

APSCN ALE Coding

ALE funding is calculated per student using the formula:

$$(ALE\ Minutes\ Per\ Day \div Total\ Minutes\ in\ School\ Day) \times (ALE\ Days \div Total\ Days\ in\ Year) = ALE\ FTE$$

1. Total Minutes in School Day

- Set in Student Plus Demographic Configuration.
- Applications > District Administration > Student Plus Configuration > Demographics.
- Select Building > District Defined option > Screen 3 –Additional School Demographics.
- Update the Minutes Per Day field which should contain the amount of instructional minutes per day for the selected building.

2. ALE Days

- Applications > Demographics > Students
- Find Student and pull up detail information.
- Select the Entry/Withdrawal action button.
- Update curriculum code to AE (Alternative Education). If the student has changed to AE during the school year, a new vector must be added reflecting the dates enrolled/withdrawn from ALE.
- After students have been coded you can search and print a list of students marked as curriculum AE using the following Advanced Search:

Area	Items	Operation	Value	Grouping
Entry/Withdrawal	Assigned Calendar	Equals	2012R	And
Entry/Withdrawal	Curriculum Code	Equals	AE	End

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 Demographics > Student Status Code > Equals > A.

3. Course Catalog

- Prerequisite for adding ALE sections in the Master Schedule for Student Scheduling.
- Applications > Scheduling > Course Catalog
- ALE courses should be added to the Course Catalog.
- On the District Defined tab, fld 8 – AE could be ‘Y’ which sets a default when adding ALE course sections in the master schedule. Whether the default is set here would be determined by whether all sections of the course code 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 Day –Master Schedule

- The Master Schedule along with Student Schedules is used to determine ALE Minutes Per Day.
- Applications > Scheduling > Master Schedule
- Course sections should reflect course minutes in the period length field and the instructional teacher. These fields are located on the Detail tab.
- Field 8 – AE on the District Defined tab should be ‘Y’, for ALE course sections.
- 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).

Area	Item	Operation	Value	Grouping
Master Schedule	Length of Period	Equals	0	Or
Master Schedule	Length of Period	Is Missing		New – And
Master Schedule	District-Defined Field 8	Equals	Y	And
Master Schedule	Course Building	Equals	(bldg #)	End

5. ALE Minutes Per Day – Student Schedules

- Student Schedules along with the Master Schedule is used to determine ALE Minutes Per Day for a student.
- Applications > Scheduling > Student Schedules
- Student should be scheduled into ALE courses.
- An Advanced Search in Student Schedules can be used to find all students with ALE courses whether the courses are active or inactive. Example is below:

Area	Item	Operation	Value	Grouping
Scheduled Students	Scheduling Status	Is In(Common delimited)	S,R,L,D	And
Master Schedule	District-Defined Field 8	Equals	Y	And
Master Schedule	Course Building	Equals	(bldg#)	End

6. Reports

- Cognos Report > Public Folders > Scheduling > APSCN State Report MS Check and APSCN ALE Schedule w/minutes
- Cognos Report > Public Folders > 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 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** from the Building Demographic Configuration pulls in state reporting cycle 7.
- **ALE Days** per student pulls in quarterly attendance cycles 3, 5, 6, and 7. This information pulls from coding on the Entry/Withdrawal screen.
- **Total Days in Year** is determined from the total of the quarter calendar days submitted in Cycles 3, 5, 6, 7 of State Reporting.
- ALE course information pulls in state reporting cycle 7 due June 15.
- The *SIS Manual* and *SMS Required Fields for State Reporting* documents can be accessed on-line at <http://www.apscn.org> under the SIS – Statewide Information Systems link.