Guidance Document for Adding a Reading Improvement Plan to a Student Record in Infinite Campus

Introduction

Per the *Read to Succeed Act* amendments to KRS 158.305, beginning in the 2023-2024 school year, if a student's rate of progress toward proficiency in reading needs accelerated interventions as demonstrated by the results of an approved universal screener and reading diagnostic assessment, the local school district shall provide intensive instructional services, progress monitoring measures and supports through grade four via a Reading Improvement Plan.

This plan should be developed in collaboration and accordance with any existing program services plan, individualized education program or Section 504 Plan unless the program services plan, individualized education program or Section 504 Plan already addresses improving reading.

To assist districts in effectively developing and implementing Reading Improvement Plans, the Kentucky Department of Education (KDE) has developed a template as an example that incorporates the requirements of KRS 158.305. Districts may modify the template to fit the local context as needed. This template can be used during the problem-solving process to document intervention plans, progress monitoring data and parent notification and is now available in Infinite Campus (IC). This document provides instructions for utilizing the Reading Improvement Plan in IC.

Adding a Reading Improvement Plan to a student's record in IC allows multiple users to access the same form, allows the schools to share the form with parents/guardians through the Parent Portal, and allows the form to travel with a student should they transfer within or to another district.

An existing student intervention plan developed, implemented and monitored as part of a multi-tiered system of supports may also meet the requirements of the Reading Improvement Plan if it addresses the components required by Senate Bill 9 – The *Read to Succeed Act* (2022).

Steps for Adding a Reading Improvement Plan to a Student Record

1. Select the student that the reading improvement plan should be added to their record and choose "Forms" from the right navigation menu (under Related Tools).

2. Once the forms screen opens, select "New," the blue button on the bottom left corner (see screenshot in step 1).
3. Scroll down to find "PLP" in the Module column and select "KY Reading Improvement Plan." The form will open, and the first several fields will be auto populated (student name, DOB, Grade, School, and Teacher).

   Note: *These fields can be manually overwritten if necessary. The parent/guardian field must be manually filled out.*

Module	Title	Form Instruction	Form Type
			(All) ▼
PLP	KY Reading Improvement Plan		Interactive

4. It is now possible to fill out the Reading Improvement Plan form. Many fields provide a dropdown list of options. If you choose "other" from a dropdown list, you may write an answer in the text entry field below the dropdown.

Guidance on Filling out the Reading Improvement Plan
Guidance on filling out the Reading Improvement Plan can be found on the Early Literacy Resources webpage on the KDE website.

Saving, Printing and Locking the Form
- Remember to save progress frequently while working on the form and especially if it is necessary to exit the form before it is completed. **The form will not save automatically**.

  Note: *When opening a hyperlink from the form, right click and select open in a new window to avoid exiting out of a form without saving changes.*

- Multiple Infinite Campus users may edit the form, but not at the same time.

- To re-enter the form after exiting, navigate to the student, select "Forms," and select the form from the form list.
- You may print the form at any time using the "Print" button at the bottom.
- When the form is completed, you may choose to lock the form.

  Note: *Once the form is locked, the form will be read only. A user must have unlock rights to unlock the form. A system administrator must be contacted to assign unlock rights.*

- When the form is published, the date of publication will automatically be the start date for the form. To modify the start date, select "Start Date," select the desired date and click the "Save Dates" button.