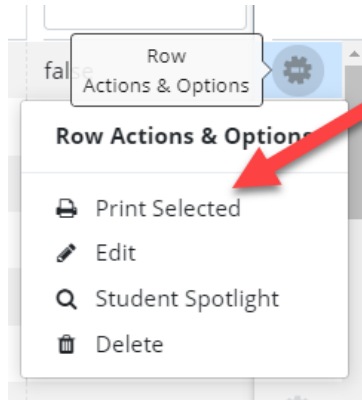
31 Select Row Actions

- Print Written SLP
- Print SLP Schedules (Sem 1)
- Print SLP Schedules (Sem 2)
- Print Progress Towards Graduation
- Set Enrollment Dates
- wSLP Audit Print
- Conclude SLP(s)
- Print SLP Schedule(s)

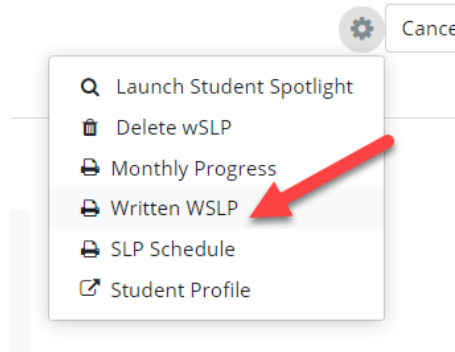
Printing Student Learning Plans - One Student

You can print Student Learning Plans in several locations.

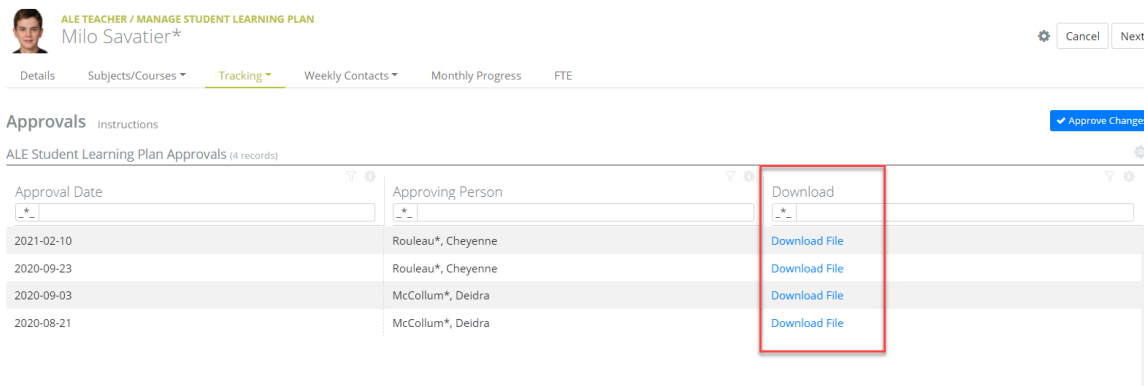
1. The current plan can be generated with the row action gear from “All Student Learning Plans” or “My Student Learning Plans” pages



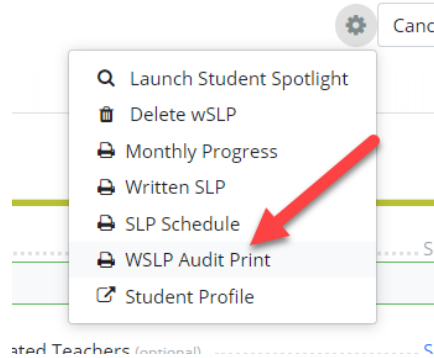
2. The current plan can also be generated from the page action gear on the Details Tab of any single Student Learning Plan.



3. Each evolution of the plan over the year can be downloaded via the “Download File” links of the Approvals page.



- A special “Audit Print” is available that will include all versions of the plan over the school year, the associated information for each subject/course, weekly contact records, and monthly progress reports. This can be generated from the page action gear on the Details Tab of any single Student Learning Plan.



Printing Student Learning Plans - More than one Student

Plans for one or more selected students can be printed via the “All Student Learning Plans” or “My Student Learning Plans” page. Use the checkmarks at the left to select one or more rows, then via the blue selected rows action at the top right, choose “Print Written SLP.”

ALE TEACHER
All Student Learning Plans

All Students instructions

Student Learning Plan Selector (33 records) Filtered

<input checked="" type="checkbox"/>	Student Full Name	School Year	Grade Level	Certificated Teacher	Is Approved	Approval Date	Is Concluded	Count of Parent	Count of Pending	
<input checked="" type="checkbox"/>	Hans	2020/21	2nd Grade	D. McCollum*	<input checked="" type="checkbox"/>	September 29, 2...	No	0	3	
<input checked="" type="checkbox"/>	* Jasper	2020/21	8th Grade	B. Chs Gsa*	<input checked="" type="checkbox"/>	February 24, 2021	No	0	0	
<input checked="" type="checkbox"/>	* Mary Lou	2020/21	11th Grade	D. McCollum*	<input type="checkbox"/>		No	0	1	
<input checked="" type="checkbox"/>	Abney*, Izaac	2020/21	8th Grade	D. McCollum*	<input checked="" type="checkbox"/>	February 9, 2021	No	1	3	
<input checked="" type="checkbox"/>	Beck*, Bruce	2020/21	8th Grade	D. McCollum*	<input checked="" type="checkbox"/>	February 10, 2021	No	0	1	
<input checked="" type="checkbox"/>	Beck*, Eshraq	2020/21	8th Grade	D. McCollum*	<input checked="" type="checkbox"/>	August 24, 2020	No	0	12	
<input checked="" type="checkbox"/>	Bergen*, Jaiien	2020/21		D. McCollum*	<input type="checkbox"/>		No	0	0	
<input checked="" type="checkbox"/>	Berrios*, Jason	2020/21	10th Grade	D. McCollum*	<input checked="" type="checkbox"/>	August 6, 2020	No	0	0	
<input checked="" type="checkbox"/>	DeJohn*, Cato	2020/21		D. McCollum*	<input checked="" type="checkbox"/>	April 20, 2021	No	0	0	
<input checked="" type="checkbox"/>	Ellwein*, Damen	2020/21	1st Grade	D. McCollum*	<input checked="" type="checkbox"/>	February 10, 2021	No	0	1	

1 - 19 of 19 Page 1 of 1 50 per page