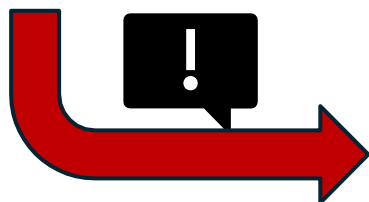# Individualized Learning Plan Addendum Checklist

Prep work:

❑ Assemble ILPA Team (a committee of stakeholders dedicated to the long-term success of the student)

  ❑ Parent/Guardian
  ❑ Student (when appropriate)
  ❑ Administrator
  ❑ Teacher
  ❑ Counselor/Mental Health Specialist
  ❑ Advocate/Court Designated Worker/Etc.
  ❑ Other:

❑ Record Review: Gather relevant data from the student's record to assist in determining current strengths, challenges, and needs. Indicate the records utilized:

  ❑ Individual Learning Plan (ILP)
  ❑ IEP/Section 504 Plan
  ❑ Official Transcript/Current Report Card
  ❑ Assessment Scores (Formative, Benchmark, Progress Monitoring, ACT, ACCESS, Social Emotional Assessments)
  ❑ Behavior/Attendance Records
  ❑ Adverse Childhood Experiences (ACEs) Questionnaire
  ❑ Other:

In the meeting:

❑ Create new ILPA document in IC

❑ Indicate placement type, location, and reason for placement

❑ Document the specific criteria for the student's re-entry into the traditional program and the anticipated date of re-entry (If stating "per policy," ensure the policy is published and accessible)

❑ Discuss and document the student's strengths and challenges

❑ Review the student's current Individualized Learning Plan (ILP) (ILPA should be aligned to the established educational goals in this document)

❑ Discuss how the services provided by the AEP operate in service toward the long-term educational goals of the student

❑ Collaboratively write goals for the student and indicate how each goal will be measured

❑ Establish and document clear monitoring protocols that may include a variety of elements such as formative assessments, benchmark assessments, and/or behavioral/mental health screenings

❑ Document if the student will graduate from the AEP and if so, include a plan for transition to post-secondary opportunities

❑ Include detailed information for the services provided by any external agencies and how those services support the student's long-term educational goals

❑ **LOCK THE DOCUMENT IN INFINITE CAMPUS**

ILPAs must be locked in Infinite Campus once completed for student records to transfer, syncing of data, and for reporting purposes.