



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

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### Mathematics Improvement Plan Requirements

Per [KRS 158.8402](#), beginning with the 2026-2027 academic year, within the first 60 calendar days, a mathematics improvement plan, based on data from the diagnostic assessment, shall be developed and implemented by a mathematics improvement team for any student in K-3 identified as needing accelerated interventions to progress toward proficient performance in mathematics.

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 math.

To assist districts in effectively developing and implementing Mathematics Improvement Plans, the Kentucky Department of Education (KDE) has developed a [Mathematics Improvement Plan Template](#) as an example that incorporates the requirements of [KRS 158.8402](#). 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.

### Mathematics Improvement Plans in Infinite Campus – Building a Student’s Historical Record

The Mathematics Improvement Plan template is available in Infinite Campus (IC) as a fillable form, and this guidance document provides instructions for adding the form to a student record in IC.

Adding a Mathematics Improvement Plan to a student’s record in IC allows multiple users to access the same form, allows schools to share the form with parents/guardians through the Parent Portal, and allows the form to travel with a student should they transfer to another school – whether it’s within the district or to another district. Having a record of a student’s Mathematics Improvement Plan in IC allows schools to share their historical intervention record and helps ensure a more seamless transition for transient students.

Information entered in the Kentucky Mathematics Improvement Plan form populates into a database, making it possible for schools and districts to run the [Mathematics Improvement Plan Report in IC](#), which consolidates the details from forms assigned to students in one place for quick and easy review. Users may filter the report on the end date to focus on active forms in their review.

## Steps for Adding a Mathematics Improvement Plan to a Student Record

**Please note, before an educator may access the Mathematics Improvement Plan form in IC, they must first be given tool rights to the PLP Module within IC by their KSIS administrator.**

1. Select the student that the mathematics improvement plan should be added to their record.
2. Choose “Forms” from the right navigation menu (under Related Tools).

The screenshot shows a data table with the following columns: Year, Module, Title, Created Date, Modified Date, Status, and Batch Name. The table is currently empty, displaying "No records to display." A right-hand navigation menu is visible, with "Forms" highlighted in yellow. A "New" button is located in the bottom left corner of the table area.

3. Select “New,” the blue button in the bottom left corner.
4. Scroll down to find “PLP” in the Module column and select “Kentucky Mathematics Improvement Plan.” The form will open and the first several fields will be auto populated (School Year (required), Form Start date, student name, DOB, Grade, School, Teacher, and Parent /Guardian).

**Note:** *These fields can be manually overwritten if necessary.*

5. It is now possible to fill out the Mathematics 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.

**Note:** *It is recommended that a new form is started when an intervention is not working and needs a change. For example, if a student is not responding to the initial plan that is created by the Mathematics Improvement Plan Team, that form should be end-dated and a new form should be generated with the new plan details.*




## 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 be saved automatically.**

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

If no, how will the parent be notified of the intervention:

Who will be responsible:  Date:

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Parent provided with information on how to encourage mathematics success at home:

Who will be responsible:  Date:

Written quarterly progress report provided to the parent (may be included in the school's existing quarterly progress)

Who will be responsible:

Method:

Dates:

- 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 must lock the form so it will show in the Parent Portal and transfer with students if they change schools. To edit the form after it is locked, choose to unlock. A confirmation box pops up when users choose to lock or unlock. Users must be granted access by local KSIS administrators before using the lock/unlock options.

**Lock & Publish**

Locking this form will publish it to the portal and make the form read only. You will not be able to make additional changes unless you have Unlock Rights. Form will be published to the portal on the Start Date. Click Lock & Publish to lock the form or Cancel to go back.  
Start Date: Today

**Confirm Unlock** x

Unlocking the form will allow users to make changes. Unlocking a form may cause legal ramifications. Click Unlock to unlock or Cancel to go back.

**NOTE:** The Mathematics Improvement Plan form **MUST BE LOCKED** for the plan to travel with a student should they transfer within or to another district. If a plan is not locked before the transfer, the previous district can lock it afterward, and the new district can request the document transfer again. Once that is done, the plan will successfully transfer to the new district.