



# TN PULSE: Individual Learning Plan Manual (ILP)

For Users and Administrators

Tennessee Department of Education | July 2023

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# TN PULSE Logistics

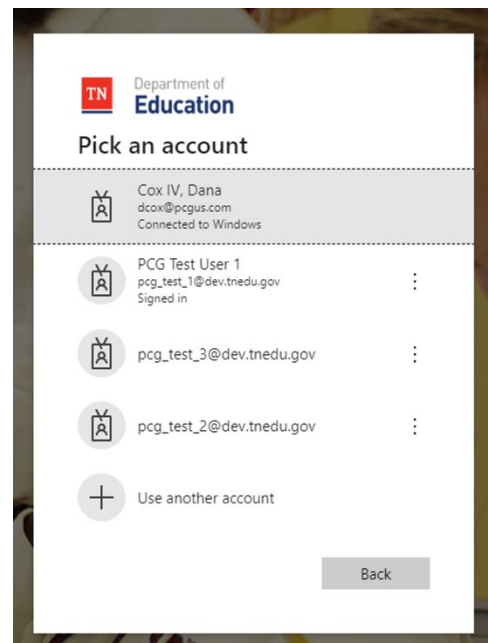
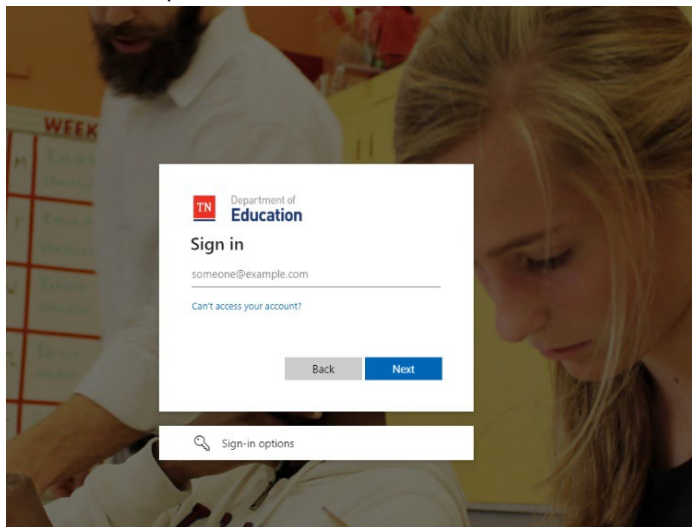
**TN PULSE** is the newly designed portal with a renewed focus on user experience. **TN PULSE** replaces the previously used **EdPlan** portal. TN PULSE is the newly designed statewide data management system that offers a comprehensive platform to develop and house student learning plans. TN PULSE replaces the previously used EdPlan portal with expanded functionality to serve as the system of record for IEPs, ILP-Ds, and ILPs, as well as Section 504 plans.

## Logging into TN PULSE

1. Open a web browser and use the below URL for Single-Sign-On.

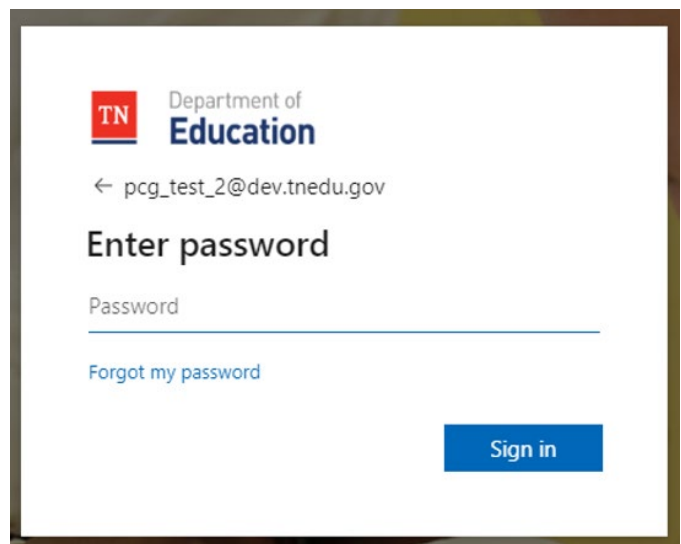
[https://tnpulse.pcgeducation.com/easyiep.plx?op=openid\\_connect\\_login&OpenID\\_Set=1](https://tnpulse.pcgeducation.com/easyiep.plx?op=openid_connect_login&OpenID_Set=1)

2. When clicking the link, the user will be redirected to the TN Department of Education login. Enter your email address and click **Next** to enter your password or **Pick an Account** if there are multiple accounts available.



3. When the password is entered, the user will be logged into their district.

*Note: The **username** is not case sensitive, but the **password** is case sensitive and must have at least eight characters. Please do not leave your password for others to see or select **Yes** in the box that asks, "Do you want Internet Explorer to remember this password?"*



## Electronic End-User Agreement

Upon initial login to TN PULSE users must acknowledge they have read and understand the PCG End-User Agreement policy. They acknowledge this by clicking **Agree** on the initial log-in page. If a user does not acknowledge and clicks **Do Not Agree**, they are automatically logged out of TN PULSE.

Public Consulting Group, LLC.  
Electronic End-User Agreement  
PCG Licensed Products

NOTICE TO END-USER: BY SELECTING "I AGREE" BELOW, YOU AGREE TO ALL OF THE REPRESENTATIONS AND TERMS SET FORTH BELOW.

Tennessee Reference System ("the School System") has purchased a license to use a Public Consulting Group, LLC. ("PCG") electronic software product subject to the provisions of a licensing agreement between the School System and PCG ("the PCG Licensed Product"). (PCG Licensed Products include, but are not limited to: BehaviorPlus™, ClassroomTrac™, EasyIP™, and EasyTrac™.)

You, the End-User of the PCG Licensed Product, represent and agree as follows:

1. You are an employee of the School System and you are authorized by the School System to use the PCG Licensed Product.
2. You will use the PCG Licensed Product only for authorized School System purposes, at locations authorized by School System.
3. You will not share your password with any other person, and will change your password as may be required by PCG or School System.
4. You will not access or attempt to access the PCG Licensed Product software that is not intended for user access, and will not copy, transfer, reverse engineer, disassemble, decompile, distribute, modify, translate, or create derivative works of the PCG Licensed Product software or any part of the PCG Licensed Product software.
5. You acknowledge that the PCG Licensed Product is the property of PCG and is protected by copyright, trade secret and contract laws.
6. This service may contain translation powered by Google. Google disclaims all warranties related to the translations, express or implied, including any warranties of accuracy, reliability, and any implied warranties of merchantability, fitness for a particular purpose and noninfringement.

Note: Clicking on "Don't Agree" will log you out

## Main Menu Bar

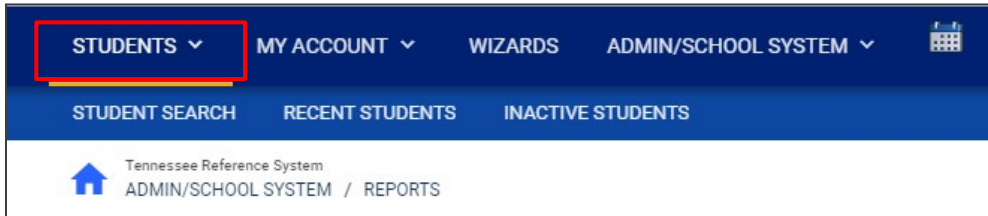
The **Main Menu** bar is the primary menu for navigating TN PULSE. From here, users can search for students, navigate wizards which simplify more complicated tasks through a sequence of small tasks, search for previously generated documents and reports, and other admin/school System-related functions.





# Students

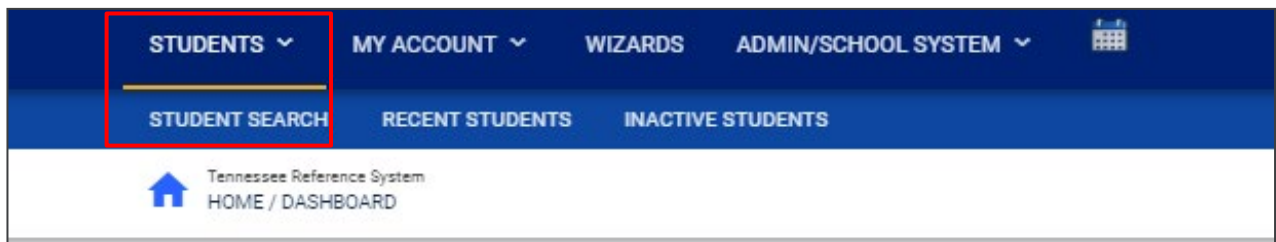
The **Students Menu** allows users to search for recent and inactive students.



## Student Search

All students are enrolled in the district's [SIS package](#) (e.g., PowerSchool, Skyward, etc.) and imported into TN PULSE. When searching for students, all students will be listed in TN PULSE. However, students who have a unique learning need will be indicated by specific **Domain Indicators** for each plan. A certain number of students appear on the screen depending on the search criteria. Narrow the search by entering the first three letters of the child's last name and selecting the **domain** check box. The student search screen will appear differently based on each user's permissions. Some users are only able to view their individual caseload.

1. From the **Main Menu**, select **Students**, then click **Student Search**.



2. Enter search criteria, such as **Student Last Name**. Select a **Grade Level, Domains, Additional Programs**, and/or **School** to narrow the search. If the search results provide a list too large for one page, enter an alphabetical range in the last name field (e.g., "a...m"). This allows the user to see a portion of the students at one time. Click **View Students**.

**Student Criteria** [VIEW MY CASELOAD](#) [ADVANCED SEARCH](#)

Student Last Name  Exact Match

Student First Name  Exact Match

Student Middle Name  Exact Match

State ID Number  Exact Match

Student ID  Exact Match

Date of Birth

Grade Level

School

Only include Students where I am Case Manager

Medicaid Status

Include Inactive Students

Additional Programs

English Second Language (ESL)  Parentally Placed Private School

Early Childhood Placement

Domains

IEP  ISP

Section 504  ILP

ILP-D

Sort By

Open Results in a New Window

[VIEW STUDENTS](#)

3. The student's record or a list of students that meet the selected criteria appears.
4. Selecting **View My Caseload** button displays an individualized user's caseload.
5. Select the name of the student to open the student's record.

▼ Status

General Ed  Child Study  Referral

Evaluation  Eligibility  Special Ed

IEP  ISP  Section 504 Referral

Section 504 Eligible  Section 504 Plan  LEP Referral

LEP Identification  LEP Plan

▼ Additional Programs

English Second Language (ESL)  Parentally Placed Private School  Early Childhood Placement

▼ Compliance Status

	Compliant	Warning	Overdue
Initial Consent for Eligibility Evaluation Received	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
Parent Consent	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
Eligibility Determination	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
IEP	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
ISP	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
Transfer	<input type="checkbox"/>	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
Section 504 Parent Consent	<input type="checkbox"/> 5	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
Section 504 Eligibility	<input type="checkbox"/> 5	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
Section 504 Plan	<input type="checkbox"/> 5	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
ILP-D Eligibility	<input type="checkbox"/> D	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠
ILP-D	<input type="checkbox"/> D	<input type="checkbox"/> ⚠	<input type="checkbox"/> ⚠

*Note: To narrow the search even further, click **Advanced Search** to filter by **Disabilities, Related Services, Additional Programs**, etc.*



Each student record displays a separate column for first name, middle name, and last name. Users have the ability to sort by student first or last name. Once a user clicks on the name of the student, the student's personal information page appears.

Select a Student										PRINT RESULTS	EXPORT RESULTS	SEARCH AGAIN
CP ↑	State ID ↓	First Name ↓	Middle Name ↓	LastName ↓	Date of Birth ↓	School ↓	Grade ↓	Serving School ↓	Case Manager ↓	Domains ↓		
✓✓	123456	Benjamin		Test	09/28/2018	abc	K		Emma Test			
T ✓		Blake1		Test	12/09/2000	SS	10		Jennifer Test Stem	IEP		
✓✓	161215	Bobby		Test	08/01/2017	abc	K		Jennifer Test Stem	IEP		
E ✓	123456711111	Bruce		test	06/15/2001		11					
E ✓	TESTBUG	Bug	Bunny	Test	04/01/2014	SS	02		Jennifer Test Stem			
E ✓	2650676	Calvin	David	Test	02/08/2000	SS	10		Jennifer Test Stem			
T ✓	0239230	Cam	Bell	Test	08/03/2000	SS	10		Jennifer Test Stem	IEP		

### Domain Indicators

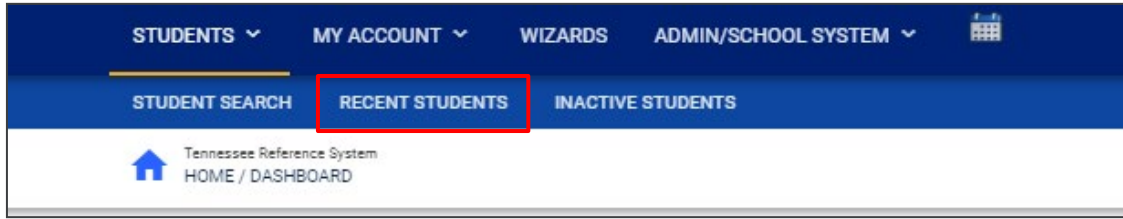
When searching for a student, the last column will provide symbols indicating a students' current domain status. The domain indicators are listed below.

Select a Student													PRINT RESULTS	EXPORT RESULTS	SEARCH AGAIN
Del ↓	CP ↓	LastName ↓	First Name ↓	Middle Name ↓	Age ↓	State ID ↓	Student ID ↓	Grade ↓	School ↓	Last Elig ↓	Last IEP ↓	Dis ↓	Case Manager ↓	Domains ↓	
<input type="checkbox"/>	ST ✓	Test	Alicia	Bagelly	15 Years	ABT8334	ABT8334	11	SS	01/01/2021	07/23/2013	SLD		IEP 504	
<input type="checkbox"/>	ST L ✓	Test	Amanda		9 Years	0000001	0000001	03	ES	03/01/2023	04/21/2023	SI,TBI		ILP-D 504	
<input type="checkbox"/>	T ST ✓	Test	Andy	Notebook	19 Years	ABC1230	ABC1230			12/08/2016	12/08/2016	LI		ILP 504	
<input type="checkbox"/>	ST ✓	Test	Alice		14 Years	33333332	3445322	09	abc	03/27/2023	08/07/2019	SLD		IEP ISP	
<input type="checkbox"/>	T ✓	Test	Angela		17 Years	TEST09876	TEST09876	08	TEST	01/17/2019	08/07/2019	SLD		IEP ILP-D	

Symbol	Description
IEP	Students with an Individualized Education Plan (IEP)
ISP	Students with an Individualized Service Plan (ISP)
504	Student with a Section 504 Plan
ILP-D	Students with an Individual Learning Plan-Dyslexia (ILP-D)
ILP	Students with an Individual Learning Plan (ILP)

## Recent Students

The **Recent Students** section will list students a user has recently searched for via **Student Search**.

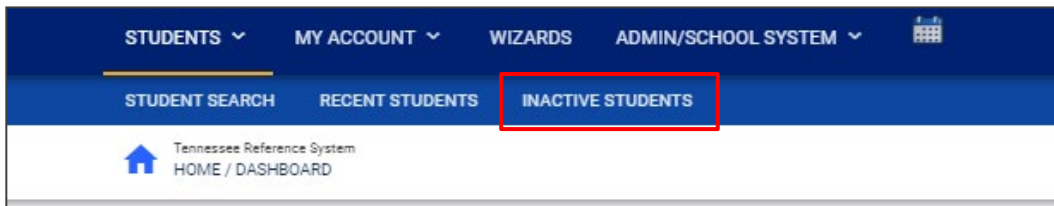


Select a Student [PRINT RESULTS](#) [EXPORT RESULTS](#) [SEARCH AGAIN](#)

Last Accessed	CP	State ID	First Name	Middle Name	LastName	Date of Birth	School	Grade	Serving School	Case Manager	Domains
06/19/2023 14:18:02	✓ 5	33333332	Alice		Test	09/02/2008	abc	09		Emma Test	IEP
06/19/2023 13:18:48	✓ 67 L	0000001	Amanda		Test	03/01/2014	ES	03		Jennifer Briggs	IEP 504
06/19/2023 13:04:38	⚠ ⚠		Denise		Test	05/01/2008	SS	04		Emma Test	
06/19/2023 13:04:08	⚠ ✓	123456	Benjamin		Test	09/28/2018	abc	K		Emma Test	

Showing 1 to 4 of 4 entries Previous 1 Next

## Inactive Students



For users with the appropriate access and permissions to search for inactive students, click the **Inactive Students** tab from the **Students Menu**. This search allows users to search by **Last Name**, **Date of Birth**, **Student or State ID Number**, **Exit Reason**, and **Dates Exited**. To search exact wording, select the checkbox next to **Exact Match**. Click **View Inactive Students** to view a list of inactive students who meet the criteria provided.

Last School Attended: All Schools

Student Last Name: test  Exact Match

Student First Name:  Exact Match

Student Middle Name:  Exact Match

Date of Birth:

Student ID:   Exact Match

State ID Number:   Exact Match

Students Exited After:

Students Exited Before:

Exit Reason: -Any-

Sort List By: Student's Last Name

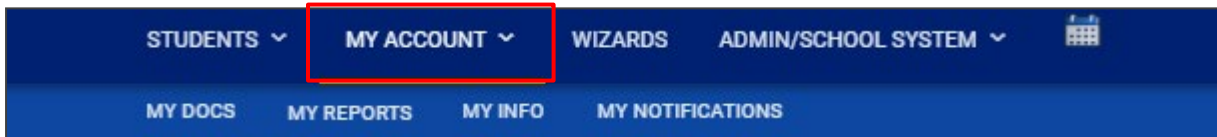
[VIEW INACTIVE STUDENTS](#)

Select a student by clicking on the student's name to be directed to his/her **Documents** page.

Student ID	State ID Number	Name	Date of Birth	School	Date Exited	Reason for Exiting
TESTSTUDENT164	T164	Abigail Rider Test	01/20/2004	SS	06/22/2021	Moved, Known to be Continuing
TEST123498	TEST123498	<a href="#">Activestudent2 Test</a>	01/01/1995	abc	10/25/2017	Graduated with Regular Diploma
TESTTRAINING14	TestTraining14	<a href="#">Alex 504 Test</a>	02/18/2003	TEST	06/13/2017	Graduated with Regular Diploma
AJT7777	A77	<a href="#">Alex John Test</a>	10/01/2011	SS	06/22/2021	Moved, Known to be Continuing
909787867	909787867	<a href="#">Barrett 2-Dec Test</a>	08/06/2006	TEST	12/08/2017	Moved, Known to be Continuing

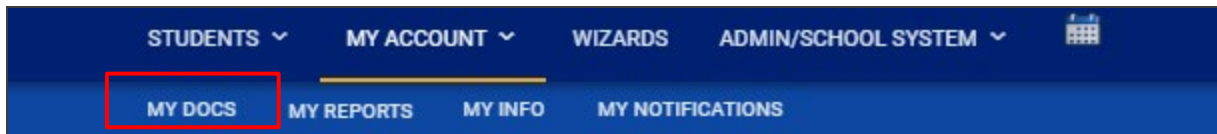
## My Account

The **My Account** menu allows users to review documents, reports, account information, and notifications.



## My Docs

The **My Docs** tab displays the Case Manager's student's documents. This tab allows Case Managers to view and print all documents for students on their caseload.



The **My Docs** tab lists all documents the Case Manager has created for the student or those previously created by someone else within the past year, including draft documents that have not expired, or a subset of those documents if the search page was used or if coming to this section from the **Progress Report Wizard**. This page appears immediately after running the **Progress Report Wizard** and can always be accessed using the **My Docs** tab in the menu above. To print a document, click **Document Type** in the list, then use the **printer** icon that appears in the toolbar directly above the document itself. To print documents in a batch, use the checkboxes to select individual documents or click **Check All** to select all documents listed.

Date Created	Created By	Student	Batch	Document	Year / Report Pd	Status
06/18/2023	Emma Test	Denise Test	<input checked="" type="checkbox"/>	<a href="#">Section 504 Eligibility Report</a>	PDF	Accepted
06/17/2023	Emma Gonsalves	Benjamin Test	<input type="checkbox"/>	<a href="#">Timeline Extension Report (New)</a>	PDF	(Draft)
06/17/2023	Emma Gonsalves	Benjamin Test	<input checked="" type="checkbox"/>	<a href="#">Timeline Extension Report (New)</a>	PDF	Proposed
06/17/2023	Emma Test	Denise Test	<input type="checkbox"/>	<a href="#">Eligibility Report - Eligible</a>	PDF	Accepted
06/16/2023	Emma Test	Denise Test	<input checked="" type="checkbox"/>	<a href="#">Timeline Extension Report (New)</a>	PDF	(Draft)
06/16/2023	Emma Test	Denise Test	<input type="checkbox"/>	<a href="#">Invitation to Meeting</a>	PDF	(Draft)
06/16/2023	Emma Test	Denise Test	<input type="checkbox"/>	<a href="#">Consent for Initial Assessment</a>	PDF	

Toolbar: **CHECK ALL** (highlighted with a red box) **CHECK NONE**

## My Reports

The **My Reports** tab lists all reports a Case Manager has created or those previously created by someone else within the past year including draft documents that have not expired.

Report	Date Created	Created By	Report Level		
			System	School	User
<a href="#">Personnel Report Table 2 Details (PDF)</a>	04/30/2023 23:32:00	Jennifer Stem	Yes		
<a href="#">Personnel Report Table 2 Details (XLS)</a>	04/30/2023 23:32:00	Jennifer Stem	Yes		
<a href="#">Personnel Report Table 2 Details (XLS)</a>	04/30/2023 23:22:00	Jennifer Stem	Yes		
<a href="#">Personnel Report Table 2 Details (PDF)</a>	04/30/2023 23:21:00	Jennifer Stem	Yes		
<a href="#">Contacts Report (XLS)</a>	03/23/2023 14:05:00	Jennifer Stem	Yes		
<a href="#">Accommodations Report (PDF)</a>	12/10/2022 10:25:00	Jody Hughes	Yes		

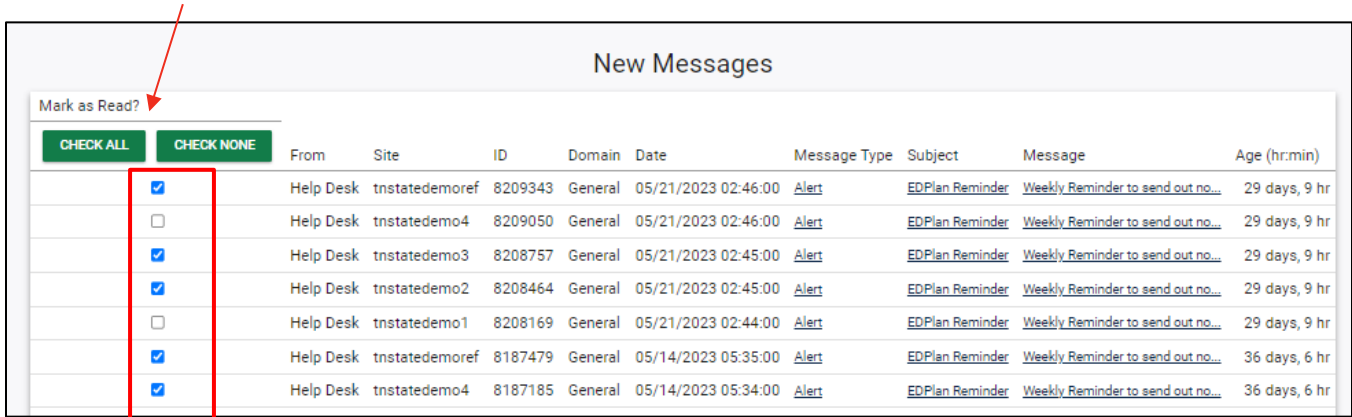
## My Info

The **My Info** tab allows users to view their demographic information. Click **My Account** from the **Main Menu** bar, then select **My Info**.

Name: Anna Test  
User Code: 339540  
Title: SPED Teacher  
Address:  
City, State, ZipCode:  
Home Phone:  
Work Phone:  
E-Mail Address: Anna.Santaniello@mnps.org

## My Notifications

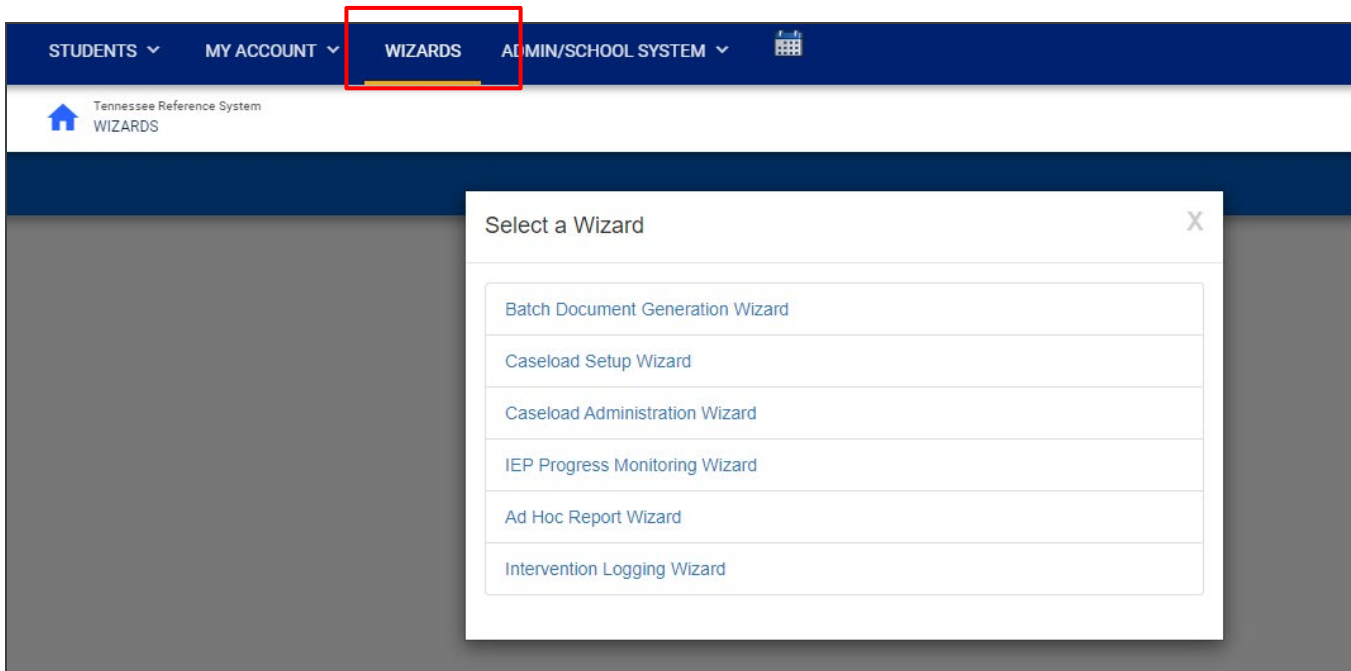
The **My Notifications** tab displays all notifications pertaining to students such as alerts, weekly reminders, overdue compliance alerts etc. If the user has unread messages, a **New Messages** section will appear at the top of the page. Below any new messages, a **Previous Messages** section will display all messages the user has previously sent or received. To mark messages as read, click each checkbox individually or select **Check All**.



New Messages												
Mark as Read?												
CHECK ALL		CHECK NONE		From	Site	ID	Domain	Date	Message Type	Subject	Message	Age (hr:min)
<input checked="" type="checkbox"/>		Help Desk	tnstatedemoref	8209343	General	05/21/2023 02:46:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...			29 days, 9 hr
<input type="checkbox"/>		Help Desk	tnstatedemo4	8209050	General	05/21/2023 02:46:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...			29 days, 9 hr
<input checked="" type="checkbox"/>		Help Desk	tnstatedemo3	8208757	General	05/21/2023 02:45:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...			29 days, 9 hr
<input checked="" type="checkbox"/>		Help Desk	tnstatedemo2	8208464	General	05/21/2023 02:45:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...			29 days, 9 hr
<input type="checkbox"/>		Help Desk	tnstatedemo1	8208169	General	05/21/2023 02:44:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...			29 days, 9 hr
<input checked="" type="checkbox"/>		Help Desk	tnstatedemoref	8187479	General	05/14/2023 05:35:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...			36 days, 6 hr
<input checked="" type="checkbox"/>		Help Desk	tnstatedemo4	8187185	General	05/14/2023 05:34:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...			36 days, 6 hr

## Wizards

The **Wizards Menu** will direct users to a list of Wizards, or a set of simplified, sequential controls for guiding users through a complex task, offered within TN PULSE. Depending on the user's permissions, this list may vary. A few examples are shown below. Additional user guides will be provided with details on the Wizard functionality.

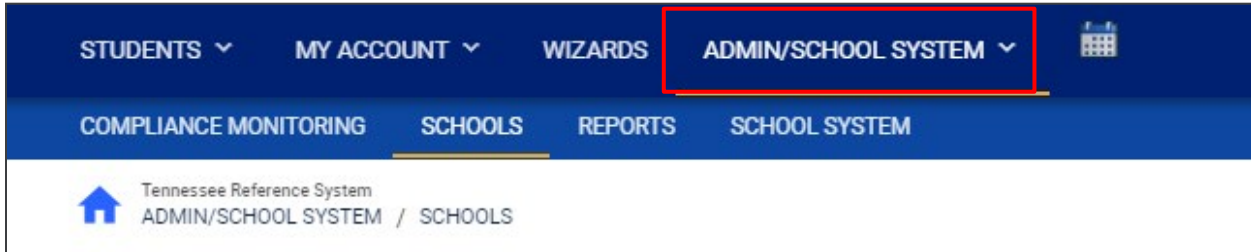


The screenshot shows the top navigation bar with the following items: STUDENTS, MY ACCOUNT, WIZARDS (highlighted with a red box), and ADMIN/SCHOOL SYSTEM. Below the navigation bar, the page title is 'Tennessee Reference System WIZARDS'. A modal dialog box titled 'Select a Wizard' is open, displaying a list of wizard options:

- Batch Document Generation Wizard
- Caseload Setup Wizard
- Caseload Administration Wizard
- IEP Progress Monitoring Wizard
- Ad Hoc Report Wizard
- Intervention Logging Wizard

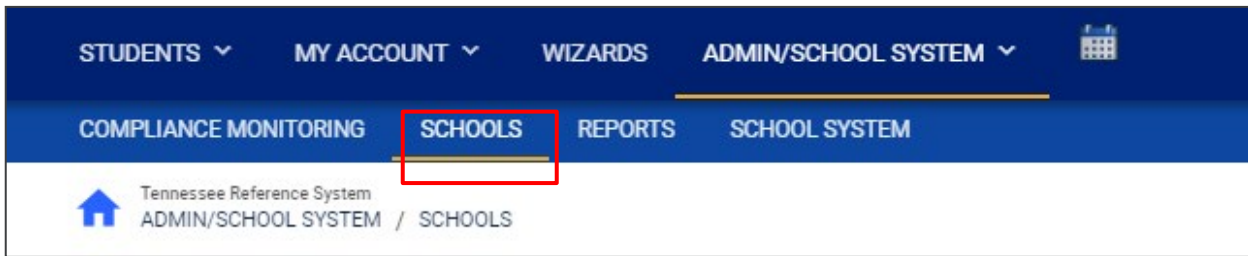
# Admin/School System

The **Admin/School System Menu** allows users to view, edit and manage areas of TN PULSE from an administrator viewpoint, including student transfers, managing school information across the district, reporting, managing users, compliance monitoring, etc.



## Schools

The **Schools** tab allows users to view individual school information for schools within the district



Users can view school information by clicking on an individual school name or the **pencil** icon under **Details**. This will open a new window. Click **View School Changes** to enter the criteria for the school changes entered in the system.

The screenshot shows the 'Sample School Details' form. The 'VIEW SCHOOL CHANGES' button is highlighted with a red box. The form contains the following fields:

School Name	Abbreviation
Sample School	SS

External School

School Code  
SS

Type of School  
Elementary

Schools

Schools (4) External Schools (1)

Search: \_\_\_\_\_

CP	School Name	Abbrev	Code	Address	City, State, Zip	Phone	Fax	Email	Details
	abc & test school	abc	1234	1111 test circle	tester, TN				
	New School	NS				615-555-1234			
	Sample School	SS	SS	123 Any Street	Any Town, TN	555-555-5555	555-555-5556	test@test.com	
	Test School	TEST	TEST						

Showing 1 to 4 of 4 entries

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## School System

The **School System** tab allows users to view information on their designated school district. This information is **view only** depending on the user's permissions. School contact information is also listed here.

STUDENTS ▾ MY ACCOUNT ▾ WIZARDS ADMIN/SCHOOL SYSTEM ▾

COMPLIANCE MONITORING SCHOOLS REPORTS **SCHOOL SYSTEM**

Tennessee Reference System  
ADMIN/SCHOOL SYSTEM / SCHOOLS

Tennessee Reference System  
ADMIN/SCHOOL SYSTEM / SCHOOL SYSTEM

Tennessee Reference System

School System Name: Tennessee Reference System  
 School Year: 2022-2023  
 School System Code: tref0001  
 Address: 710 James Robertson Parkway  
 City: Nashville  
 State: TN  
 Zip Code: 37243  
 Phone Number: 777-777-7777  
 Fax Number:  
 E-Mail Address:  
 Time Zone: US/Eastern (GMT -05:00)

Uploaded Documents Quota (in bytes): 2147483647 (2048.00 MB)  
 Bytes Uploaded this Month: 0



## Reports

The **Reports** tab lists any **Drill Down Reports**, **Scheduled Reports**, and **Saved System Reports** that have been generated or will be generated within the district.

The screenshot displays the Reports interface with three main sections:

- Drill-Down Reports:** Includes sub-sections for Student Reports (None Available), User Reports (None Available), Service Reports (None Available), Service Log Reports, and Service Log Report.
- Scheduled Reports:** Lists reports such as Monthly Documentation Report (xls), Printable Suspension Log, Printable Service Report, and Service Log Report (xls).
- Saved System Reports:** A table listing generated reports with columns for Date Generated, Created By, Report Type, Expiration Date, and Custom Name.

Date Generated	Created By	Report Type	Expiration Date	Custom Name
04/30/2023 23:32:00	Jennifer Stem	Personal Report: Table 2 Details (PDF)	08/28/2023	
04/30/2023 23:32:00	Jennifer Stem	Personal Report: Table 2 Details (xls)	08/28/2023	
04/30/2023 23:22:00	Jennifer Stem	Personal Report: Table 2 Details (PDF)	08/28/2023	
04/30/2023 23:21:00	Jennifer Stem	Personal Report: Table 2 Details (xls)	08/28/2023	
03/23/2023 14:05:00	Jennifer Stem	Contacts Report (xls)	07/21/2023	
12/10/2022 10:25:00	Jody Hughes	Accommodations Report (PDF)		
12/01/2022 11:12:00	Jennifer Stem	Printable Combined Table 1&2 Details (xls)		
03/15/2019 16:56:00	Prianta Mishra	Accommodations Region TH (PDF)		before change
03/08/2019 17:30:00	Samantha Law	User Missions Data (xls)		Sped Conference
03/08/2019 17:29:00	Samantha Law	Report Locations (xls)		Sped Conference
03/08/2019 17:22:00	Samantha Law	User Access Assessment Report (xls)		Sped Conference
02/08/2012 17:20:00	Prianta Mishra	Accommodations Region TH (xls)		Prianta EasyEP University

Note: Although this feature is not available on all reports, **Drill Down Reports** allow users to manipulate data from a comprehensive view to a more detailed view.

## Dashboard

The TN PULSE **Dashboard** contains widgets which will display a subset of information on students with individual learning plans (I.e., IEP, ILP, ILP-D, or a Section 504 Plan) in TN PULSE throughout the district. The dashboard widgets will change depending on a user’s role within the district and their associated permissions. Examples of widgets are displayed below. The information button (“i” icon) on each widget defines the data that is displayed.

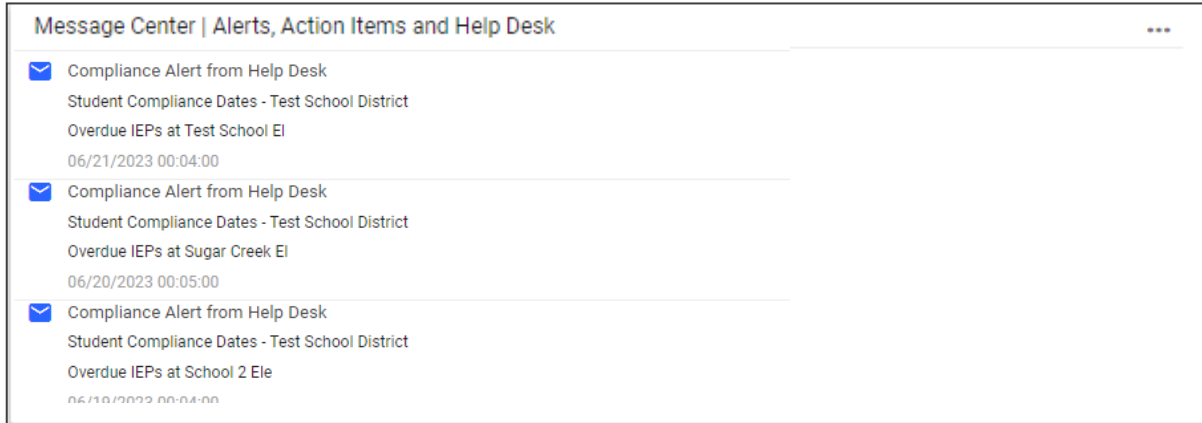
The screenshot shows the TN PULSE Dashboard interface with the following widgets:

- Message Center:** Alerts, Action Items and Help Desk. Status: You Have No New Messages.
- My Students (41 Students):** List of students including Caden 504 Test, Carlos 504 Test, Connect Test, Everett 504 Test, Sakshini Thangavelan, and Isaac Trejo Torres.
- My Calendar:** Calendar view for May, June, and July 2023.
- My Reports:** Status: You Have No reports.
- Students by Special Education Disability - Federal (27 Total Students):** A bar chart showing the distribution of students across different disability categories.
- Announcements:**
  - The EDPlan system will be offline for maintenance and testing from Saturday July 1, 2023 at 12:00 AM (CT) until 7:00 AM (CT) on Wednesday July 5, 2023 to transition to the TN PULSE system.
  - Supervisors/Administrators: The Edplan/EasyEP Weekend and Startup Procedures Guide is posted in the TDOE Communications folder: 05/05/2023.
  - The EasyEP conference call/webex recording from April 19, 2023 is posted below in the Webinar Recordings folder: 5/1/23.
  - New Statewide Data Management and Monitoring System for Individualized Learning. The department is pleased to announce that a new contract has been awarded to Public Consulting Group (PCG) to provide a new Tennessee data management and monitoring system for individualized learning. Work on the new system began this month with an anticipated launch date.

Disability Category	Number of Students
AUT	10
DD	3
EMH	1
ID	5
SUD	8
SU	8

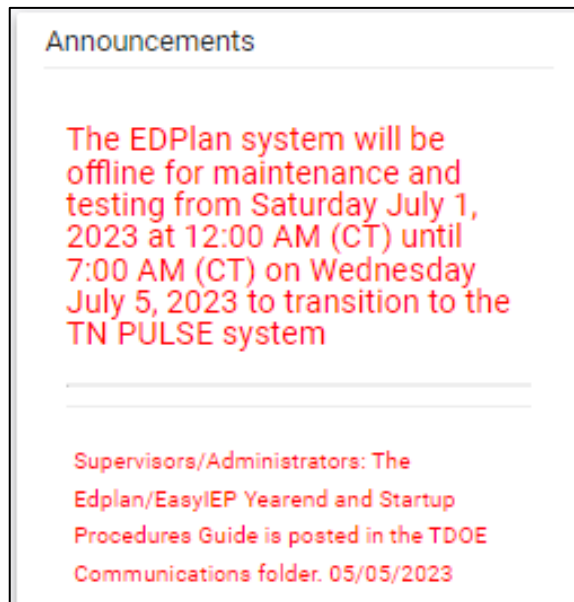
## Message Center

The **Message Center** widget lists current messages, alerts, and action items for the user to view upon sign-in. These messages may include alerts regarding overdue ILPs, compliance alerts, and other announcements pertinent to students assigned to the user's caseload.



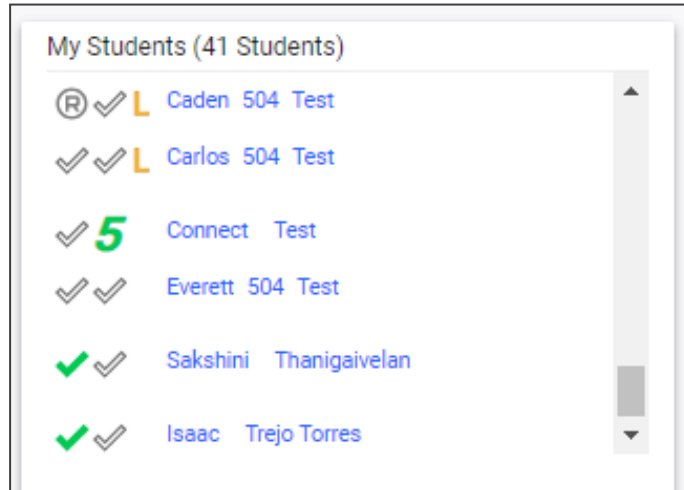
## Announcements

The **Announcements** widget displays current announcements.



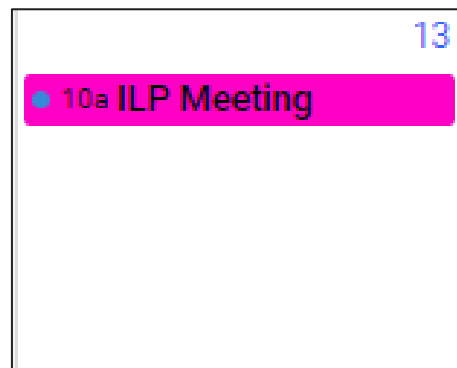
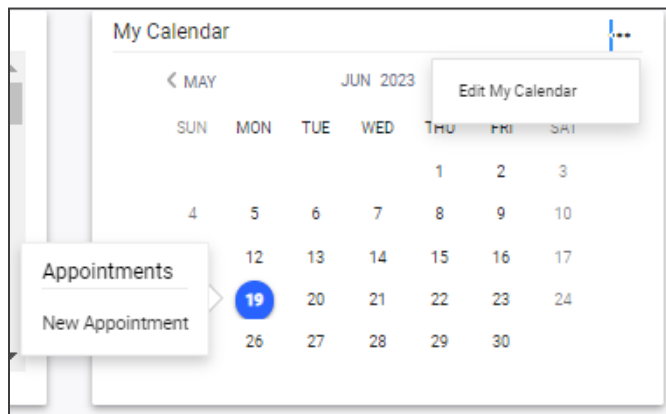
## My Students

The **My Students** widget lists students assigned to a user's caseload along with compliance symbols. Click the name of the student to navigate to the student's page.



## My Calendar

The **My Calendar** widget displays the calendar for the current month and day. To view appointments or add a new appointment, click on a date and choose **New Appointment**. A new window will appear. Enter details regarding the new appointment including the category, colored label, start and end time, etc. Click **Save** when complete. The new appointment will now be displayed on the calendar.



### Add Calendar Event ✕

---

Event Type

Calendar Entry
  Reserved Time
  Service

---

Calendar Entry Details

*Provide a unique name and select the start and end times for your calendar event. Category, Label, Location, and Description are optional fields to provide more detail and/or organize calendar events. If needed, you may add another user to your event by searching under Add Additional Users and selecting their name. Please use at least the first letter of first and last name when searching. Note that only users whose calendars you have permission to edit will populate as options to add to the event.*

Entry Name: 
 Category: 
 Label:

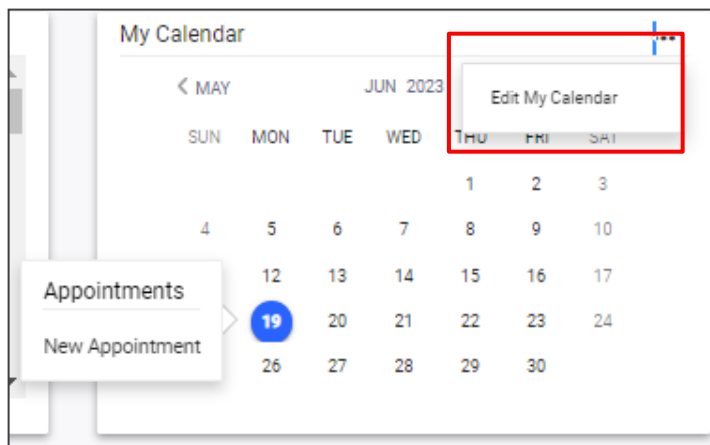
Entry Date: 
 Start Time: 
 End Time: 
 All Day?

Location:

Description:

**SAVE**

To edit the calendar, click the **3 dots** in the upper right-hand corner and select **Edit My Calendar**.



To create a calendar event or schedule services, click on a day and select the **Event Type**. Enter necessary details and click **Save** to create your event or series. The five icons in the corner offer the functionalities listed below:



Print calendar



Edit preferences and settings



Filter calendar entries by color, service, or school

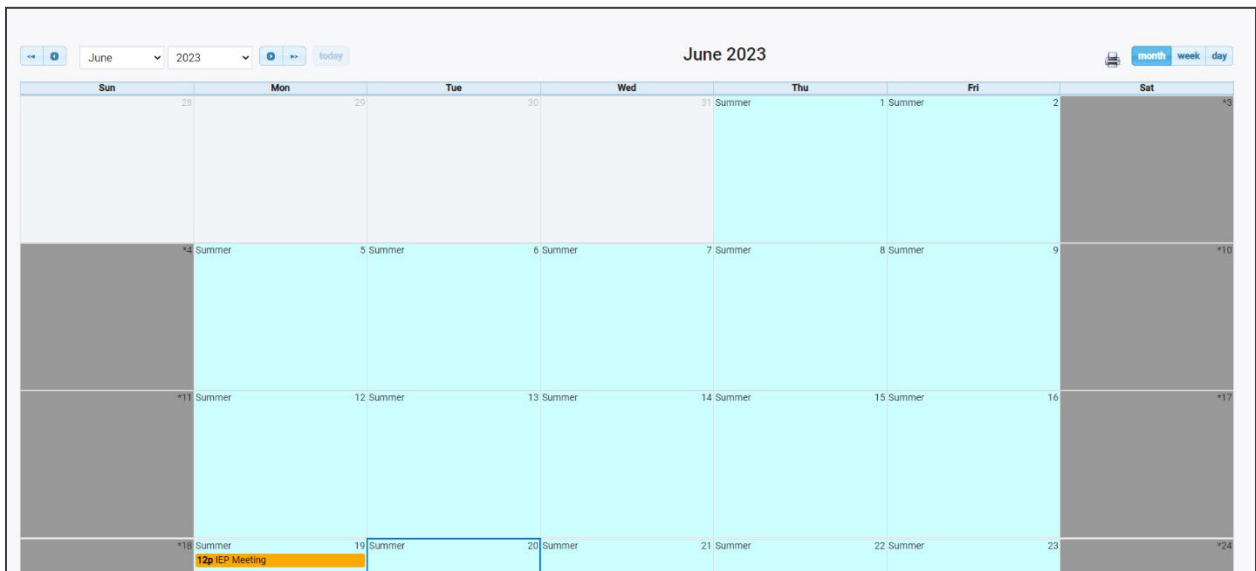


View all services in a separate window



Import/ Export calendar

Note: Click the **calendar** icon on the **Main Menu** bar to access the school system calendar. This will display the schoolwide calendar, including events, teacher work days, holidays, and other important dates. A **Calendar Legend** is provided at the bottom right of the calendar for reference.

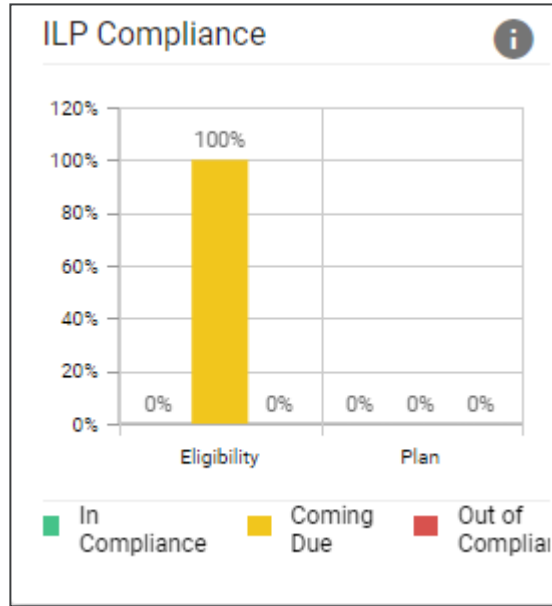


**Calendar Legend:**

- = Current Date
- = Holiday
- = Teacher Inservice
- = Snow Day
- = Summer
- = \* School Day
- = Teacher Workday
- = \* Abbreviated School Day
- = \* Weekend
- \* = Services Provided

## ILP Compliance

The **ILP Compliance** widget appears or hides based on the user's permissions and displays students across the state organized by **ILP Plan Type**. The numerical increments on the Y axis of the widget will dynamically update based on the total number of students in each type. Students are categorized based on the type of ILP plan indicated on the student's current, active **ILP Event**.



Clicking any bar will open the **ILP Plan Counts** page which displays a breakdown of students by district in each plan type.

ILP Compliance by School [RETURN TO DASHBOARD](#)

---

Overall Counts

Overall Compliance - Eligibility

<p>Compliant</p> <p style="font-size: 24px; color: green;">100%</p> <p>1 Students</p>	<p>Non-Compliant</p> <p style="font-size: 24px; color: red;">0%</p> <p>0 Students</p>
<p>1 Total Students</p>	

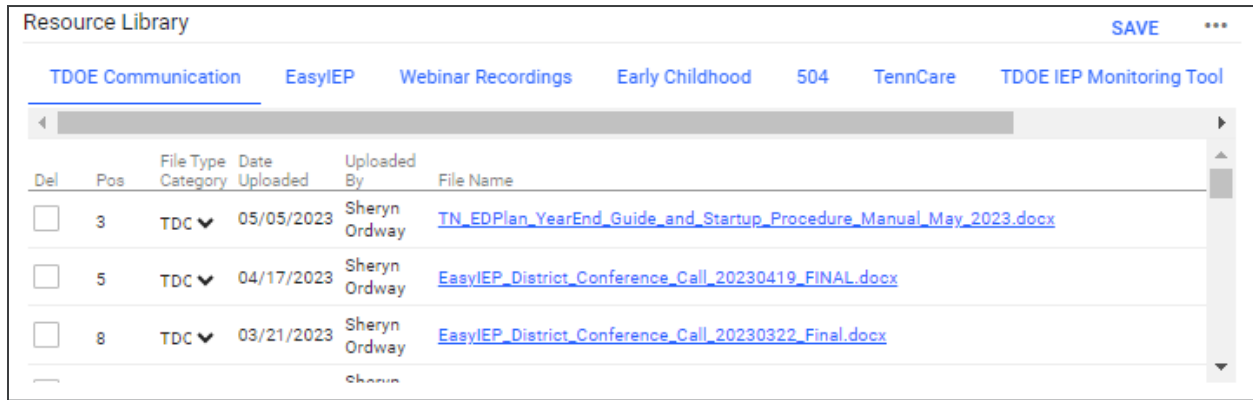
Counts by School

Show 25 entries Search:

School Code	School	Eligibility Compliant	Eligibility Coming Due	Eligibility Overdue	Eligibility Total	Plan Compliant	Plan Coming Due	Plan Overdue	Plan Total
1234	abc & test school	0	0	0	0	0	0	0	0
14311	External School	0	1	0	1	0	0	0	0

## Resource Library

At the bottom of the **Main Menu** page, various documents are available to users in the **Resource Library** widget for viewing or downloading. View a document by selecting the name of the document indicated by a blue hyperlink. If desired, documents can be saved to an individual computer when opened.

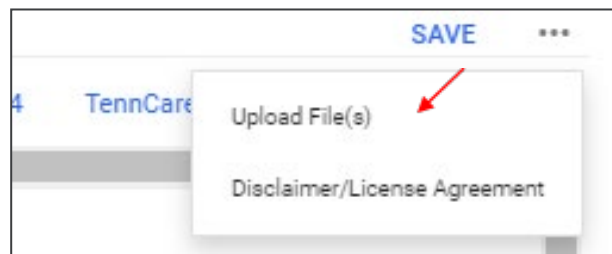


The screenshot shows the 'Resource Library' widget with a 'SAVE' button and three dots in the top right corner. Below the title bar are several tabs: 'TDOE Communication', 'EasyIEP', 'Webinar Recordings', 'Early Childhood', '504', 'TennCare', and 'TDOE IEP Monitoring Tool'. The 'TDOE Communication' tab is selected. A table lists documents with columns for 'Del', 'Pos', 'File Type', 'Date Uploaded', 'Uploaded By', and 'File Name'. Three documents are visible:

Del	Pos	File Type	Date Uploaded	Uploaded By	File Name
<input type="checkbox"/>	3	TDC	05/05/2023	Sheryn Ordway	<a href="#">TN_EDPlan_YearEnd_Guide_and_Startup_Procedure_Manual_May_2023.docx</a>
<input type="checkbox"/>	5	TDC	04/17/2023	Sheryn Ordway	<a href="#">EasyIEP_District_Conference_Call_20230419_FINAL.docx</a>
<input type="checkbox"/>	8	TDC	03/21/2023	Sheryn Ordway	<a href="#">EasyIEP_District_Conference_Call_20230322_Final.docx</a>

The documents and reports are divided into folders in the **Resource Library** widget. All memos and procedural documents from the Tennessee Department of Education, along with documents and manuals related to the use of TN PULSE will be displayed here. Districts may upload documents for their specific district in the **District Documents** folder. If the district has purchased additional applications from PCG, more folders will be available. Documents commonly uploaded to this widget include TN PULSE User Manuals, district-specific forms, Behavior Intervention Plan forms, Functional Behavior Assessment forms, etc.

Click the **three dots** in the corner of the widget. Select **Upload File(s)** to locate the file on the computer or network.

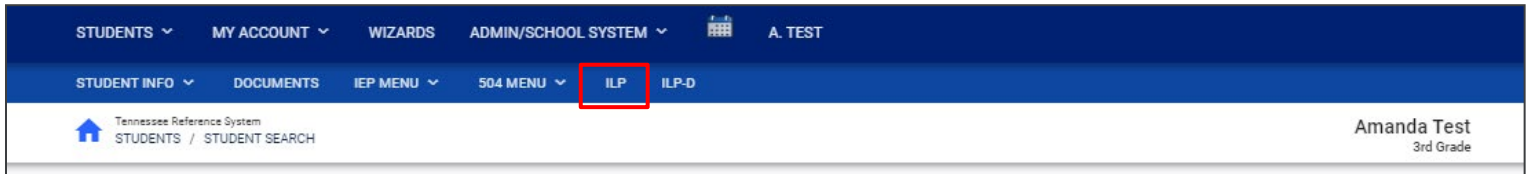


After a file is located, click the **Upload File(s)** button at the bottom of the screen.

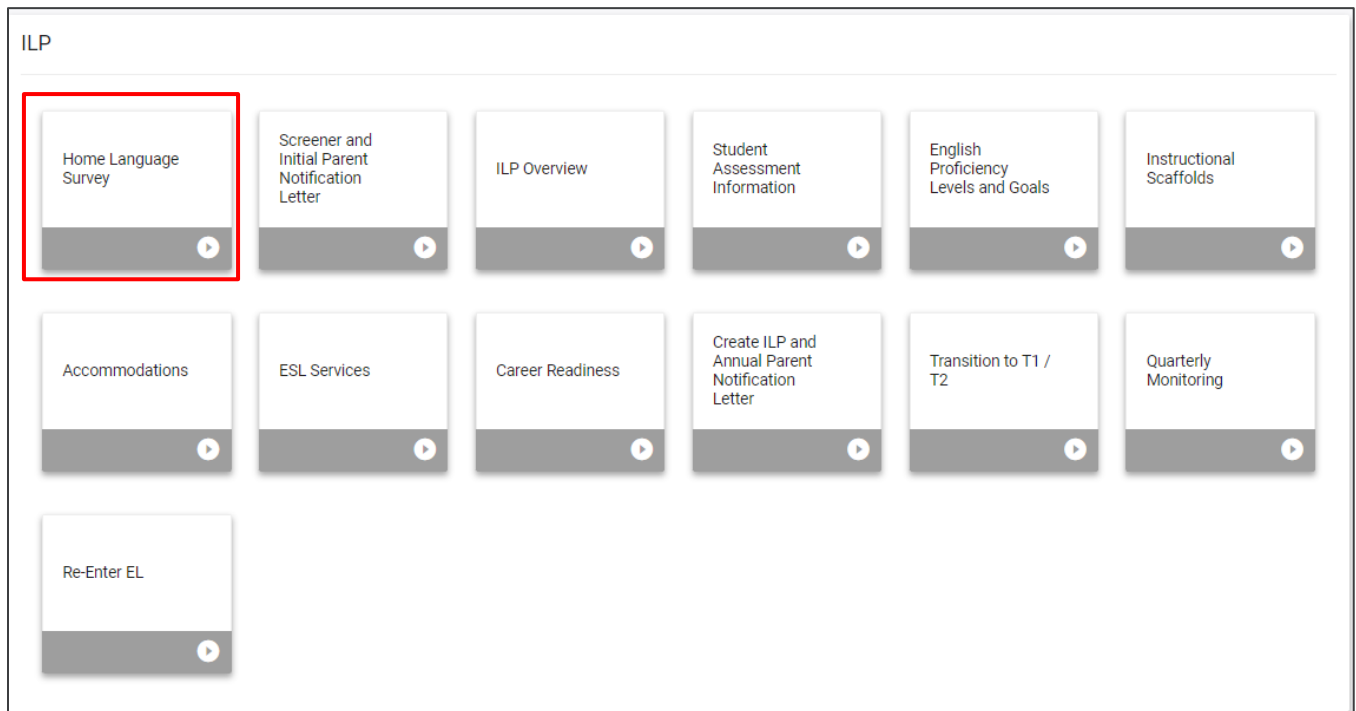


# Home Language Survey

After selecting a student from the **Students** page, select **ILP** from the light blue student menu.



The **Home Language Survey** (HLS) allows users to add information regarding the student’s languages spoken at home and outside of school.



In the HLS tile enter the Enrollment **Date** using the calendar icon. Use the dropdown menus to select the language(s) based on the questions below in the screenshot. If the Other box is selected, a text field will display for users to manually enter a language. Include any relevant files using the **Upload File arrow**. Once complete, select **Save** and then **Confirm**.

Home Language Survey  
 Registration Date: 05/15/2023

What is the first language the child learned to speak?  
 English  Other  
 ADD MORE

What language(s) is spoken most often by the child outside of school?  
 Spanish  Other  
 ADD MORE

What language(s) do people usually speak in this child's home?  
 Other  Other  
 ADD MORE

Date Parent/Guardian completed HLS: 05/24/2023

Will the team proceed with a screener?  
 Yes

Permitted file extensions are: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, TXT, RTF, TIF, JPG, and PNG.  
 No file may be greater than 1000 MB in size.

File Name:  
 Upload File:

Upload File:

Test

CONFIRM SAVE

*Note:* This step is only required if the answer to at least one of the language fields is a language other than English. Once this page is finalized with all required fields complete, this section of the ILP is marked complete and the data becomes **Read Only**. In the case an HLS indicates a language other than English in any of the language fields, the second step to identification of a potential English learner (EL) is to administer the WIDA Screener to determine eligibility of English as a Second Language (ESL) services, The completion of the HLS, screening, and provision of the **Initial Parent Notification** letter must be completed within **30 days of initial enrollment** to meet compliance requirements. Once the **Initial Parent Notification** letter is finalized, the compliance field will turn yellow again until 30 days after **the Initial Parent Notification** letter date, when it will turn red/incomplete unless the ILP plan is finalized. If a student transfers to a different district, the **Home Language Survey** retains existing selections and returns to red/incomplete status for the new district to complete.

## Documents

This **Documents** section of the ILP will display documents created for the student as well as the option to view and batch print external documentation attached.

Doc ID	Date Generated	Generated By	Document	Status	Include in Batch	Attachment
14162	01/31/2019	Greg Edkins	<a href="#">Test BIP DOC</a>	Uploaded		

Previous 1 Next

(1 Documents)

**CREATE DOCUMENT BATCH**

## Temporary Bypass of HLS

During the first 90 days of TN PULSE implementation, school teams can elect a Temporary Bypass of the HLS until they are able to enter the HLS and ILP data into the system. Check the **box** below to indicate the student already has an ILP in place. Once selected, the **Plan Type** and **TISA Tier** is chosen from the dropdown menus. Once completed, click **Confirm** and the ILP compliance for the student is set to green/complete until September 30, 2023. At that time, the team will need to enter data in the **ILP Process** and finalize the plan in the system.

Temporary Bypass of HLS

This student is currently served under an ILP but it is not entered in the system yet

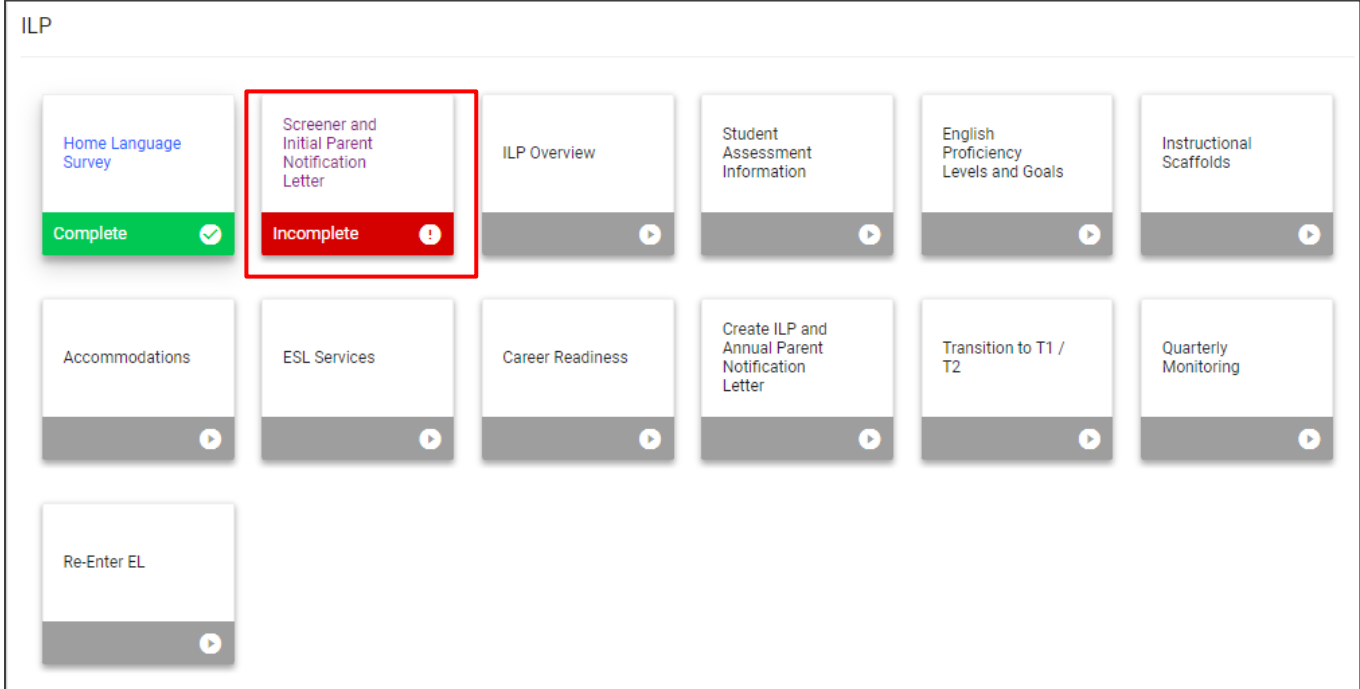
Plan Type  
K-3

TISA Tier:  
TISA Tier 2

Effective Date:  
06/02/2023

**CONFIRM** **SAVE**

# Screener and Initial Parent Notification Letter



## Screener Information

The **Screener and Initial Parent Notification Letter** section can be accessed by selecting the second tile on the **ILP Process** page. This section allows users to log screener information based on the following: **Listening, Speaking, Reading, and Writing.**

The first semester of Kindergarten must only be assessed using the speaking and listening domains. If the student receives an oral composite score below 4.5 or a score below 4 in either the speaking or listening domain, the student shall be identified as an EL.

Kindergarten students in their second semester are screened using all four domains. If a student receives an oral composite score below 5 or a score below 4 in any domain, the student will be identified as an EL.

The first semester of First Grade must be screened using all four domains. If a student receives an oral composite score below 5 or a literacy composite score below 4.5, the student will be identified as an EL.

During the second semester of First Grade, or at any point during grades two (2) through twelve (12), the student will be screened using the WIDA screener. Students who score below a 4.5 composite on the WIDA screener shall be identified as an EL.

▼ Screener Information

Screener Name	Date Administered	Listening	Speaking	Reading	Writing	Oral Language Composite	Literacy	Comprehension	Overall Composite
---------------	-------------------	-----------	----------	---------	---------	-------------------------	----------	---------------	-------------------

Based on the screener information provided here, the student qualifies as an English Learner.

Yes  No

Date Decision was made:  
06/21/2023

CONFIRM EL STATUS
SAVE

## ESL Services

The ESL Services section will list all ESL services assigned to the student. To add a service, click **Add Service**. A new window will appear. Select the **pencil** icon to edit the service or the **trash** icon to delete a service. Use the dropdown menus to select the new ESL Service then click **Save** if finished or **Save and Add More** to add additional ESL services.

▼ ESL Services

Position ↑	ESL Service Type ↑	Service Model ↑	Begin Date ↑	End Date ↑	Location ↑	Days	Start - End Times Per Day	Edit ↑	Delete ↑
▼ Direct	Structured English Instruction		07/12/2023	07/27/2023	ESL Classroom	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> F	9 AM - 10 AM 10 AM - 11 AM 9 AM - 10 AM 10 AM - 11 AM 9 AM - 10 AM		

ADD SERVICE

Previous 1 Next

SAVE

*Note:* an ESL service time is required for each day. An error message will appear if there is no service listed for one or more days.

**Add ESL Service** ✕

---

ESL Service Type: **Direct** ▼      Service Model: **Structured English Instruction** ▼

Begin Date: **07/20/2023** 📅      End Date: **09/12/2023** 📅

Location: **ESL Classroom** ▼

Days	Start Time	End Time	Additional Session	Start Time	End Time
<input checked="" type="checkbox"/> M	10 AM	11 AM	<input type="checkbox"/>	..... AM	..... AM
<input checked="" type="checkbox"/> T	11 AM	12 PM	<input type="checkbox"/>	..... AM	..... AM
<input checked="" type="checkbox"/> W	10 AM	11 AM	<input type="checkbox"/>	..... AM	..... AM
<input checked="" type="checkbox"/> R	11 AM	12 PM	<input type="checkbox"/>	..... AM	..... AM
<input checked="" type="checkbox"/> F	10 AM	11 AM	<input type="checkbox"/>	..... AM	..... AM

CLOSE
SAVE
SAVE AND ADD MORE

✕

- You must deliver all services once per day. Please check the checkbox for each day of the week for all service(s).
- You did not enter the service start time for the service for at least one day. Please enter the start time.
- You did not enter the service end time for the service for at least one day. Please enter the end time.

# Instructional Scaffolds

## Listening and Speaking

In the **Listening and Speaking** section of **the ILP Process**, use the checkboxes to select the **scaffold(s)** that will be used for **Listening** and **Speaking** instruction. To include additional scaffolds, select **Add More** and a new **Other** field will appear to type in a description. To select all boxes, click **All Yes** in the top left corner. Use **Clear All** in the top right corner to clear all checkboxes. Once all scaffolds are complete, click **Save**.

The screenshot shows the 'Listening and Speaking' scaffolds selection interface. At the top left, there is a dropdown arrow and the text 'Listening and Speaking'. At the top right, there is a 'CLEAR ALL' link. Below this, there is an 'ALL YES' link. A table lists scaffolds with checkboxes: 'Oral sentence frames/stems' (checked), 'Repeat/rephrase key information' (unchecked), 'Preview Vocabulary' (checked), and two 'Other:' rows (the first is checked and contains 'Include Other Here'). At the bottom left is an 'ADD MORE' button, and at the bottom right is a 'SAVE' button. Red arrows point to the 'Listening and Speaking' header, the 'ALL YES' link, the 'CLEAR ALL' link, the 'ADD MORE' button, and the 'SAVE' button.

## Reading and Writing

In the Reading and Writing section of the ILP Process, use the checkboxes to select the **scaffold(s)** that will be used for **Reading** and **Writing** instruction. To include additional scaffolds, select **Add More** and a new **Other** field will appear to type in a description. To select all boxes, click **All Yes** in the top left corner. Use **Clear All** in the top right corner to clear all checkboxes. Once all scaffolds are complete, click **Save**.

The screenshot shows the 'Reading and Writing' scaffolds selection interface. At the top left, there is a dropdown arrow and the text 'Reading and Writing'. At the top right, there is a 'CLEAR ALL' link. Below this, there is an 'ALL YES' link. A table lists scaffolds with checkboxes: 'Graphic organizers' (checked), 'Provide exemplars as models' (checked), 'Read aloud / Write- Aloud w/teacher' (checked), and two 'Other:' rows (the first is checked and contains 'Include Other Here'). At the bottom left is an 'ADD MORE' button, and at the bottom right is a 'SAVE' button. Red arrows point to the 'Reading and Writing' header, the 'ALL YES' link, the 'CLEAR ALL' link, the 'ADD MORE' button, and the 'SAVE' button.

## All Domains: Listening, Speaking, Reading, and Writing



In the **All Domains: Listening, Speaking, Reading, and Writing** section of the ILP Process, use the checkboxes to select the **scaffold(s)** that will be used for all domains. To include additional scaffolds, select **Add More** and a new **Other** field will appear to type in a description.

To select all boxes, click **All Yes** in the top left corner. Use **Clear All** in the top right corner to clear all checkboxes. Once all scaffolds are complete, click **Save**.

## Accommodations

The **Accommodations** section of the **ILP Process** will display a list of accommodation(s) and area(s) in which the student's accommodations will be utilized. To add or edit an accommodation, click **Add/Edit Accommodation**.

Accommodations	TCAP ELA	TCAP Math	TCAP Science	TCAP Social Studies	TCAP Grade 2 ELA	TCAP Grade 2 Math	EOC English I II	EOC English Algebra I II	EOC Geometry	EOC Integrated Math I	EOC Integrated Math II	EOC Integrated Math III	EOC Biology I ACT	WIDA ACCESS
Rest and breaks (for ILP development only -- rest and breaks refers to "stopping the clock" for a rest or break)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extended time (district must define how much time 1.25x, 1.5x, 1.75x, or 2x)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: Test Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*not allowed on WIDA ACCESS

A list of accommodations will appear. If a needed accommodation is not listed, select **Add More** to enter the desired accommodation in the text box provided. Select the accommodations needed by selecting the appropriate checkboxes. Once selected, an **Add Area(s)** button will appear. Click the button to select all assessment(s) assigned to the student. Click **Save** when complete.

▼ Add/Edit Accommodations

Accommodations	Area(s)
<input type="checkbox"/> Oral Presentation (Reading level below 4)	
<input type="checkbox"/> Word-to-word bilingual dictionaries	
<input checked="" type="checkbox"/> Extended time (district must define how much time 1.25x, 1.5x, 1.75x, or 2x)	<b>ADD AREA(S)</b>
<input checked="" type="checkbox"/> Rest and breaks (for ILP development only – rest and breaks refers to "stopping the clock" for a rest or break)	<b>ADD AREA(S)</b>
<input checked="" type="checkbox"/> Other <span style="margin-left: 20px;">Test Test</span>	<b>ADD AREA(S)</b>

\*not allowed on WIDA ACCESS

**ADD MORE**

**SAVE**

**Add Assessment(s) Accommodation is Provided On** ✕

---

Select Assessment(s) that the student is participating in.

- TCAP ELA
- TCAP Math
- TCAP Science
- TCAP Social Studies
- TCAP Grade 2 ELA
- TCAP Grade 2 Math
- EOC English I
- EOC English II
- EOC Algebra I
- EOC Algebra II
- EOC Geometry
- EOC Integrated Math I
- EOC Integrated Math II
- EOC Integrated Math III
- EOC Biology I
- ACT
- WIDA ACCESS

CLOSE
SAVE

## Documents

The **Documents** section of the ILP Process displays documents created for the student as well as the option to view external documentation attached and batch print. Within the **Screener and Initial Parent Notification Letter** section, the **Documents** area will allow the creation of the **Parent Notification Document**. Click **Create Parent Notification Document**.

Documents

CREATE PARENT NOTIFICATION DOCUMENT
ATTACH DOCUMENTATION

Doc ID	Date Generated	Generated By	Document	Status	Include in Batch	Attachment
14545	01/26/2018		<a href="#">Curriculum Vitae</a>	Uploaded		

Previous 1 Next

(1 Documents)

CREATE DOCUMENT BATCH


After selecting a **Create Draft** or **Create Final** parent notification, a window will appear. Complete the **Notification Date**, the name of the person receiving the notification, and then follow the steps for school official certification and parent/guardian response. If the user indicates that the parent will sign electronically, a signature box will appear. If the child has another language selected for their document language, an option to include a translated document will display.

Once completed, click Save then **Create Draft** or **Create Final**. A PDF of the document will appear in a new tab.

**Create Parent Notification Letter**

669-908-7743

**Parent Signature and Procedural Agreement**

Name	Signature	Date
Parent/Guardian: Mom Test		06/12/2023
School Official:		
Title		mm/dd/yyyy
Name		

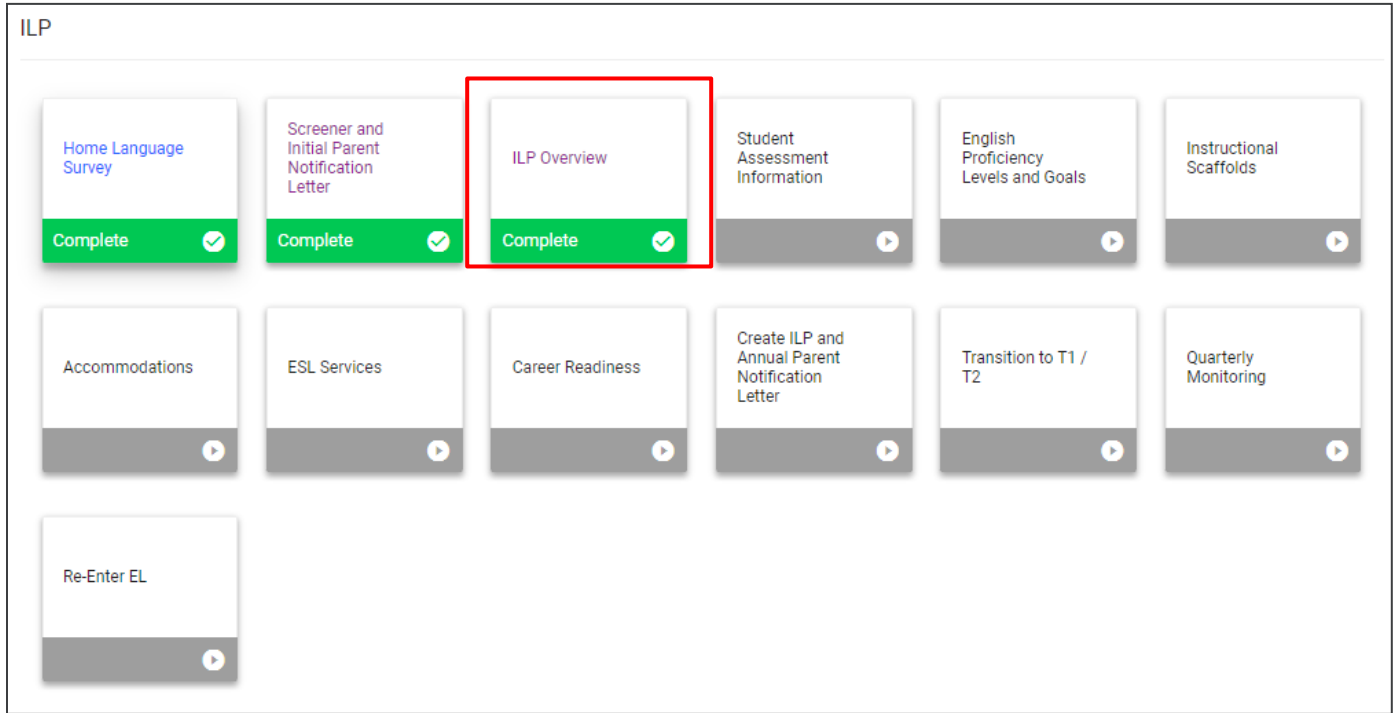
Include Spanish Translated Document

**CLOSE** **CREATE DRAFT** **CREATE FINAL** **SAVE**

*Note:* Users should only enter electronic signatures prior to clicking **Create Final**. Electronic signatures will not pull into draft documents.

# ILP Overview

The ILP Overview section of the ILP Process can be accessed by selecting the **ILP Overview** tile on the **ILP Process** page.



## Parent Response to Direct Service

This section allows users to record whether the parent/guardian accepts or declines direct ESL services. Select a checkbox and include the date of response. Click **Confirm Response** to save.

Parent Response to Direct Service

Parent Accepts direct ESL service

Parent Refuses direct ESL service

Date of Response  
06/01/2023

**CONFIRM RESPONSE**

## ILP Overview

In the **ILP Overview** section, users will enter the **Start Date** for the ILP. The **End Date** will auto-populate to 364 days after the chosen **Start Date**. Choose a **Plan Type** from the dropdown menu. Click Save once completed.

ILP Overview

Start Date: 06/01/2023      End Date: 05/31/2024

Plan Type: K-3

SAVE

## Student Information

This **Student Information** section allows users to add information about the student’s experience with ESL services. Include the start **Date of the 1<sup>st</sup> US School** attended by the student, **Birth Country**, **Parent Preferred Language**, and how many years the student has received ESL services in the state of Tennessee and the **Total Years in ESL Services** provided in Tennessee as well as other states. Click **Save** when complete.

Student Information

Name: Caleb Test      Date of Birth: 01/22/2012

State ID: 75533557      Gender: M

Language: English      Age: 11

School: Warren County Alternative Academy      Grade: 4th Grade

Current ILP Begin Date:      Date 1st US School: 02/01/2022

Current ILP End Date:      TISA Tier: TISA Tier 2

Birth Country: Spain      Parent Preferred Language of Communication: Spanish

Total Years in ESL Service: 3      Years in ESL Service in TN: 1

SAVE

## Other Areas of Support

Select any **Other Area(s) of Support** the student is receiving by selecting the appropriate boxes. Click **Save** when complete.

Other Areas of Support

- Recently Arrived English Learner
- Long-Term English Learner
- Active 504 Plan
- ILP-D for Characteristics of Dyslexia
- Student with Limited or Interrupted Education
- IEP Served in Special Education
- RTI^2 for Intervention

[SAVE](#)

## ILP Team

The **ILP Team** section is used to add the **Current ESL Specialist/Teacher, Parents/Guardians**, and other important people inside and outside the school district who may need to be involved in the student's ILP service plan. To add an ILP Team member, select a name from the dropdown menu below and click **Save**. Once selected, click **Select ILP Team** in the upper right-hand corner to add more team members.

ILP Team [SELECT ILP TEAM](#)

Current ESL Specialist/Teacher  
Terry, Gena

Name	Relationship
LaCole Diana Smith	Special Education Teacher
Kerry Anderson	504 Chairperson
Tommy Test	Father

[SAVE](#)

A pop-up will display allowing users to select parents, staff members at the student's school, and staff members within the district who can access ILP information.

*Note:* There is an option to **Search** for team members in the search bar below. The eye icon represents team members who are **View Only**.

**Select ILP Team** ✕

**Note:** To include someone on this Student's ILP Team who is not a user in this system, you will need to first add that person on the "Parents" page, which allows adding other persons besides parents, e.g. a Student's doctor, other family members, etc.

Current ESL Specialist/Teacher  
Terry, Gena

**Parents, etc. who will receive ILP Information**

Select	Parent Name(s)	Relationship
<input checked="" type="checkbox"/>	Tommy Test	Father

**Other Users at Sample School who can access ILP Information**

Search: \_\_\_\_\_

Select	User Name	Title	View Only
<input checked="" type="checkbox"/>	Anderson, Kerry	504 Chairperson	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smith, LaCole	Special Education Teacher	<input type="checkbox"/>

CLOSE
SAVE

## Parent/ Guardian

The **Parent/Guardian** section is used to add parents, guardians and other important people outside the school district who may need to be involved in the student's ILP. To **edit** and view details of a parent/guardian, select the **pencil** icon.

Parent/Guardian
VIEW PARENT ACTIONS
ADD NEW PARENT/GUARDIAN
ASSOCIATE WITH EXISTING PARENT/GUARDIAN

Position	Name	Relationship	Home Phone	Work Phone	Cell Phone	Details	Delete
▼	Grandma Test	Grandparent	xxxxxxx				
▼	Mom and Pop Test	Both Parents	123-4567				
▼	Janet Jackson	Mother	9312201156				
▼	Mom and Pops	Both Parents	963-852-7410				

SAVE



The **Edit Parent/Guardian** page allows users to edit parent and guardian information. The **Student Lives Here** and **Guardian Responsibility** checkboxes must be checked for at least one guardian.

To add a Parent/Guardian, click the **Add New Parent/Guardian** button.

Parent/Guardian							
VIEW PARENT ACTIONS				ADD NEW PARENT/GUARDIAN		ASSOCIATE WITH EXISTING PARENT/GUARDIAN	
Position	Name	Relationship	Home Phone	Work Phone	Cell Phone	Details	Delete
▼	Grandma Test	Grandparent	xxxxxxx				
▼	Mom and Pop Test	Both Parents	123-4567				
▼	Janet Jackson	Mother	9312201156				
▼	Mom and Pops	Both Parents	963-852-7410				

**SAVE**

A new page will appear allowing users to add a new Parent/Guardian’s information. The **Student Lives Here** and **Guardian Responsibility** checkboxes must be selected for at least one guardian. Click **Add Parent/Guardian** when all relevant information has been added. This will return the user to the **ILP Overview** page.

### Add Parent/Guardian

---

▼ Demographic Information

Full Name  Student Lives Here  
 Mike Test

Relationship  Guardian Responsibility  
 Stepfather

E-Mail

Language

▼ Phone Numbers

Work Phone      Notification      Priority

Work Fax

The **View Parent Actions** tool allows users to view recent actions the parents/guardians have taken in the **Connect portal** such as viewing, adding or editing a document.

Parent/Guardian		<b>VIEW PARENT ACTIONS</b>	ADD NEW PARENT/GUARDIAN	ASSOCIATE WITH EXISTING PARENT/GUARDIAN			
Position	Name	Relationship	Home Phone	Work Phone	Cell Phone	Details	Delete
▼	Grandma Test	Grandparent	xxxxxxx				
▼	Mom and Pop Test	Both Parents	123-4567				
▼	Janet Jackson	Mother	9312201156				
▼	Mom and Pops	Both Parents	963-852-7410				

**SAVE**

Use the dropdowns to **filter and sort** the desired parent actions. Click **Search** to see results.

**View Parent Actions** ×

Begin Date: 04/18/2023 End Date: 05/18/2023

Activity: Add Page: General

Add  
 Delete  
 General  
 Update  
 View

Secondary Sort ▼

**CLOSE** **SEARCH**

To associate the current student with an existing parent/guardian in the system, select **Associate with Existing Parent/Guardian**. Use the dropdown menus to filter by Grade Level, School, Last Name, First Name, etc. Click **View Parents** to see the list of results.

Parent/Guardian		VIEW PARENT ACTIONS	ADD NEW PARENT/GUARDIAN	<b>ASSOCIATE WITH EXISTING PARENT/GUARDIAN</b>			
Position	Name	Relationship	Home Phone	Work Phone	Cell Phone	Details	Delete
▼	Grandma Test	Grandparent	xxxxxxx				
▼	Mom and Pop Test	Both Parents	123-4567				
▼	Janet Jackson	Mother	9312201156				
▼	Mom and Pops	Both Parents	963-852-7410				

**SAVE**

Search for Parents to Associate

Grade Level  School

Parent Last Name   Exact Match Parent First Name   Exact Match


Title   Exact Match Parent ID   Exact Match

Sort By

[VIEW PARENT\(S\)](#)

Click on the **name** of the Parent/Guardian to associate the Parent/Guardian to the student. Choose **Print Results** or **Export Results** to view results in a PDF or XLS format.

Select a Parent [PRINT RESULTS](#) [EXPORT RESULTS](#) [SEARCH AGAIN](#)

 Click on the name of the Parent / Guardian to associate the Parent / Guardian to the Student.

Search:

Name <input type="text"/>	Parent ID <input type="text"/>	Home Phone <input type="text"/>	Work Phone <input type="text"/>	Cell Phone <input type="text"/>	E-Mail <input type="text"/>
<a href="#">Aaron Test</a>			1234567890		
<a href="#">Aaron Test</a>			1234567890		
<a href="#">Aaron Test</a>		45545555000	1234567890	5404240173	
<a href="#">Aaron Test</a>			1234567890		
<a href="#">Aaron Test</a>			1234567890		
<a href="#">Alice Test</a>					
<a href="#">Alice Test</a>			2345678902		<a href="mailto:ragrawal@pcgus.com">ragrawal@pcgus.com</a>
<a href="#">Alice Test</a>			+15555555555		
<a href="#">Alice Test</a>			+15555555555		
<a href="#">Alice Test</a>			1234567890		

## Student Assessment Information

The Student Assessment Information section can be completed by selecting the Student Assessment Information tile from the ILP Process page. This section allows users to display screener data previously imported or added on the **Screener and Initial Parent Notification** tile and to add more assessment data.

ILP

The screenshot shows a dashboard with the following cards:

- Home Language Survey (Complete)
- Screener and Initial Parent Notification Letter (Complete)
- ILP Overview (Complete)
- Student Assessment Information** (highlighted)
- English Proficiency Levels and Goals
- Instructional Scaffolds
- Accommodations
- ESL Services
- Career Readiness
- Create ILP and Annual Parent Notification Letter
- Transition to T1 / T2
- Quarterly Monitoring
- Re-Enter EL

## Assessments

In this section, educators will input student data relevant to student language proficiency, such as current ELPA data, Universal Screener Data, TCAP, or other. For additional details, please see the ILP Instructional Decision-Making Guide.

Select **Enter Additional Assessment Scores** to manually enter appropriate data for language proficiency.

Assessments

Other Assessments

[ENTER ADDITIONAL ASSESSMENT SCORES](#)

Date Administered	Instrument	Listening	Speaking	Reading	Writing	Oral Language Composite	Literacy	Comprehension	Overall Composite	Percentage	Edit	Delete
02/15/2023	TCAP Achievement	21	23	22	24	31	45	56	77	20		
04/04/2023	WIDA Screener	34	45	23	51	34	33	21	56			

WIDA

Date Administered	Instrument	Listening	Speaking	Reading	Writing	Oral Language Composite	Literacy	Comprehension	Overall Composite

Growth Standard

-2 Years Composite (2020)	Target based on -2 Years	Prior Year Composite (2021)	Target based on Prior Year	Most Recent Composite (2022)	Met the Growth Standard
					No

A separate window will display. Use the dropdown menu to select the **instrument**. Proceed to enter the date and scores for the subject areas listed. Finally, enter the **percentile**. Click **Save and Continue** when complete.

### Add Assessment Information ✕

Instrument  
Other ▼

Date Administered	Instrument	Listening	Speaking	Reading	Writing	Oral Language Composite	Literacy	Comprehension	Overall Composite	Percentile
06/13/2023	Other	4	4	5	5	8	7	7		34

CLOSE
SAVE
SAVE AND ADD MORE

## English Proficiency Levels and Goals

ILP

Home Language Survey

Complete ✔

Screener and Initial Parent Notification Letter

Complete ✔

ILP Overview

Complete ✔

Student Assessment Information

▶

English Proficiency Levels and Goals

Complete ✔

Instructional Scaffolds

▶

Accommodations

▶

ESL Services

▶

Career Readiness

▶

Create ILP and Annual Parent Notification Letter

▶

Transition to T1 / T2

▶

Quarterly Monitoring

▶

Re-Enter EL

▶

In the **English Proficiency Levels and Goals** section, users can add observation notes and create goals for the **English Proficiency Domains: Listening, Speaking, Reading, and Writing for K-3 and 4-12 ILPs, or Transition goals for T1 and T2 plans**. If the student has a recent WIDA Access score, that data will pull in

under **Student Score**. Expand the domains to add notes and goals. Click **Add Goal** to create a new student goal.

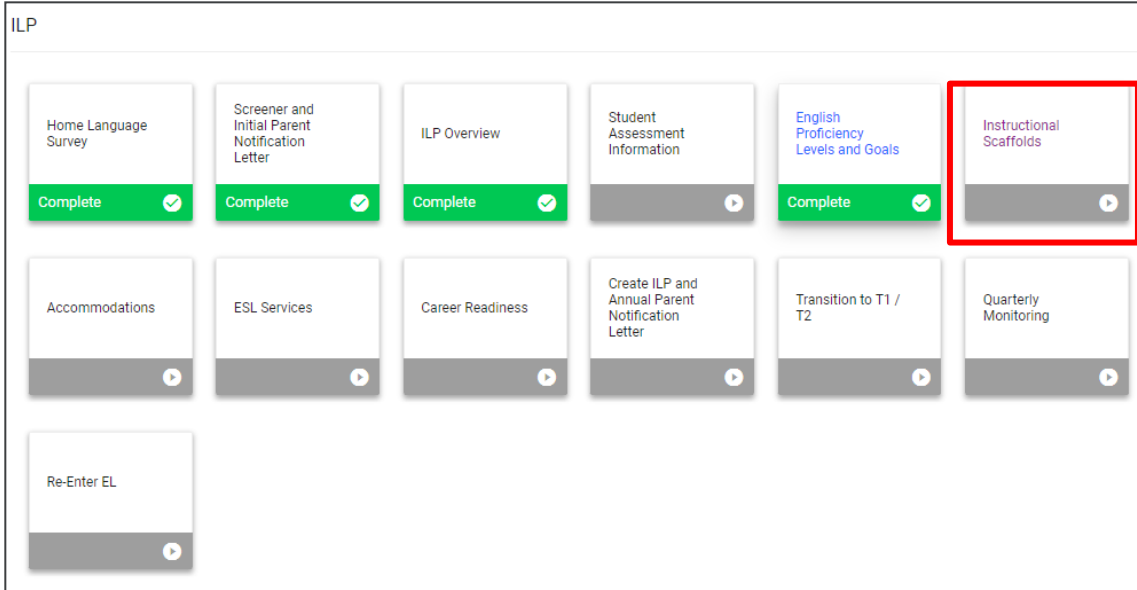
The screenshot shows a web interface for managing goals. At the top, it says "English Proficiency - Speaking" with a dropdown arrow and an "ADD GOAL" link. Below this, the "Student's score" is displayed as "1.3". An information icon (i) is followed by a detailed descriptor for "Level 2 Emerging 3 - Recounts: Reproducing facts or statements in context. Participating in multi-media presentations based on research. Explanations: Naming steps in processes or procedures. Describing familiar phenomena in words or phrases. Arguments: Telling what comes next and showing why. Sharing reasons for opinions or claims (e.g., science experiments)". There is a section for "Observations" with a text area labeled "Describe:". Below that is a "Goals" section with a table header containing "Position", "Goal", "Goal Area", "Edit", and "Del". A "SAVE" button is located at the bottom right.

A new window will appear. Describe the **Current Performance** and add details for the **Goal** into the required field. Include the method of or frequency for measuring progress. The **Initial Date** and **Target Date** will automatically populate to the initial ILP plan; however, these can be edited later. Once complete, click **Save** followed by **Add More** or **Save and Close** to move to the next section.

The screenshot shows a dialog box titled "Add/Edit Goal Details" with a close button (X) in the top right corner. The "Goal Area" is set to "English Proficiency - Speaking". It displays two levels of descriptors: "Current Level Descriptor" (Level 2 Emerging 3) and "Next Level Descriptor" (Level 3 Developing 3). The "Students's Score" is "1.3". There are two text input fields: "Current Performance:" and "Goal:", both with "Describe" as a placeholder. A red rectangle highlights these two fields. At the bottom, there are three buttons: "CLOSE", "SAVE AND ADD MORE", and "SAVE AND CLOSE".

# Instructional Scaffolds

In this section, users will check the box for each scaffold provided during classroom instruction and assignments for the student to equitably access academic content and ESL content.



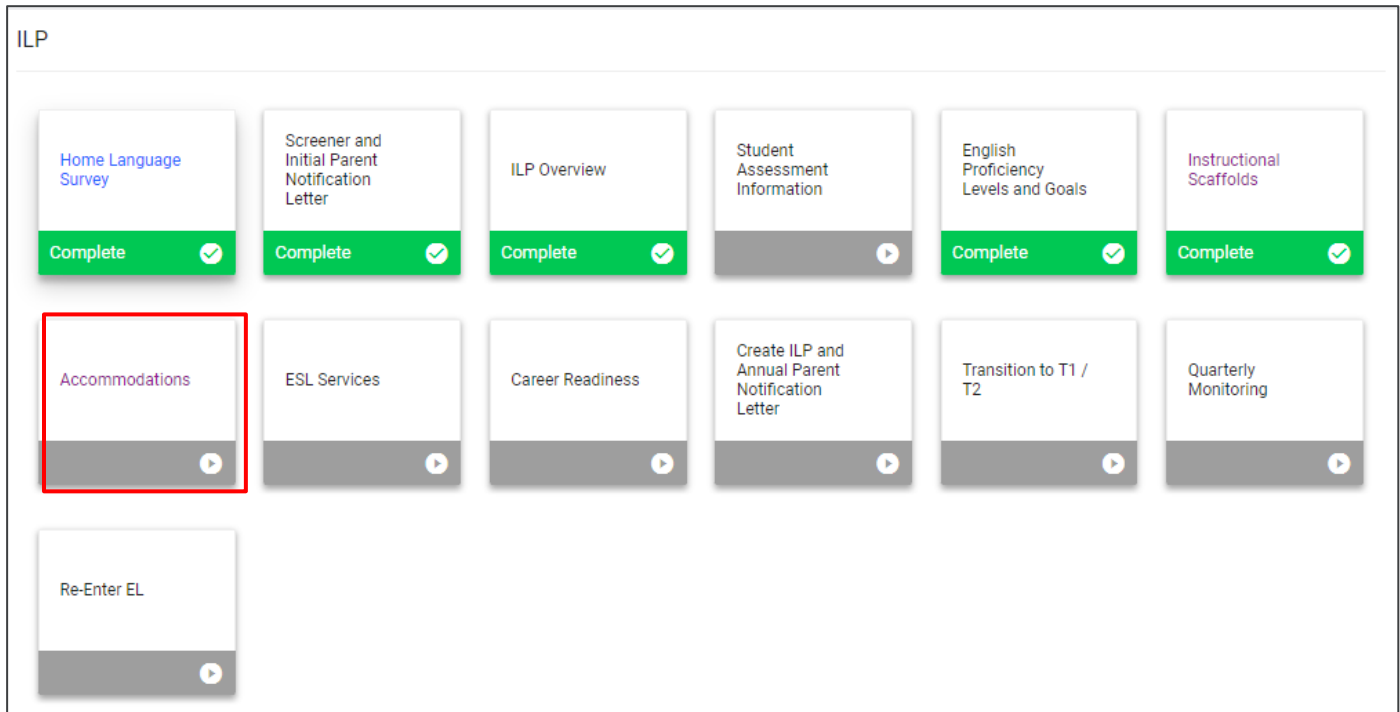
Note: This is

not an exhaustive list and additional information can be found in the **ILP Instructional Decision-Making Guide**.

Use the **checkboxes** to select the scaffold(s) that will be used for all domains. To add more, select **Add More** and a new **Other** field will appear. To select all checkboxes, click **All Yes**. Select **Clear All** to clear the selections. Once the scaffold(s) are complete, click Save.

# Accommodations

The **Accommodations** section of the **ILP Process** can be completed by clicking the **Accommodations** tile on the **ILP Process** page. Users can check the box for each accommodation provided during an assessment. Accommodations assigned on standardized assessments should also be included as accommodations used by the student throughout the instructional year.



Click **Add/Edit Accommodations** in the upper right-hand corner of the **Accommodation** section.

Accommodations	TCAP ELA	TCAP Math	TCAP Science	TCAP Social Studies	TCAP Grade 2 ELA	TCAP Grade 2 Math	EOC English I	EOC English II	EOC Algebra I	EOC Algebra II	EOC Geometry	EOC Integrated Math I	EOC Integrated Math II	EOC Integrated Math III	EOC Biology I	ACT	WIDA ACCESS
Oral Presentation (WIDA ACCESS Reading Level below 4)*	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word-to-word bilingual dictionaries*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*not allowed on WIDA ACCESS

A list of accommodations will appear. If an accommodation is not listed, select **Add More** to enter the desired accommodation in the text box provided. Select the required accommodations by selecting the appropriate checkboxes. Once selected, a button will appear labeled **Add Area(s)**. Click the button to select the assessment(s) assigned to the student. Click **Save** when complete.



▼ Add/Edit Accommodations

Accommodations	Area(s)
<input type="checkbox"/> Oral Presentation (Reading level below 4)	
<input type="checkbox"/> Word-to-word bilingual dictionaries	
<input checked="" type="checkbox"/> Extended time (district must define how much time 1.25x, 1.5x, 1.75x, or 2x)	<input type="button" value="ADD AREA(S)"/>
<input checked="" type="checkbox"/> Rest and breaks (for ILP development only – rest and breaks refers to "stopping the clock" for a rest or break)	<input type="button" value="ADD AREA(S)"/>
<input checked="" type="checkbox"/> Other <small>Test Test</small>	<input type="button" value="ADD AREA(S)"/>

\*not allowed on WIDA ACCESS

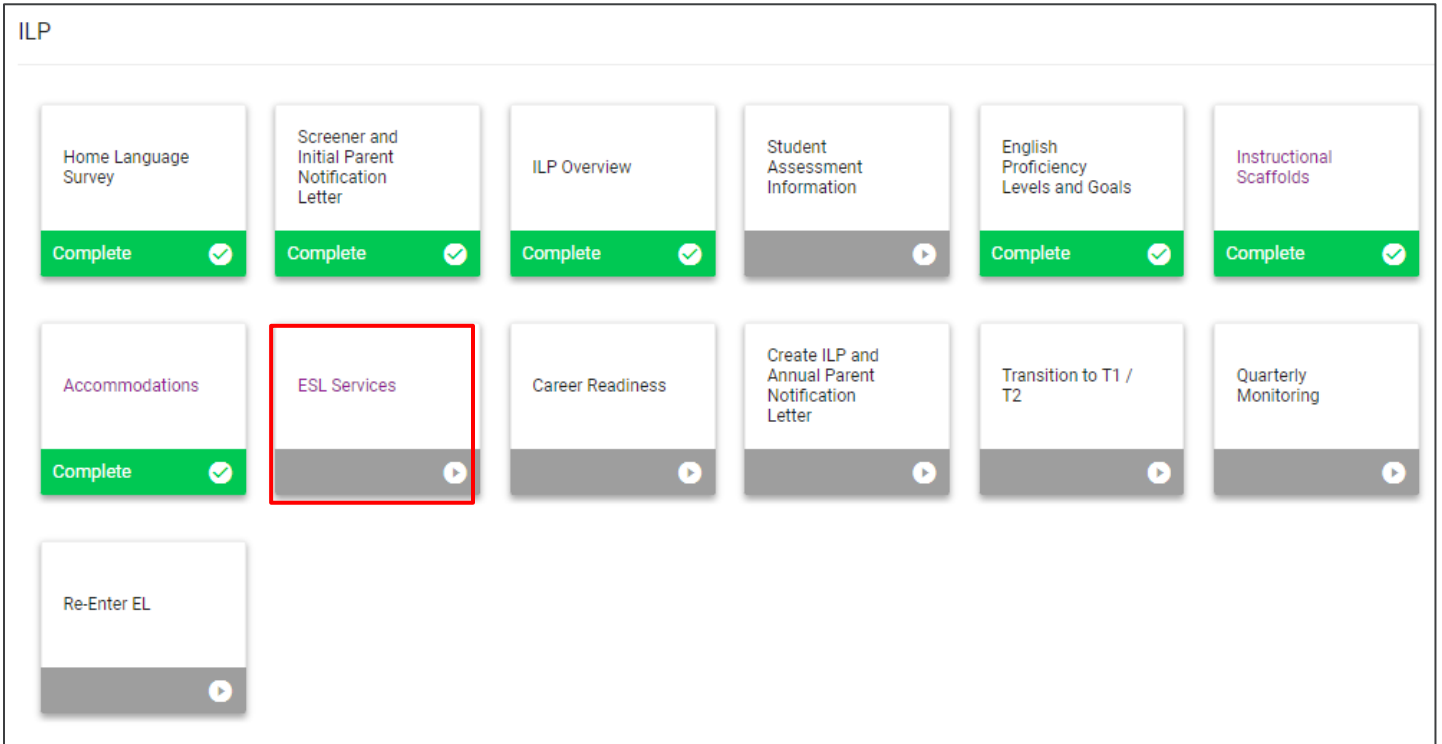
Add Assessment(s) Accommodation is Provided On ×

Select Assessment(s) that the student is participating in.

- TCAP ELA
- TCAP Math
- TCAP Science
- TCAP Social Studies
- TCAP Grade 2 ELA
- TCAP Grade 2 Math
- EOC English I
- EOC English II
- EOC Algebra I
- EOC Algebra II
- EOC Geometry
- EOC Integrated Math I
- EOC Integrated Math II
- EOC Integrated Math III
- EOC Biology I
- ACT
- WIDA ACCESS

# ESL Services

ESL Services section can be completed by selecting the **ESL Services tile** from the **ILP Process** page.



Select the **pencil** icon to **edit** the service or the **trash** icon to **delete**. To add a service, click **Add Service**. A new window will appear. Follow the dropdown menus to complete the ESL services required then click **Save** or **Save and Add More**.

*Note:* an ESL Service Time is required for each day. An error message will display if there is no service listed for one or more days.

ESL Services ADD SERVICE

Position ↑	ESL Service Type ↓	Service Model ↓	Begin Date ↓	End Date ↓	Location ↓	Days	Start - End Times Per Day	Edit ↓	Delete ↓
▼ Direct	Structured English Instruction		07/12/2023	07/27/2023	ESL Classroom	<input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> F	9 AM - 10 AM 10 AM - 11 AM 9 AM - 10 AM 10 AM - 11 AM 9 AM - 10 AM		

Previous 1 Next

**SAVE**

### Add ESL Service ✕

ESL Service Type: **Direct** Service Model: **Structured English Instruction**

Begin Date: **07/20/2023** End Date: **09/12/2023**

Location: **ESL Classroom**

Days	Start Time	End Time	Additional Session	Start Time	End Time
<input checked="" type="checkbox"/> M	10	AM 11	<input type="checkbox"/>		AM
<input checked="" type="checkbox"/> T	11	AM 12	<input type="checkbox"/>		AM
<input checked="" type="checkbox"/> W	10	AM 11	<input type="checkbox"/>		AM
<input checked="" type="checkbox"/> R	11	AM 12	<input type="checkbox"/>		AM
<input checked="" type="checkbox"/> F	10	AM 11	<input type="checkbox"/>		AM

CLOSE SAVE SAVE AND ADD MORE

**!**

- You must deliver all services once per day. Please check the checkbox for each day of the week for all service(s).
- You did not enter the service start time for the service for at least one day. Please enter the start time.
- You did not enter the service end time for the service for at least one day. Please enter the end time.

✕

# Career Readiness

In this **Career Readiness** section, the educator, in collaboration with the student and their support team, will respond to the student's goals regarding career exploration and postsecondary goals. This section is for students in **grades 4-12 only**. Provide responses to the questions and click **Save** when complete.

ILP

Home Language Survey Complete ✓	Screener and Initial Parent Notification Letter Complete ✓	ILP Overview Complete ✓	Student Assessment Information ▶	English Proficiency Levels and Goals Complete ✓	Instructional Scaffolds Complete ✓
Accommodations Complete ✓	ESL Services Complete ✓	<b>Career Readiness</b> ▶	Create ILP and Annual Parent Notification Letter ▶	Transition to T1 / T2 ▶	Quarterly Monitoring ▶
Re-Enter EL ▶					

▼ Career Readiness (Grades 4-12 only)

What are the student's postsecondary goals?  
Describe  
Add student's postsecondary goals

What are the family's/guardian's goals for the student?  
Describe  
Add family's/guardian's goals for the student

What community resources are available to help this student?  
Describe  
add community resources are available to help this student

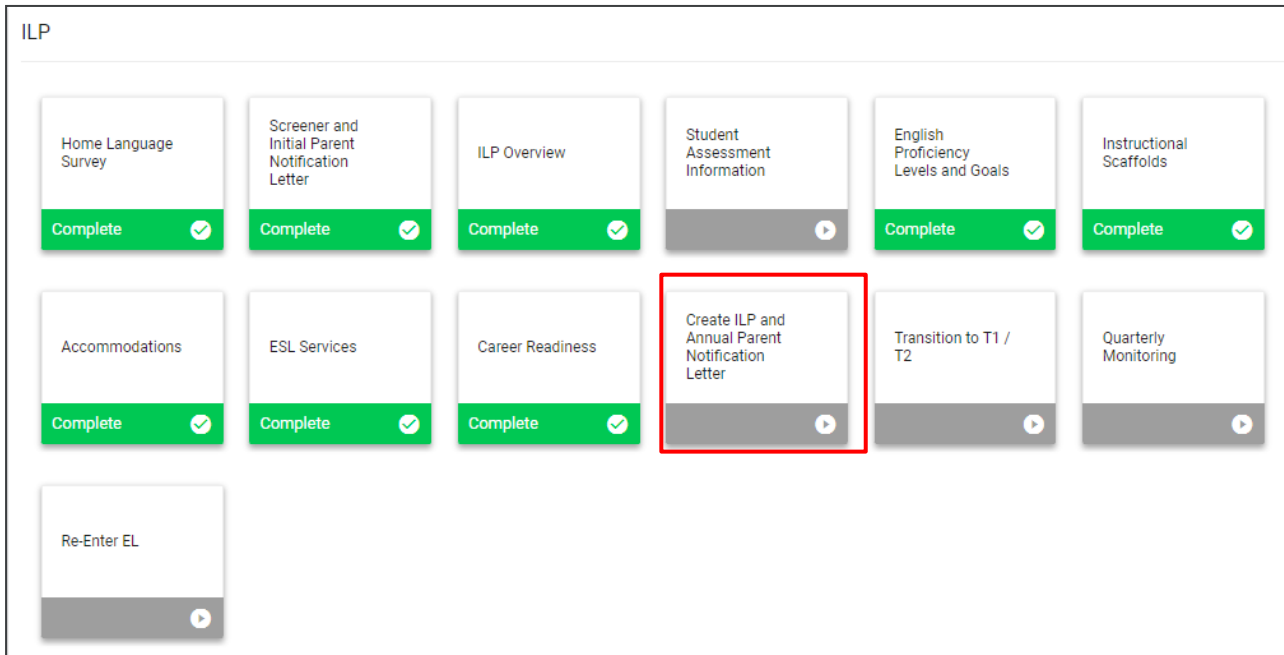
What academic focus is needed for the student to reach their goals?  
Describe  
add academic focus that is needed for the student to reach their goals

What academic objectives do they need to achieve to reach their goal?  
Describe  
add academic objectives they need to achieve to reach their goal

**SAVE**

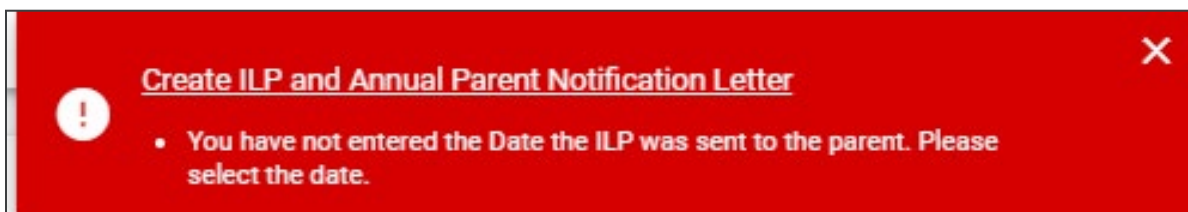
# Create ILP and Annual Parent Notification Letter

The Create ILP and Annual Parent Notification Letter tile on the ILP Process menu allows users to create an official ILP Document and Annual Parent Notification Letter.



## Document Information

The **Document Information** section will automatically pull-in the **Plan Type, Start Date, and End Date** from previously provided data in the **ILP Process**. Enter the **Date Copy was Sent to Parents**. If additional team members need to be included, enter the **name** and **position** in the text field provided and select **Add More** if additional team members need to be added. Once complete, select **Display Errors**. Any errors that are found in the student's **ILP Process** will display. Follow the prompts in the red text box to correct the errors within the ILP Process and return to the **Create ILP and Annual Parent Notification Letter** page. Once all errors are corrected, click **Save** followed by **Create Draft** or **Create Final**. A PDF version of the document will generate in a new window.



Document Information

Plan Type  
K-3

Plan Start Date  
06/13/2023

Plan End Date  
06/12/2024

Date copy was sent to Parent  
06/15/2023

Plan Contributors

Name	Position
Amanda Test	Student
Danya Test	
Laura Dunn Test	
Zendesoref ref Test	

Additional Team Members

Enter Name \_\_\_\_\_ Enter Position \_\_\_\_\_

+ ADD MORE

SAVE DISPLAY ERRORS CREATE DRAFT CREATE FINAL

## Documents

The **Documents** section will show the documents previously created for the student as well as the option to view external documentation and batch print. Within the **Create ILP** and **Annual Parent Notification Letter** section, the **Documents** tab will allow the creation of **the Annual Parent Notification Document**. Click **Create Annual Parent Notification Letter** to generate a PDF version of the document.

Documents for Amanda Test

CREATE ANNUAL PARENT NOTIFICATION LETTER ATTACH DOCUMENTATION

Doc ID	Date Generated	Generated By	Document	Status	Include in Batch	Attachment
15694	06/15/2023	Emma Gonsalves	<a href="#">ILP K-3</a>	Draft	<input type="checkbox"/>	
15693	06/14/2023	Emma Gonsalves	<a href="#">Initial Parent Notification Letter ILP ( Spanish )</a>	Final	<input type="checkbox"/>	
15692	06/14/2023	Emma Gonsalves	<a href="#">Initial Parent Notification Letter ILP</a>	Final	<input type="checkbox"/>	
14545	01/26/2018		<a href="#">Curriculum Vitae</a>	Uploaded		

Previous 1 Next

(4 Documents)


CREATE DOCUMENT BATCH

After selecting if the document is a **draft** or **final parent notification**, a new window will appear. Complete the **Notification Date** and the **name** of the person completing the notification, then follow the steps for school official certification and parent/guardian response. If the user selects that the parent will sign electronically, a signature box will display. If the child has another language chosen for their document language, an option to include a **translated document** will display.

Once completed, click **Save** and then **Create Draft** or **Create Final** to generate a PDF version of the document.

669-908-7743

Parent Signature and Procedural Agreement

Name	Signature	Date
Parent/Guardian: Mom Test		06/12/2023
School Official:		
Title		mm/dd/yyyy
Name		

Include Spanish Translated Document

CLOSE CREATE DRAFT CREATE FINAL SAVE

## Sending Documents to Parents for Signature

In TN PULSE users can follow the steps below to send documents to parents or guardians for signature through **Connect**:

1. After searching and selecting a student for testing, click **Team/Parents** under the **Student Info** tab.

STUDENTS MY ACCOUNT WIZARDS ADMIN/SCHOOL SYSTEM A. TEST

STUDENT INFO DOCUMENTS IEP MENU 504 PROCESS ILP ILP-D

PERSONAL INFO schools  
STUDENT PROFILE STUDENT SEARCH  
STUDENT HISTORY  
TEAM/PARENTS  
CONTACTS

Abigail Gpm Test  
4th Grade

Special Education Section 504 ILP ILP-D Student History

2. If a parent or guardian does not currently exist in TN PULSE, users can add a parent by selecting **Add New Parent/Guardian**. If a parent/guardian already exists, select the **pencil** icon under **Details**.

When adding or editing a parent or guardian, be sure to complete the following fields:

- a. Name
- b. Relationship
- c. Student Lives Here
- d. Guardian Responsibility
- e. Email
- f. Phone number

Parent/Guardian								VIEW PARENT ACTIONS	ADD NEW PARENT/GUARDIAN	ASSOCIATE WITH EXISTING PARENT/GUARDIAN
Position	Name	Relationship	Guardian Responsibility	Home Phone	Work Phone	Cell Phone	Details	Delete		
1	▼ Aimee Nichols	Family Friend	No	615 546-4890		7042361650				
2	▼ Angel Lucero	Father	Yes	6152593282	6158781806					
3	▼ Debbie's Daycare	Transportation	No	6155555555						

**SAVE**

▼ Demographic Information VIEW PARENT ACTIONS

Full Name  Student Lives Here  
 Aimee Test

Relationship  Guardian Responsibility  
 Mother ▼

E-Mail  
 email@email.com

Language ▼

▼ Phone Numbers

Work Phone \_\_\_\_\_

Work Fax \_\_\_\_\_

Cell Phone  
 7042361650



3. Add the parent or guardian to the ILP team, and then click **Add Parent/Guardian**.

Team Access

- Include on IEP Team
- Include on RTI Team
- Include on BP Team
- Include on Section504 Team
- Include on ILP Team
- Include on ILP-D Team

English Proficiency

English Proficient  Interpreter Needed  Written Translation Needed

Does the family have someone to serve as the interpreter?

Comments

Comments

BACK ADD PARENT/GUARDIAN

4. Once the parent or guardian is added to the team, and a document is created within the desired application (ILP, ILP-D, Eligibility, 504 and IEP/ISP), users must select **The parent will sign electronically using Connect**. Click **Create Final**.

Create Parent Notification Letter

Please select how the parent/guardian will sign the ILP letter.

- The parent will sign a paper copy.
- The parent will sign electronically in-person
- The parent will sign electronically using Connect.

Notification Date: 06/09/2023

School Official Certification

I certify that I have reviewed the above information and that the parent or guardian is fully informed regarding EL programs and the student has been placed in the appropriate program.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official: \_\_\_\_\_  
ESL Teacher \_\_\_\_\_  
Joann Runion \_\_\_\_\_

06/27/2023

CLEAR SIGNATURE

Include Spanish Translated Document

CREATE DRAFT CREATE FINAL CLOSE SAVE

- Once the parent has signed the document via **Connect**, navigate back to the student's **Documents** page. There will be two versions of the document. The document in the **Attachment** column will include responses and signatures captured via **Connect**.

Documents for Baxter Rti Test							ATTACH DOCUMENTATION
Doc ID	Date Generated	Generated By	Document	Status	Include in Batch	Attachment	
491935	06/05/2023	Christian Kissinger	<a href="#">Section 504 Manifestation Determination</a>	Final	<input type="checkbox"/>	<a href="#">Section 504 Manifestation Determination</a>	

## Transition to T1/T2

This section of the ILP Process can be completed by selecting the **Transition to T1/T2** tile on the **ILP Process** page. This section allows users to move the student from a K-12 ILP to a T1/T2 ILP by confirming the transition date. It also provides generation of the **Parent Notification Letter**. Once the **Date of Transition** is entered select Confirm Transition and Send Parent Notification.

ILP

Home Language Survey <b>Complete</b> ✓	Screener and Initial Parent Notification Letter <b>Complete</b> ✓	ILP Overview <b>Complete</b> ✓	Student Assessment Information ▶	English Proficiency Levels and Goals <b>Complete</b> ✓	Instructional Scaffolds <b>Complete</b> ✓
Accommodations <b>Complete</b> ✓	ESL Services <b>Complete</b> ✓	Career Readiness <b>Complete</b> ✓	Create ILP and Annual Parent Notification Letter <b>Complete</b> ✓	Transition to T1 / T2 ▶	Quarterly Monitoring ▶
Re-Enter EL ▶					

The student will continue to show up with **EL Compliance symbols**, however he/she will have a **T1/T2 ILP** instead of a K-12 ILP. The team will use the **ILP Process** to select **T1/T2** as the ILP type and proceed to create the document.

## Assessments

The Assessments section of the Transitions Page Process pulls in assessment data for the student. Enter the Date of Transition Decision and click Confirm Transition and Send Parent Notification.

Assessments

Other Assessments

Date Administered	Instrument	Listening	Speaking	Reading	Writing	Oral Language Composite	Literacy	Comprehension	Overall Composite	Percentage
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WIDA

Date Administered	Instrument	Listening	Speaking	Reading	Writing	Oral Language Composite	Literacy	Comprehension	Overall Composite
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Date of Transition Decision  
06/15/2023

**CONFIRM TRANSITION AND SEND PARENT NOTIFICATION**

A new window will display. Complete the **Exit Decision Date**, the **name** of the person completing the notification, and then follow the steps for school official certification and parent/guardian response. If the user selects that the parent will sign electronically, a signature box will display. If the child has another language chosen for their document language, an option to include a **translated document** will display. Once completed, click **Save** and then **Create Draft** or **Create Final** to generate a PDF version of the document.

Create Parent Notification of ILP Transition

Please select how the parent will sign the ILP Transition Letter.

- The parent will sign a paper copy.
- The parent will sign electronically in-person.
- The parent will sign electronically using Connect.

Date of Exit Decision  
06/15/2023

School Official Certification:

I certify that I have reviewed the above information and that the parent or guardian is fully informed regarding the exit of their student from the ESL program.

Parent/Guardian Response:

Your signature below will help your child's school know you have received this letter and understand your child has exited the ESL program.

Phone Number: \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian:  
Name \_\_\_\_\_

**CLOSE** **CREATE DRAFT** **CREATE FINAL** **SAVE**

**Note:** Users should only enter electronic signatures prior to clicking Create Final. Electronic signatures will not pull into draft documents.

## Documents

This section will show the documents created for the student as well as the option to view external documentation and batch print. Click **Attach Document** to upload an external document. Use the check boxes to select specific documents to be printed in one batch. Once selected, click **Create Document Batch**.

Doc ID	Date Generated	Generated By	Document	Status	Include in Batch	Attachment
5009502	06/22/2023	Haley Richardson	<a href="#">ILP-D Parent Notification</a>	Final	<input type="checkbox"/>	

## Quarterly Monitoring

The Quarterly Monitoring Information section can be completed by selecting the Quarterly Monitoring tile on the ILP Process page. This section allows users to record general observations on a student's progress.

Component	Status
Home Language Survey	Complete
Screener and Initial Parent Notification Letter	Complete
ILP Overview	Complete
Student Assessment Information	Not Complete
English Proficiency Levels and Goals	Complete
Instructional Scaffolds	Complete
Accommodations	Complete
ESL Services	Complete
Career Readiness	Complete
Create ILP and Annual Parent Notification Letter	Complete
Transition to T1 / T2	Complete
Quarterly Monitoring	Complete
Re-Enter EL	Not Complete

To add observation notes for each quarter, select a **Date** and choose **Yes** or **No** from the dropdown menu to determine if the student is progressing adequately. Click **Save** when complete. Choose **Create Monitoring Document** to generate a PDF version of the observation notes.

A pop-up window will appear. Select the option to create a **Cumulative Monitoring Document** to include notes from multiple quarters. Select **Create Quarter 1 Monitoring Document** to generate notes from a specific quarter only. Select **Create Draft** or **Create Final**. A PDF version of the Quarterly Monitoring document will appear in a separate tab. The document will now also appear on the **Documents** page.

Del	Doc ID	Date Generated	Generated By	Document	Batch	Status	Change Tab	Signatures
<input type="checkbox"/>	15696	06/15/2023	Emma Gonsalves	<a href="#">ILP Quarterly Monitoring</a>	PDF	<input type="checkbox"/> (Draft)	<input type="text"/>	
<input type="checkbox"/>	15695	06/15/2023	Emma Gonsalves	<a href="#">Transition Parent Notification Letter ILP</a>	PDF	<input type="checkbox"/>	<input type="text"/>	
<input type="checkbox"/>	15694	06/15/2023	Emma Gonsalves	<a href="#">ILP K-3</a>	PDF	<input type="checkbox"/> (Draft)	<input type="text"/>	
<input checked="" type="checkbox"/>	15693	06/14/2023	Emma Gonsalves	<a href="#">Initial Parent Notification Letter ILP (translated to Spanish)</a>	PDF	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="VIEW"/>

## Re-Enter EL

The **Re-Enter EL** tile on the **ILP Process** page allows users to re-enter a T1 or T2 student into ESL services by following the district's reclassification procedures below:

a. "Each LEA shall have a written reclassification procedure to be used for exited EL Students who require re-entry into the ESL program. The LEA shall apply its reclassification procedure if academic or non-academic interventions are unsuccessful."

b. "If a transitional student demonstrates difficulty in the general education classroom or fails to meet ILP benchmarks, academic interventions should be provided by a general classroom teacher or teacher with an ESL endorsement."

1. If a student has been exited, users will need to **re-enter the student into ESL services**.
2. Once the student is re-entered, he/she will need a **new ILP** as the T1/T2 ILP differs from the K-12 ILP).
3. The student's **EL classification will also need to change** as they will go from T1/T2 to either L or W (based on the choice to either receive or waive services).

The screenshot displays the ILP process page with a grid of task tiles. The tiles are arranged in three rows. The first row contains six tiles: Home Language Survey, Screener and Initial Parent Notification Letter, ILP Overview, Student Assessment Information, English Proficiency Levels and Goals, and Instructional Scaffolds. The second row contains six tiles: Accommodations, ESL Services, Career Readiness, Create ILP and Annual Parent Notification Letter, Transition to T1 / T2, and Quarterly Monitoring. The third row contains one tile: Re-Enter EL. Each tile has a status bar at the bottom, either green with a checkmark or grey with a play button. The 'Re-Enter EL' tile is highlighted with a red box.

Task	Status
Home Language Survey	Complete
Screener and Initial Parent Notification Letter	Complete
ILP Overview	Complete
Student Assessment Information	In Progress
English Proficiency Levels and Goals	Complete
Instructional Scaffolds	Complete
Accommodations	Complete
ESL Services	Complete
Career Readiness	Complete
Create ILP and Annual Parent Notification Letter	Complete
Transition to T1 / T2	Complete
Quarterly Monitoring	Complete
Re-Enter EL	In Progress

## Assessments

Under the **Assessments** section, enter the Date of Re-Entry Decision. Click **Confirm Re-Entry** to save.

Assessments


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Other Assessments

Date Administered	Instrument	Listening	Speaking	Reading	Writing	Oral Language Composite	Literacy	Comprehension	Overall Composite	Percentage
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WIDA

Date Administered	Instrument	Listening	Speaking	Reading	Writing	Oral Language Composite	Literacy	Comprehension	Overall Composite
09/01/2020	WIDA ACCESS for ELLs	0.4	1.3	0.9	2.1				1.1
09/01/2021	WIDA ACCESS for ELLs	1.1	1.6	2.2	3.1				2.3
09/01/2022	WIDA ACCESS for ELLs	0.7	1.5	1.2	2.5				0.5

Date of Re-Entry Decision  
mm/dd/yyyy 

**CONFIRM RE-ENTRY**

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