Components of the Student ILP

ILP Completion Status Bar

ILP Completion Standards clearly define objectives and expectations for students’ Individual Learning Plans (ILPs). With the ILP Completion Status Bar, students can view the requirements and track their progress towards meeting those goals. Clicking on the View Details link to the right of the status bar takes students to a description of the completion criteria for their grade level and how to complete each section.

Completion Standards help ensure that students keep their ILPs up to date. Each year students must review and revise the required sections of their ILP and reflect on the changes they have made to achieve completion.

ILP Homepage – Quick Links Options

The ILP Homepage is the central point from which students can access all of the features and functions available in the ILP.

Things to Remember – This section provides an overview of the ILP, including information on protecting one’s privacy.

Personal Profile – This section includes demographic data collected by the state student information system, parent data, and school information. With the exception of student email addresses, this information cannot be edited by students.

Educational History – Students can document the schools they have attended.

Advisement Log – Advisors and counselors can create an Advisement Log for each student to track their advisement program over time. Students can view their Advisement Log, but they cannot add or edit entries.

Annual ILP Review – This section records the Annual ILP Review meeting. Both students and advisors can record their comments independently. Only the advisor can designate the Review Status as complete. The Annual ILP Review is included in the ILP Completion Standards for each grade.

Annual Student Survey – The Annual Student Survey includes 16 to 18 questions about the student’s educational experiences that year. The Annual ILP Review must be completed before students can answer the survey. The Annual Student Survey is included in the ILP Completion Standards. Surveys are answered anonymously.

Invite Others to View My ILP / Guest Views (Under development) – Students can invite other individuals to view selected sections of their ILP. This option can be used to share the ILP with college admissions officers, organizations offering scholarships, or potential employers. This feature will only be available to students in grades 9 to 12, and parents may choose to have this feature disabled for their child.

Schools can enter special contacts to make it easy for students to send invitations to common recipients, such as the local community college or organizations offering co-op placements.
Components of the Student ILP

Other Homepage Options

A number of additional features are available on the ILP Homepage.

Receive Messages – Counselors, teachers, and administrators can send messages to students, announcing events or reminders. If students enter an email address in their personal profile, they will also receive an email copy of the message.

School & District Links – Schools and districts can make links to online career, education, community, or reference resources available to students directly through their ILP.

Student Links – Students can add their own links to resources that they would like to include in their ILP.

My Documents – The My Documents section of the ILP allows students to store files such as essays and presentations, letters of reference, and scanned artwork.

Career Cruising

The ILP is fully integrated with the Career Cruising guidance system.

Career Matchmaker – Students can save and view their results from the Career Matchmaker interest inventory, in which students are asked about their likes and dislikes in a variety of areas, such as working with children, being interested in law, working outdoors. Students receive a list of 40 career suggestions ranked in order of suitability. Students can also save their results from the My Skills component of Matchmaker.

Careers that Interest Me – Students can bookmark the individual careers that they might be interested in pursuing and keep notes about each career.

Schools that Interest Me – Students can bookmark the colleges that offer the education and training they need to achieve their career goals. They can record their comments about each school.

Assessment Results (Under development)

This section of the ILP will be available later in the fall.

CATS Proficiency Tests (Under development) – CATS Proficiency Test results will be integrated into the ILP each year when they become available.

Standardized Tests (Under development) – Schools have the option of entering students’ results from the ACT Plan, ACT Explore, ACT, PSAT and SAT tests. Students cannot modify assessment results entered this way.

Other Assessments (Under development) – Students can enter their results from a variety of career assessments and standardized tests.
Components of the Student ILP

Goals & Plans

Short & Long Term Goals - This section allows students to record and reflect on their short or long-term goals.

Career Clusters of Interest - Kentucky's 14 Career Clusters have been integrated into Career Cruising in a number of ways. This section of the ILP allows students to indicate which Career Clusters are of interest to them and why. Clicking on the name of a cluster provides the student with a brief description as well as links to career profiles that are included within that cluster.

Post-Secondary Goals - This section allows students to bring together their career and education exploration to create a plan for their post-high school education. Students are asked to prioritize their career and education interests as well as start thinking about how they plan to pay for their education.

Career Planning Activities - Students can document the career planning and development activities in which they have participated, including job shadowing, attending career or college fairs, internships and co-op placements. The list of available activities has been customized for Kentucky. It is also tailored for middle school and high school students.

Activities, Experiences & Awards

Organizations & Activities - In the Organizations & Activities section, students can detail the structured extracurricular activities in which they participate.

Hobbies & Interests - The Hobbies & Interests section allows students to record the informal or independent activities that they enjoy.

Community Service - Students can document their community service learning experiences, including the number of hours they have completed and the name of their reference or supervisor. Related files, such as a letter of reference or timesheet, can be uploaded and linked to particular records.

Work Experiences - This section allows students to maintain a record of their work experiences, including uploading related files.

Awards & Recognitions - Students can list the awards, certificates, and recognitions that they have received.

Education Plan

Select Your Courses - The Four-Year Education Plan enables students to record the high school courses that they have taken, are taking now, or plan to take in the future, including expanded learning opportunities.
Components of the Student ILP

Graduation Requirements - Students can view Graduation Requirements as they plan their course selections. Schools can implement the Kentucky Minimum Graduation Requirements or they can add customized diploma program requirements. Multiple diploma options can be implemented through the School ILP Administration tool. Students to view all available graduation plans.

Diploma Options: Students can indicate whether they plan to pursue the Commonwealth Diploma or the State Scholars Diploma.

Learning Services

The Learning Services section of the ILP allows students to record details about learning options or programs that they participate in, both inside and outside of school. This could include Gifted and Talented programs, limited English proficiency options, private tutoring, and other services.

Print & Export Options

Students can select which sections of their ILP they would like to include in the Printer-Friendly Report for their ILP.

Resume Builder

The ILP also includes a Resume Builder, which takes information students have already entered in their ILP and helps them create a customized resume. Students can choose from a variety of styles and can select the order in which the sections appear, allowing them to create chronological, functional or combined format resumes. The resume can be printed from a web browser or exported as a Word, text, or html file.

Resume Sections:

- Personal Profile
- Career Objective
- Education
- Work Experience
- Community Service
- Awards & Recognitions
- Organizations & Activities
- Hobbies & Interests
- Skills & Abilities
- References
- Additional Information
Components of the School ILP Administration Tool

The School ILP Administration Tool (SILP) helps teachers, counselors, and administrators implement and manage the ILP at their school. You can view students' ILPs, retrieve their access information, monitor individual students' ILP completion status, customize the application to meet your school's needs, and access a wide variety of aggregate reporting options.

Advisor Homepage

This is the central point for accessing all of the features and functions of the School ILP Administration Tool.

Student List

The Student List is the critical access point for individual student information.

On the Advisor Homepage, users can click on the View Student List link in the All Students section to see a complete list of the students at the school. Users can also click on the View Student List link in the Your Students section to view the list of students who have been assigned to them.

The Student List displays students' name, ILP username and password, and grade level. You can also monitor students' ILP Completion Status at a glance.

Export the Student List – You can export the student list in either Excel or text format, including students' names, grades, usernames, passwords, and completion status.
Components of the School ILP Administration Tool

Student List Options

The View/Action dropdown menu provides access to a number of features:

- **View ILP** – View a printer-friendly version of students’ complete ILP.
- **View Resume** – View students’ resumes as they have formatted them.
- **Completion Status** – Track students’ ILP Completion Status at a glance and access detailed individual completion report.
- **Add Assessments** (Under development) – Enter results from the ACT, Explore, Plan, SAT, and PSAT standardized tests to students’ ILP, which cannot be edited by students.
- **Advisement Log** – Advisors and counselors can maintain a log of advisement activities for each student to track their advisement program over time.
- **Annual ILP Review** – This section records the Annual ILP Review meeting. Both students and advisors can record their comments independently. Only the advisor can designate the Review Status as complete. The Annual ILP Review is included in the ILP Completion Standards for each grade.
- **Invite Others Access** (Under development) – Students can invite other individuals to view selected sections of their ILP. This option can be used to share the ILP with college admissions officers, organizations offering scholarships, or potential employers. This feature will only be available to students in grades 9 to 12, and parents may choose to have this feature disabled for their child.
- **Parent Access** – (Under development) View and create access accounts for the Parent ILP tool to enable parents to view and reflect on their child’s ILP.
- **Parent Comments** (Under development) – Track parents’ thoughts on their child’s ILP.
- **Parent Review** (Under development) – Monitor the status and record verification of the Parent/Guardian ILP Review.
- **Send Message** – Send messages to individual students through their ILPs. If students have entered a personal email address, they will also receive an email copy of the message.
- **Assign to Me** – In order to protect student information, users may be required to have students assigned to them in order to view students’ personal information, including their ILP username and password. Users can request that a student be assigned to them through the Student List.

Search for Students

Search for individual students based on a variety of criteria, including name, grade, username, and advisor. The search result Student List can be exported in either Excel or text format.

Kentucky Department of Education
Individual Learning Plan

CareerCruising
The Complete Guidance System
Components of the School ILP Administration Tool

Send Messages

Advisors, teachers, and administrators can send messages to students through their ILPs. Messages can be sent to groups of students based on grade, gender, and advisor assignments. If students have entered a personal email address in their ILPs, they will also receive an email copy of the message.

Advisor Administration

Each staff member using the system must have their own personal SIAT account. Four security levels ensure that users have access to the tools and information they need and that students' personal information is protected.

ILP Administrator access is designed for the individuals who are primarily responsible for managing the ILP process at the school and can set up the system to meet the particular needs of that school. ILP Administrators have access to all of the tools, features, and information available in the SIAT.

School Administrator / Counselor access is designed for users who need access to both detailed student information and aggregate data. They have access to almost all of the functions and features available in the School ILP Administration Tool. School Administrators / Counselors can view students’ ILPs, retrieve ILP usernames and passwords for all students, create new School ILP Administration Tool access accounts, manage advisor assignments, and view aggregate reports.

Advisor / Teacher access is designed to provide users with access to the tools and features they need to effectively manage the ILP process for the students who have been assigned to them. They can view secure information for students that have been assigned to them; they cannot access personal information for other students at the school.

Other Staff access level is designed for staff members who may want access to information about only a small group of students, but who should not be able to view detailed information about other students.

The Advisor Administration section allows you to view the list of all advisors and see the list of students assigned to them. Users with ILP Administrator and School Administrator / Counselor level access can also create new accounts and modify account information for users at their school.

Manage Advisor Assignments

Students can be assigned to advisors and teachers to provide quick access to their students’ data through the Student List, Search for Students, Mass Print Options, and throughout the reporting sections.

Users with ILP Administrator or School Administrator/Counselor access can modify and approve advisor assignments for all students and all users.
Components of the School ILP Administration Tool

Users with Advisor, Teacher or Other Staff level access can request that students be assigned to them and can remove students from their list. However, those assignments must be approved before the user can access students' personal information, including their ILP username and password.

ILP Homepage Links

You can add links to related online career, education and community resources to the Student ILP Homepage.

Add Assessments (Under development)

You can quickly enter the results for groups of students from the ACT, ACT Explore, ACT Plan, SAT, and PSAT standardized tests to students' ILPs, which cannot be edited by students.

ILP Options

Student ILP Homepage Links – This feature allows you to activate or deactivate a function on the Student ILP Homepage that allows students to add links to career, education and other resources that are of interest to them.

ILP Sections to Include – This section allows you to determine which sections of the ILP appear for students in each grade level. Please note that ILP components that are included in the ILP Completion Standards cannot be deactivated for grades in which they are required.

Resume Builder Sections to Include - This section allows you to determine which sections of the Resume Builder appear for students in each grade level.

Assessment Options

Matchmaker Graphics – You can select the graphical interface that appears in the Likes and Dislikes section of the Matchmaker interest assessment. Samples of each can be viewed by clicking on the link below the name of each set of icons.

My Skills – You can activate or deactivate the My Skills component of Career Matchmaker for students in particular grades.

My Skills is an inventory assessment test that asks students to rate their level of skill in 45 areas. Once students have completed the assessment, icons indicating the level of skill suitability will appear beside the career names in the Matchmaker Career Suggestions.

Other Assessments (Under development) – You can specify which additional assessments students should enter their results for. These assessments will then be listed in the Other Assessments section of the Student ILP.

Kentucky Department of Education
Individual Learning Plan

CareerCruising
The Complete Guidance System
Components of the School ILP Administration Tool

Education Plan Options

The high school Education Plan component of the ILP allows students to select the courses they have taken, are taking now, or plan to take in the future.

To enable the Education Plan for students at your school you must complete the four step activation process. This allows schools to link their specific course offerings to the Kentucky Department of Education's Common Course Codes, while at the same time allowing staff and students to use terminology they are familiar with at the school.

Activating the Education Plan is a four step process. Please see the Activating the Education Plan document or the online help section for more information.

Graduation Requirements

The Education Plan enables students to view Graduation Requirements as they plan their course selections.

The Graduation Requirements feature allows schools to customize the requirements beyond the state mandated minimums. Multiple diploma options can be implemented for students to view all available graduation plans.

ILP Completion Reports

The Kentucky Department of Education has defined grade by grade completion standards for students' Individual Learning Plans. You can track overall student achievement through a variety of ILP Completion Standards Reports:

ILP Completion Status Snapshot – This report provides an overview of ILP completion at the school by grade.

ILP Completion Status by Student – This report is organized by student and shows you which components each student has completed. The ILP Completion Status by Student report can be exported in Excel or in text format.

Incomplete ILPs by Criteria – This report shows the number of students who have not completed each requirement. You can click on the number to see which students have not completed the selected component.

Complete ILPs by Criteria – This report shows the number of students who have completed each requirement. You can click on the number to see which students have completed the selected component.

View ILP Completion Standards – You can review the ILP Completion Standards at any time with this report option.

Kentucky Department of Education
Individual Learning Plan

CareerCruising
The Complete Guidance System
Components of the School ILP Administration Tool

ILP Reports

The School ILP Administration Tool includes an extensive real-time reporting package to analyze all data elements collected in the ILP.

You can view data on students' career and education exploration and development, including the careers and schools students have saved to their ILP, career cluster selections, advisement activities, goals and plans, and activities and experiences. From each aggregate report, you can drill down to the individual student data for the selected report.

(Under development) Reports can be customized to report on a specific group of students based on a variety of criteria, including demographic information, grade, and assigned advisor.

Mass Print Options (Under development)

The Mass Print Options section allows you to print desired information for all students or a group of students. The available mass print options include:

- Students' complete ILPs
- Resumes
- Education Plans

Simply select the section that you would like to Mass Print and then select the group of students whose information you would like to print.

Helpful Documents

A variety of resources for career advisors and teachers are available in the Helpful Documents of the School ILP Administration Tool.

- Career Cruising User's Guide
- School ILP Administration Tool User's Guide
- Career Cruising Classroom Activities
- Documents to help introduce the ILP and Career Cruising to parents and guardians
- Access Cards to help distribute Student and Parent/Guardian ILP access information
- Guided Tours for Career Cruising and the Student ILP
- All of the materials provided in the Training Package

Online Help

You can click on the icon in the right corner of the header bar near the top of the page to access comprehensive online help files.

Kentucky Department of Education
Individual Learning Plan

CareerCruising
The Complete Guidance System
ILP Transition Guide for the ARC

ILP's are required for graduation within the Kentucky Regulation 704 KAR 3:305. The law requires the ILP to begin in the 6th grade. By the 8th grade, students should have designed a 4 year course plan for high school. The ILP is to be updated and reviewed annually by student, teacher/advisor and parent.

<table>
<thead>
<tr>
<th>ILP Section</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
<th>9th</th>
<th>10th</th>
<th>11th</th>
<th>12th</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Career Cruising</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Things to Consider:
- Career Matchmaker, My Skills, and Learning Style Survey within the ILP
- Outside interest inventories
- Parent and Student Surveys
- Career Choices for Middle school- (http://www.education.ky.gov/KDE/Instructional+Resources/Career+and+Technical+Education/Career+and+Technical+Education+Programs/Pathway+To+Careers.htm)

□ Careers that Interest Me

Things to Consider:
- Career Matchmaker and Explore Careers within the ILP
- Parent and Student Surveys
- Student Activities and Clubs
- Career Interest Inventory Assessments- (http://www.careercc.com/career_assessment.shtml)

□ Schools that Interest Me

Things to Consider:
- Invite representatives from specified college of interest from disability services to assist in coordinating transition.
- Does the student express an interest in continuing education or express an interest in a career or field that requires post-secondary education?
<table>
<thead>
<tr>
<th>□ Scholarship and Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Things to Consider:</td>
</tr>
<tr>
<td>• School guidance counselor's expertise</td>
</tr>
<tr>
<td>• Financial Planning in ILP</td>
</tr>
<tr>
<td>• Assistance in filling out FAFSA.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>□ Assessment Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Things to Consider:</td>
</tr>
<tr>
<td>• Any additional assessment results pertinent to the student interests.</td>
</tr>
<tr>
<td>• Alternate Assessment Attainment tasks could be shared via ILP with potential employers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>□ Goals and Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Things to Consider:</td>
</tr>
<tr>
<td>• Interests for after college (4 yr, 2 yr, trade school, military, work, etc.)</td>
</tr>
<tr>
<td>• Continuing Education Brochure: <a href="http://www.transitiononestop.org/Documents/hightocommunity/KySignalMaterials/Access%20to%20Postsecondary%20Education%20Final%20Draft%201706%202_.pdf">link</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>□ Activities and Experiences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Things to Consider:</td>
</tr>
<tr>
<td>• Extracurricular activities, any community service performed, any work history</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>□ Awards and Recognitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Things to Consider:</td>
</tr>
<tr>
<td>• What does the student do well?</td>
</tr>
</tbody>
</table>
### Course of Study

**Things to Consider:**
- Current direction and course of study applicable to student intentions?
- What is the evidence of coordinated activities toward the student Goals?
- What are the evidences of coordination between stakeholders?

### Learning Services

**Things to Consider:**
- Information and guidance in IEP
- What other agencies could possibly be involved or provide services for transition?
- What nonacademic areas need support i.e...Self-Advocacy and Communication?
- What Community-Based Experiences would apply?
- Agencies of Help:

### Resume Builder

**Things to Consider:**
- Accurate information entered into ILP to enable ease in Resume Building.

### Job or Career Opportunities

**Things to Consider:**
- Apply for jobs at COSD - Career Opportunities for Students with Disabilities » Home- [http://www.cosdonline.org/](http://www.cosdonline.org/)
- For help with finding employment and independence see Kentucky: Office of Vocational Rehabilitation- [http://www.ovr.ky.gov/](http://www.ovr.ky.gov/)