



## 2018-19 Kentucky Individual Learning Plan Guidance

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Since 2006, *Career Cruising* has provided an electronic advising tool for schools in Kentucky to utilize with students in grades six through twelve. As of June 30, 2018, the Kentucky Department of Education (KDE) is ending its contract with *Career Cruising*. The termination of the contract comes after feedback from our districts and schools regarding the need and desire for more flexibility in developing advising and career planning programs that meets the individual needs of students.

Districts and schools will now have the opportunity to develop their own comprehensive advising programs (individual learning plans) by determining the methods which may include tools such as vendor products for advising, developing a program independent of a tool, and incorporating other programs in their design (e.g. Operation Preparation, Close the Deal).

### **What to expect for 2018-19:**

The advising program at each district and school will need to incorporate the requirements for the individual learning plan as outlined in regulation, [704 KAR 3:305](#). **Below is a general outline for meeting the advising program requirements for the 2018-19 school year.**

### **What to expect in the future:**

Over the next year, KDE will work to develop a comprehensive framework to guide districts and schools in building comprehensive advising programs in the future.

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**Individual learning plan or ILP** means a comprehensive framework for advising students in grades six (6) through twelve (12) to engage in coursework and activities that will best prepare them to both realize college and career success and become contributing members of their communities. ([704 KAR 19:002](#))

**The following are regulations and requirements for districts and schools in implementation of an individual learning plan. During the transition year (2018-19), districts and schools must continue to ensure the following items (at a minimum) are implemented:**

## District Requirements

*All requirements can be found within [704 KAR 3:305](#).*

- **A district is required to:**
  - implement an advising and guidance process from grades six (6) through twelve (12) to provide support for the development and implementation of an individual learning plan for each student
  - develop a method to evaluate the effectiveness and results of the individual learning plan process which includes:
    - indicators related to the status of the student in the twelve (12) months following the date of graduation
    - input from students, parents, and school staff

### **Resources:**

[Career and Technical Education Program Areas](#)

[KDE Advising Webpage](#)

[Kentucky Education and Workforce Development Cabinet](#)

[Transition Toolkit](#)

### **Examples:**

Analysis of transition data and workforce participation data

Student and parent surveys

## School Requirements

- **A school is required to:**
  - work cooperatively with feeder schools to ensure that each student and parent receives information and advising regarding the relationship between education and career opportunities
  - maintain each student's ILP (paper format or electronic format)
  - use information from the ILPs about student needs for academic and elective courses to plan academic and elective offerings

**Resources:**[Advising and Transition Toolkit](#)

- [Elementary to Middle School Transition Toolkit](#)
- [Middle to High School Transition Toolkit](#)
- [Academic Advising Toolkit](#)
- [Career Advising Toolkit](#)
- [Personal Advising Toolkit](#)

[American School Counselor Association](#)[Career and Technical Education](#)[College Board Road Map to Careers](#)[Education World Counseling Center](#)[Federal Student Aid](#)[Focus Talent and Focus Career](#)[Junior Achievement USA](#)[Kentucky Career Center](#)[Kentucky Chamber of Commerce: Excellence in Education](#)[Kentucky Academic Studies: Vocational Studies](#)[KHEAA](#)[National Association for College Admission Counseling](#)[New Skills for Youth Kentucky –Regional Career Academies](#)[O\\*NET Interest Profiler](#)[O\\*NET Online](#)[Operation Preparation](#)**Plan Requirements**

- **An ILP must:**
  - include career development and awareness and specifically address Vocational Studies Academic Expectations 2.36-2.38 as established in Academic expectations, [703 KAR 4:060](#)
  - be readily available to the student and parent and reviewed and approved at least annually by the student, parents, and school officials
  - set learning goals for the student based on academic and career interests (beginning with the student's 8<sup>th</sup> grade year)
  - identify required academic courses, electives, and extracurricular opportunities aligned to the student's postsecondary goals
  - begin by the end of the sixth grade year
  - focus on career exploration and related postsecondary education and training needs
  - include information about financial planning for postsecondary education

**Resources:**

*Examples from other states and organizations*

[Career Cruising/Xello](#)

[Infinite Campus Multi-year Academic Planner](#)

[Google for Education](#)

[KY GoDIGITAL](#)

[National Collaborative on Workforce and Disability ILP Guidance](#)

[Naviance](#)

[NavigoPrep](#)

[State of Washington Student Learning Plans](#)

**Special Notes:**

**Early Graduation:** Students working toward early graduation and receipt of a corresponding Early Graduation Certificate shall be supported by development and monitoring of an individual learning plan to support their efforts.

**Extended School Services (ESS):** Schools shall inform parents and guardians of extended school services including a specific notification to parents or guardians of their child's eligibility to be assigned to extended school services, including the manner in which a personalized student intervention plan and goals will be included as part of the student's individual learning plan to help ensure that the student is able to achieve the student's academic and career goals.

**Individual Learning Plan Addendum (ILPA):**

The ILPA is a different requirement from the advising program requirements stated in [704 KAR 3:305](#), and is used to support student transitions to and from alternative education programs. It is critical to note that the ILPA will continue to be required for every student enrolled in alternative programs per [704 KAR: 19:002](#). As a reminder, the ILPA is an action plan that addresses the changed educational needs of a student based upon entry into or exit from an alternative education program that includes, as appropriate, academic and behavioral needs of the student, criteria for the student's re-entry into the traditional program, and provisions for regular review of the student's progress throughout the school year while in an alternative education program.

For more information on ILPA please review the [KDE ILPA resources](#). The entry of the ILPA in Infinite Campus is required for all students transitioning into a district-operated alternative education program.

**Resources:**

[Alternative Education Programs/ILPA Data Standards](#)

[Smart Goals PowerPoint](#)

[ILPA with Smart Goals PowerPoint](#)

[Alternative Education Programs/ILPA Training PowerPoint](#)

Resources for use of ILPA in Infinite Campus:

[ILPA User Security Instruction](#)

[ILPA Set-up Instruction](#)

[ILPA Team Member District Assignment Instruction](#)

Alternative education programs that serve students from outside districts should reference the [Alternative Education Programs/Out of District Services](#) data standards.

KECSAC facilities should reference the [Alternative Education Programs/KECSAC Data Standards](#).

All programs should reference the [Student Records Transfer Data Standards](#) to ensure policies and procedures are in place to transfer student data in a timely manner.

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