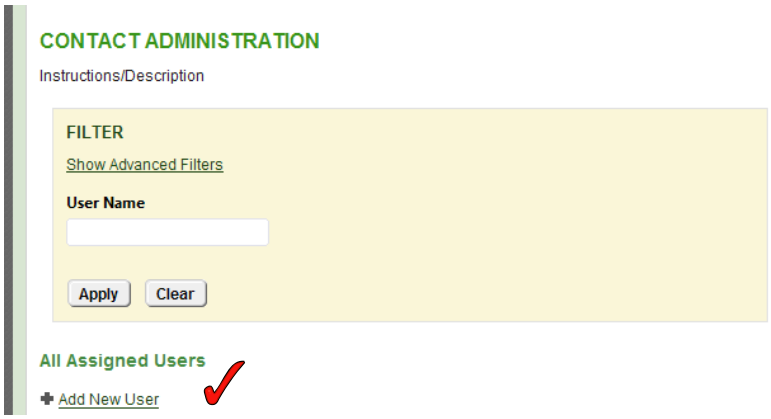
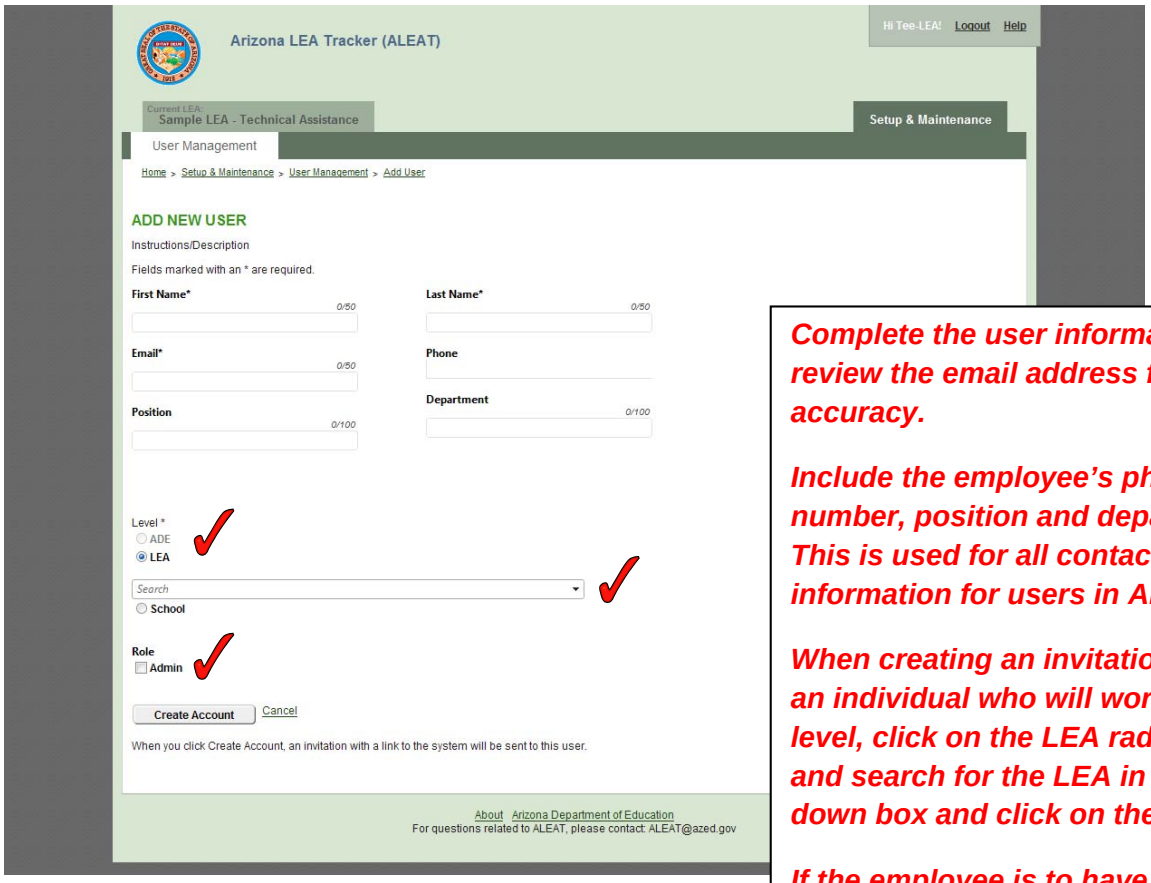
Submitting the 21st CCLC Student Attendance Report In ALEAT

To use ALEAT the individual from the LEA must have access to Common Logon found on the ADE website. If the employee does not have access to ALEAT, the authorized LEA signatory must contact the ADE at Enterprise@azed.gov to authorize Common Logon access for the employee. Then the LEA administrator in ALEAT can go into Setup & Maintenance to add users and provide invitation codes.

To update LEA users and issue invitation codes for new users, click on "Setup & Maintenance" in the upper right hand corner of the page. Then click on the "Users" link on the left.

When you reach the Contact Administration page, click on the "+Add User" link and complete the template to send a new employee an invitation code.





Complete the user information and review the email address for accuracy.

Include the employee's phone number, position and department. This is used for all contact information for users in ALEAT.

When creating an invitation code for an individual who will work at the LEA level, click on the LEA radio button, and search for the LEA in the drop down box and click on the LEA name.

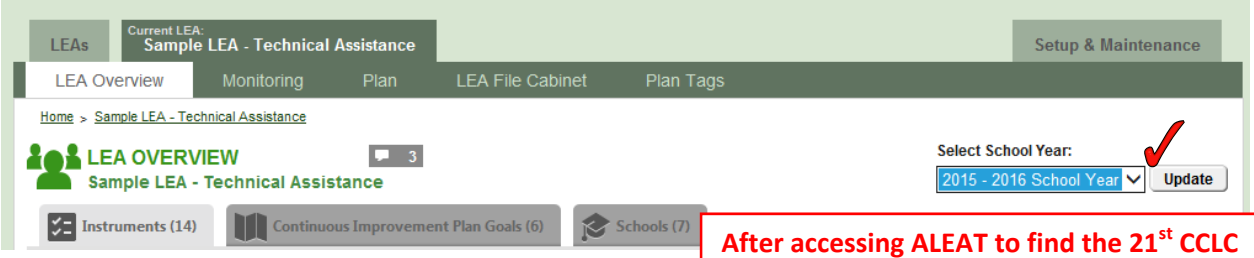
If the employee is to have an administrative role in ALEAT check the box next to "Admin"

To save information and send the invitation code, click on "Create Account."

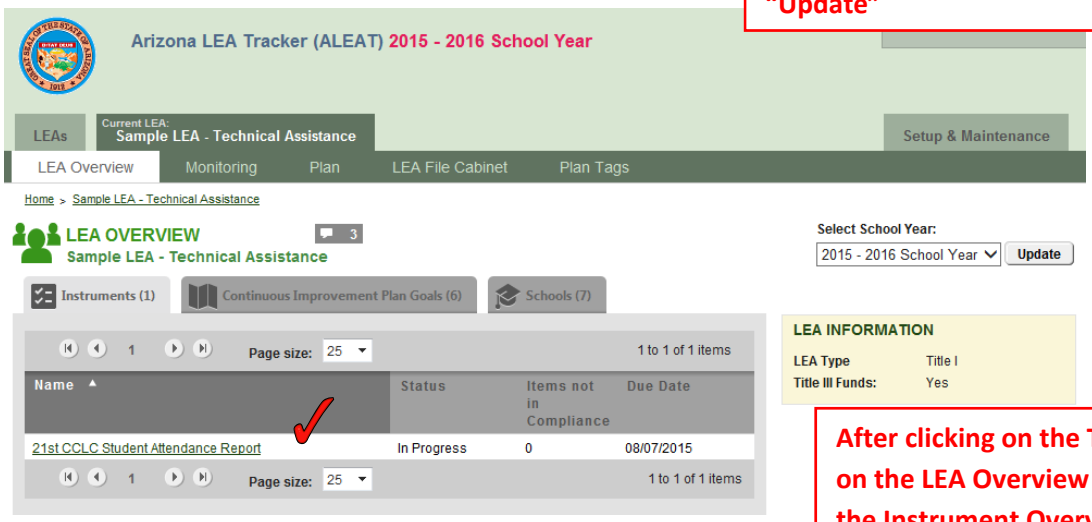
Once the employee has received their Invitation code they will need log into Common Logon and click onto ALEAT and type in the invitation code and their email address and click on "Create an Account". This is a one time task the next time they enter ALEAt they will be taked to the LEA Overview page.

Accessing the 21st CCLC Student Attendance Report Instrument

Once employees have access to ALEAT they can start working on the 21st CCLC Student Attendance Report. Go to the ADE website click on Common Logon link, then choose ALEAT. A first time user will need to use their invitation code, once information has been submitted it will take them to their LEA Overview Page in ALEAT.

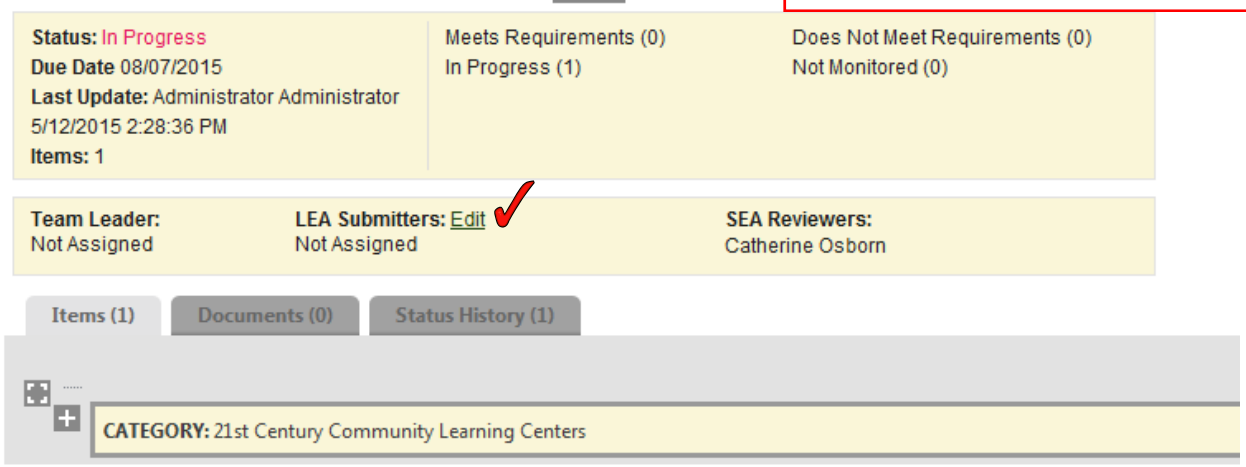


After accessing ALEAT to find the 21st CCLC instrument use the School Year drop down box. Select 2015 – 2016 School Year and click on "Update"

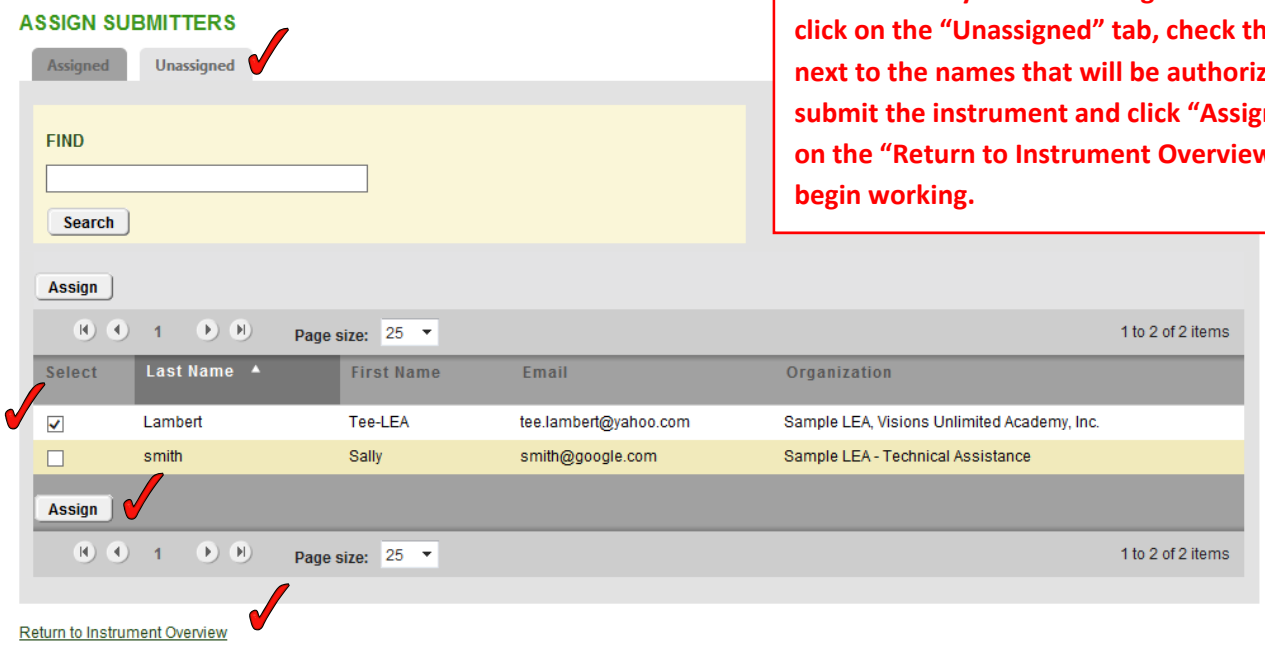


After clicking on the Title of the Instrument on the LEA Overview Page it will take you to the Instrument Overview Page.

Verify that you are listed as a submitter. If you are not listed as a submitter, click on "Edit", next to LEA Submitters.



This will take you to the Assign Submitters page, click on the "Unassigned" tab, check the box next to the names that will be authorized to submit the instrument and click "Assign". Click on the "Return to Instrument Overview" link to begin working.

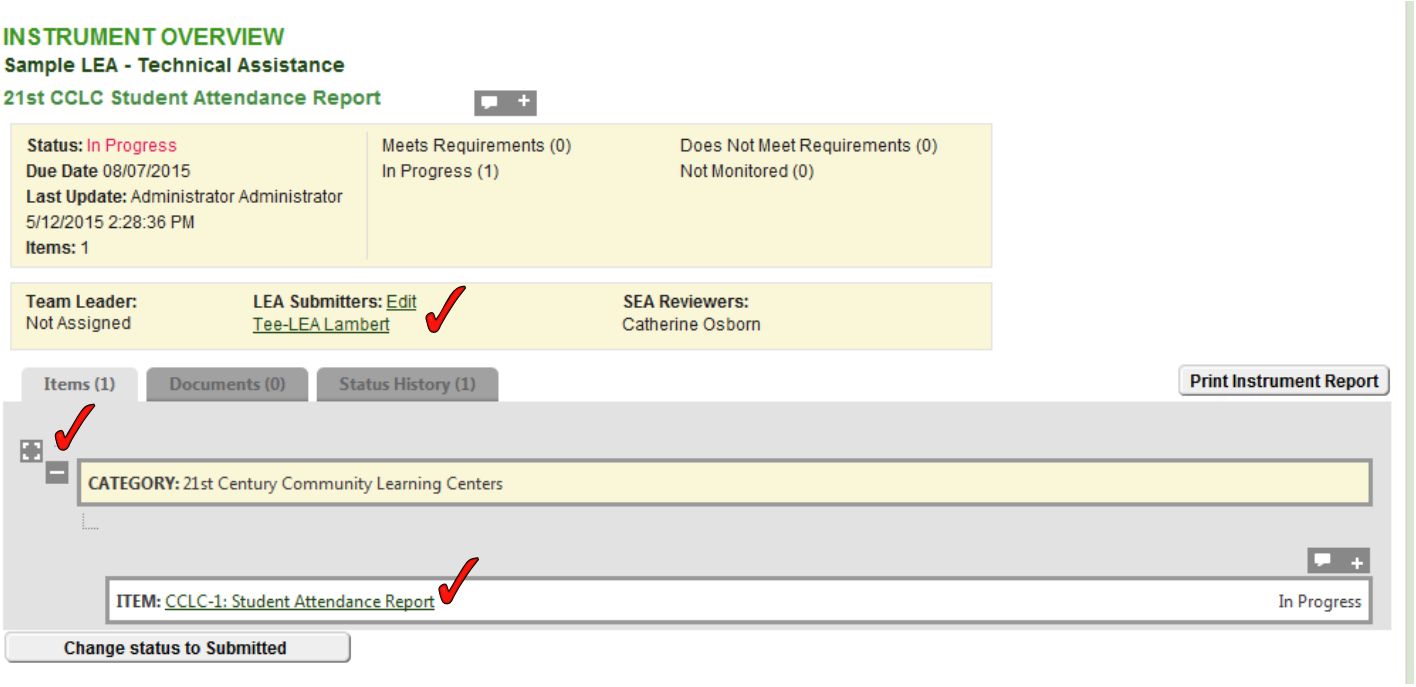


On the "Instrument Overview" page you will see the individuals listed who are the designated submitters"

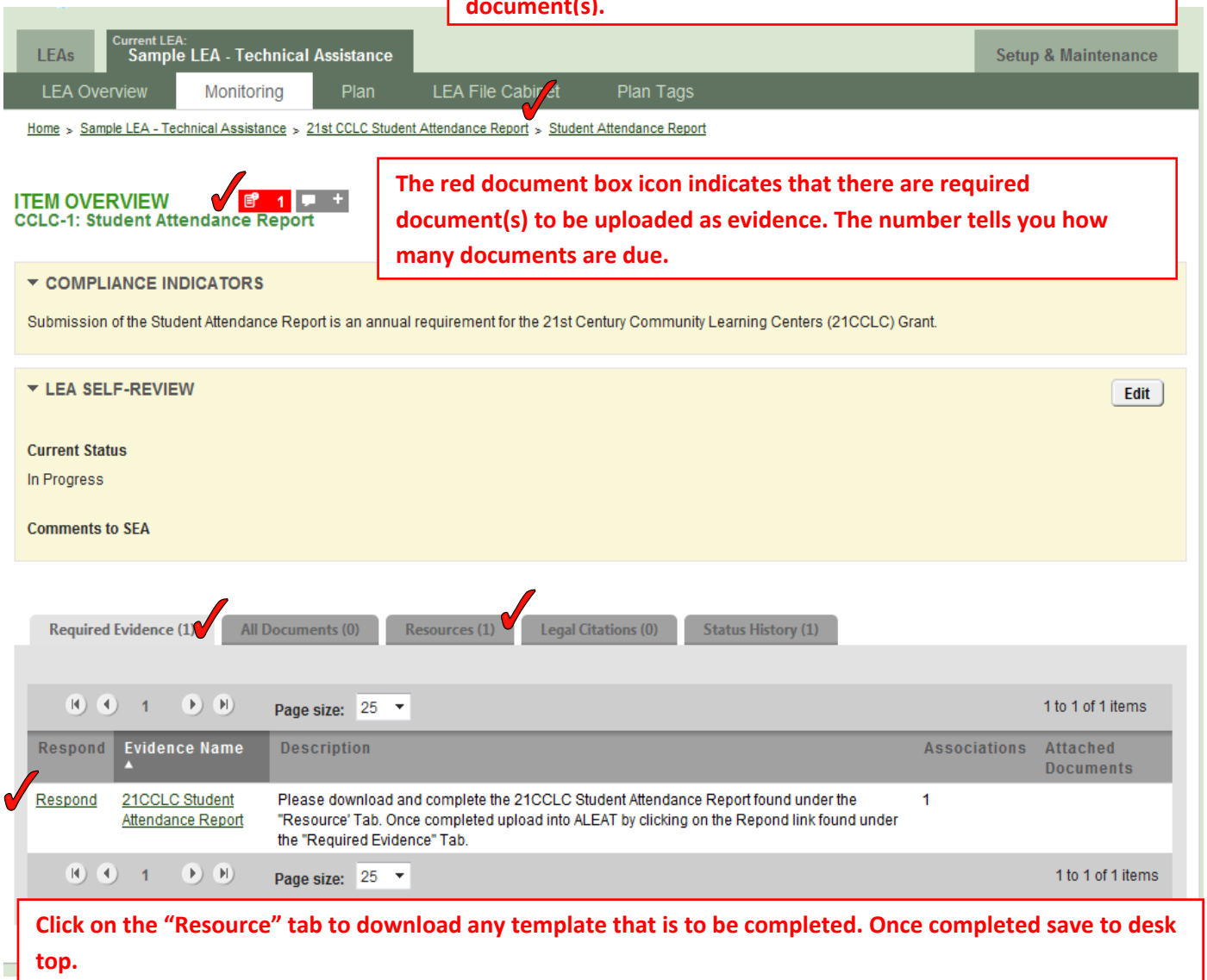
To open to the Instrument Item click on either the expand all icon

Or on the it will open the items under each category.

Click on the Item title.



These links below are called breadcrumbs - click on the 2nd to the last and it will take you back to the Instrument Overview page where you can Submit once you have completed uploading your document(s).



The red document box icon indicates that there are required document(s) to be uploaded as evidence. The number tells you how many documents are due.

Click on the "Resource" tab to download any template that is to be completed. Once completed save to desk top.

Click on the "Required Document" tab to upload completed document into the file cabinet.

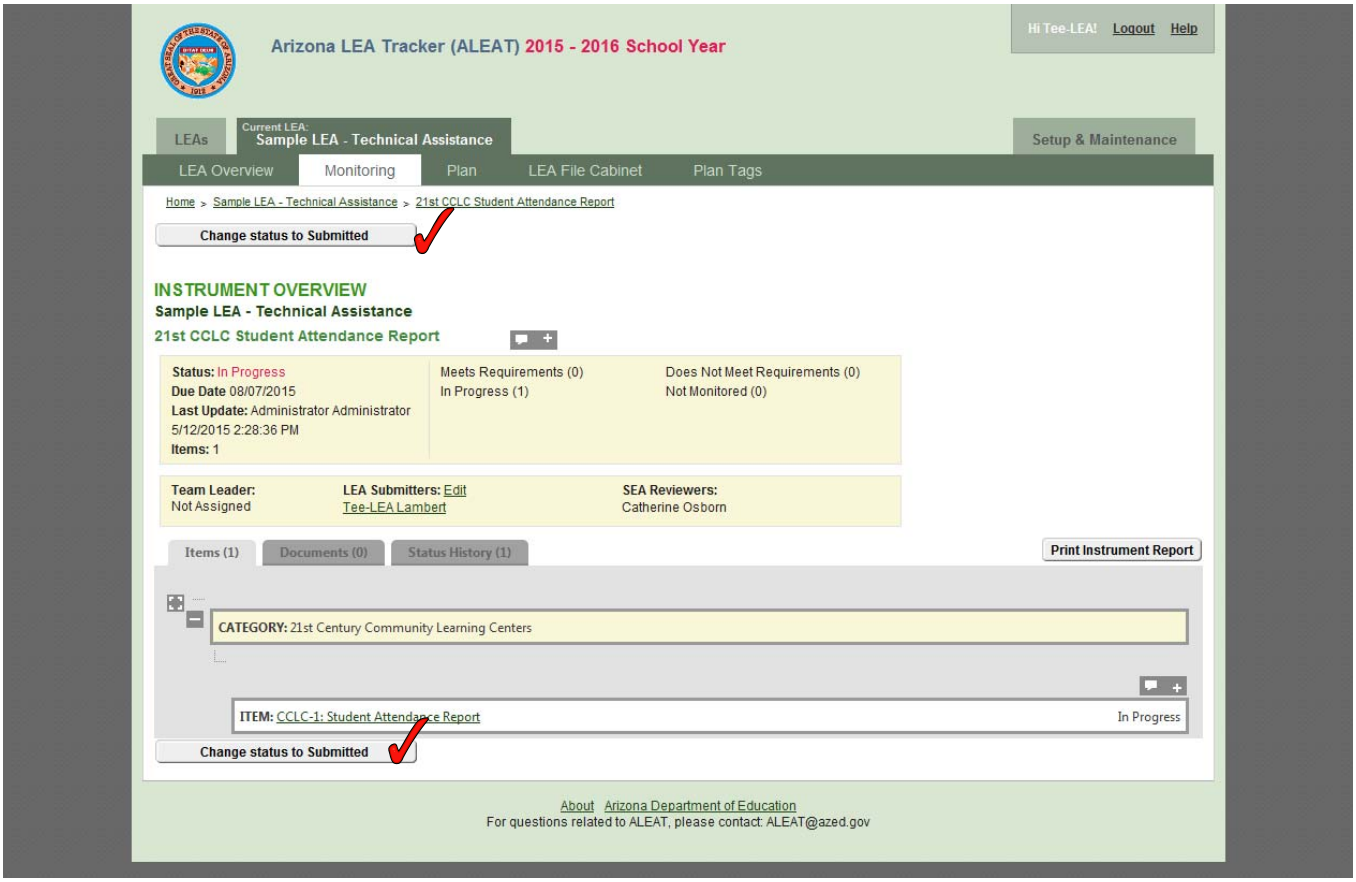
Click on "Respond" to access the upload page for the file cabinet. Click "Browse" to access your document, click "Attach" at the bottom of the page.

You will be brought back to the "Item Overview" page.

Once your required documents have been uploaded into the file cabinet, scroll to the top of the web page and click on the title of instrument (second to the last) and this will take you back to the Instrument Overview Page where you will have access to the "Submit to the State" button.

On the Instrument Overview page you will see the "Change status to Submitted" button. Once you click the button you will see a dialog box asking you to confirm are ready to change the status to "Submitted", click on the "Submit" button.

You and your ADE Reviewer will receive an email from ALEAT that the Instrument has been submitted and is ready to be reviewed.



If you do not see the "Change status to Submitted" button go back to the "Instrument Overview" page and verify that you are listed as a submitter.

If you have any questions or concerns please contact your ADE Specialist
or the ALEAT Help Desk at
ALEAT@azed.gov

602.542.4353