

PLP (Personal Learning Plan) Administration Tool Rights

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Administrative staff use the **PLP Administration tools** to define elements that staff such as Counselors or Special Education Staff incorporate into student Personal Learning Plan management and documentation.

See the [PLP Administration tool articles](#) to learn how to use these tools.

PLP Plan Type Setup

This tool is used to create PLP Plan Types and make them available for selection in the [PLP Documents](#) droplist.

PLP Plan Type Setup ☆ Student Information > PLP Administration > PLP Plan Type Setup

PlanType/PlanTypeEditor List	
Abbreviation	Name
EP	Enrichment Plan
PLP	Personal Learning Plan
PSP	Post Secondary Plans
Remed	Remediation
SDL	Student-Directed Learning

PlanType Detail

Print Format: *Abbreviation *Name

PLP/PDP (historical):

Active (this checkbox will mark Plan available for display on the Documents tab droplist):

31 Plan(s) are currently using this plan type. Deactivation of individual editors is disabled.

Comments:

User Instruction Text:

PlanTypeEditor Detail			
Seq	Active	Name	Comments
<input type="text" value="1"/>	<input checked="" type="checkbox"/> (disabled)	Education Plan	PLP: Editor for basic Plan information. This must be the first editor in any PlanType definition.
<input type="text" value="2"/>	<input checked="" type="checkbox"/> (disabled)	Student Demographics	PLP: Editor for student demographics information. Information is filled in for you from the Student System. Not editable.
<input type="text"/>	<input type="checkbox"/>	Staff Demographics	PLP: Editor for staff demographics information. Information is filled in for you from the Staff System. Not editable.
<input type="text" value="3"/>	<input checked="" type="checkbox"/> (disabled)	Parent/Guardian Information	PLP: Editor for Parent/Guardian Information. Information is filled from Census system. Not editable.
<input type="text"/>	<input type="checkbox"/>	PLP Team Meeting	PLP: Editor for information about the Team Meeting (attendance of team members).
<input type="text" value="4"/>	<input checked="" type="checkbox"/> (disabled)	Goals and Objectives	PLP: Editor for goals objectives with extended fields for marking goal areas.
<input type="text"/>	<input type="checkbox"/>	Services	PLP: Editor for PLP Services Provided.
<input type="text" value="5"/>	<input checked="" type="checkbox"/> (disabled)	Assessments	PLP: Editor for Assessments.
<input type="text" value="7"/>	<input type="checkbox"/>	PDP Team Meeting	PDP: Editor for info about the Team Meeting (attendance of team members)

Student Information > PLP Administration > PLP Template Bank Setup

Available Tool Rights

R	W	A	D
Access and view details for existing plan types.	Modify existing plan types.	Add new plan types.	Remove plan types.

PLP Progress Option Setup

Progress Options are selected on Progress Reports within the [PLP Documents tool](#) when defining

student progress toward a goal.

PLP Progress Option Setup ☆ Student Information > PLP Administration > PLP Progress Option Setup

Save Delete New

Options Editor

Name

- Adequate Progress
- Goal Met
- Insufficient Progress
- No Measurable Progress
- Not Yet Addressed
- Advanced Proficiency
- Average Proficiency
- Basic Proficiency

Option Detail

*Name: Adequate Progress Active:

Student Information > PLP Administration > PLP Progress Option Setup

Available Tool Rights

R	W	A	D
Access and view details for existing progress options.	Modify details for existing progress options.	Create new progress options.	Delete existing progress options.

PLP Service Position Setup

Service Positions include roles like speech therapist that represent services that can be provided to students as identified in their [PLP Plan documents](#).

PLP Service Position Setup ☆ Student Information > PLP Administration > PLP Service Position Setup

Save Delete New

Positions Editor

Name

- Career Coach
- Classroom Teacher
- G/T Teacher
- Social Worker
- Staff Mentor
- Tutor
- Teacher

Position Detail

*Name: Classroom Teacher Active:

Student Information > PLP Administration > PLP Service Position Setup

Available Tool Rights

R	W	A	D
Access and view details for existing service positions.	Modify details for existing service positions.	Create new service positions.	Delete service positions.

PLP Service Provider Setup

Service Providers are individuals that can provide services to students based on their needs as identified in their [PLP Plan documents](#).

Student Information > PLP Administration > PLP Service Provider Setup

Available Tool Rights

R	W	A	D
Access and view details for existing service providers.	Modify details for existing service providers.	Create new service providers.	Delete existing service providers.

PLP Services Setup

Services are provided to students based on their needs as identified in their [PLP Plan documents](#).

PLP Services Setup ☆ Student Information > PLP Administration > PLP Services Setup

PlanService Editor

Name

Classroom Modifications (adaptations)

Gifted and Talented services

Instruction

Math Enrichment

Math Remediation

Reading Enrichment

Reading Remediation

Science Enrichment

Science Remediation

Tutoring or Coaching

Plan Service Detail

*Name: Classroom Modifications (adaptations)

Type: Normal Service

State Code:

Funding Code: HCPC Code:

Unit: Billing Rate: 0.0

Description:

Active
 Bill UTBI
 CADI
 TBI

Student Information > PLP Administration > PLP Services Setup

Available Tool Rights

R	W	A	D
Access and view details for existing services that can be provided to students.	Modify existing services that can be provided to students.	Create new services that can be assigned to students.	Delete existing services.

PLP Template Bank Setup

Template Banks are used to provide easy text selections for common learner planning items, often related to goal setting in plans and evaluations.

PLP Template Bank Setup ☆ Student Information > PLP Administration > PLP Template Bank Setup

➕ New Bank Category
➕ New Bank Field
💾 Save
🗑️ Delete

Template Bank

- ➕ PDP - Goal Assessment Criteria
- ➕ PDP - Goals & Objectives
- ➕ PDP - Learning Areas
- ➕ PDP - Success Indicators
- ➕ Success Indicators
- ➕ PLP - Academic Evaluation
- ➕ PLP - Assessment Summary
- ➕ PLP - Current Performance
- ➕ PLP - Goal Assessment Criteria
- ➕ PLP - Goal Performance
- ➕ PLP - Goals
- ➕ PLP - Learning Areas
- ➕ PLP - Learning Attributes
- ➕ PLP - Learning Strengths
- ➕ PLP - Objective Activities
- ➕ PLP - Objective Assessment Criteria
- ➕ PLP - Objective Instructional Strategies
- ➕ PLP - Objective Resources
- ➕ PLP - Objective Success Criteria
- ➕ PLP - Objectives
- ➕ PLP - Success Indicators

Bank Field Editor

*Bank Category
PDP - Success Indicators

*Template Type
PLP Goal Success Criteria

*Name
Success Indicators

Template

(How will you know you are achieving results? What evidence will there be to support progress? What data will you collect and how will it be collected? What measurements will you use?)

1
2
3
4

Active

Student Information > PLP Administration > PLP Template Bank Setup

Available Tool Rights

R	W	A	D
Access and view details for existing template bank categories and fields.	Modify details for existing template bank categories and fields.	Create new template bank categories and fields.	Delete existing template bank categories and fields.

Suggested User Groups

- [Counselors](#)
- [Special Education Administrators](#)

See [User Groups and Suggested Roles](#) for more information.