

## ILPA Set-up

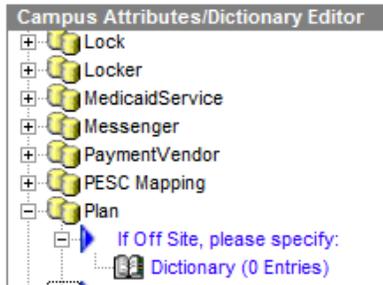
This document outlines the set-up instructions for initial use of the ILPA module in Infinite Campus.

### Off-site, specify - Attribute Dictionary set-up

*If your district has off-site alternative educational programs this step must be done.*

**Campus Path:** System Administration | Custom | Attribute Dictionary

- Find and Expand **Plan** Attribute



- Expand **If Off Site, please specify**
- Select **Dictionary**

If Off Site, please specify: Dictionary Detail							Add Row
	Code	Name	Seq	Value	Standard Code	Active	
✕	<input type="text"/>	<input checked="" type="checkbox"/>					
✕	02	Test Credit Recovery	2			X	
✕	01	Test Alternative	1			X	

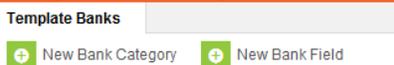
- Enter Code Number as the alternative program’s three-digit school number
- Enter Name of Offsite Program
- Enter the Sequence as to the order in which you want them to appear in the drop list
- Select the Active checkbox to have them appear in the drop list
- Click Add Row to include additional off-site programs
- Click Save when all off-site programs have been added to the dictionary

### Template Banks

*There are several scroll textboxes within the ILPA editors. If the data label has a paper symbol beside it, the district has the option to create template banks for users to select a template for the response.*

#### ILPA Set-up Template Banks

**Campus Path:** System Administration | ILPA | Template Banks

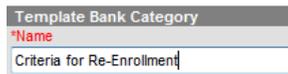


The following fields within the ILPA can have template banks made available by the district:

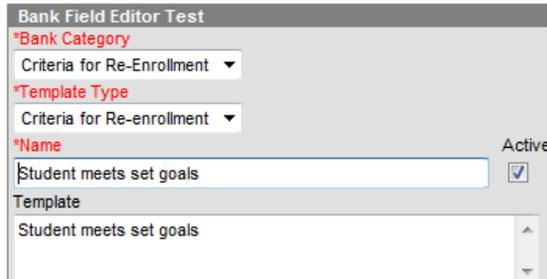
- Criteria for Re-Enrollment
- Student’s Strengths
- Student’s Needs

➤ Goals and Objectives

Create and Save a **New Bank Category** for each of the above



Create **New Bank Fields** for each of the categories



- Select the appropriate *Bank Category* and *Template Type* from the drop list
- Enter the *name* of the Bank field
- Select *Active* indicator to ensure availability in the drop list
- Enter the *Template* description, NOTE this must be entered for the option to appear in the ILPA drop list
- Click Save