

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.

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

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:

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

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	Option Detail
Name	*Name: Adequate Progress
Adequate Progress	Active: <input checked="" type="checkbox"/>
Goal Met	
Insufficient Progress	
No Measurable Progress	
Not Yet Addressed	
Advanced Proficiency	
Average Proficiency	
Basic Proficiency	

Student Information > PLP Administration > PLP Progress Option Setup

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	Position Detail
Name	*Name: Classroom Teacher
Career Coach	Active: <input checked="" type="checkbox"/>
Classroom Teacher	
G/T Teacher	
Social Worker	
Staff Mentor	
Tutor	
Teacher	

Student Information > PLP Administration > PLP Service Position Setup

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](#).

PLP Service Provider Setup ☆ [Student Information](#) > [PLP Administration](#) > [PLP Service Provider Setup](#)

Save Delete New

Providers Editor

Name

- Albinak, Gloria
- Basile, Gene
- Bloom, Charlie
- Coleman, Dave
- Jersey, Sam
- Jones, Susan
- Kyle, Aimee
- Mansfield, Marcus
- Ms. Axtman
- Oelshlager, Mark
- Perlich, Hannah
- Reese, Daniel
- Reynolds, Robert
- Tinuole, Samuel**
- White, Tinielle
- Bell, Caroline
- Pinkman, Hussein

Provider Detail

Link to Person
Abra, Dean

*Name:
Tinuole, Samuel

Agency:
PLP Services

Address:
1234 One Street, Blaine, MN 76554

Phone:
651-675-8876

Active
 Bill Exclude

Student Information > PLP Administration > PLP Service Provider Setup

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](#)

Save Delete New

PlanService Editor

Name

- Classroom Modications (adaptations)**
- Gifted and Talented services
- Instruction
- Math Enrichment
- Math Remediation
- Reading Enrichment
- Reading Remediation
- Science Enrichment
- Science Remediation
- Tutoring or Coaching

PlanService Detail

*Name:
Classroom Modications (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

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.

Student Information > PLP Administration > PLP Template Bank Setup

Available Tool Rights

Right	R	W	A	D
PLP Plan Type Setup	View details for existing plan types.	Edit existing plan types.	Add new plan types.	Remove plan types.
Progress Options	View details for existing progress options.	Edit details for existing progress options.	Create new progress options.	Delete existing progress options.
Service Positions	View details for existing service positions.	Edit details for existing service positions.	Create new service positions.	Delete service positions.
Service Providers	View details for existing service providers.	Edit details for existing service providers.	Create new service providers.	Delete existing service providers.

Right	R	W	A	D
Services	View details for existing services that can be provided to students.	Edit existing services that can be provided to students.	Create new services that can be assigned to students.	Delete existing services.
Template Banks	View details for existing template bank categories and fields.	Edit 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.