

# Data Standard Alternative Education Programs - ILPA

## Rev. 1/2/2024

### Ownership and History

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Office of Continuous Improvement and Support

**Revision history****January 2, 2024**

Update Data Stewardship

**July 3, 2023**

Review for 2023-24 School Year

**Data Standard Alternative Education Programs/ILPA**  
**Rev. 1/2/2024**

Contents

<b>Ownership and History</b> .....	<b>1</b>
<b>Overview</b> .....	<b>3</b>
<b>Section A – School Detail (off-site alternative education program)</b> .....	<b>4</b>
<b>Section B – Course Detail (on-site alternative education program)</b> .....	<b>4</b>
<b>Section C – ILPA Team Members Tab</b> .....	<b>5</b>
<b>Section D – Individual Learning Plan Addendum (ILPA)</b> .....	<b>6</b>
Plan Information editor .....	7
Student Information editor .....	8
Parent/Guardian Information editor .....	8
District/School Information editor .....	9
Transition Information editor .....	9
Student Records editor .....	10
Student Strengths and Needs editor .....	10
Goals and Objectives editor.....	11
Team Meeting editor .....	12
Team Meeting Attendance editor .....	12
<b>Section E – Copy Feature (use upon re-entry in alternative program within same academic year)</b> .....	<b>13</b>
<b>Section F – Progress Report</b> .....	<b>14</b>
Progress Report editor .....	14
Goal/Objective Assessment editor .....	14

## 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
- This data will be publicly reported via the [School Report Card](#)

### Resources

- [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](#)

### Reports

- *Alternative Education Programs* report  
The purpose of this report is to assist districts and alternative educational 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*  
Path: KY State Reporting | KDE Reports | 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](#).

### Training

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

### 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.

**Classic View: System Administration | Resources | School**

**Search Terms: School & District Settings**

The screenshot shows a form titled "School Detail" 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 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.

**Classic View: Scheduling | Courses | Sections Tab**

**Search Terms: Scheduling & Courses**

# Data Standard Alternative Education Programs/ILPA Rev. 1/2/2024

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 text box]
- Instructional Time: 0
- Special Type: 02: Alternative Classroom

Additional fields on the right side include:

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

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

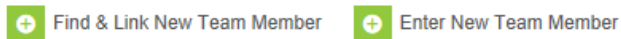
Refer to [Course Data Standards](#) for additional data elements that must be completed for reporting purposes.

## 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.

**Classic View: Student Information | ILPA | General | Team Members Tab**

**Search Terms: ILPA Team Members**



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

The 'Find New Team Member' form includes the following elements:

- Census: [Dropdown menu]
- Counselor Staff: [Dropdown menu]
- Advisor Staff: [Dropdown menu]
- Role: [Dropdown menu]
- 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 | 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](#))

## Data Standard Alternative Education Programs/ILPA Rev. 1/2/2024

**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

**Team Member Detail**  
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.

Start Date: [Date Picker]      End Date: [Date Picker]      Title: [Text Field]      Role: [Dropdown Menu]

\*Last Name: [Text Field]      First Name: [Text Field]

**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.

**Classic View: Student Information | ILPA | General | Documents Tab**

**Search Terms: ILPA Documents**

Click the *New Document* button



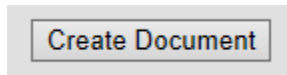
Select the *Create New Plan* indicator

Select *KY ILPA* indicator

**Create New Plan:**  
*Goals and Objectives, Transition Information, and Other Information*

**KY ILPA**

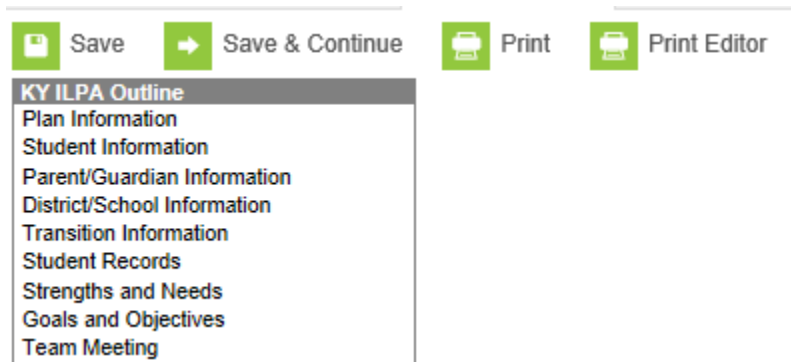
Click **Create Document** button



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

## Data Standard Alternative Education Programs/ILPA

Rev. 1/2/2024



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

The screenshot shows the 'Individual Learning Plan Addendum' form with the following fields:

- \*Start Date:** Date input field
- \*End Date:** Date input field
- Withdrawal Date:** Date input field
- \*Enrollment Date:** Date input field
- \*Anticipated Date of Transition:** Date input field
- \*Placement:** Dropdown menu
- Total Credits Earned To Date:** Input field with value '0'
- Location:** Dropdown menu
- If Off Site, please specify:** Dropdown menu
- \*Reason for Placement:** Text input field with 'Select Values' placeholder
- If Other, please specify:** Text input field
- Team Manager:** Text input field

**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

## Data Standard Alternative Education Programs/ILPA Rev. 1/2/2024

**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

**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.

Refresh 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*

### 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.

Refresh Guardian Information

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.

<b>Guardian</b> MOTHER, NATURAL/ADOP	<b>Name</b>	
Work Phone	Cell Phone	Email
Addresses	Home Phone	

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



**Data Standard Alternative Education Programs/ILPA**  
**Rev. 1/2/2024**

**District/School Information editor**

The screenshot shows a form titled "Transferring District/School Information". It contains the following fields:

- District Name:** A dropdown menu.
- School Name:** A dropdown menu.
- School Address:** A text input field.
- School Phone:** A field with a format of ( ) - x.
- School Fax:** A field with a format of ( ) - 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**

The screenshot shows a form titled "Transition Information". It contains the following fields:

- Anticipated Date of Transition:** A date field showing "07/09/2021".
- Criteria for student's re-entry into the traditional program:** A text area with a small icon in the bottom right corner.

**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](#).

# Data Standard Alternative Education Programs/ILPA Rev. 1/2/2024

## Student Records editor

The screenshot shows a form titled "Student Records" with the instruction "Indicate if the following are available in the student's record (check all that apply)". It contains several checkboxes for various educational documents and scores, a text input field for "Traumatic Informed Score", and two "Other, please specify:" checkboxes with corresponding text input fields.

<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"/> Assessment Scores	
<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

The screenshot shows a form titled "Student Strengths and Needs" with two text input fields. The first field is labeled "Academic or Behavioral Strengths" and the second is labeled "Academic or Behavioral Needs". Both fields have a small icon to the right of the label.

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

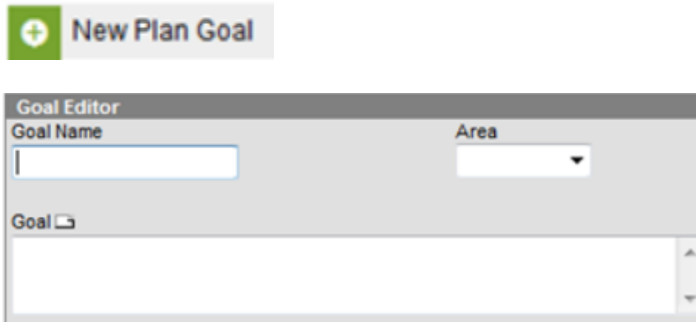
**Academic or Behavioral Needs:** Enter the student's academic or behavioral needs

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

## Data Standard Alternative Education Programs/ILPA Rev. 1/2/2024

### Goals and Objectives editor

Click **New Plan Goal** button



The image shows a 'New Plan Goal' button with a green plus icon. Below it is the 'Goal Editor' form, which includes a 'Goal Name' text input field, an 'Area' dropdown menu, and a 'Goal' text area with a scroll bar.

**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 'Goals and Objectives' list with a search icon and a list item: 'Behavioral: Test. Student will not disrupt class...'

Click **New Plan Goal Objective** button



The image shows a 'New Plan Goal Objective' button with a green plus icon. Below it is the 'Objective/Benchmarks' form, which includes an 'Objective' text area with a scroll bar.

Enter Objective related to selected goal

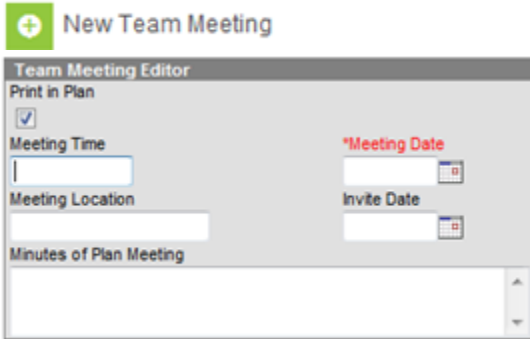
Multiple objectives can be added to each goal by the repeating these steps

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

# Data Standard Alternative Education Programs/ILPA Rev. 1/2/2024

## 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, syncing 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 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.

**Classic View: Student Information | ILPA | General | Documents Tab**

**Search Terms: ILPA Documents**

**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

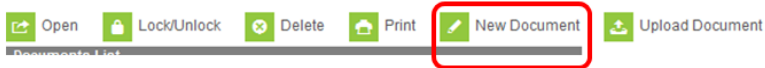
## Section F – Progress Report

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.

**Classic View: Student Information | ILPA | General | Documents Tab**

**Search Terms: ILPA Documents**

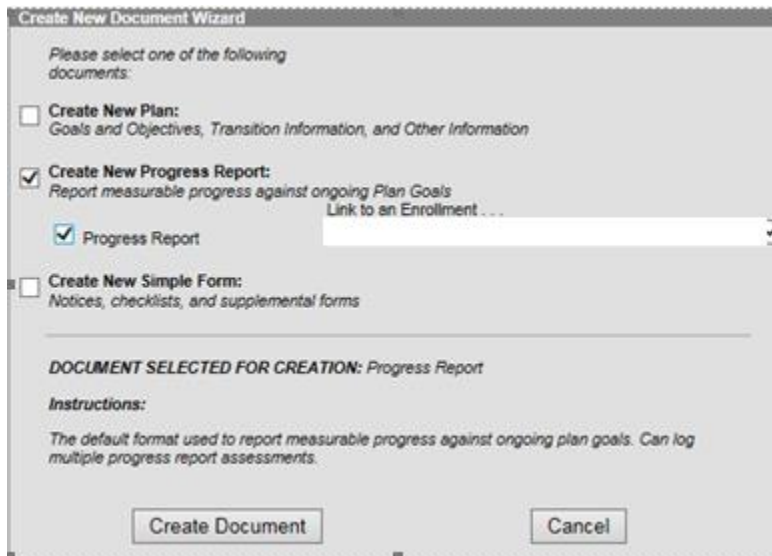
**Select New Document**



**Select Create New Progress Report**

**Select Progress Report**

**Click Create Document button**



**Progress Report editor**



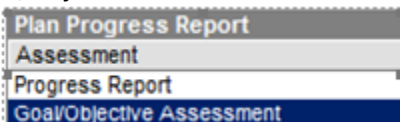
**Plan to report on:** Select from the drop list the plan to report progress

**Report Date:** Enter the progress report date

Click the **Save** button

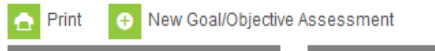
**Goal/Objective Assessment editor**

Click Goal/Objective Assessment in the Assessment editor



**Data Standard Alternative Education Programs/ILPA**  
**Rev. 1/2/2024**

Click **New Goal/Objective Assessment**



Select appropriate goal and/or objective

A screenshot of a web application window titled 'Progress Report Editor'. It contains two sections: 'Goals' with two radio button options: 'Student needs to increase testing scores by 10 points' and 'Student needs to be redirected multiple times'. Below this is an 'Objectives' section with a dropdown menu labeled 'Progress toward the annual goal'.

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](#)