

Components of the Student ILP

ILP Completion Status Bar

ILP Completion Standards clearly define objectives and expectations for students' Individual Learning Plans (ILPs). With the ILP Completion Status Bar, students can view the requirements and track their progress towards meeting those goals. Clicking on the View Details link to the right of the status bar takes students to a description of the completion criteria for their grade level and how to complete each section.

Completion Standards help ensure that students keep their ILPs up to date. Each year students must review and revise the required sections of their ILP and reflect on the changes they have made to achieve completion.

ILP Homepage – Quick Links Options

The ILP Homepage is the central point from which students can access all of the features and functions available in the ILP.

Things to Remember – This section provides an overview of the ILP, including information on protecting one's privacy.

Personal Profile – This section includes demographic data collected by the state student information system, parent data, and school information. With the exception of student email addresses, this information cannot be edited by students.

Educational History – Students can document the schools they have attended.

Advisement Log – Advisors and counselors can create an Advisement Log for each student to track their advisement program over time. Students can view their Advisement Log, but they cannot add or edit entries.

Annual ILP Review – This section records the Annual ILP Review meeting. Both students and advisors can record their comments independently. Only the advisor can designate the Review Status as complete. The Annual ILP Review is included in the ILP Completion Standards for each grade.

Annual Student Survey – The Annual Student Survey includes 16 to 18 questions about the student's educational experiences that year. The Annual ILP Review must be completed before students can answer the survey. The Annual Student Survey is included in the ILP Completion Standards. Surveys are answered anonymously.

Invite Others to View My ILP / Guest Views (Under development) – Students can invite other individuals to view selected sections of their ILP. This option can be used to share the ILP with college admissions officers, organizations offering scholarships, or potential employers. This feature will only be available to students in grades 9 to 12, and parents may choose to have this feature disabled for their child.

Schools can enter special contacts to make it easy for students to send invitations to common recipients, such as the local community college or organizations offering co-op placements.



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Other Homepage Options

A number of additional features are available on the ILP Homepage.

Receive Messages – Counselors, teachers, and administrators can send messages to students announcing events or reminders. If students enter an email address in their personal profile, they will also receive an email copy of the message.

School & District Links – Schools and districts can make links to online career, education, community, or reference resources available to students directly through their ILP.

Student Links – Students can add their own links to resources that they would like to include in their ILP.

My Documents – The My Documents section of the ILP allows students to store files such as essays and presentations, letters of reference, and scanned artwork.

Career Cruising

The ILP is fully integrated with the Career Cruising guidance system.

Career Matchmaker – Students can save and view their results from the Career Matchmaker interest inventory, in which students are asked about their likes and dislikes in a variety of areas, such as working with children, being interested in law, working outdoors. Students receive a list of 40 career suggestions ranked in order of suitability. Students can also save their results from the My Skills component of Matchmaker.

Careers that Interest Me – Students can bookmark the individual careers that they might be interested in pursuing and keep notes about each career.

Schools that Interest Me – Students can bookmark the colleges that offer the education and training they need to achieve their career goals. They can record their comments about each school.

Assessment Results (Under development)

This section of the ILP will be available later in the fall.

CATS Proficiency Tests (Under development) – CATS Proficiency Test results will be integrated into the ILP each year when they become available.

Standardized Tests (Under development) – Schools have the option of entering students' results from the ACT Plan, ACT Explore, ACT, PSAT and SAT tests. Students cannot modify assessment results entered this way.

Other Assessments (Under development) – Students can enter their results from a variety of career assessments and standardized tests.



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Goals & Plans

Short & Long Term Goals – This section allows students to record and reflect on their short and long term goals.

Career Clusters of Interest – Kentucky's 14 Career Clusters have been integrated into Career Cruising in a number of ways. This section of the ILP allows students to indicate which Career Clusters are of interest to them and why. Clicking on the name of a cluster provides the student with a brief description as well as links to career profiles that are included within that cluster.

Post-Secondary Goals – This section allows students to bring together their career and education exploration to create a plan for their post-high school education. Students are asked to prioritize their career and education interests as well as start thinking about how they plan to pay for their education.

Career Planning Activities – Students can document the career planning and development activities in which they have participated, including job shadowing, attending career or college fairs, internships and co-op placements. The list of available activities has been customized for Kentucky. It is also tailored for middle school and high school students.

Activities, Experiences & Awards

Organizations & Activities – In the Organizations & Activities section, students can detail the structured extracurricular activities in which they participate.

Hobbies & Interests – The Hobbies & Interests section allows students to record the informal or independent activities that they enjoy.

Community Service – Students can document their community service learning experiences, including the number of hours they have completed and the name of their reference or supervisor. Related files, such as a letter of reference or timesheet, can be uploaded and linked to particular records.

Work Experiences – This section allows students to maintain a record of their work experiences, including uploading related files.

Awards & Recognitions – Students can list the awards, certificates, and recognitions that they have received.

Education Plan

Select Your Courses - The Four-Year Education Plan enables students to record the high school courses that they have taken, are taking now, or plan to take in the future, including expanded learning opportunities.



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Graduation Requirements – Students can view Graduation Requirements as they plan their course selections. Schools can implement the Kentucky Minimum Graduation Requirements or they can add customized diploma program requirements. Multiple diploma options can be implemented through the School ILP Administration Tool for students to view all available graduation plans.

Diploma Options – Student can indicate whether they plan to pursue the Commonwealth Diploma or the State Scholars Diploma.

Learning Services

The Learning Services section of the ILP allows students to record details about learning options or programs that they participate in, both inside and outside of school. This could include Gifted and Talented programs, limited English proficiency options, private tutoring, and other services.

Print & Export Options

Students can select which sections of their ILP they would like to include in the Printer-Friendly Report for their ILP.

Resume Builder

The ILP also includes a Resume Builder, which takes information students have already entered in their ILP and helps them create a customized resume. Students can choose from a variety of styles and can select the order in which the sections appear, allowing them to create chronological, functional or combined format resumes. The resume can be printed from a web browser or exported as a Word, text, or html file.

Resume Sections:

- ❖ Personal Profile
- ❖ Career Objective
- ❖ Education
- ❖ Work Experience
- ❖ Community Service
- ❖ Awards & Recognitions
- ❖ Organizations & Activities
- ❖ Hobbies & Interests
- ❖ Skills & Abilities
- ❖ References
- ❖ Additional Information

