

Data Standard Alternative Education Programs - ILPA

Rev. 7/1/2024

Ownership and History

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Revision history**July 1, 2024**

Review for 2024-25 School Year

Updated Reports Section

Updated Student Records Editor

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Overview

Description

Student tracking is required in both off-site and on-site alternative education programs.

The *Individual Learning Plan Addendum* (ILPA) is required for students placed long-term in an off-site or on-site alternative educational program. KDE defines long-term placement as more than 10 consecutive school days.

Regulation citation(s)

- [704 KAR 19:002](#) Alternative Education Programs

Data use

- This data will be used to satisfy regulatory requirements
- This data will be publicly reported via the [School Report Card](#)

Resources

- KDE's Alternative Education Programs [website](#)
- [Guidance for Alternative Education Programs](#)
- Data Standard [Alternative Education Programs - KECSAC](#)
- Data Standard [Alternative – Out of District Services](#)
- Data Standard [Student Records Transfer](#)
- Reference [ILPA User Security Document](#)
- Reference [ILPA Setup Instructions](#)
- Reference [ILPA Team Member District Assignment Instructions](#)

Reports

- *Alternative Education Programs report*
Search Terms: Alternative Education Programs
The purpose of this report is to assist districts and alternative education programs (AEP) in obtaining data to provide technical assistance and monitoring of students served by off-site and on-site AEPs. Reference the [Quick Reference Card](#).
- *Transient Population Report*
Search Terms: Transient Population
This report can be used to identify transient students currently enrolled in a district and/or school. Students are identified as transient if they have been enrolled in 3 or more schools in the current school year; 5 or more schools in the last 2 school years; or 10 or more schools in the last 5 school years. Reference the [Quick Reference Card](#).
- *Student Performance Monitoring Report*
Search Terms: Student Performance Monitoring Report
The detail report will generate a list of students enrolled in the school or district selected with demographics, behavior, attendance, grades, response to intervention, on track to graduate indicators and early warning scores. Reference the [Quick Reference Card](#).

Training

- Trainings are posted on KDE's Student Information System – Alternative Education Programs and ILPA [website](#).

Section A – School Detail (off-site alternative education program)

Off-site alternative education programs must have a school number and be designated as an Alternative Education School. Student entry/withdrawal must be tracked within Infinite Campus. Students enrolled long-term must have an active, **locked** *Individual Learning Plan Addendum* (ILPA). KDE defines long-term placement as more than 10 consecutive school days.

Tool Search: School Information

The screenshot shows a 'School Detail' form with the following fields and values:

- Name**: [Empty text box]
- Location Number**: [Empty text box]
- NCES School Number**: [Empty text box]
- Standard Code (SIF StatePrid)**: [Empty text box]
- State Classification**: A5: District operated- alternative school (dropdown menu)
- Type**: 04: Alternative Education School (dropdown menu)
- CEEB Number**: [Empty text box]

Type: This field is populated by KDE, if *04: Alternative Education School* is not selected in this drop list, please contact [Windy Spalding](#) to update.

State Classification: This field is populated by KDE and is locked in district edition.

- A5: District-operated alternative education program (used for off-site programs only)
- A6: KECSAC funded program serving state agency children

NOTE: Blended programs are designated as an A6 state classified program.

Section B – Course Detail (on-site alternative education program)

On-site alternative education programs must have course sections marked as *02: Alternative Classroom* for each content class offered to students. Students placed in an on-site program should be assigned to the specified course sections. Students enrolled long-term must have an active, **locked** *Individual Learning Plan Addendum* (ILPA). KDE defines long-term placement as more than 10 consecutive school days.

Tool Search: Courses

The screenshot shows a 'Section Editor' form with the following fields and values:

- SectionID**: 39156
- Section Number**: 1
- Max Students**: 24 (24)
- Room**: 15 (dropdown menu)
- Hide Standards On Portal**:
- Instructional Setting (Override)**: (01) (dropdown menu)
- External LMS Exclude**:
- Highly Qualified**: Highly Qualified (dropdown menu)
- Primary Teacher**: [Empty text box]
- Instructional Time**: 0
- Special Type**: 02: Alternative Classroom (dropdown menu)

Special Type: Select from the drop list *02: Alternative Classroom*

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Refer to [Course Data Standards](#) for additional data elements that must be completed for reporting purposes.

Section C – ILPA Team Members Tab

The Team Members Tab data will populate the Team Meeting information within the ILPA editors. Enter all staff that will be participating in the transition planning for the specified student.

Tool Search: ILPA Team Members



Team members that are already in the system can be added using the **Find and Link New Team Member** button.

A screenshot of a web form titled "Find New Team Member". It contains three dropdown menus: "Census", "Counselor Staff", and "Advisor Staff". To the right of the "Census" dropdown is another dropdown menu labeled "Caseload Role". Below the dropdowns is a button labeled "Add Team Member".

Census: Use this drop list to select team members from database census

Counselor Staff: This drop list will contain staff designated as counselor via **Census | Staff | District Assignments* (Reference [ILPA Team Member District Assignment Instruction](#))

Advisor Staff: This drop list will contain staff designated as advisor or via **Census | Staff | District Assignments* (Reference [ILPA Team Member District Assignment Instruction](#))

Caseload Role: Select from the drop list the appropriate role for this member

Team members not in the system must be entered using the **Enter New Team Member** button

A screenshot of a web form titled "Team Member Detail". It includes a note: "Note: Team Members that are already tracked in the system should be added using the 'Find & Link new Team Member' tool. Team Members added through this interface will not appear in that user's caseload." Below the note are several input fields: "Start Date" and "End Date" with calendar icons, "Title" and "Role" with dropdown menus, and "*Last Name" and "First Name" with text input boxes.

Start Date: Enter the date in which specified member is added to the team

End Date: Enter the date in which member was removed from the team, if applicable

Last Name: Enter the last name of the member

First Name: Enter the first name of the member

Role: Select the appropriate role for the member

Section D – Individual Learning Plan Addendum (ILPA)

Students placed long-term in an off-site or on-site alternative education program must have an active, locked *Individual Learning Plan Addendum* (ILPA). KDE defines long-term placement as more than 10 consecutive school days.

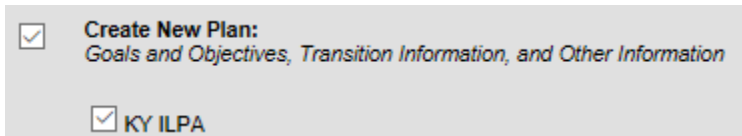
Tool Search: ILPA Documents

Click the *New Document* button

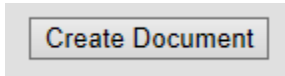


Select the *Create New Plan* indicator

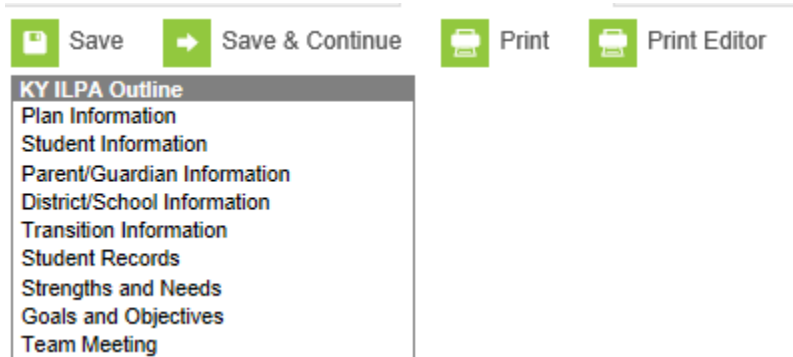
Select *KY ILPA* indicator



Click **Create Document** button



The KY ILPA Outline shows each editor of the plan and acts as a navigation tool. Saved editors display in bold.



While editing the plan, the following buttons are available for use:

- **Save:** Select to save the data entered on the current editor
- **Save and Continue:** Select to save the data entered on the current editor and to move to the next editor
- **Print:** Select to print the entire ILPA document (all editors)
- **Print Editor:** Select to print only the current editor

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Plan Information editor

The screenshot shows a form titled "Individual Learning Plan Addendum" with the following fields:

- *Start Date**: A date picker field.
- *End Date**: A date picker field.
- Withdrawal Date**: A date picker field.
- *Enrollment Date**: A date picker field.
- *Anticipated Date of Transition**: A date picker field.
- *Placement**: A dropdown menu.
- Total Credits Earned To Date**: A text input field with the value "0".
- Location**: A dropdown menu.
- If Off Site, please specify**: A dropdown menu.
- *Reason for Placement**: A text input field with the placeholder "Select Values".
- If Other, please specify**: A text input field.
- Team Manager**: A label at the bottom left.

Start Date: Enter the start date of the plan

End Date: Enter the anticipated end date of the plan

Withdrawal Date: Enter the withdrawal date from the student's regular educational setting (previous A1 school)

Enrollment Date: Enter the enrollment date into the alternative education program

Anticipated Date of Transition: Enter the date the transition team anticipates the student to return to the regular educational setting

Placement: Select from the drop list student's placement in the program:

- Voluntary (student choice)
- Involuntary (school or court ordered)

Total Credits Earned to Date: Enter the total credits earned upon enrollment in the alternative education program

Location: Select from the drop list if the student will be in an off-site or an on-site alternative education program

If Off Site, please specify: If applicable select from the drop list the off-site alternative education program

Reason for Placement: Select the reason(s) the student was placed in an alternative education program (multiple reasons can be selected)

- A: Academics
- B: Behavior
- C: Credit Recovery
- E: Socio-Emotional
- O: Other, if selected, specify reason in textbox

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Student Information editor

Student Demographics
Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy, click the button below.

Last Name First Name Middle Name Suffix

Federal Designation Federal Race(s) Race, Ethnicity (state)

Birthdate Birth City Gender

Student Address

School Name School Phone Student Number Grade

Refresh Student Information: Select to refresh the student demographics to the document; data will populate as *read only*

Parent/Guardian Information editor

Parent/Guardian Information
Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy of the guardian information, click the button below.

Parent/Guardian comes from the census system and the only people listed here are marked as guardians of the student's current household, or direct guardians to the student through the relationship.

Guardian Name
MOTHER, NATURAL/ADOP _____

Work Phone Cell Phone Email

Addresses Home Phone

Refresh Guardian Information: Select to refresh the student's guardian information to the document; the fields will populate from census as *read only*

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District/School Information editor

The screenshot shows a form titled "Transferring District/School Information". It contains the following fields:

- District Name:** A dropdown menu.
- School Name:** A dropdown menu.
- School Address:** A text input field.
- School Phone:** A field with a format of () - x.
- School Fax:** A field with a format of () - x.

District Name: Select from the drop list the district the student is transferring from

School Name: Select from the drop list the school the student is transferring from

NOTE: the school drop list will be auto populated based on the *District Name* selection

School Address: Enter the address of the school the student is transferring from **OPTIONAL**

School Phone: Enter the phone number of the school the student is transferring from **OPTIONAL**

School Fax: Enter the fax number of the school the student is transferring from **OPTIONAL**

NOTE: Address, Phone and Fax number will populate if school selected is within the same district

Transition Information editor

The screenshot shows a form titled "Transition Information". It contains the following fields:

- Anticipated Date of Transition:** 07/09/2021
- Criteria for student's re-entry into the traditional program:** A text area with a small icon to its right.

Anticipated Date of Transition: This field will populate from the date entered in the Plan Information editor as *read only*.

Criteria for student's re-entry into the traditional program: Enter the criteria student must meet to be re-enrolled into the student's previous school or regular educational setting.

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference [ILPA Setup Instructions](#).

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Student Records editor

Student Records
Indicate if the following are available in the student's record (check all that apply)

<input type="checkbox"/> Individual Learning Plan (ILP)	<input type="checkbox"/> Individual Education Plan (IEP)
<input type="checkbox"/> Program 504 Plan	<input type="checkbox"/> Official Transcript
<input type="checkbox"/> Current Report Card	<input type="checkbox"/> Behavior Records
<input type="checkbox"/> Assessment Scores	<input type="checkbox"/> Attendance Records
<input type="checkbox"/> ACT	<input type="checkbox"/> Benchmark Assessments
<input type="checkbox"/> ACCESS for ELLs	<input type="checkbox"/> Socio-Emotional Assessment


Traumatic Informed Score


<input type="checkbox"/> Other, please specify: <input type="text"/>	<input type="checkbox"/> Other, please specify: <input type="text"/>
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Indicate availability of items in student's current educational record: check all that apply

- Individual Learning Plan (ILP) – if selected, a description box is activated to enter the ILP system utilized, and the date the ILP was created/modified.
- Individual Education Plan (IEP) – note students with an active IEP do not require an ILPA
- Program 504 Plan
- Official Transcript
- Current School Report Card
- Assessment Scores
- ACT
- Benchmark Assessments
- ACCESS for ELLs
- Socio-Emotional Assessment
- Traumatic Informed Score
- Other, Specify

Student Strengths and Needs editor

Student Strengths and Needs
Academic or Behavioral Strengths 

Academic or Behavioral Needs 

Academic or Behavioral Strengths: Enter student's academic or behavioral strengths

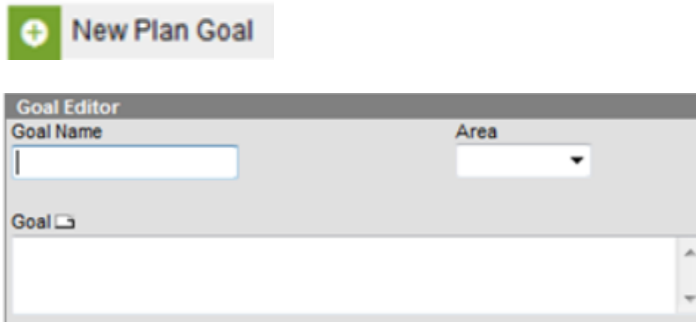
Academic or Behavioral Needs: Enter the student's academic or behavioral needs

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference [ILPA Setup Instructions](#).

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Goals and Objectives editor

Click **New Plan Goal** button



The image shows a green button with a plus sign and the text 'New Plan Goal'. Below it is a 'Goal Editor' window with a 'Goal Name' text field, an 'Area' dropdown menu, and a large text area for the goal description.

Goal Name: Enter descriptive name of goal

Area: Select from the drop list the area for the specified goal

- Academic
- Behavioral
- Socio-Emotional
- Other

Goal: Describe student's goal in specified area

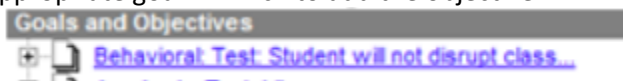
Select Save to save current goal and enter a new goal

Select Save and Continue to save current goal and to move to the next editor

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference [ILPA Setup Instructions](#).

Enter **Goal Objective(s)**

Select appropriate goal in which to add the objective



The image shows a list titled 'Goals and Objectives' with a search icon and a list item: 'Behavioral: Test: Student will not disrupt class...'

Click **New Plan Goal Objective** button



The image shows a green button with a plus sign and the text 'New Plan Goal Objective'. Below it is an 'Objective/Benchmarks' window with an 'Objective:' text field and a large text area for the objective description.

Enter Objective related to selected goal

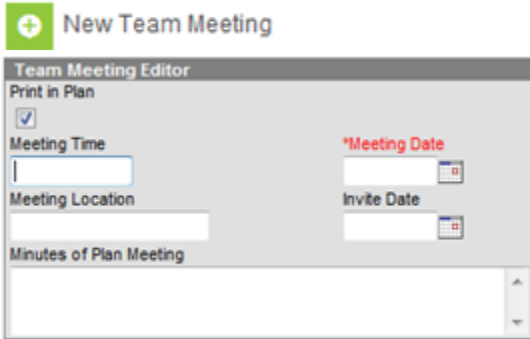
Multiple objectives can be added to each goal by the repeating these steps

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference [ILPA Setup Instructions](#).

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Team Meeting editor

Select New Team Meeting



Print in Plan: Select this indicator to ensure the team meeting data entered will print in the plan

Meeting Time: Enter the time the team meeting occurred

Meeting Date: Enter the date the team meeting occurred

Meeting Location: Enter the location of the team meeting

Invite Date: Enter the date in which the members were invited to the meeting

Minutes of Plan Meeting: Enter the minutes of the meeting **OPTIONAL**

Team Meeting Attendance editor



Invited	Attended	Name	Title
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	MOTHER, NATURAL/ADOP (GUARDIAN)
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	(COUNSELORSTAFF)
<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	(ADVISORSTAFF)

This will display all Team Members entered on the Team Members Tab

Select indicator for each member that was invited

Select indicator for each member that attended

Save Document

From the documents tab the ILPA must be **LOCKED** to ensure student records transfer, syncing data to the state and for reporting purposes.

Select **Documents** tab

Select KY ILPA

Click the Lock/Unlock button



If student exits program and returns within the same academic year, the *Copy* feature can be used instead of the district creating a new ILPA upon re-entry.

Section E – Copy Feature (use upon re-entry in alternative program within same academic year)

Upon a student’s re-entry into an alternative educational program within the same academic year, a new ILPA is not required; the student’s previous ILPA can be copied and updated, as necessary.

Tool Search: ILPA Documents

Select student’s previous ILPA



Click the **Copy** button



Click **OK** when the warning appears

New Plan Type: default KY ILPA

Start Date: Enter the start date of the new ILPA (date in which revised plan will begin)

End Date: Enter the end date of the new ILPA

Click **Copy** button

This step will do the following:

- Create an unlocked copy of the previous ILPA
- End date the previous ILPA one day less the start date of the new ILPA
- Previous ILPA will remain locked

Open the new ILPA and make appropriate updates to student’s goals and objectives for the current stay in the alternative educational program.

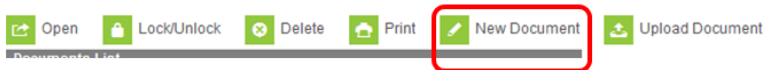
When complete, **lock** the new ILPA.

Section F – Progress Report

The progress of the student’s goals and objectives should be monitored on a regular basis. KDE recommends monitoring progress of the student’s goals and objectives based on the same timeline as progress is reported in the other schools in your district.

Tool Search: ILPA Documents

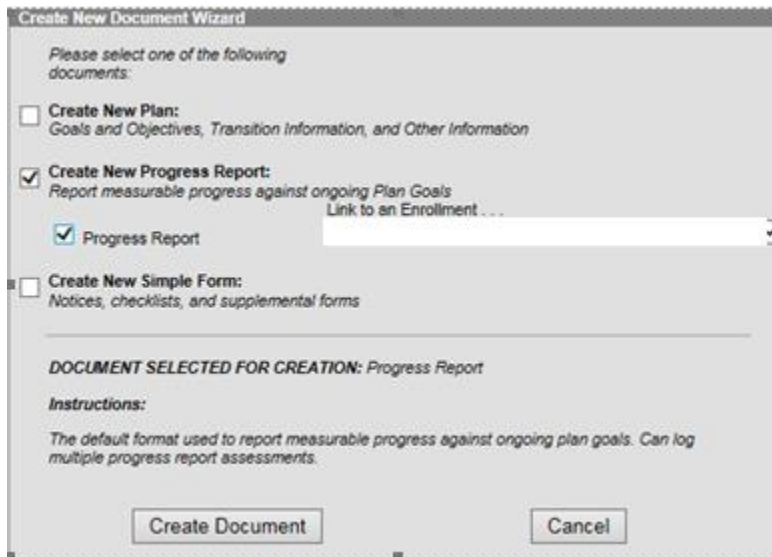
Select New Document



Select Create New Progress Report

Select Progress Report

Click Create Document button



Progress Report editor



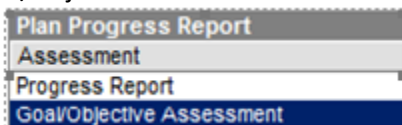
Plan to report on: Select from the drop list the plan to report progress

Report Date: Enter the progress report date

Click the **Save** button

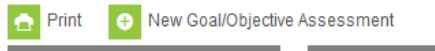
Goal/Objective Assessment editor

Click Goal/Objective Assessment in the Assessment editor

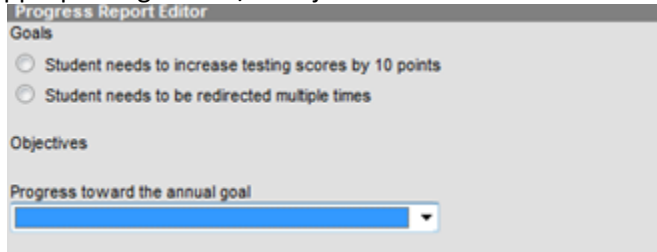


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Click **New Goal/Objective Assessment**



Select appropriate goal and/or objective



Select from the drop list the *Progress toward the annual goal

Note: This drop list must be populated via System Administration | ILPA | Progress Options, reference [ILPA Setup Instructions](#).