

Data Standard Alternative Education Programs - ILPA

Rev. 7/1/2025

Ownership and History

Standard prepared by:

Windy Spalding

Data steward(s)

Program Contacts: [Leticia Porter](#) 502-564-4772, ext. 4058 & [Cristina Green](#) 502-564-4772, ext. 4032

Data Contact: [Windy Spalding](#) 502-564-5130, ext. 4063

Office(s)

Office of Continuous Improvement and Support

Revision history

July 1, 2025

Review for 2025-2026 School Year

Added new resource – Individual Learning Plan Addendum (ILPA) Checklist

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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

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](#)
- [Individual Learning Plan \(ILPA\) Addendum Checklist](#)

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](#).

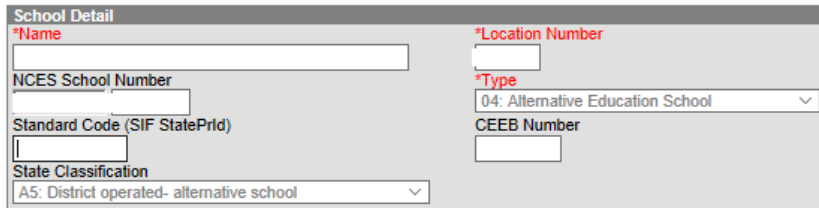
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Section A – School Detail (off-site alternative education program)

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



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.

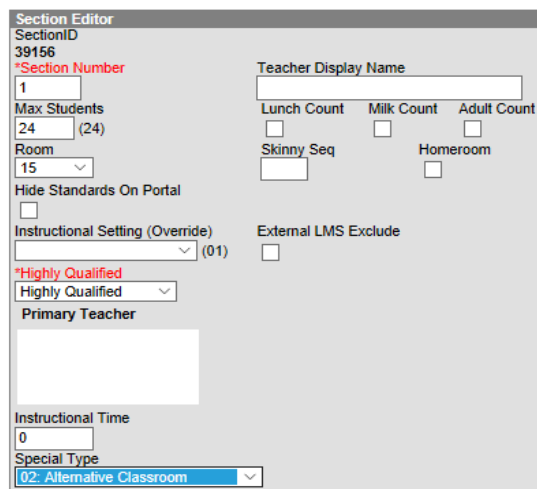
- A5: District-operated alternative education program (used for off-site programs only)
- A6: KECSAC funded program serving state agency children

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



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

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.

The form is titled 'Find New Team Member'. It contains four dropdown menus: 'Census', 'Counselor Staff', 'Advisor Staff', and 'Caseload Role'. Below these is an 'Add Team Member' button.

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

The form is 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 fields for 'Start Date', 'End Date', 'Title', 'Role', '*Last Name', and 'First Name'.

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.

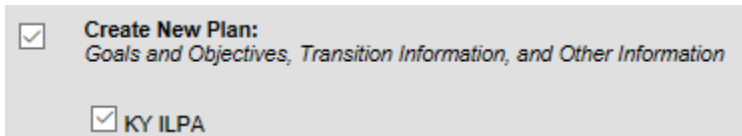
Tool Search: ILPA Documents

Click the *New Document* button

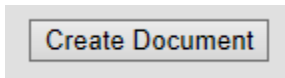


Select the *Create New Plan* indicator

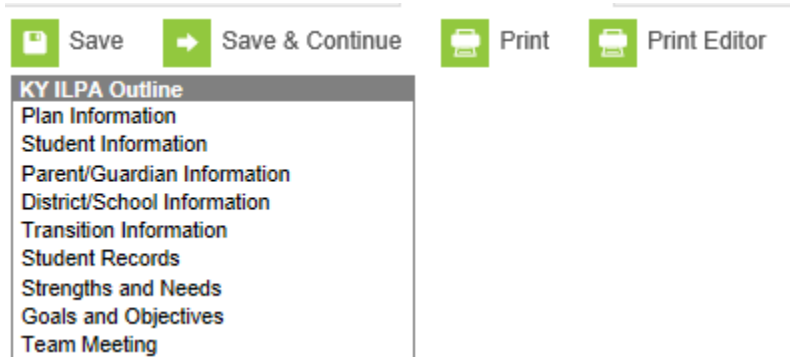
Select *KY ILPA* indicator

A grey rectangular box containing two checked checkboxes. The first checkbox is labeled "Create New Plan:" followed by the text "Goals and Objectives, Transition Information, and Other Information". The second checkbox is labeled "KY ILPA".

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 web form titled "Individual Learning Plan Addendum". It contains several fields for data entry:

- *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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Federal Designation	Federal Race(s)	Race, Ethnicity (state)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Birthdate	Birth City	Gender	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Student Address			
<input type="text"/>			
School Name	School Phone	Student Number	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

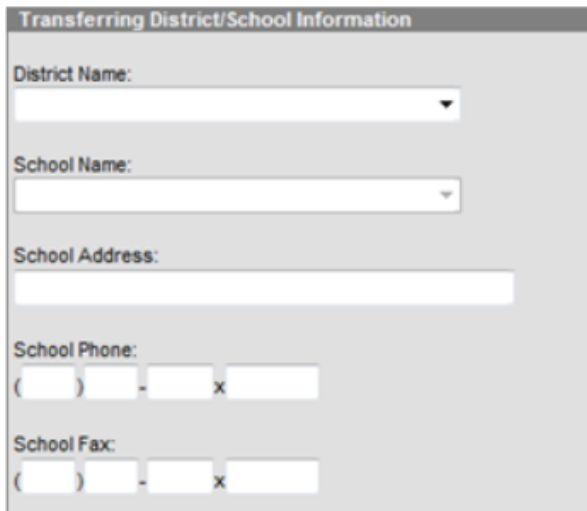
Parent/Guardian comes from the census system and the only people listed here are marked as guardians of the student's current household, or direct guardians to the student through the relationship.

Guardian MOTHER, NATURAL/ADOP	Name
<input type="text"/>	<input type="text"/>
Work Phone	Cell Phone
<input type="text"/>	<input type="text"/>
Addresses	Home Phone
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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



Transferring District/School Information

District Name:

School Name:

School Address:

School Phone: () - x

School Fax: () - 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

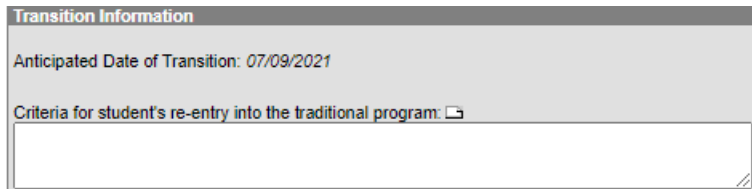
School Address: Enter the address of the school the student is transferring from **OPTIONAL**

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



Transition Information

Anticipated Date of Transition: 07/09/2021

Criteria for student's re-entry into the traditional program:

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

☐ Other, please specify:

☐ Other, please specify:

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

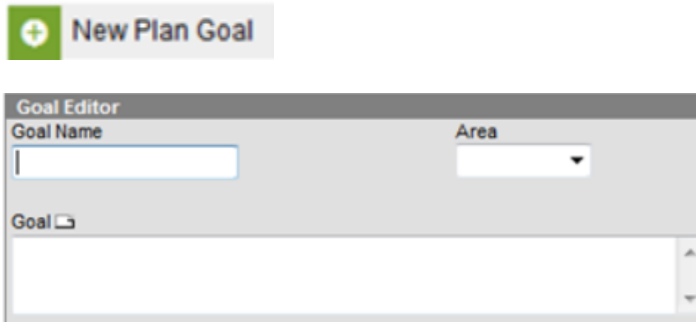
Academic or Behavioral Needs: Enter the student's academic or behavioral needs

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 icon and the text 'New Plan Goal'. Below it is a 'Goal Editor' window. The window has a title bar 'Goal Editor'. Inside, there is a 'Goal Name' text field and an 'Area' dropdown menu. Below these is a 'Goal' label 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

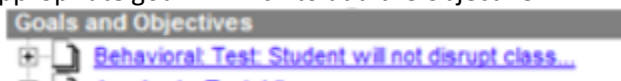
Select Save to save current goal and enter a new goal

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 dropdown menu titled 'Goals and Objectives'. The selected option is 'Behavioral: Test: Student will not disrupt class...'. There are icons for adding and deleting items.

Click **New Plan Goal Objective** button



The image shows a green button with a plus icon and the text 'New Plan Goal Objective'. Below it is an 'Objective/Benchmarks' window. The window has a title bar 'Objective/Benchmarks'. Inside, there is an 'Objective' label and a large text area for the objective description.

Enter Objective related to selected goal

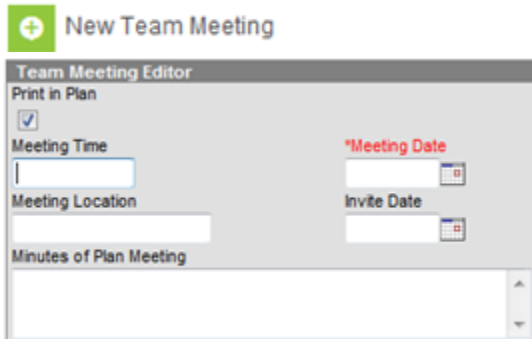
Multiple objectives can be added to each goal by the repeating these steps

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



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, synching 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

A screenshot of a 'Plan Copy Wizard' dialog box. The title bar is blue with white text. The main area has a light gray background. At the top, there is instructional text: 'Select from the drop list, the plan you wish to copy data into. Enter the start and end dates of the new plan. Select Copy if you wish to proceed or cancel if you wish to discontinue the copy process and return to the document tab. After copying, the original plan end date will: 1) end one day before the new plan starts if the two plans overlap. 2) stay the same if the new plan starts after the original plan ends.' Below this, the text 'KY ILPA (07/11/20 - 10/19/20)' is displayed. Underneath, there are three fields: '*New Plan Type' with a dropdown menu showing 'KY ILPA', '*Start Date' with a date field showing '07/11/20', and '*End Date' with a date field showing '10/19/20'. At the bottom, there are two buttons: 'Copy' and 'Cancel'.

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.

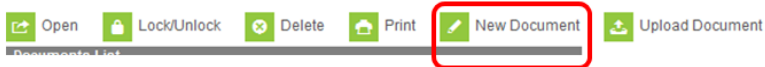
When complete, **lock** the new ILPA.

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

A screenshot of a 'Create New Document Wizard' dialog box. It has a title bar 'Create New Document Wizard'. The main area says 'Please select one of the following documents:'. There are three options, each with a checkbox: 'Create New Plan: Goals and Objectives, Transition Information, and Other Information' (unchecked), 'Create New Progress Report: Report measurable progress against ongoing Plan Goals' (checked), and 'Create New Simple Form: Notices, checklists, and supplemental forms' (unchecked). Under the 'Create New Progress Report' option, there is a sub-option 'Progress Report' with a checked checkbox and a text field 'Link to an Enrollment...' with a checkmark icon. Below the options, it says 'DOCUMENT SELECTED FOR CREATION: Progress Report'. Under 'Instructions:', it says 'The default format used to report measurable progress against ongoing plan goals. Can log multiple progress report assessments.' At the bottom are 'Create Document' and 'Cancel' buttons.

Progress Report editor

A screenshot of a 'Progress Report Editor' form. It has a title bar 'Progress Report Editor'. There are two main sections: 'Plan to report on (Start Date - End Date)' and 'Report Date'. The 'Plan to report on' section has a dropdown menu showing 'KY ILPA (07/11/21 - 10/19/20)' and a 'Link to an Enrollment:' field. The 'Report Date' section has a text input field and a dropdown menu.

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

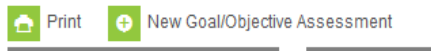
Goal/Objective Assessment editor

Click Goal/Objective Assessment in the Assessment editor

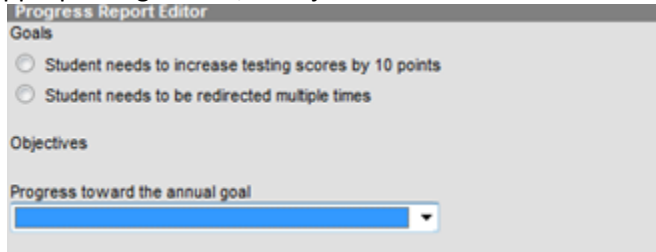
A screenshot of a dropdown menu titled 'Plan Progress Report'. It has four options: 'Assessment', 'Progress Report', and 'Goal/Objective Assessment' (which is highlighted in blue), and a fourth option that is partially visible at the bottom.

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Click **New Goal/Objective Assessment**



Select appropriate goal and/or objective

A screenshot of the 'Progress Report Editor' form. The 'Goals' section has two radio button options: 'Student needs to increase testing scores by 10 points' and 'Student needs to be redirected multiple times'. The 'Objectives' section has a label 'Progress toward the annual goal' above a blue progress bar and a dropdown menu.

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](#).