

Student ALP Assignments

If a student is attending either an Alternative Learning Program (ALP) or Alternative Learning School (ALS), an assignment of ALP must be added to the student record in PowerSchool. When a student exits the ALP or ALS, an exit date must then be added to the student record.

Steps for Adding ALP Assignment

When a student enters an ALP or ALS, a new program assignment of Alternative Learning Program must be added.

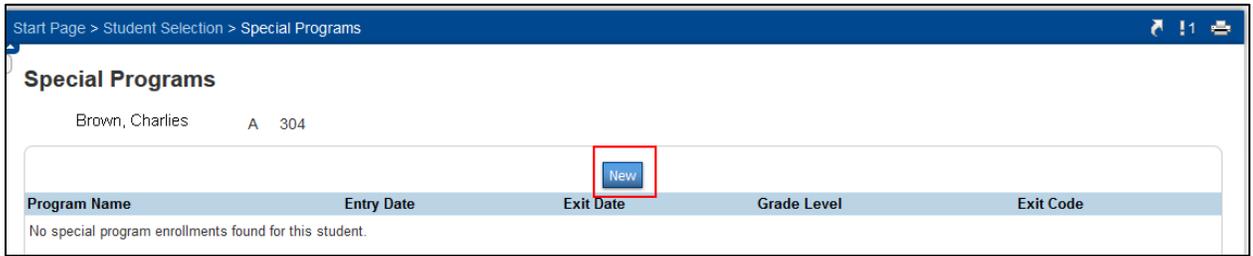
Navigation: Start Page > Select Student > Enrollment > Special Programs

1. Find the desired student.
2. In the **Enrollment** section, click **Special Programs**.



3. Click **New**.

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Start Page > Student Selection > Special Programs

Special Programs

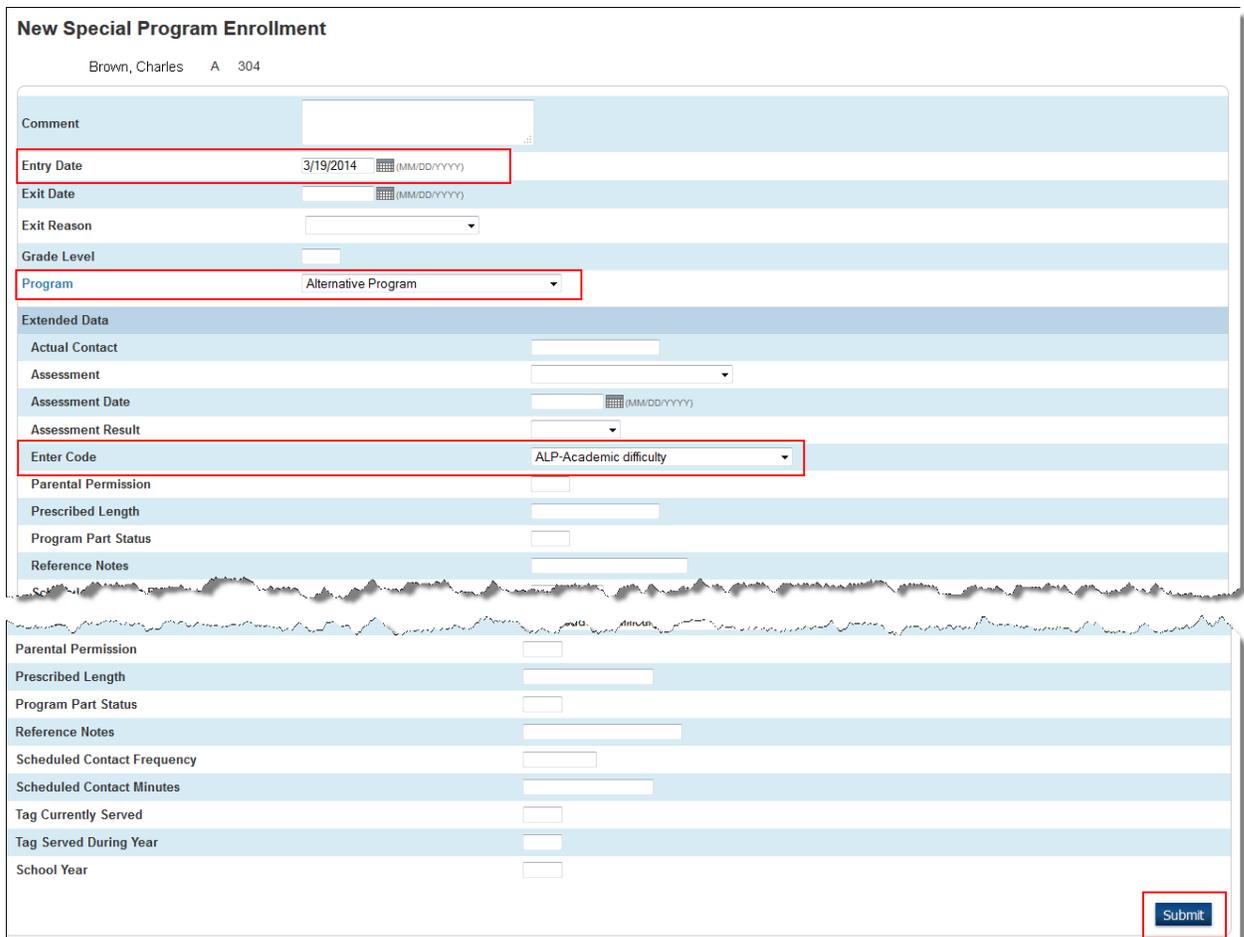
Brown, Charles A 304

New

Program Name	Entry Date	Exit Date	Grade Level	Exit Code
No special program enrollments found for this student.				

4. On the Special Programs screen enter the following required fields:
 - a. **Entry Date** = type or click on the date in the calendar
 - b. **Program** = select **Alternative Program** from the dropdown box
 - c. **Enter Code** = select the appropriate ALP entry reason from the dropdown

Important: Only use reason codes beginning with ALP.



New Special Program Enrollment

Brown, Charles A 304

Comment

Entry Date 3/19/2014 (MM/DD/YYYY)

Exit Date (MM/DD/YYYY)

Exit Reason

Grade Level

Program Alternative Program

Extended Data

Actual Contact

Assessment

Assessment Date (MM/DD/YYYY)

Assessment Result

Enter Code ALP-Academic difficulty

Parental Permission

Prescribed Length

Program Part Status

Reference Notes

Scheduled Contact Frequency

Scheduled Contact Minutes

Tag Currently Served

Tag Served During Year

School Year

Submit

5. Click **Submit**.

Important: Alternative Schools may follow the procedures for Mass Enrollments to assign the *Alternative Program* program assignment and **Entry Date** for all enrolled students; however, the **Enter Code** cannot be set en masse. The **Enter Code**

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must be selected individually for each student from the dropdown list on the **Edit Special Program Enrollment** screen.

Refer to the *Mass Enroll Special Programs* QRD on www.nc-sis.org for instructions on mass enrolling students into the ALP program.

Steps for Ending an ALP Assignment

When a student is no longer attending an Alternative Learning Program or Alternative Learning School, the student must be exited from the Program.

Navigation: Start Page > Select Student > Enrollment > Special Programs

1. Find the desired student.
2. In the **Enrollment** section, click **Special Programs**.
3. On the **Special Programs** screen click on the **Entry Date** for the program from which the student has exited.

The screenshot shows the 'Special Programs' interface for a student named Charles Brown. It features a table with columns for Program Name, Entry Date, Exit Date, Grade Level, and Exit Code. A 'New' button is located above the table. The 'Entry Date' for the 'Alternative Program' is highlighted with a red box.

Program Name	Entry Date	Exit Date	Grade Level	Exit Code
Alternative Program	03/19/2014	0/0/0	12	

4. On the **Edit Special Enrollment Program** screen, enter the **Exit Date** by typing or clicking on the date in the calendar.

The screenshot shows the 'Edit Special Program Enrollment' interface for a student named Sydney Alexandria Barnes. It includes fields for Comment, Entry Date, Exit Date, Exit Reason, and Grade Level. The 'Exit Date' field is highlighted with a red box.

Comment	
Entry Date	03/03/2014 (MM/DD/YYYY)
Exit Date	03/20/2014 (MM/DD/YYYY)
Exit Reason	
Grade Level	12

5. Click **Submit**.

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Running the ALP Report

To verify ALP student data, run the Alternative Learning Program Report. The report will list the following for each child with an ALP assignment:

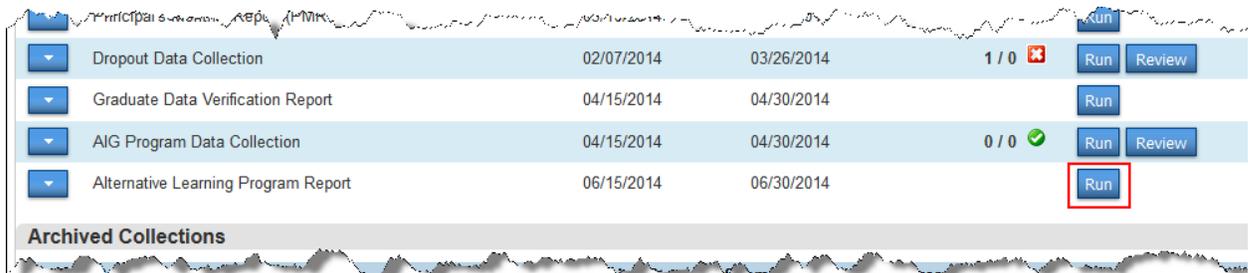
- Year
- Student #
- Student Name
- Grade
- Ethnicity
- Gender
- Birthdate
- Age
- ALP Entry Date
- ALP Entry Reason
- ALP Exit Date
- Primary Exceptionality

This report can be run at the school or LEA level. If running at the LEA level, the report will run for all schools within the LEA.

Steps

Navigation: Start Page > State Reports > Alternative Learning Program Report

1. To run the report, click **Run**.



Dropout Data Collection	02/07/2014	03/26/2014	1 / 0		Run	Review
Graduate Data Verification Report	04/15/2014	04/30/2014			Run	
AIG Program Data Collection	04/15/2014	04/30/2014	0 / 0		Run	Review
Alternative Learning Program Report	06/15/2014	06/30/2014			Run	

Archived Collections

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- To see report results, click **Review** when the report has completed running.

Report Name	Start Date	End Date	Status	Buttons
Dropout Data Collection	02/07/2014	03/26/2014		Run
Graduate Data Verification Report	04/15/2014	04/30/2014	40 / 0	Run Review
AIG Program Data Collection	04/15/2014	04/30/2014	0 / 0	Run Review
Alternative Learning Program Report	06/15/2014	06/30/2014	0 / 0	Run Review

Note: There are two options for viewing the completed report – **Data View** or **Exceptions**. The **Data View** will display students with an ALP assignment. The **Exceptions** view will display students whose records need attention based on the exception selected for viewing.

- Select the area to review from the dropdown – **Data View** or **Exceptions**.

Reports > State Reports > Review - Alternative Learning Program Report

Alternative Learning Program Report

Select area to review: Data View

- Data View
- Exceptions

Choose data view: Please Select

Filters

Results

(0 total records) Results per page: 25

Export Back

- If **Data View** is selected, choose **ALP Detail** from the **Choose data view** dropdown.

ALP Detail information is displayed and can be exported by clicking the **Export** button at the bottom of the page.

Alternative Learning Program Report

Select area to review: Data View

Data Views

Choose data view: ALP Detail

Detail view of ALP report.

Filters

Results

ALP Detail (12 total records) Results per page: 25

Year	Student #	Student Name	Grade	Ethnicity	Gender	Birthdate	Age	ALP Entry Date	ALP Entry Reason	ALP Exit Date	Primary Exceptionality
1	2014	15236	Brown, Charles	09	Hispanic	M	06/15/2000	14	03/17/2014		
2	2014	589654	Clever, Beaver	08	Two or More	M	01/19/2000	14	03/17/2014	ALP-Academic accel. or credit recovery	
3	2014	658954	Day, Doris	10	White	F	01/06/2000	14	03/17/2014	ALP-Personal and/or family problems	
4	2014	54875	Sales, Soopy	08	Black or Native American	M	02/18/2001	13	03/17/2014		

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- b. If **Exceptions** is selected, the user must then select the desired exception from the **Choose exception** dropdown.

Students meeting the exception selected will be displayed. These records require attention to correct the exception.

This information can be exported by clicking the **Export** button at the bottom of the page.

The screenshot shows the 'Alternative Learning Program Report' interface. At the top, there is a dropdown menu for 'Select area to review' with 'Exceptions' selected. Below this is a section titled 'Exceptions' with a dropdown for 'Choose exception' set to 'ALP-3: Students with a missing or invalid Enter Code - Fatal'. A 'Business Rule' states: 'All ALP students must have a valid Enter Code defined.' Below that, 'Steps to Correct' are provided: 'For each student, under Special Programs find and edit the Alternative Program record. Enter a valid Enter Code and any other information as appropriate.' A 'Filters' section is also visible. The 'Results' section shows a table for 'ALP-3: Students with a missing or invalid Enter Code - Fatal' (12 available of 12 total records) with 'Results per page' set to 25. The table has columns for 'Student ID', 'Student Name', and 'Enter Code'.

	Student ID	Student Name	Enter Code
1	15236	Brown, Charles	
2	54875	Sales, Soopy	
3	6589623	Skywalker, Luke	
4	9863214	Pigg, Petunia	
5			

This report should be run periodically to validate data and correct errors throughout the year.

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