

# **Data Standard Alternative Education Programs/ILPA**

## **Rev. 7/1/2021**

### **Ownership and History**

#### **Standard prepared by:**

Windy Newton

#### **Data steward(s)**

[April Stanley](#) 502-564-4772 ext. 4040

[Windy Newton](#) 502-564-5130 ext. 4063

#### **Office(s)**

Office of Continuous Improvement and Support

#### **Revision history**

##### **July 1, 2021**

Review for 2021-22 School Year

##### **July 1, 2020**

Review for 2020-21 School Year

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# Data Standard Alternative Education Programs/ILPA

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## Overview

### Description

Student tracking is required in both offsite and onsite alternative education programs. The *Individual Learning Plan Addendum* (ILPA) is required for students placed long-term in an offsite or onsite alternative educational program. KDE recommends long-term placement to be defined as 10 or more 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

- Data Standard [Alternative - KECSAC](#)
- Data Standard [Alternative – Out of District Services](#)
- Reference [ILPA User Security Document](#)
- Reference [ILPA Setup Instructions](#)
- Reference [ILPA Team Member District Assignment Instructions](#)

### Training

Various trainings are posted via [KDE’s Alternative Education Program website](#)

## Section A – School Detail (offsite alternative education program)

Offsite 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 and all students must have an active, locked *Individual Learning Plan Addendum* (ILPA).

### Campus Path: System Administration | Resources | School

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

- \*Name**: Text input field.
- \*Location Number**: Text input field.
- NCES School Number**: Text input field.
- Standard Code (SIF StatePrid)**: Text input field.
- State Classification**: Dropdown menu with 'A5: District operated- alternative school' selected.
- \*Type**: Dropdown menu with '04: Alternative Education School' selected.
- CEEB Number**: Text input field.

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

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

- A5: District operated alternative school

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

### Section B – Course Detail (onsite alternative education program)

Onsite alternative education programs must have course sections marked as *02: Alternative Classroom* for each content class offered to students. Students placed in an onsite program should be assigned to the specified course sections and must have an active, locked *Individual Learning Plan Addendum* (ILPA).

#### Campus Path: Scheduling / Courses / Sections Tab

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

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

Additional fields on the right side include:

- Teacher Display Name: [Empty field]
- Lunch Count:
- Milk Count:
- Adult Count:
- Skinny Seq: [Empty field]
- Homeroom:
- External LMS Exclude:

**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.

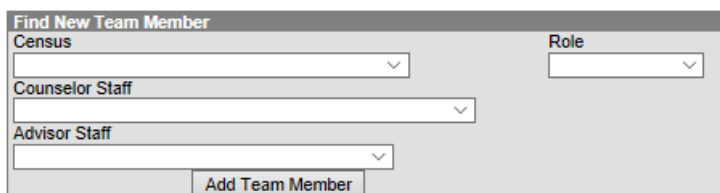
#### Campus Path: Student Information | ILPA | General | Team Members Tab

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



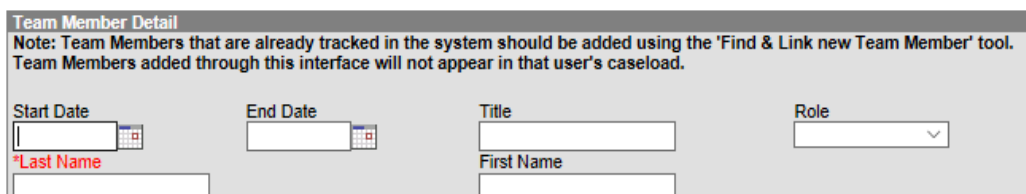
**Census:** Use this drop list to select team members from database census

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

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

**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



**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 offsite or onsite alternative education program should be assigned to the specified course sections and must have an active, locked *Individual Learning Plan Addendum* (ILPA). KDE recommends long-term placement to be defined as 10 or more school days.

**Campus Path: Student Information | ILPA | General | Documents Tab**

Click the *New Document* button

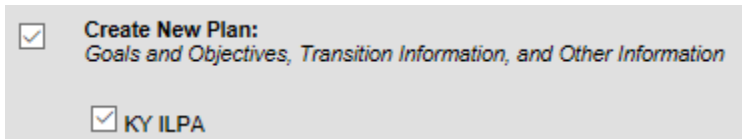


Select the *Create New Plan* indicator

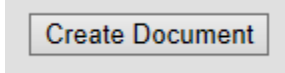
Select *KY ILPA* indicator

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Click **Create Document** button



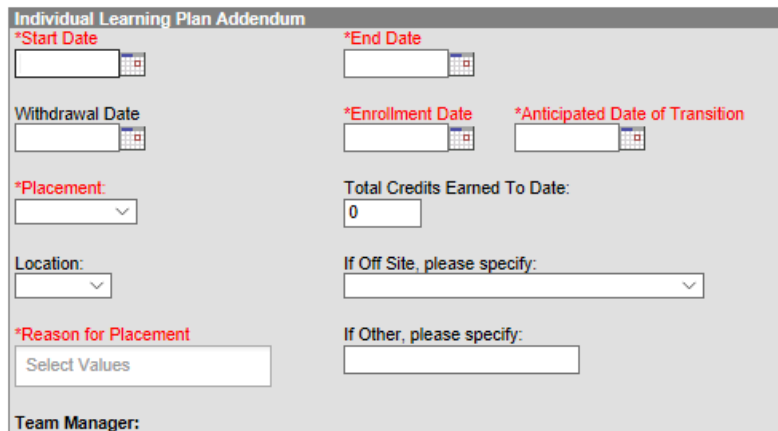
The KY ILPA Outline shows each editor of the plan and acts as a navigation tool. Saved editors display in bold.



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

## Plan Information editor



**Start Date:** Enter the start date of the plan

**End Date:** Enter the anticipated end date of the plan

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**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

### Student Information editor

The screenshot shows a form titled "Student Demographics" with a note: "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." Below the note is a button labeled "Refresh Student Information". The form contains several input fields for student information:

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*

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## Parent/Guardian Information editor

The screenshot shows a form titled "Parent/Guardian information". At the top, there is a note: "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." Below the note is a button labeled "Refresh Guardian Information". Underneath the button, there is a paragraph of text: "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." The form contains several fields: "Guardian" with a dropdown menu showing "MOTHER, NATURAL/ADOP"; "Name" with a text input field; "Work Phone", "Cell Phone", and "Email" with text input fields; "Addresses" with a text input field; and "Home Phone" with a text input field.

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

## District/School Information editor

The screenshot shows a form titled "Transferring District/School Information". It contains several fields: "District Name:" with a dropdown menu; "School Name:" with a dropdown menu; "School Address:" with a text input field; "School Phone:" with a text input field in the format ( ) - x ; and "School Fax:" with a text input field in the format ( ) - 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**

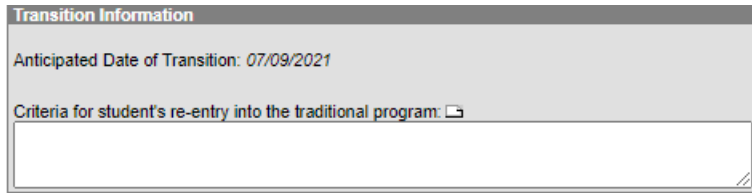
NOTE: Address, Phone and Fax number will populate if school selected is within the same district



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## Transition Information editor



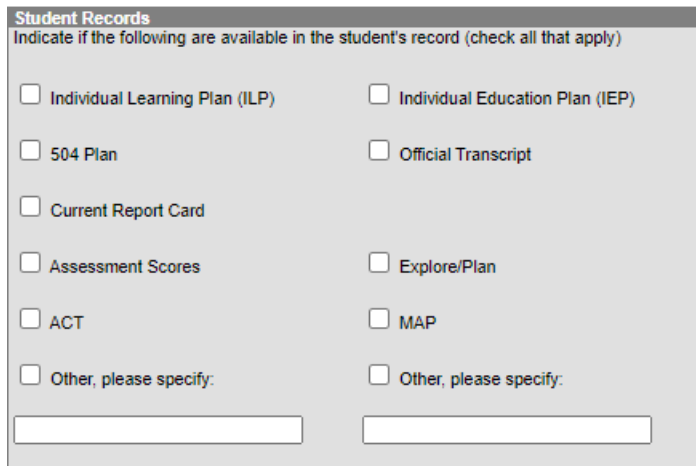
The screenshot shows a form titled "Transition Information". It contains a text field for "Anticipated Date of Transition" with the value "07/09/2021". Below it is a label "Criteria for student's re-entry into the traditional program:" followed by a large empty text area.

**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](#).

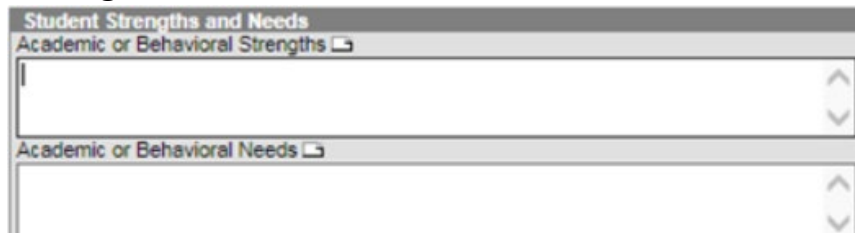
## Student Records editor



The screenshot shows a form titled "Student Records". It has a header "Indicate if the following are available in the student's record (check all that apply)". Below this are two columns of checkboxes with labels: Individual Learning Plan (ILP), Individual Education Plan (IEP), 504 Plan, Official Transcript, Current Report Card, Assessment Scores, Explore/Plan, ACT, MAP, and Other, please specify: (with a text input field). There are two "Other, please specify:" labels, each with a corresponding text input field.

**Indicate availability of items in student's current educational record:** check all that apply

## Student Strengths and Needs editor



The screenshot shows a form titled "Student Strengths and Needs". It has two large text input areas. The first is labeled "Academic or Behavioral Strengths" and the second is labeled "Academic or Behavioral Needs". Both labels have a small icon to their right.

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

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

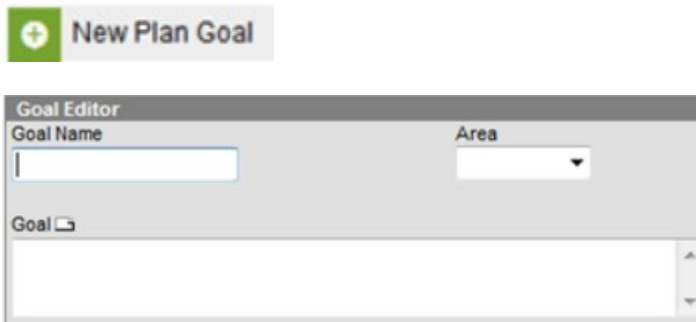
Template bank can be created by district, via System Administration | ILPA | Template Banks, reference [ILPA Setup Instructions](#).

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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. The window has a "Goal Name" text input field and an "Area" dropdown menu. Below these is a large text area labeled "Goal" with a small icon to its left.

**Goal Name:** Enter descriptive name of goal

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

- Academic
- Behavioral
- 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 window titled "Goals and Objectives". It contains a list of goals, with one item highlighted: "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. The window has a label "Objective:" followed by a text input field.

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, 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.

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

Upon student's re-entry into 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.

#### Campus Path: Student Information | ILPA | General | Documents Tab

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

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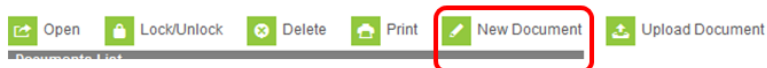
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## Section F – Progress Report

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.

### Campus Path: Student Information | ILPA | General | Documents Tab

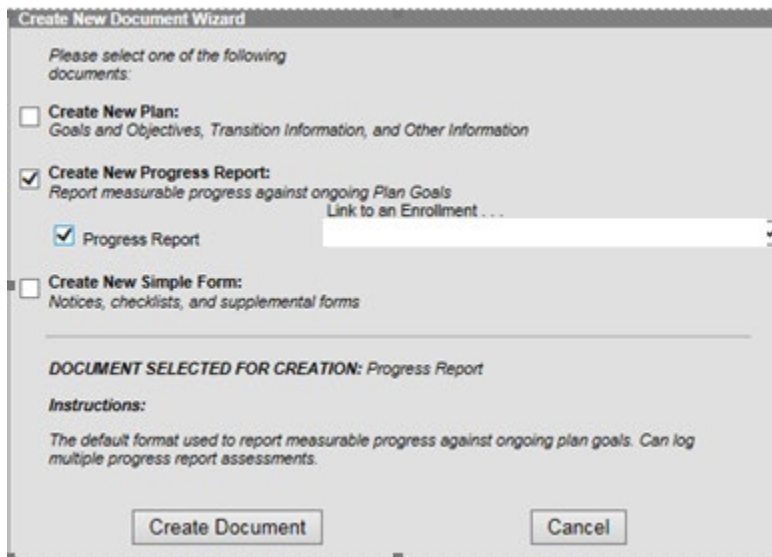
Select **New Document**



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

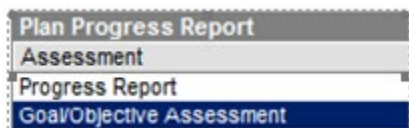
Click the **Save** button

### Goal/Objective Assessment editor

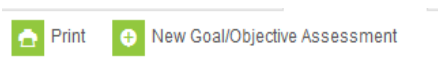
Click Goal/Objective Assessment in the Assessment editor

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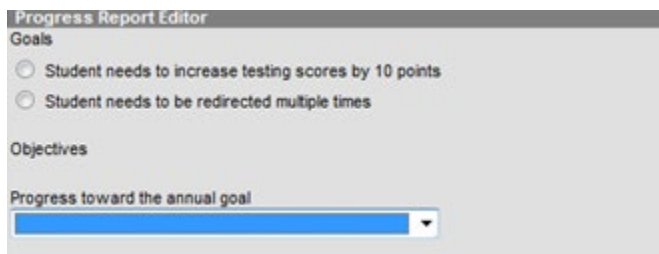
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Click **New Goal/Objective Assessment**



Select appropriate goal and/or objective



Progress Report Editor

Goals

Student needs to increase testing scores by 10 points

Student needs to be redirected multiple times

Objectives

Progress toward the annual goal

[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](#)