



What is the Purpose of the Individualized Learning Plan (ILP)?

The purpose of the Individualized Learning Plan is to define how a school will customize the learning experience by addressing each student’s unique strengths, weaknesses, and aptitudes. Be sure to follow your school’s ILP communication plan to showcase the individualized opportunities your students have.

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Below is a table on the minimum requirements for student ILP documentation.

Student Enrollment	Welcome Note	Quarter 1	Quarter 2	Quarter 3	Student Synopsis
Quarter 1	X	Optional	X	X	X
Quarter 2	X		Optional	X	X
Quarter 3	X			Optional	X
Quarter 4	X				X

Welcome Note (K-12):

✓ **Welcome Call** (Welcome Call Template)

Welcome call using the approved template to determine interests, strengths, weaknesses and goals. Each school will have their template approved by their RVP. This is not a checklist that needs to be filled out completely, but rather a guide to a genuine conversation that fosters the relationship between teachers and students. This will give teachers important information to be used to support and individualize student’s instruction.

✓ **Welcome Note** (Welcome Note Template)

This documentation will be placed in TotalView School using the **Welcome Note Template** within the first two weeks of the student’s start date. A minimum of five attempts to contact the student or learning coach should be made within the first two weeks of a student’s start date. When contact has been unsuccessful please select the **Welcome Note - Contact Unsuccessful After 5+ Attempts Template** in TVS.

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✓ **(Optional) ILP Action Quarter One Note** (ILP Action Qtr 1 Note Template)

There is also a template for **ILP Action Qtr 1 Note Template** for any additional ILP actions you wish to document.



Quarter 2 (K-12):

- ✓ **Complete ILP Approved Actions**

- ✓ **ILP Action Quarter Two Note** (ILP Action Qtr 2 Note Template)

Complete a minimum of one note per quarter per student by a teacher who interacts with the student. This information will support the student's individual learning and be supported with data. This documentation will be placed in TotalView School using the *ILP Action Qtr 2 Note Template*.

Quarter 3 (K-12):

- ✓ **Complete ILP Approved Actions**

- ✓ **ILP Action Quarter Three Note** (ILP Action Qtr 3 Note Template)

Complete a minimum of one note per quarter per student by a teacher who interacts with the student. This information will support the student's individual learning and be supported with data. This documentation will be placed in TotalView School using the *ILP Action Qtr 3 Note Template*.

Student Synopsis (K-12):

- ✓ **Student Synopsis** (ILP Action Qtr 4 Note Template)

Complete the school approved Student Synopsis which includes the support the student received, their successes and the continuation of their goals. Each school will have their synopsis approved by their RVP. This will carry over into the next school year and will be a starting point for both the teacher and the family. This documentation will be placed in TotalView School using the *ILP Action Qtr 4 Note Template*.

Graduation Plan (9-12):

- ✓ **Graduation Plan** (State Requirements)

Graduation Plans will continue to be a part of the ILP process for students in grades 9-12. Graduation Plans will be stored in the state supported or recommended system. Graduation plans must comply with all state requirements. Returning students must have a graduation plan on file within the first nine (9) weeks of school. New students must have a graduation plan on file within their first semester.

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Action Plan Note Examples:

The following template will be inside the ILP Action Qtr 1, ILP Action Qtr 2, and ILP Action Qtr 3 note.

- ✓ Describe the individualized action for the student.
- ✓ How was the action communicated to the student and learning coach?
- ✓ What follow-up or staff will be needed for this action?
- ✓ Describe any resources, interventions, instruction, etc. that were part of the action.

Example 1

John was placed into Mark 12 after initial (insert diagnostics test here) assessment. John was also placed into a small group reading session that meets three times a week for 30 minutes. The LC was called after the initial (insert diagnostics test here) results and it was decided that the Mark 12 program would benefit John. At this time, we also arranged for a small group BBC time to further support this need. John has been attending BBC sessions on a regular basis and making nice progress.

Example 2

Jane was referred to the National Math Lab (NML) after her initial (insert diagnostics test here) assessment. I have created some custom assignments in Study Island to support the areas Jane needs additional support in as well as invited her to a weekly math small group BBC session. Jane is attending NML on a regular basis, but does not attend my small group very often. I initially spoke with the LC over the phone to share the initial (insert diagnostics test here) results. We decided that Jane would benefit from NML and additional practice in Study Island. She would try to attend the small group sessions as it fit her schedule.

Example 3

Nate was placed into the Advanced Learner Program (ALP) after his initial (insert diagnostics test here) assessment. Nate was also moved from Blue Math to Green Math. As a part of the ALP, Nate meets weekly in BBC with his peers and completes extension, independent study projects. After the initial (insert diagnostics test here) results, I spoke with the learning coach to assure we can challenge Nate and provide extra learning opportunities. I have also sent LC the flyer on K12 clubs and have encouraged Nate to be a part of these offerings.



Communication Plan:

A communication plan should outline all requirements for communication as it applies to individualizing the learning for students

Schools will provide a communication plan for the ILP that is approved by the RVP.

Occurs within two weeks of enrollment, ideally within the first three days.

