

# Alternative Learning Experience (ALE) Year End Reporting 2015-16 School Year

The ALE Year End Reporting is **now** available for districts that reported ALE enrollment for the 2015-16 school year to complete. The deadline to submit your report is **August 31, 2016**.

## Table of Contents

- Accessing ALE Year End Reporting
- Changes to 2015-16 ALE Year End Reporting
- Instructions for Completing ALE Year End Reporting
- Error Message When Completing ALE Year End Reporting
- Submitting ALE Year End Reporting
- Reporting No Enrollment
- Revising a Submitted ALE Year End Report
- Contact for Questions

## Accessing the ALE Year End Reporting

The 2015–16 ALE Year End Reporting can be found on the SAFS ALE application. For access to this report, the submitter must have the EDS “SAFS District ALE User” or “SAFS District ALE Submitter” roles. Contact your District Security Manager to be assigned one of these roles.

To access the SAFS ALE application, log into EDS, select “SAFS” from your list of applications, and click on “ALE” found on the top light green bar. Next, click on “ALE Year End Reporting” on the second light green bar. Select the magnifying glass next to the ALE program name.

You will be completing a separate report for each of your district’s ALE programs. If you had no enrollment for the current school year for a particular ALE program, you are required to put “zero” in number fields and answer “No” in Section V, in order to submit all your ALE Year End reports.

## Changes to the 2015-16 ALE Year End Reporting

For the 2015-16 school year, **Section II - Course Offerings** and **Section IV – Assessment** have been added. Additionally, for those that answer “Yes” to **Section V – Purchased Services or Activities**, the Substantially Similar spreadsheet must be emailed to Becky McLean ([becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us)), as well uploaded through the FTP process.

## Instructions for Completing the ALE Year End Reporting

- **Section I (Contractor Information)**. Report the percentage of student FTE that is taught by a contracted certificated teacher. **Enter whole numbers**. Do not use the percentage mark, decimal point, or decimal number.



### **Submitting the ALE Year End Report**

Once all your ALE programs are completed, you can submit your district's ALE Year End Reporting by hitting the 'Submit to OSPI' button. To see the "Submit to OSPI" button, you must have the EDS role of "SAFS District ALE Submitter". Contact your District Security Manager to obtain this role.

### **No Enrollment**

If your ALE program had no enrollment for the current school year, put zeros in the Sections I, II, III, and IV and answer "No" in Section V. Remember the due date for submitting this report is **August 31, 2016**.

### **Revisions**

If you have submitted your report but need to revise it, please email Becky McLean ([becky.mclean@k12.wa.us](mailto:becky.mclean@k12.wa.us)).

### **Questions**

- How to answer or for clarifications on questions, please contact Rhett Nelson. [Rhett.Nelson@k12.wa.us](mailto:Rhett.Nelson@k12.wa.us) 360-725-4971
- Issues with the reporting application, please contact Becky McLean. [Becky.McLean@k12.wa.us](mailto:Becky.McLean@k12.wa.us) 360-725-6306