ILPA Plan Types (Kentucky)

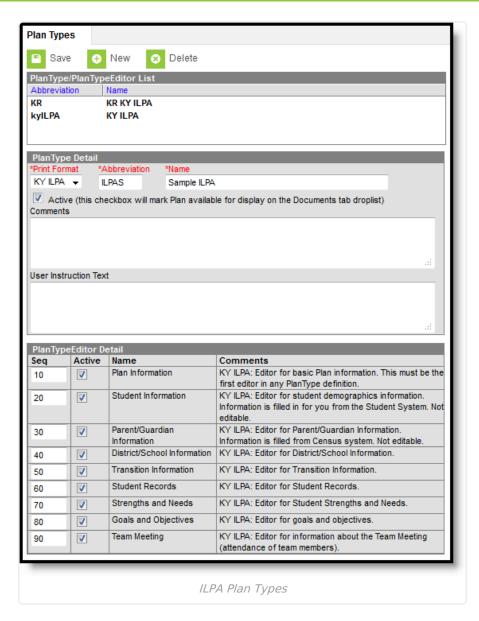Last Modified on 10/21/2024 8:20 am CDT

Plan Types Editor | Creating a New Plan Type

Tool Search: ILPA Plan Types

> The ILPA tools are used only in Kentucky.

Individual Learning Plan Addendum documents describe the educational modifications put in place for an individual student to accommodate that student's academic and behavioral needs based on entry into or exit from an alternative education program and includes criteria for the student's re-entry into the traditional program. ILPAs are made up of a collection of editors. Plan Types are established by selecting which editors should be included in a specific plan based on district preferences and state requirements.

ILPA Plan Types

Plan types can be edited by clicking on an existing Plan Type on the list, making the desired modifications and clicking **Save**.
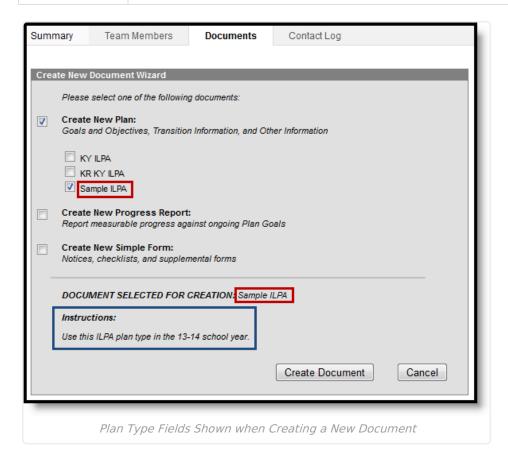
Plan Types Editor

The Plan Types editor contains three sections.

- Plan Types List - lists all active and inactive plan types. This list is populated when plan types are saved.
- Plan Types Detail - describes the selected plan type, including the name of the plan, whether it is currently active, any administration-entered comments about the plan and any information that displays when selecting the plan for assignment to a student.
- Plan Type Editor Detail - indicates which editors and in which order those editors display on the plan.

Plan Types Detail

Field	Description
Print Format *Required*	Selection determines which print format is used when generating a printed view of the selected plan. This list is hard-coded by Campus.
Abbreviation *Required*	Indicates the abbreviation associated with the plan.
Name *Required*	Indicates the name of the plan being created. This name appears in the student's document list on the Documents tab and when creating a new document, shown in the red boxes in the image below.
Active	When marked, this plan can be chosen from the Create New Document list when adding the plan to a student's Documents tab.
Comments	Lists any comments associated with the plan.
User Instruction Text	Text entered in this field appears when creating a new document for a student, including instructions for use, specific rules for case managers, and other information, as shown in the image below in the blue box. Allows up to 500 characters.

Plan Type Fields Shown when Creating a New Document

Plan Type Editor Detail

For each editor to include in a plan, mark the Active checkbox and determine the sequence of the editor. By default, the Sequence column is populated in the recommended order beginning with a value of 10 and increasing by intervals of 10 (10, 20, etc.). This value can be changed to modify

the order.

Creating a New Plan Type

1. Select **New** from action bar.
2. Select the **Print Format**. In most cases, the state or district will mandate which print format should be used for official reporting.
3. Enter an **Abbreviation** to identify the type.
4. Enter a **Name** for the type.
5. Mark the **Active** checkbox to make the plan type appear when creating a new document for a student.
6. Enter any **Comments** regarding the plan type.
7. Enter any **User Instruction Text** for the plan type.
8. Unmark the checkboxs for any **Editors** that should not be included in the plan.
   - Modify any **Seq**(uence) numbers to change the order in which the editors appear in the document.
   - Unmark the **Active** checkbox to remove an editor from the *printed* document.
   - Clear the **Seq**(uence) using the delete key to remove an editor from the plan type itself.
9. Click the **Save** button to save the plan type.