



## Kentucky Individual Learning Plan *Guidance Document*

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**Individual learning plan (ILP)** means a comprehensive framework for advising students in grades six (6) through twelve (12) to engage in coursework and activities that will best prepare them to both realize college and career success and become contributing members of their communities. ([704 KAR 19:002](#))

Districts and schools have the opportunity to develop their own individual learning plans by determining the implementation methods, which may include utilizing tools, such as vendor products for advising; developing a program independent of a tool; and incorporating other programs in their design (e.g. [KY Goes to College](#)).

The advising program at each district and school will need to incorporate the requirements for the individual learning plan as outlined in regulation, [704 KAR 3:305](#). This ILP Self-Implementation Rubric uses specific language from the law that schools and districts must adhere to for this process.

The Kentucky Department of Education will collect ILP data by utilizing three methods explained in this [Individual Learning Plan Data Center document](#).

This document contains resources and special notes regarding the ILP.

**Resources:**

[Advising and Transition Toolkit](#)  
[Elementary to Middle School Transition Toolkit](#)  
[Middle to High School Transition Toolkit](#)  
[Academic Advising Toolkit](#)  
[Career Advising Toolkit](#)  
[Personal Advising Toolkit](#)  
[Career and Technical Education Program Areas](#)  
[KDE Advising Webpage](#)  
[Kentucky Education and Workforce Development Cabinet Transition Toolkit](#)

**Other Resources:**

[American School Counselor Association](#)  
[Career and Technical Education](#)  
[College Board Road Map to Careers](#)  
[Education World Counseling Center](#)  
[Federal Student Aid](#)  
[Focus Talent and Focus Career](#)  
[Junior Achievement USA](#)  
[Kentucky Career Center](#)  
[Kentucky Chamber of Commerce: Excellence in Education](#)  
[Kentucky Academic Studies: Vocational Studies](#)  
[KHEAA](#)  
[National Association for College Admission Counseling](#)  
[New Skills for Youth Kentucky –Regional Career Academies](#)  
[O\\*NET Interest Profiler](#)  
[O\\*NET Online](#)  
[Operation Preparation](#)

**Examples from Other States and Organizations:**

[Career Cruising/Xello](#)  
[Infinite Campus Multi-year Academic Planner](#)  
[Google for Education](#)  
[KY GoDIGITAL](#)  
[National Collaborative on Workforce and Disability ILP Guidance](#)  
[Naviance](#)  
[NavigoPrep](#)  
[State of Washington Student Learning Plans](#)

## Special Notes

**Early Graduation:** Students working toward early graduation and receipt of a corresponding Early Graduation Certificate shall be supported by development and monitoring of an individual learning plan to support their efforts.

**Extended School Services (ESS):** Schools shall inform parents and guardians of extended school services including a specific notification to parents or guardians of their child's eligibility to be assigned to extended school services, including the manner in which a personalized student intervention plan and goals will be included as part of the student's individual learning plan to help ensure that the student is able to achieve the student's academic and career goals.

### **Individual Learning Plan Addendum (ILPA):**

The ILPA is a different requirement from the advising program requirements stated in [704 KAR 3:305](#), and is used to support student transitions to and from alternative education programs. It is critical to note that the ILPA will continue to be required for every student enrolled in alternative programs per [704 KAR: 19:002](#). As a reminder, the ILPA is an action plan that addresses the changed educational needs of a student based upon entry into or exit from an alternative education program that includes, as appropriate, academic and behavioral needs of the student, criteria for the student's re-entry into the traditional program, and provisions for regular review of the student's progress throughout the school year while in an alternative education program.

For more information on ILPA, please review the [KDE ILPA resources](#). The entry of the ILPA in Infinite Campus is required for all students transitioning into a district-operated alternative education program.

#### **Resources:**

[Alternative Education Programs/ILPA Data](#)

[Standards Smart Goals PowerPoint](#)

[ILPA with Smart Goals PowerPoint](#)

[Alternative Education Programs/ILPA Training PowerPoint](#)

#### **Resources for use of ILPA in Infinite**

##### **Campus:**

[ILPA User Security Instruction](#)

[ILPA Set-up Instruction](#)

[ILPA Team Member District Assignment Instruction](#)

Alternative education programs that serve students from outside districts should reference the [Alternative Education Programs/Out of District Services data](#) standards.

KECSAC facilities should reference the [Alternative Education Programs/KECSAC Data Standards](#).

All programs should reference the [Student Records Transfer Data Standards](#) to ensure policies and procedures are in place to transfer student data in a timely manner.