

# ILPA Caseload (Kentucky)

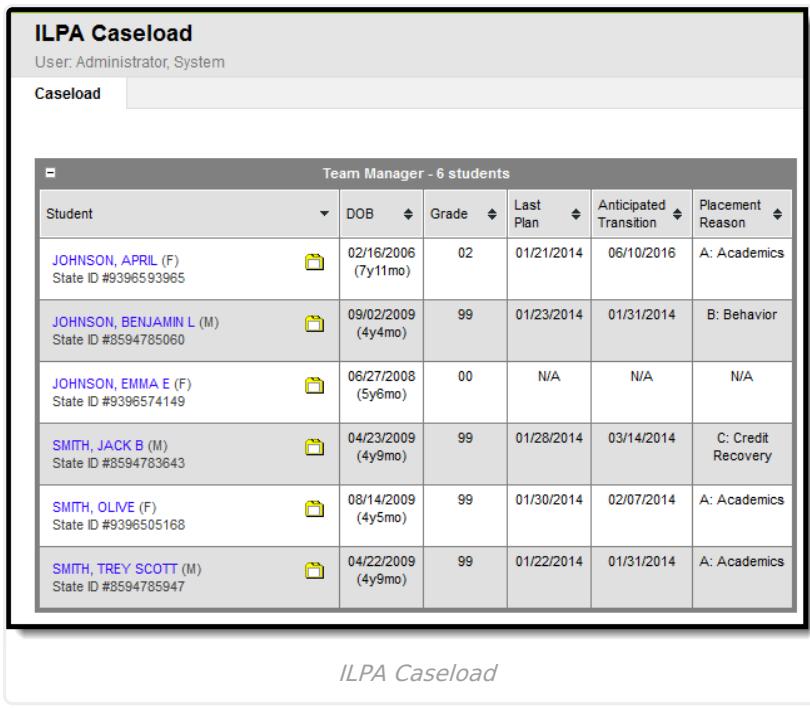
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Tool Search: ILPA Caseload

The ILPA tools are used only in Kentucky.

The Caseload provides two ways users can view the students in their caseloads, the list in the Index and the caseload itself. Students appear in a user's caseload based on the user's [Team Memberships](#) of **Team Manager**. The students who appear in the caseload is not determined by the Year, School, or Calendar selected in the Campus toolbar.



The screenshot shows the 'ILPA Caseload' tool interface. At the top, it says 'User: Administrator, System'. Below that is a navigation bar with 'Caseload' selected. The main area is a table titled 'Team Manager - 6 students'. The table has columns for Student (with a dropdown arrow), DOB, Grade, Last Plan, Anticipated Transition, and Placement Reason. Each row contains a student's name, gender, DOB, grade, and placement reason. The placement reason column includes codes A, B, and C. The table is sortable by clicking the black arrow icons in the header. The bottom of the interface has a footer with the text 'ILPA Caseload'.

Student	DOB	Grade	Last Plan	Anticipated Transition	Placement Reason
JOHNSON, APRIL (F) State ID #9396593965	02/16/2006 (7y11mo)	02	01/21/2014	06/10/2016	A: Academics
JOHNSON, BENJAMIN L (M) State ID #8594785060	09/02/2009 (4y4mo)	99	01/23/2014	01/31/2014	B: Behavior
JOHNSON, EMMA E (F) State ID #9396574149	06/27/2008 (5y6mo)	00	N/A	N/A	N/A
SMITH, JACK B (M) State ID #8594783643	04/23/2009 (4y9mo)	99	01/28/2014	03/14/2014	C: Credit Recovery
SMITH, OLIVE (F) State ID #9396505168	08/14/2009 (4y5mo)	99	01/30/2014	02/07/2014	A: Academics
SMITH, TREY SCOTT (M) State ID #8594785947	04/22/2009 (4y9mo)	99	01/22/2014	01/31/2014	A: Academics

## Student List in the Caseload

Clicking on the Caseload tool opens a table view of students for whom the user is the Team Manager. The number of students in the table appears at the top. Expand or collapse the table by clicking the + or - icon in the top left corner.

The student's name and the folder icon are links to the [Documents](#) tool.

Columns in the table are sortable by clicking the black arrow icons. Click once for ascending and twice for descending. Hold SHIFT to sort multiple columns.

Information only populates in these tables based on **locked** documents.

Field	Description	Populates From
<b>Student</b>	The name of the student and the student's gender and State ID.	Census > People > Demographics > First Name, Middle Name, Last Name, Gender, Person Identifiers > Student State ID
<b>DOB</b>	The student's date of birth and age, calculated based on the current date.	Census > People > Demographics > Date of Birth
<b>Grade</b>	The grade level of the student's most recent enrollment. Hovering over this value displays the School Year of the enrollment.	Student Information > General > Enrollments > Grade Level
<b>Last Plan</b>	The start date of the student's most recent ILPA, if applicable. Hovering over this value displays the Start Date, End Date and document Format.	Student Information > ILPA > General > Documents > Plan > Plan Information editor > Start Date
<b>Anticipated Transition</b>	The date the student is anticipated to transition from alternative setting to previous school.	Student Information > ILPA > General > Documents > Plan > Plan Information editor > Anticipated Date of Transition
<b>Placement Reason</b>	The reason the student was placed in an ILPA program.	Student Information > ILPA > General > Documents > Plan > Plan Information editor > Reason for Placement

## Print the Caseload

Printing the Caseload is best done using your browser's print function:

Browser	Print Instructions
<b>Chrome</b>	Right click > Print or CTRL P
<b>Internet Explorer</b>	Right click > Print or CTRL P
<b>Firefox</b>	Right click over caseload > This frame > Print frame

The Caseload can also be copied and pasted into an excel spreadsheet from most browsers.

