

APSCN ALE Coding - eSchoolPlus

- **Traditional ALE funding calculation per student:** $(ALE\ Minutes\ Per\ Day \div Total\ Minutes\ in\ School\ Day) \times (ALE\ Days \div Total\ Days\ in\ Year) = ALE\ FTE$
- **Hybrid ALE funding** is the same as above but divide the ALE FTE by 2.

1. Total Minutes in School Day

- Administration > Registration Setup > Building > Building Definition > Other Building Information > School Demographics.
- Update the Minutes Per Day field which should contain the number of instructional minutes per day for the selected building.

2. ALE Days

- Search for student.
- Click on the student's name.
- Go to Registration > Entry & Reports > Student Demographic > Academic, then click on the link beside Curriculum.
- If the student is new to the district, enter a Start Date, which would be the student's first day in Alternative Education and the Value code of AE – ALE Traditional or AH – ALE Hybrid.
- If the student is changing curriculums, enter an End Date to close the previous curriculum code, which will be the day after the student's last day in the program. The student is NOT considered to be enrolled in the program on the date entered in this field. Create a new row by entering a Start Date, which would be the first day the student was in Alternative Environment and enter the applicable Value code 'AE' or 'AH'.
- After students have been coded you can search and print a list of students marked with the ALE curriculum codes using the following Advanced Search:

And/Or	Area	Field Name	Condition	Value
	Curriculum	Curriculum	Is in	AE,AH
And	Curriculum	Curriculum Start Date	>=	(first day of school)

Note: This search pulls all students marked as Curriculum AE or AH at any point during the designated school year. If only active students are wanted, an additional line of criteria would need to be set for Demographic > Current Status > = (Equals) > A.

3. Course Catalog

Prerequisite for adding ALE sections in the Master Schedule for Student Scheduling:

- Scheduling > Courses > Building Courses > Building Course Catalog
- ALE courses should be added to the Course Catalog.
- On the Course SIS Data screen for an ALE course, the Alternative Environment field checkbox should be checked, and the ALE Type field set to either Traditional or Hybrid as applicable. This sets a default when adding ALE course sections in the Master Schedule. However, updating the Course Catalog value does not update existing sections in the Master Schedule. This checkbox would only be checked in the Course Catalog's Course SIS Data screen if all sections of the course are ALE sections.

Any ALE course being offered for high school credit must use the applicable academic course code. Course code 990000, which is a non-academic course number, should **not** be used if the course is offered for high school credit. Course 990000 is to be used for ALE specific courses (GED Preparation, Social Skills, etc.) only.

4. ALE Minutes Per Day – Master Schedule

- The Master Schedule along with Student Schedules is used to determine ALE Minutes Per Day.
- *Scheduling > Courses > Course Sections > Course SIS Data*
- Instructional teacher should be indicated in the Master Schedule on the course section (Scheduling > Courses > Course Sections > Master Schedule).

- ALE course sections must have the correct course code, checked as Alternative Environment, select the ALE Type, and verify the correct Course Minutes are entered on the Master Schedule Course SIS Data screen (Scheduling > Courses > Course Sections > Course SIS Data).
- Searches can be performed to find errors. Below is an example of a search set up to find course sections that are marked as Alternative Environment but do not have minutes or the minutes are set to '0' (zero).

And/Or	Area	Field Name	Condition	Value
	Master Schedule	Building	=	(bldg.#)
And	Master Schedule Course SIS Data	Alternative Environment	=	Yes
And	Master Schedule Course SIS Data	Course Minutes	Is blank	
Or	Master Schedule	Building	=	(bldg.#)
And	Master Schedule Course SIS Data	Alternative Environment	=	Yes
And	Master Schedule Course SIS Data	Course Minutes	=	0

5. ALE Minutes Per Day – Student Schedules

- Student Schedules along with the Master Schedule is used to determine ALE Minutes for a student (see item #8, bullet 3).
- Scheduling > Student Schedules > Student > Schedule Entry
- Student should be scheduled into ALE courses.

6. Student Instructional Option (ALE Hybrid only) – SIS/Misc Items

- Demographics > Entry & Reports > Student Demographics > SIS/Misc Items
- An ALE Hybrid student should have the Student Instructional Option value set to 3 – *Hybrid/Blended Learning*.

7. Cognos Reports

- Team Content > Student Management System > Demographics > State Reporting Reports
 - APSCN ALE Student FTE
 - APSCN ALE Student List
 - APSCN Current ALE Student List
- Team Content > Student Management System > Scheduling > State Reporting Information
 - APSCN ALE Schedules with Minutes
 - APSCN ALE SIS Errors
 - APSCN State Report MS Check

8. State Reporting and the ALE funding calculation

- **Traditional ALE funding calculation per student:**
(ALE Minutes Per Day ÷ Total Minutes in School Day) x (ALE Days ÷ Total Days in Year) = ALE FTE
- **Hybrid ALE funding is the same as above but divided by 2.**
- **ALE Minutes Per Day** is determined by the amount of time per day that a student is scheduled into ALE courses as designated in the Master Schedule.
- **Total Minutes Per Day** (Administration > Registration Setup > Building > Building Definition > Other Building Information > School Demographics) pulls in state reporting cycle 7.
- **ALE Days** is based on the curriculum code of AE and/or AH.
- ALE course information pulls in state reporting cycle 7 due June 15.
- The following documentation can be accessed on-line at <http://www.apscn.org> under the SIS tab:
 - The *SIS Handbook* for the year is located under Statewide Information System (ADE Data Center).
 - The *eSchool SMS Required Fields* document is located under Information and Forms.