APSCN ALE Coding - eSchoolPlus

ALE funding is calculated per student using the formula:
(*ALE Minutes Per Day ÷ Total Minutes in School Day*) x (*ALE Days ÷ Total Days in Year*) = ALE FTE

1. Total Minutes in School Day

- Administration > System Setup > Building > Building Data Entry > School Demographics.
- Click on the Building List button and select a building.
- Update the Minutes Per Day field which should contain the amount of instructional minutes per day for the selected building.

2. ALE Days

- Student Center > Search
- Find Student and click on the student's name.
- Under Student Center, go to 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 AE – Alternative Education.
- 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 Education, and enter the Value code AE – Alternative Education.
- After students have been coded you can search and print a list of students marked as curriculum AE using the following Advanced Search:

And/Or	Area	Field Name	Condition	Value
	Curriculum	Curriculum	= (equals)	AE
And	Curriculum	Curriculum Start Date	>= (is greater than or equal to)	8/14/2017

Note: This search pulls all students marked as Curriculum AE 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 Center > Building Course Setup > 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 which sets a default when adding ALE course sections in the Master Schedule. Only check this checkbox 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 97100, which is a non-academic course number, should **not** be used if the course is offered for high school credit.

Course 971000 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 Center > Master Schedule > Course SIS Data
- Instructional teacher should be indicated in the Master Schedule on the course (Scheduling Center > Master Schedule > Master Schedule).
- ALE course sections should reflect course minutes in the Course Minutes field and Alternative Environment should be checked on the Master Schedule Course SIS Data screen (Scheduling Center > Master Schedule > 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 AE but do not have minutes or the minutes are set to '0' (zero).

And/Or	Area	Field Name	Condition	Value
	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Course SIS Data	Alternative Environment	= (equals)	Y
And	Master Schedule Course SIS Data	Course Minutes	is blank	
Or	Master Schedule	Building	= (equals)	(bldg#)
And	Master Schedule Course SIS Data	Alternative Environment	= (equals)	Y
And	Master Schedule Course SIS Data	Course Minutes	= (equals)	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 #7, bullet 2).
- Student Center > Scheduling > Entry
- Student should be scheduled into ALE courses.

6. Cognos Reports

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

7. State Reporting and the ALE funding calculation

- ALE funding calculation uses the formula:
  (*ALE Minutes Per Day ÷ Total Minutes in School Day*) x (*ALE Days ÷ Total Days in Year*) = **ALE FTE**
- **ALE Minutes Per Day** is determined by the amount of time per day that a student is scheduled into actual ALE courses as designated in the Master Schedule.
- **Total Minutes Per Day** (Administration > System Setup > Building > Building Data Entry > School Demographics) pulls in state reporting cycle 7.
- **ALE Days** is based on the curriculum code AE.
- ALE course information pulls in state reporting cycle 7 due June 15.
- The *SIS Manual* by year can be accessed on-line at http://www.apscn.org under the SIS > Statewide Information System. The eSchool *SMS Required Fields* document is under SIS > Information and Forms.

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