

## APSCN ALE Coding - eSchoolPlus

### 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	Delete
	Curriculum	Curriculum	= (equals)	AE	<input type="checkbox"/>
And	Curriculum	Curriculum Start Date	>= (is greater than or equal to)	8/19/2013	<input type="checkbox"/>

**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.

**Note:** Commissioner's Memo COM-07-039 dated 10/04/2006 provides important information regarding Course Codes, HQT Status, and Standards Compliance for Alternate Environment Courses.

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 Week – Master Schedule

- The Master Schedule along with Student Schedules is used to determine ALE Minutes Per Week.
- 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	Delete
	Master Schedule	Building	= (equals)	{bldg #}	<input type="checkbox"/>
And	Master Schedule Course SIS Data	Alternative Environment	= (equals)	Y	<input type="checkbox"/>
And	Master Schedule Course SIS Data	Course Minutes	is blank		<input type="checkbox"/>
Or	Master Schedule	Building	= (equals)	{bldg #}	<input type="checkbox"/>
And	Master Schedule Course SIS Data	Alternative Environment	= (equals)	Y	<input type="checkbox"/>
And	Master Schedule Course SIS Data	Course Minutes	= (equals)	0	<input type="checkbox"/>
And					<input type="checkbox"/>

#### 5. ALE Minutes Per Week – Student Schedules

- Student Schedules along with the Master Schedule is used to determine ALE Minutes Per Week for a student.
- Student Center > Scheduling > Entry
- Student should be scheduled into ALE courses.

#### 6. Reports

- Cognos Reporting > Public Folders > Student Management System > Scheduling > APSCN State Report MS Check and APSCN ALE Schedule w/minutes
- Cognos Reporting > Public Folders > Student Management System > Demographics > State Reporting Reports > APSCN ALE Student Listing

#### 7. State Reporting and the ALE funding calculation

- ALE funding calculation uses the formula:  

$$(ALE\ Minutes\ Per\ Day \div Total\ Minutes\ in\ School\ Day) \times (ALE\ Days \div Total\ Days\ in\ Year) = ALE\ FTE$$
- **ALE Minutes Per Day** is calculated by taking the **Minutes Per Week** entered in the Master Schedule and dividing by five (5).
- **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* can be accessed on-line at <http://www.apscn.org> under the SIS > Statewide Information System. The *eSchool SMS Required Fields* document is under SMS > Student Management System eSchool – Training Documentation > SIS Information