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.
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.

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.

![Special Programs screen](image)

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

![Edit Special Program Enrollment](image)

5. Click Submit.
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**.
2. To see report results, click **Review** when the report has completed running.

![Review button image]

**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.

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

   ![Dropdown menu image]

   **a.** 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.

   ![ALP Detail table image]
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.

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