

ALE and Weekly Contact Webinar Q&A  
 May 20, 2013, 3:00-4:00 pm

Category	Questions Asked	Answer
Audit	Q: How does the auditor check emails? Do we need to print them out when audited?	A: Rick Bonner from SAO responded that you can print them or provide auditors access to view the emails.
Contact	Q: Is texting an acceptable means of direct personal contact and how can it be documented?	A: Yes. This would be similar to instant messaging. The challenge is to have a meaningful interaction that meets the requirements. To document the contact, keep a log that describes the method and a summary that is specific to the conversation. <a href="http://digitallearning.k12.wa.us/ale/support/3d.php#s3d_texting">http://digitallearning.k12.wa.us/ale/support/3d.php#s3d_texting</a>
Contact	Q: What do you do when you cannot get the students to respond to the teacher's email, but they are progressing in their courses?	A: Without weekly contact, the student is not fulfilling the requirements of the ALE rules. You may need to look at different methods such as the phone, Skype or meet with the student face-to-face. Weekly contact helps a teacher and student build a relationship that contributes to deeper learning opportunities and minimizes academic integrity concerns. <a href="http://digitallearning.k12.wa.us/ale/support/4.php#s4_noresponse">http://digitallearning.k12.wa.us/ale/support/4.php#s4_noresponse</a>
Contact	Q: Can one email that personally addresses more than one student count even if they respond back individually?	A: Mass emails do not meet one-to-one requirements. You are in a better position to send individual emails. <a href="http://digitallearning.k12.wa.us/ale/support/faq.php#s3d_email">http://digitallearning.k12.wa.us/ale/support/faq.php#s3d_email</a>
Contact	Q: If a student is completing assignments and sending other email, etc, but does not "officially" acknowledge their monthly progress report, is their funding tied to that response?	A: Yes. The student must respond to contact about their monthly evaluation in order for the monthly evaluation to be complete, and thus, meet requirements for funding. <a href="http://digitallearning.k12.wa.us/ale/support/faq.php#s7_noeval">http://digitallearning.k12.wa.us/ale/support/faq.php#s7_noeval</a>
Contact	Q: Supposing a student completes work, a teacher marks it, and returns the grade/mark/score to the student. Is that two-way communication?	A: It can be. Work turned in through an electronic tool and the teacher giving feedback through an electronic tool could be considered two-way contact as long as there isn't too much time between feedback, and it happens within the week. It would be expected that there was a substantial exchange of information—not just a grade. We wouldn't expect it to be the only means of contact a teacher had with a student throughout the course. Good practice is to communicate in a way that builds a relationship with students. <a href="http://digitallearning.k12.wa.us/ale/support/3d.php#s3d_etoool">http://digitallearning.k12.wa.us/ale/support/3d.php#s3d_etoool</a>
Contact	Q: What do I do when I have telephone contact when a student can't come in, and they said they have done all the work; but, then can't produce the work at the next face-to-face meeting?	A: Since you have done the weekly contact, you are in compliance with the rules. This could be a problem you deal with in determining satisfactory progress if the student has not completed the work.
June	Q: If grades can be looked up online, does that satisfy the requirement of the final evaluation in June or does it need to be a paper report?	A: Yes. An online tool can be used to report grades in June as long as the student knows how to access the grades. <a href="http://digitallearning.k12.wa.us/ale/support/4.php#s4_junegrades">http://digitallearning.k12.wa.us/ale/support/4.php#s4_junegrades</a>

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June	Q: Our last monthly progress evaluation will be May 24 and our last day of school is June 12. Would we still need to develop and communicate an intervention at the end of May if the student was performing unsatisfactorily since it is not within 5 days of the end of the school year?	Yes. You need to follow the rules through May and into June. You don't need to do direct personal contact for final evaluation in June if it is the final grade evaluation. <a href="http://digitallearning.k12.wa.us/ale/support/faq.php#s4_june">http://digitallearning.k12.wa.us/ale/support/faq.php#s4_june</a>
Other	Q: Is contact still determined by the average weekly learning hours over the course of a month?	A: This relates to the time requirement for instructional contact to receive 90% funding. We are hoping full funding will be restored next year so that you don't have to worry about this. There will still be a requirement for weekly contact that is not based on weekly hours; it just has to happen each week.
Other	Q: Is summer school exempt from ALE requirements?	A: If you are not claiming ALE funding in the summer, you don't need to follow the ALE rules. <a href="http://digitallearning.k12.wa.us/ale/support/2.php#s2_summer">http://digitallearning.k12.wa.us/ale/support/2.php#s2_summer</a>