Data Standard Alternative Education Programs - ILPA
Rev. 7/1/2024

Ownership and History

Standard prepared by:

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Revision history

July 1, 2024
Review for 2024-25 School Year
Updated Reports Section
Updated Student Records Editor

Contents

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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
- This data will be publicly reported via the School Report Card

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

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.

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*

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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

⊕ Find & Link New Team Member   ⊕ Enter New Team Member

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

Find New Team Member

Census	Caseload Role

Counselor Staff

Advisor Staff

Add Team Member

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

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	End Date	Title	Role
*Last Name		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.
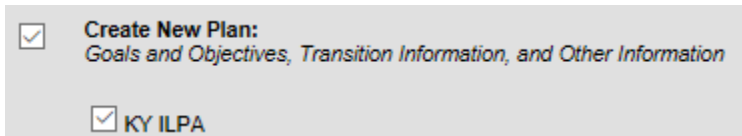
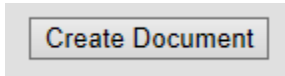**Tool Search: ILPA Documents**

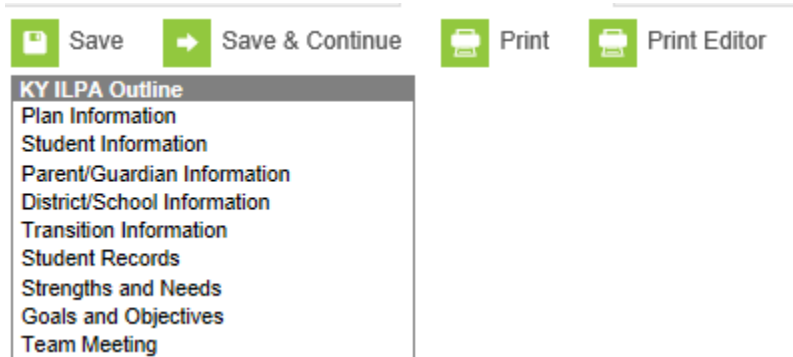Click the *New Document* button

New Document

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

Create Document

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

Save   Save & Continue   Print   Print Editor

KY ILPA Outline
Plan Information
Student Information
Parent/Guardian Information
District/School Information
Transition Information
Student Records
Strengths and Needs
Goals and Objectives
Team Meeting

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

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

Student Information editor

Refresh Student Information: Select to refresh the student demographics to the document; data will populate as *read only*

Parent/Guardian Information editor

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

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

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

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

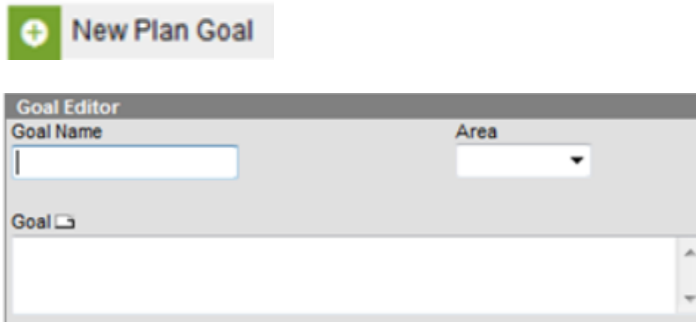**Academic or Behavioral Strengths**: Enter student's academic or behavioral strengths
Academic or Behavioral Needs: Enter the student's academic or behavioral needs

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference
ILPA Setup Instructions.

Goals and Objectives editor
Click **New Plan Goal** button

Goal Name: Enter descriptive name of goal
Area: Select from the drop list the area for the specified goal
- Academic
- Behavioral
- Socio-Emotional
- Other
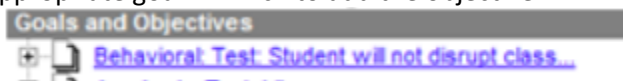
Goal: Describe student's goal in specified area

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

Click **New Plan Goal Objective** button

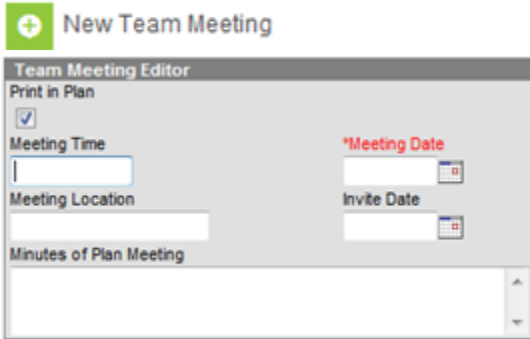
Enter Objective related to selected goal
Multiple objectives can be added to each goal by the repeating these steps

Template bank can be created by district, via System Administration | ILPA | Template Banks, reference
ILPA Setup Instructions.

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

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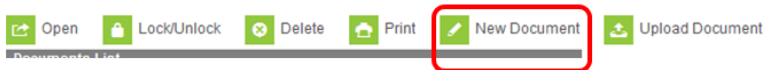When complete, **lock** the new ILPA.

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.
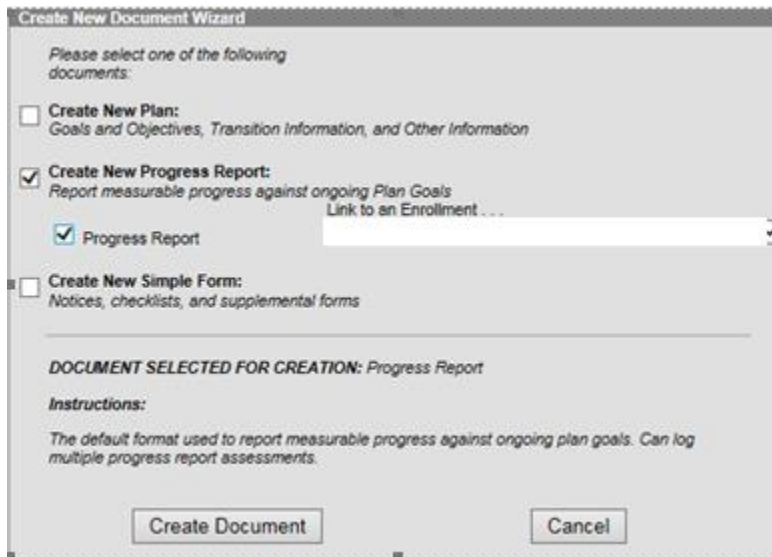
Tool Search: ILPA Documents

Select **New Document**

Select **Create New Progress Report**
Select **Progress Report**
Click **Create Document** button
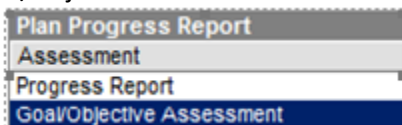

Progress Report editor

Plan to report on: Select from the drop list the plan to report progress
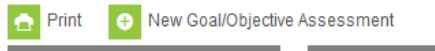**Report Date:** Enter the progress report date
Click the **Save** button

Goal/Objective Assessment editor
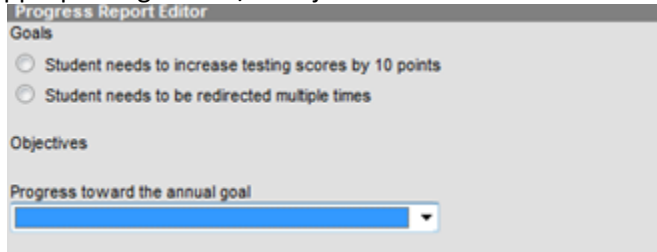Click Goal/Objective Assessment in the Assessment editor

Click **New Goal/Objective Assessment**

Select appropriate goal and/or objective

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.