TN PULSE: Individual Learning Plan Manual (ILP)

For Users and Administrators

Tennessee Department of Education | July 2023

TN Department of Education

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TN PULSE Logistics

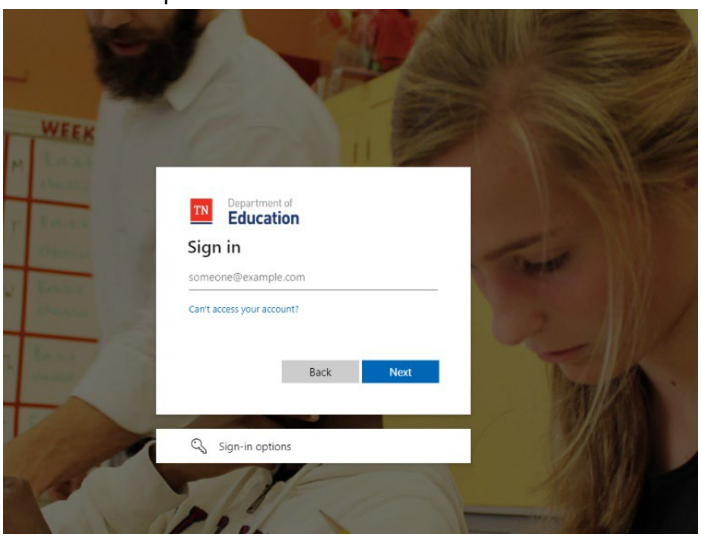
TN PULSE is the newly designed portal with a renewed focus on user experience. **TN PULSE** replaces the previously used **EdPlan** portal. TN PULSE is the newly designed statewide data management system that offers a comprehensive platform to develop and house student learning plans. TN PULSE replaces 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.

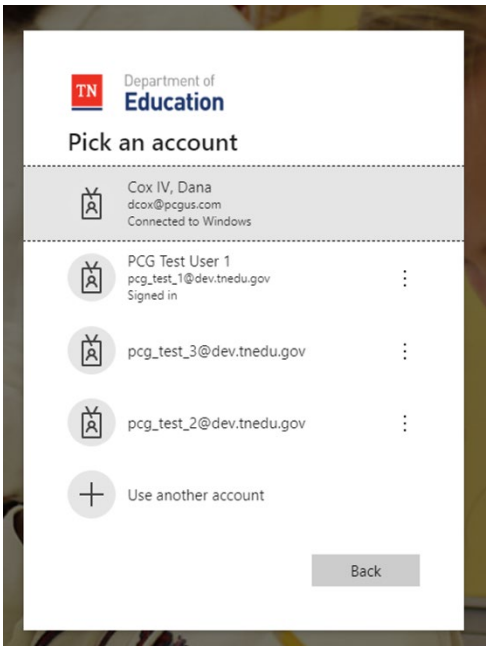
Logging into TN PULSE

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

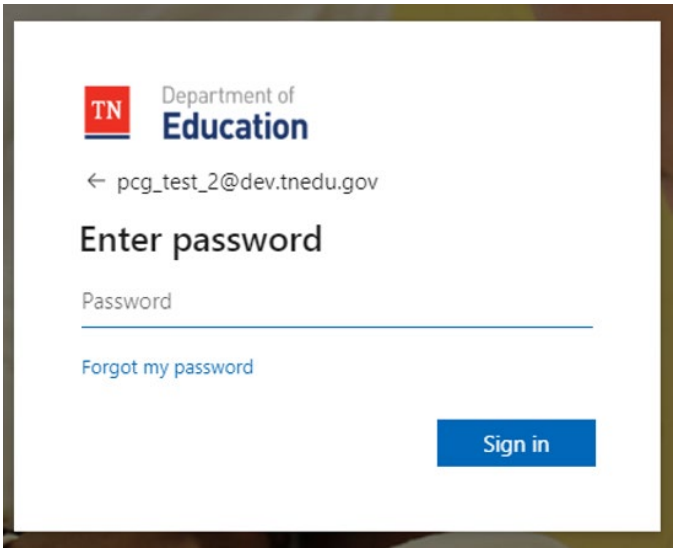
https://tnpulse.pcgeducation.com/easyiep.plx?op=openid_connect_login&OpenID_Set=1

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.





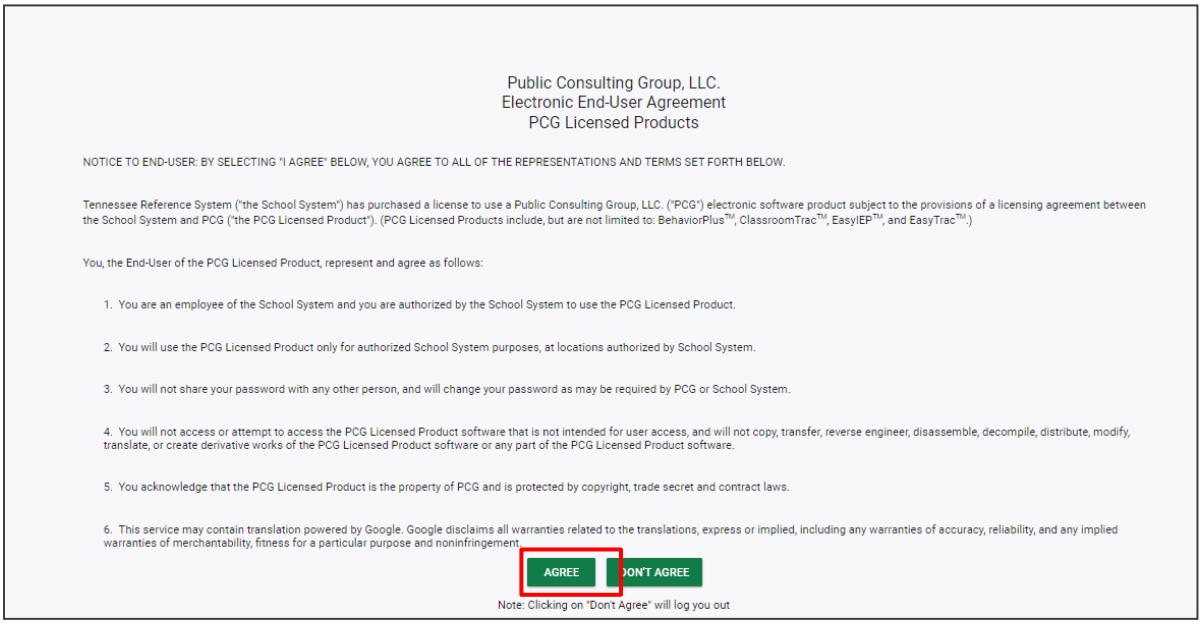
3. When the password is entered, the user will be logged into their district.



*Note: The u**sernam**e 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™, EasyIEP™, 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.

AGREE DON'T AGREE

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.

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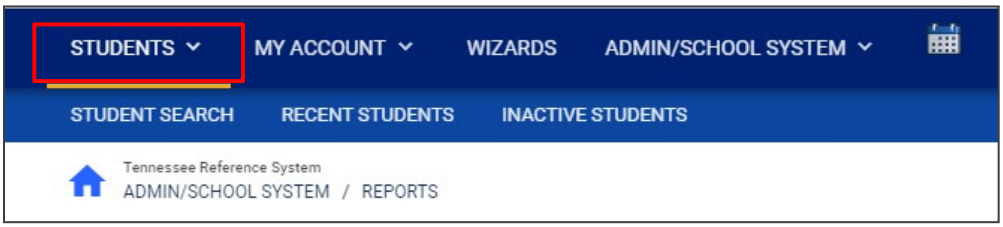
Students

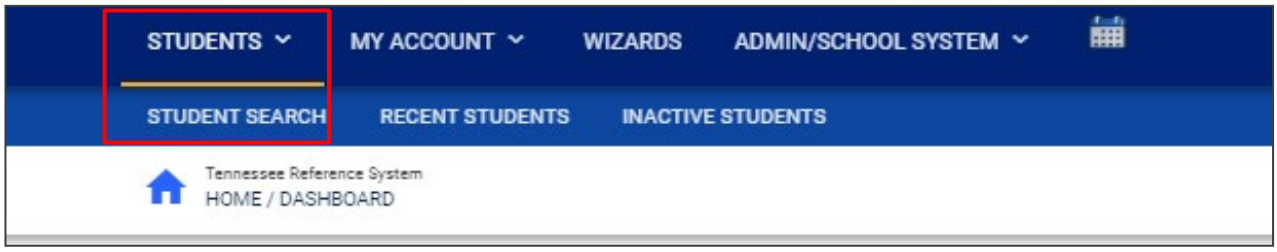
The **Students Menu** allows users to search for recent and inactive students.



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 **Domin 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**.

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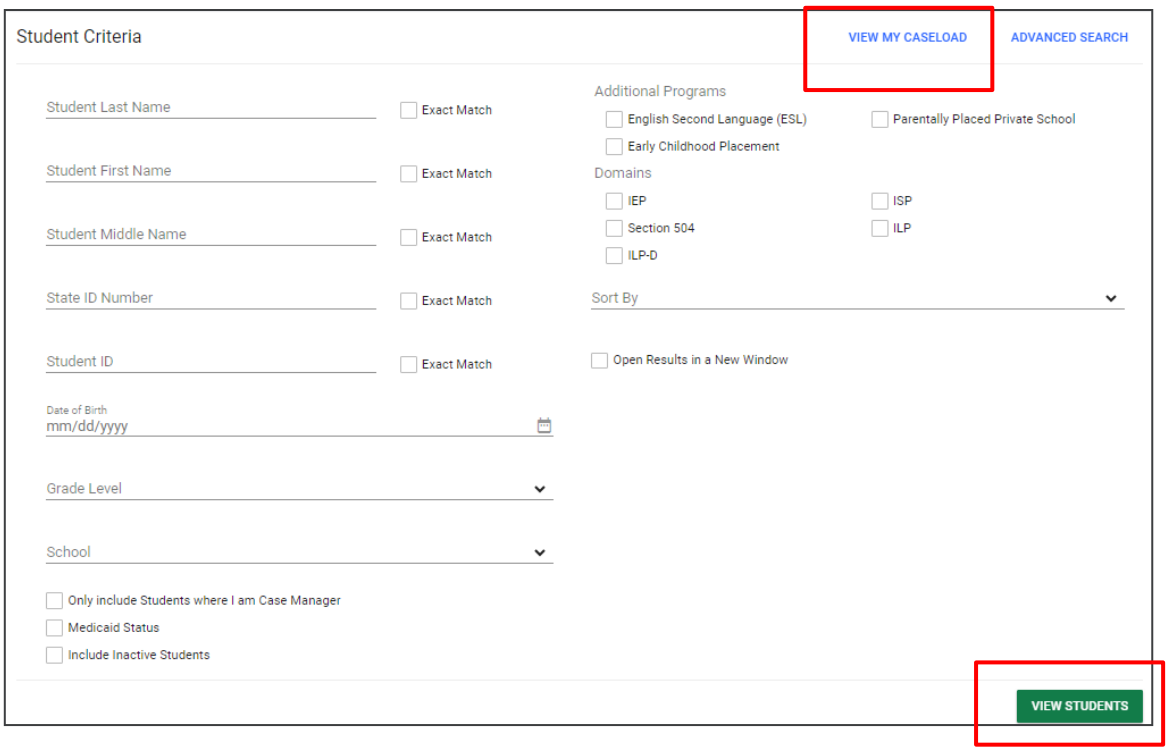
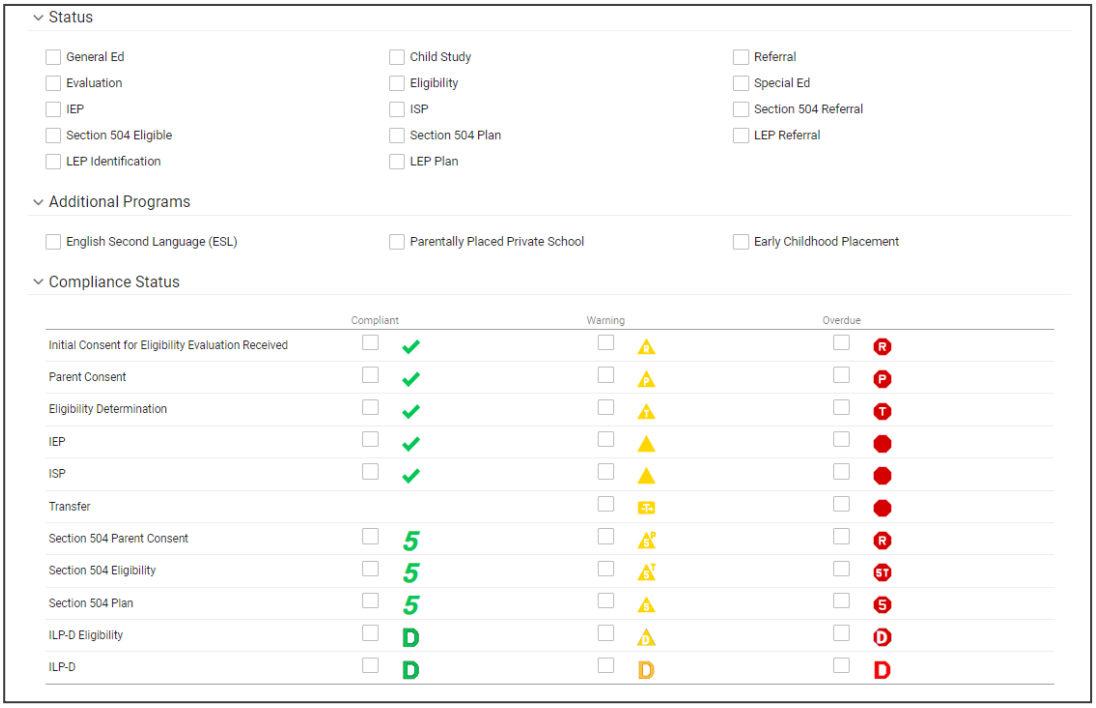


3. The student's record or a list of students that meet the selected criteria appears.
4. Selecting **View My Caseload** button displays an individualized user's caseload.
5. Select the name of the student to open the student's record.



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

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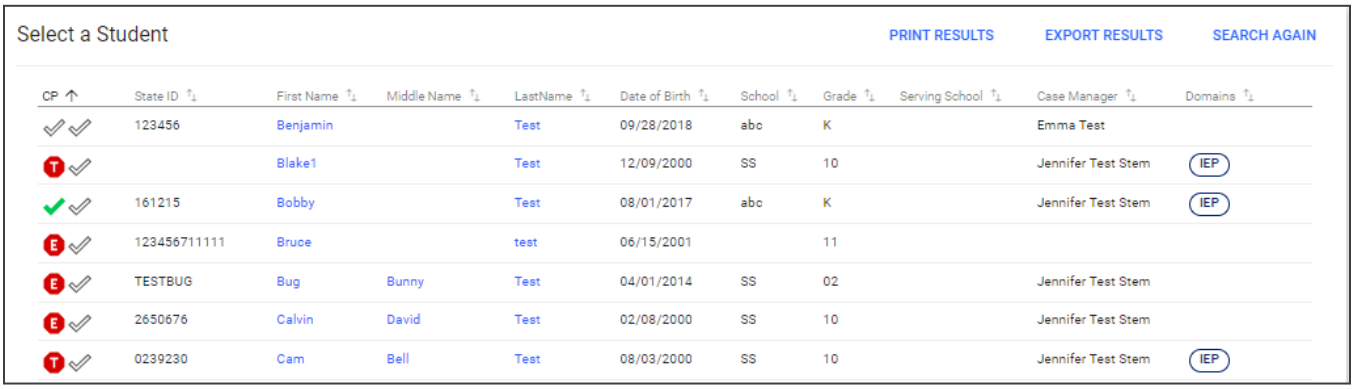
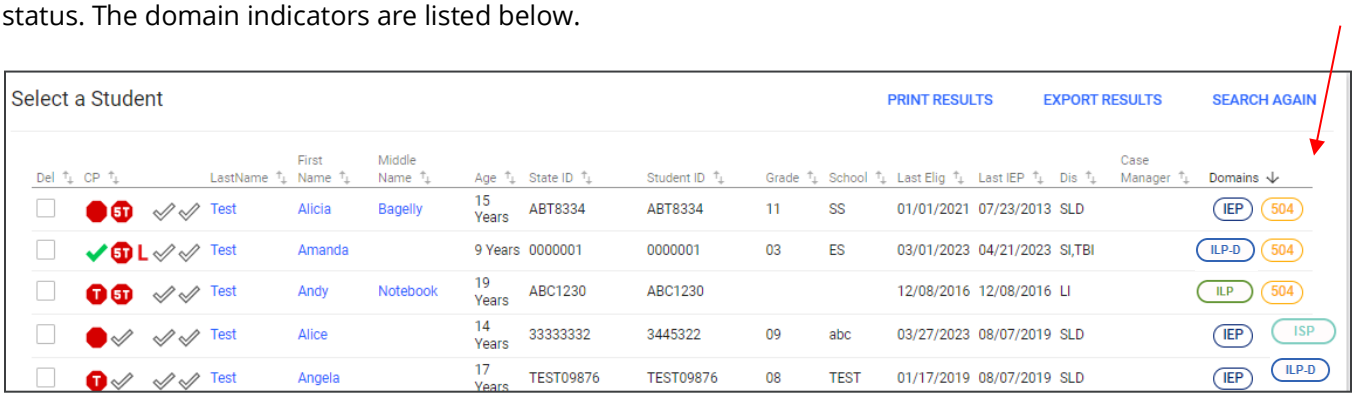
Each student record displays a separate column for first name, middle name, and last name. Users have the ability to sort by student first or last name. Once a user clicks on the name of the student, the student's personal information page appears.



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.



Del	CP	LastName	First Name	Middle Name	Age	State ID	Student ID	Grade	School	Last Elig	Last IEP	Dis	Case Manager	Domains
	ST	Test	Alicia	Bagelly	15 Years	ABT8334	ABT8334	11	SS	01/01/2021	07/23/2013	SLD		IEP 504
	ST L	Test	Amanda		9 Years	0000001	0000001	03	ES	03/01/2023	04/21/2023	SI,TBI		ILP-D 504
	T ST	Test	Andy	Notebook	19 Years	ABC1230	ABC1230			12/08/2016	12/08/2016	LI		ILP 504
		Test	Alice		14 Years	33333332	3445322	09	abc	03/27/2023	08/07/2019	SLD		IEP ISP
	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)

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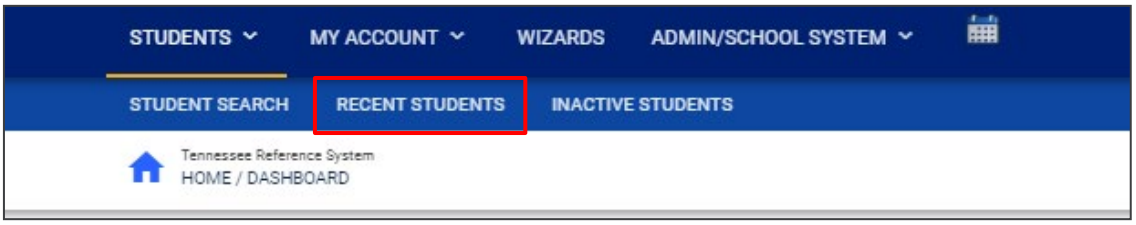
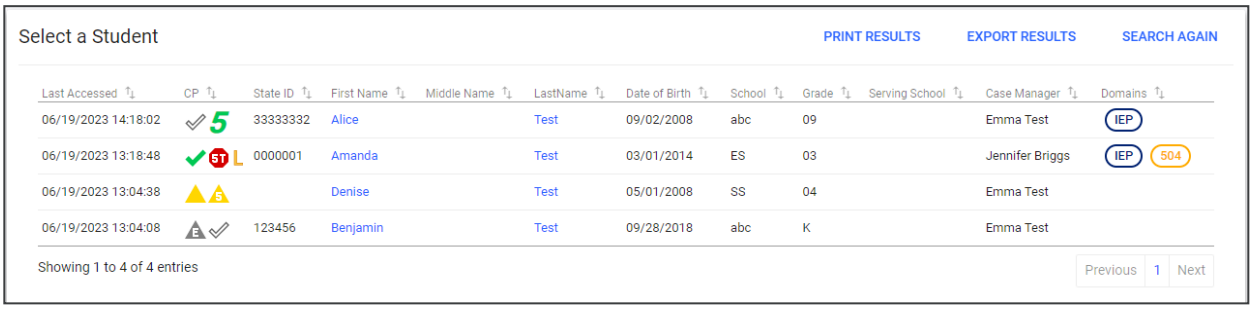
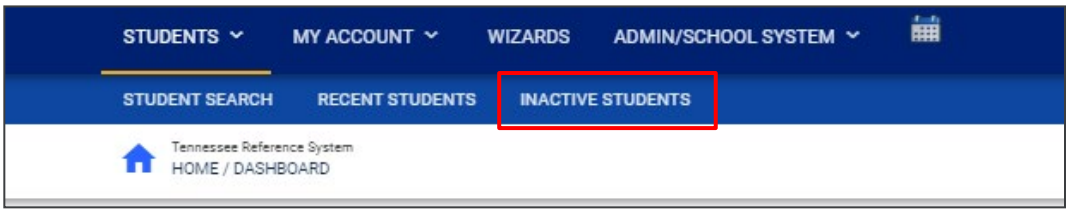
Recent Students

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

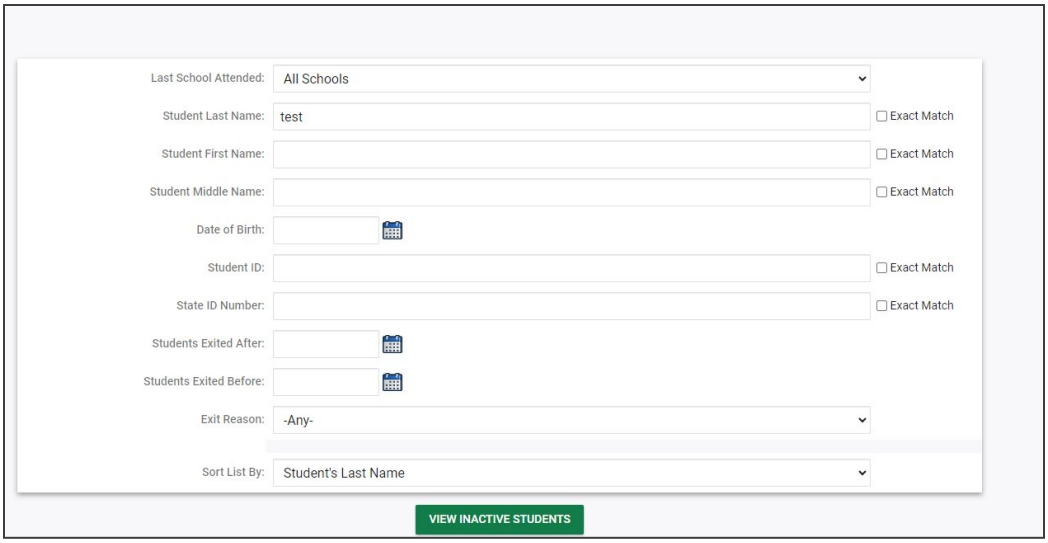




Inactive Students



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.



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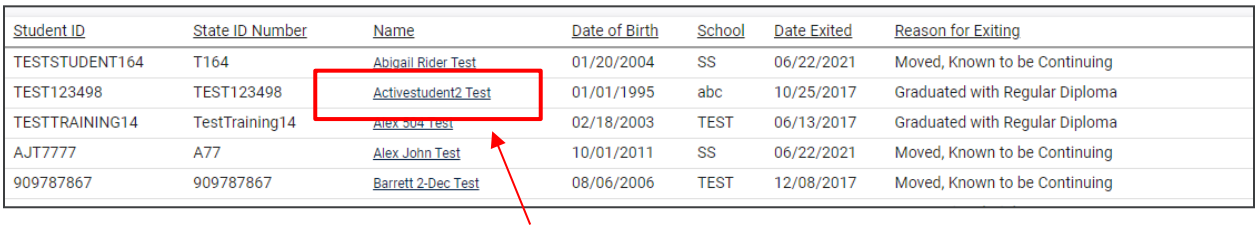
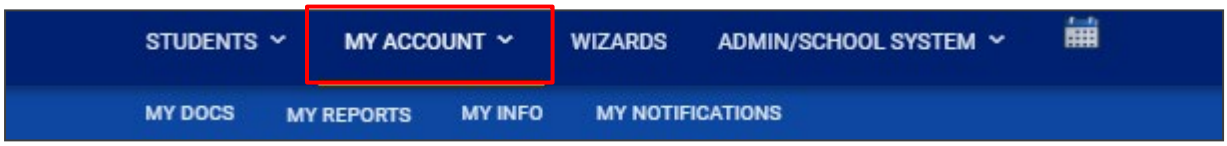
Select a student by clicking on the student's name to be directed to his/her **Documents** page.



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	Activestudent2 Test	01/01/1995	abc	10/25/2017	Graduated with Regular Diploma
TESTTRAINING14	TestTraining14	Alex 504 Test	02/18/2003	TEST	06/13/2017	Graduated with Regular Diploma
AJT7777	A77	Alex John Test	10/01/2011	SS	06/22/2021	Moved, Known to be Continuing
909787867	909787867	Barrett 2-Dec Test	08/06/2006	TEST	12/08/2017	Moved, Known to be Continuing

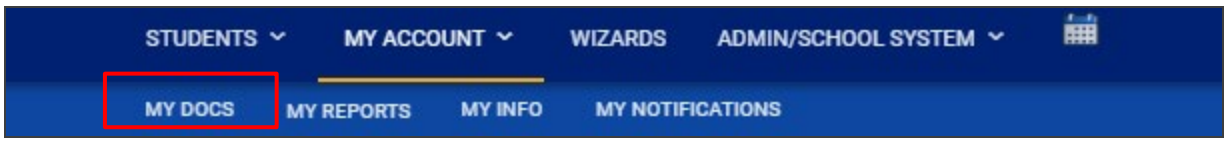
My Account

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

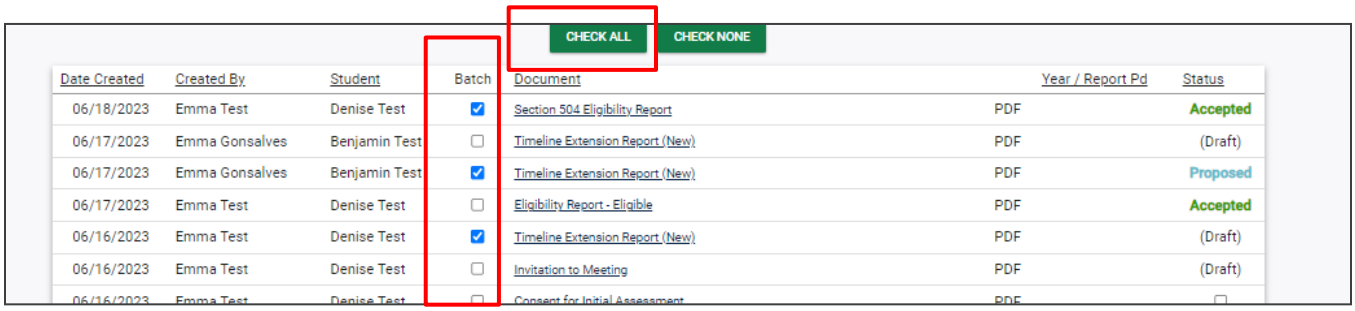


My Docs

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	☑	Section 504 Eligibility Report	PDF		Accepted
06/17/2023	Emma Gonsalves	Benjamin Test	☐	Timeline Extension Report (New)	PDF		(Draft)
06/17/2023	Emma Gonsalves	Benjamin Test	☑	Timeline Extension Report (New)	PDF		Proposed
06/17/2023	Emma Test	Denise Test	☐	Eligibility Report - Eligible	PDF		Accepted
06/16/2023	Emma Test	Denise Test	☑	Timeline Extension Report (New)	PDF		(Draft)
06/16/2023	Emma Test	Denise Test	☐	Invitation to Meeting	PDF		(Draft)
06/16/2023	Emma Test	Denise Test	☐	Consent for Initial Assessment	PDF		

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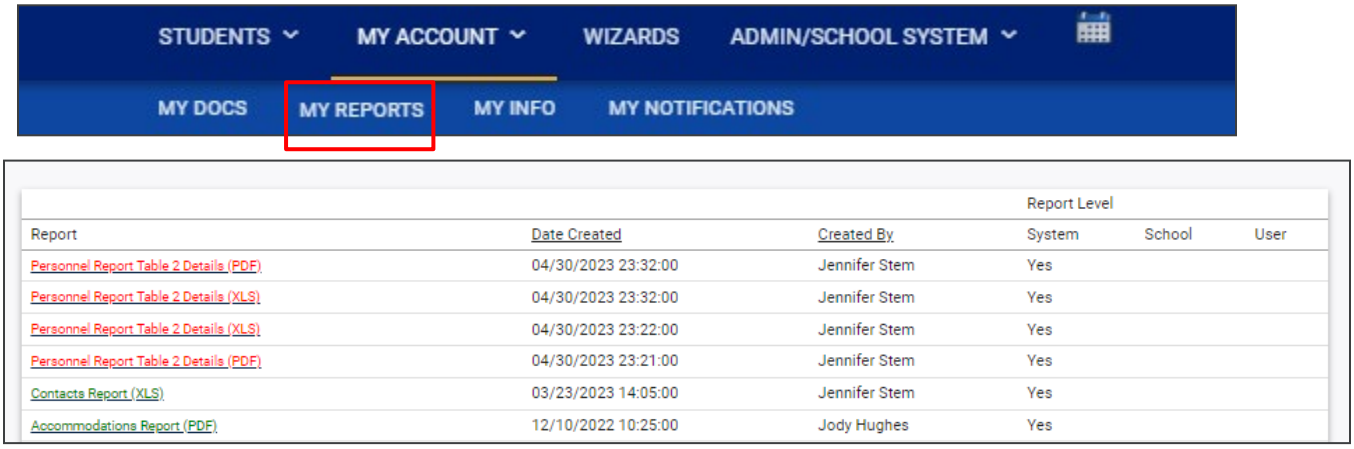
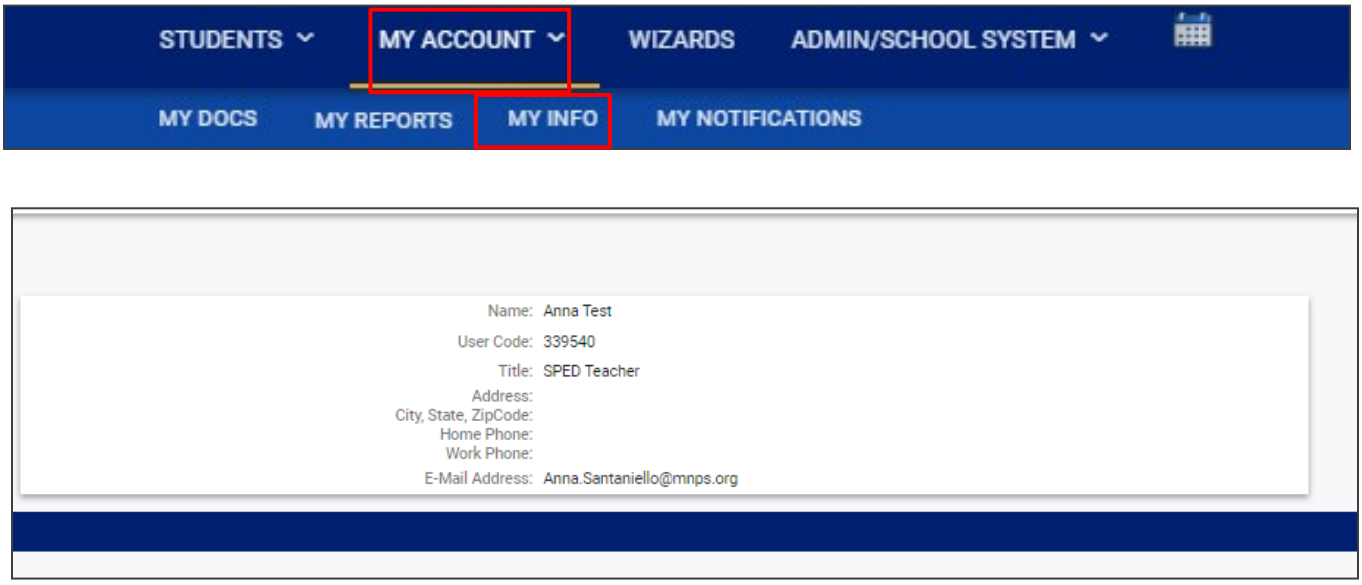
My Reports

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.



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**.



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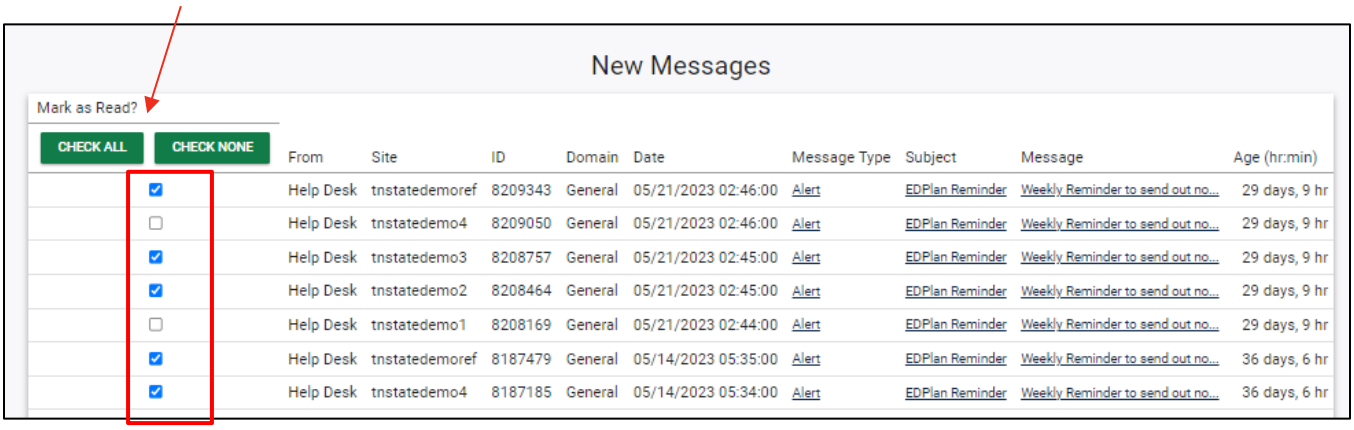
My Notifications

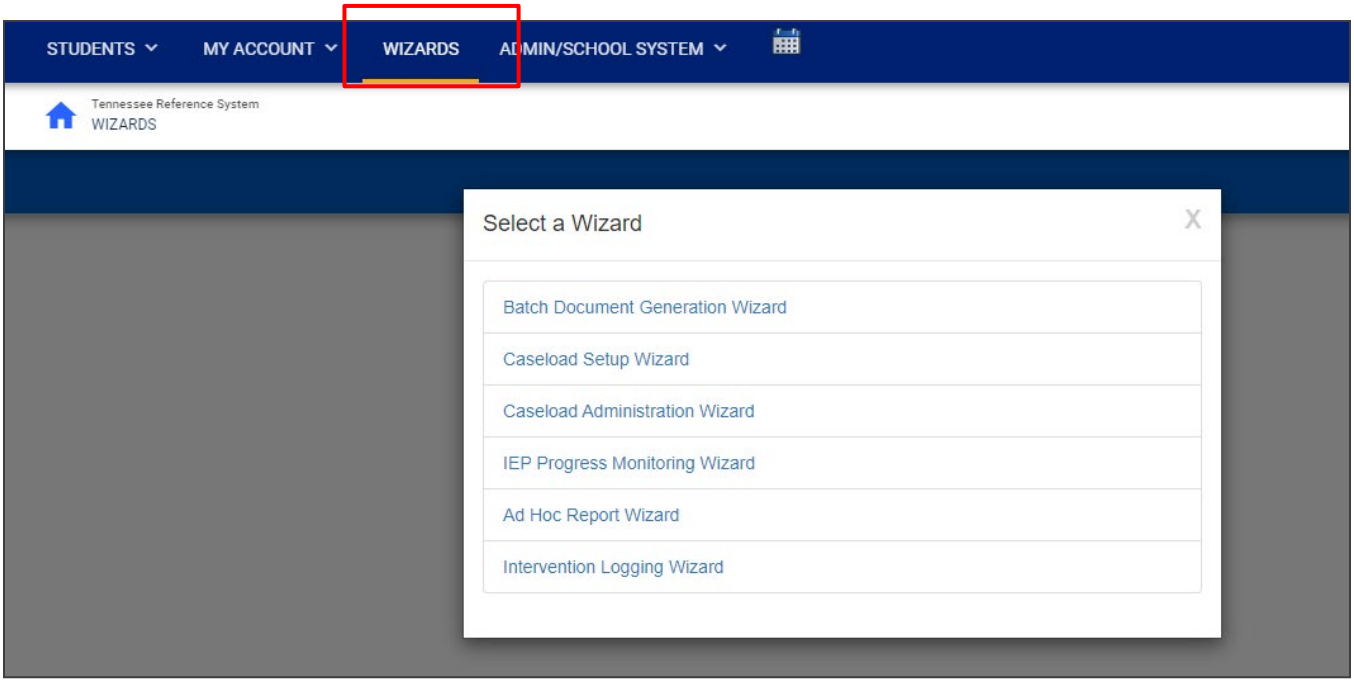
The **My Notifications** tab displays all notifications pertaining to students such as alerts, weekly reminders, overdue compliance alerts etc. If the user has unread messages, a **New Messages** section will appear at the top of the page. Below any new messages, a **Previous Messages** section will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



From	Site	ID	Domain	Date	Message Type	Subject	Message	Age (hr:min)
Help Desk	tnstatedemoref	8209343	General	05/21/2023 02:46:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	29 days, 9 hr
Help Desk	tnstatedemo4	8209050	General	05/21/2023 02:46:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	29 days, 9 hr
Help Desk	tnstatedemo3	8208757	General	05/21/2023 02:45:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	29 days, 9 hr
Help Desk	tnstatedemo2	8208464	General	05/21/2023 02:45:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	29 days, 9 hr
Help Desk	tnstatedemo1	8208169	General	05/21/2023 02:44:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	29 days, 9 hr
Help Desk	tnstatedemoref	8187479	General	05/14/2023 05:35:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	36 days, 6 hr
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.



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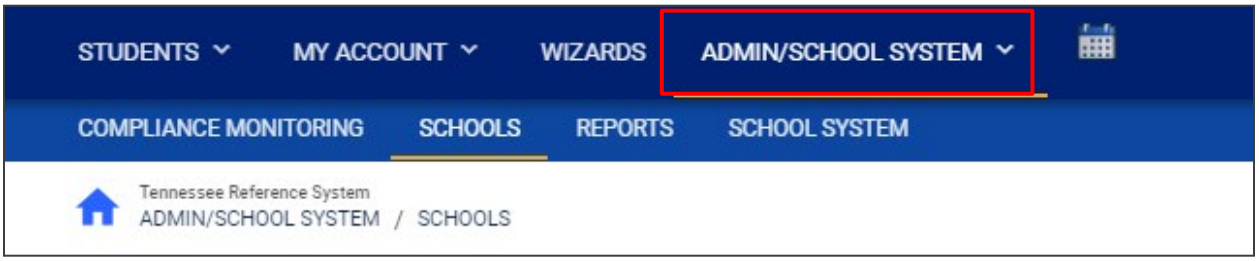
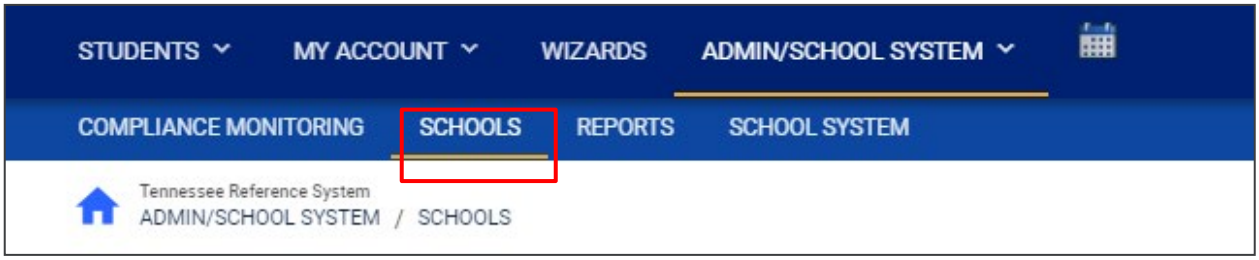
Admin/School System

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.

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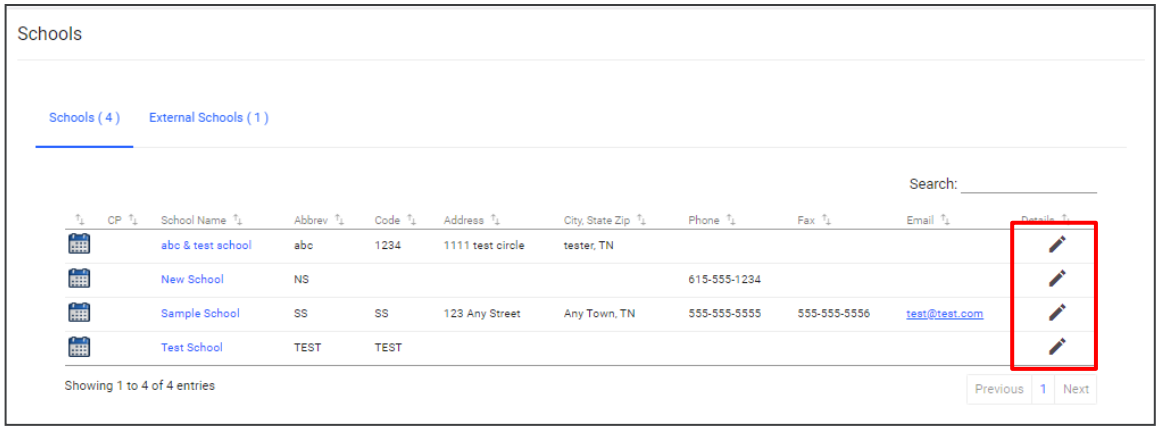
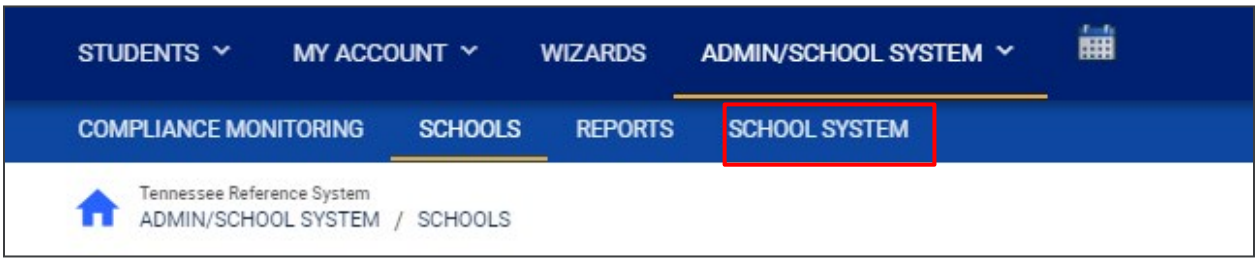
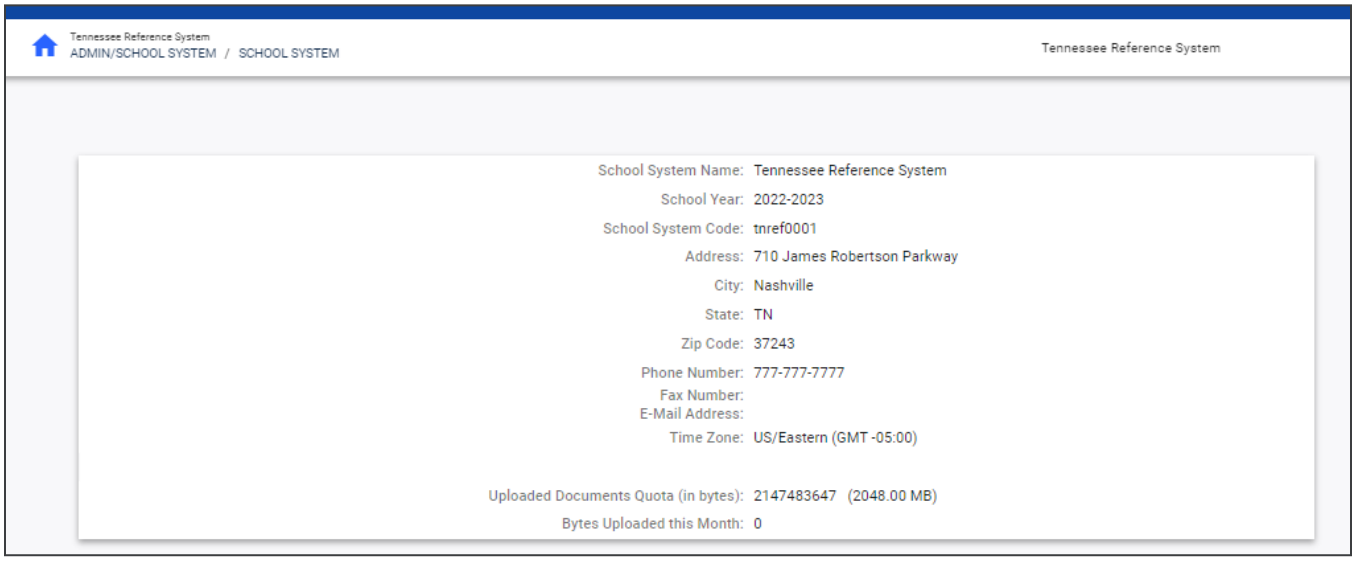


School System

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.





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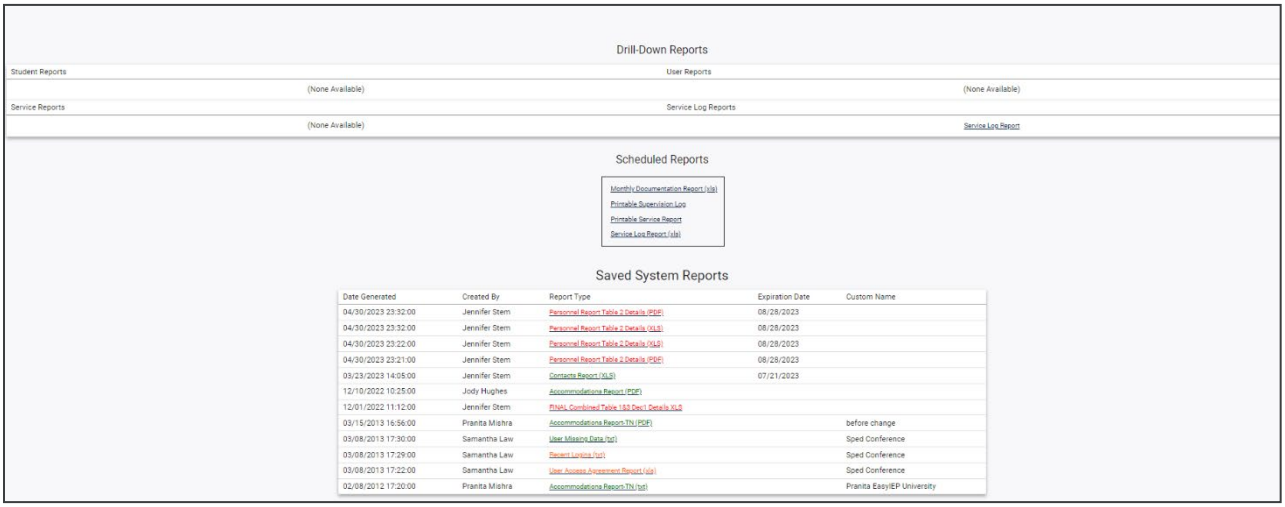
Reports

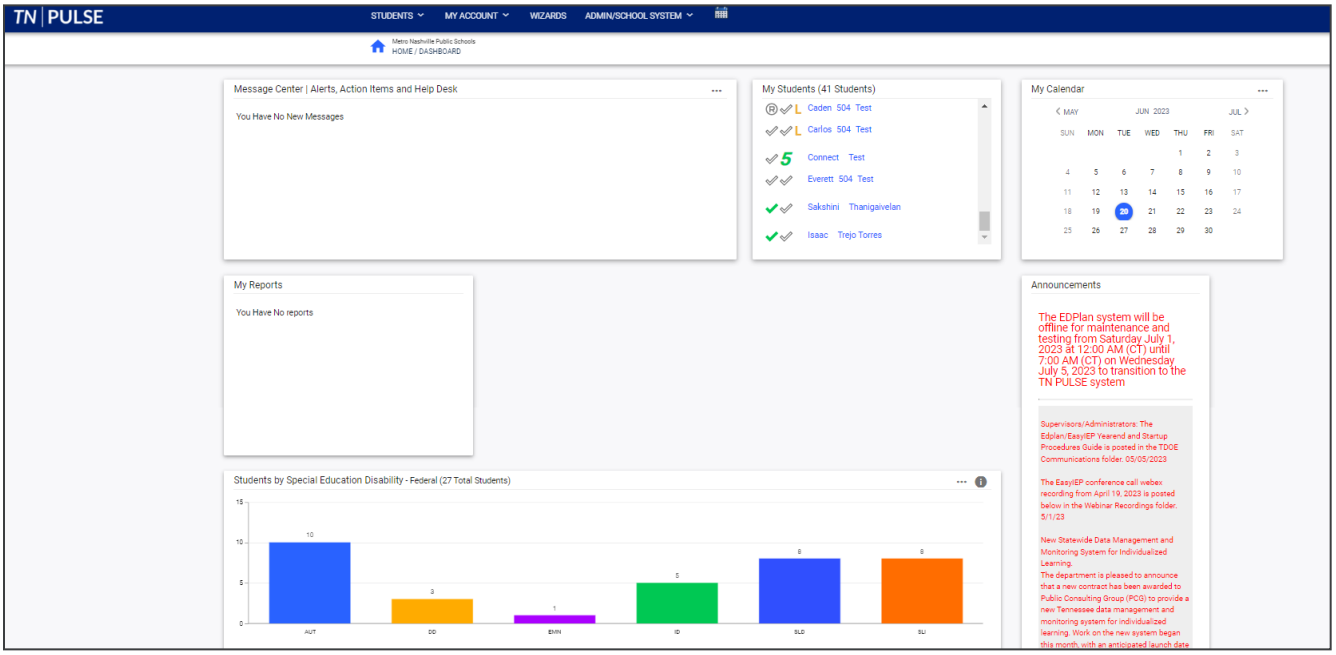
The **Reports** tab lists any **Drill Down Reports**, **Scheduled Reports**, and **Saved System Reports** that have been generated or will be generated within the district.



*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.



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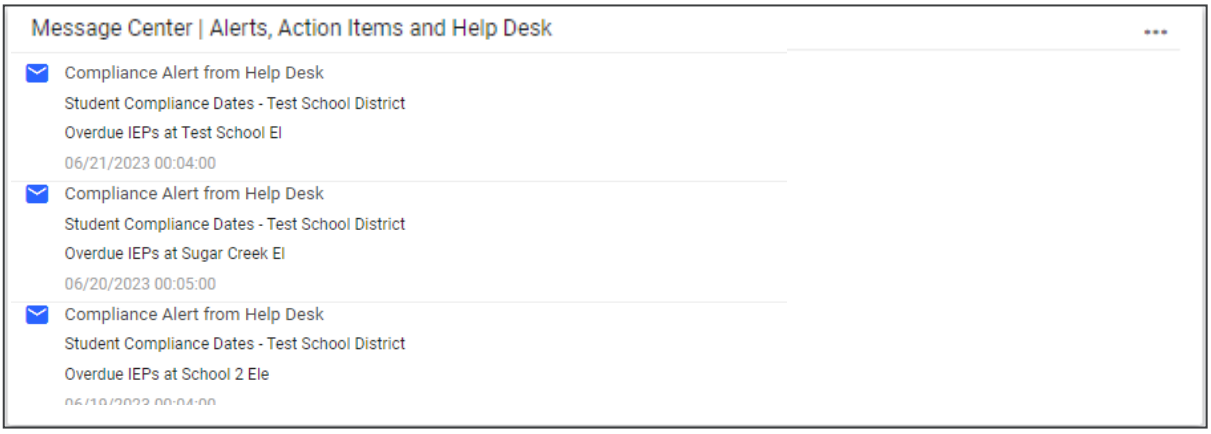
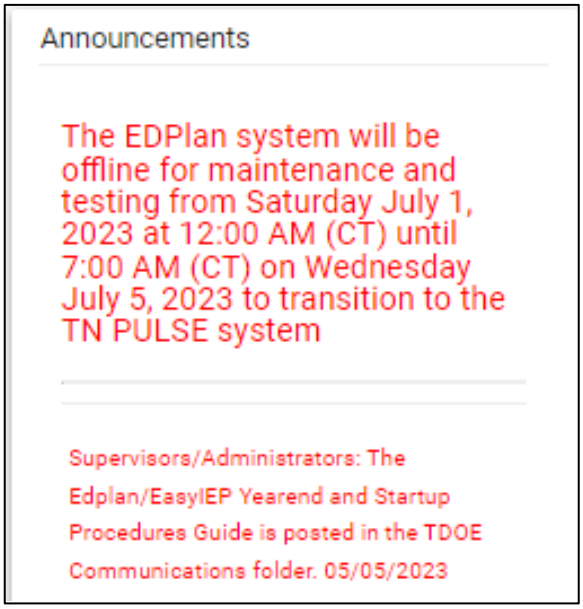
Message Center

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.



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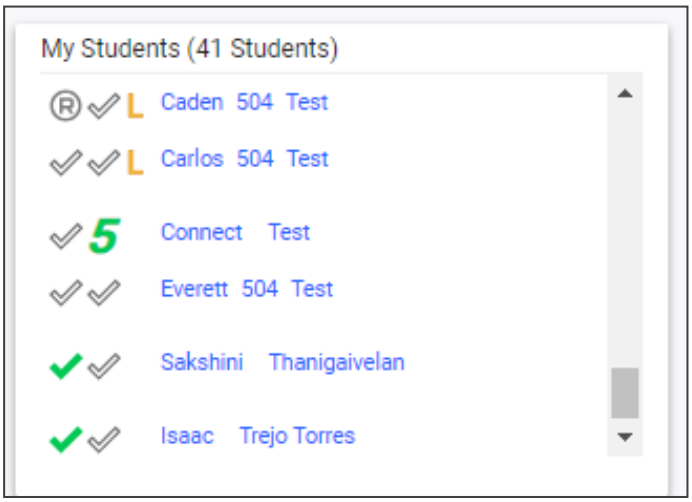
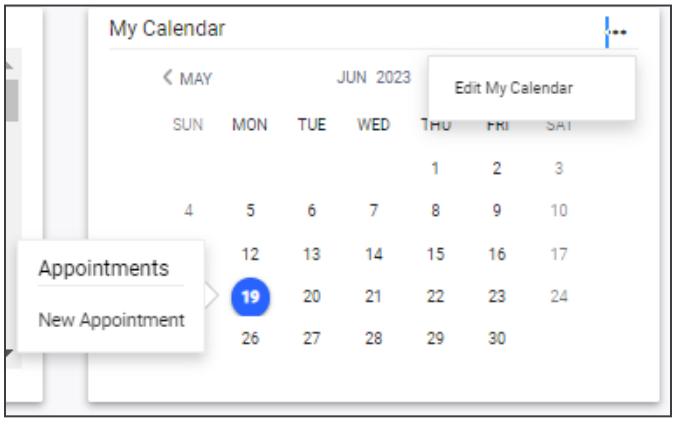
My Students

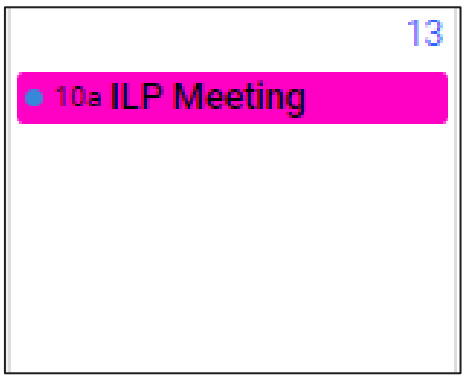
The **My Students** widget lists students assigned to a user's caseload along with compliance symbols. Click the name of the student to navigate to the student's' page.



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.





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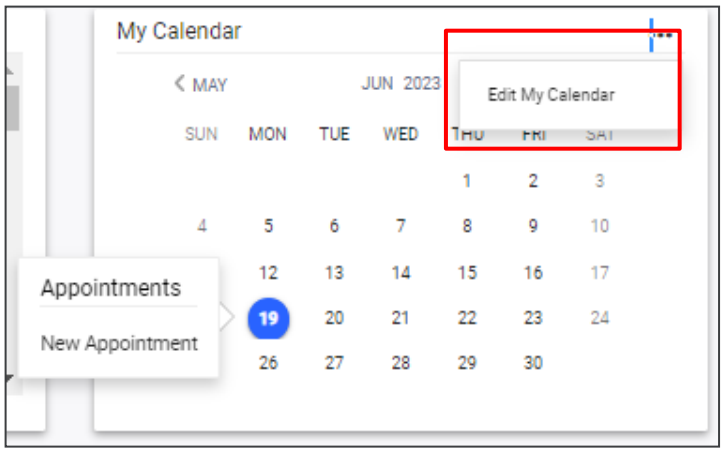
To edit the calendar, click the **3 dots** in the upper right-hand corner and select **Edit My Calendar**.



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:

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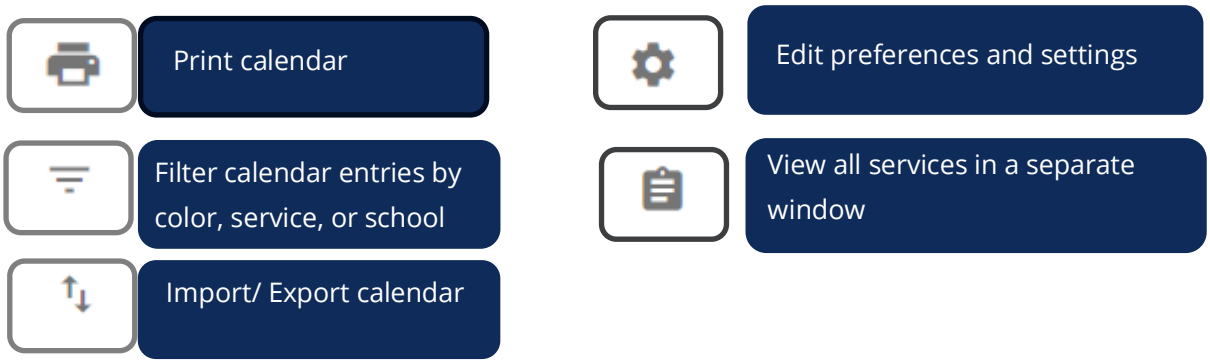
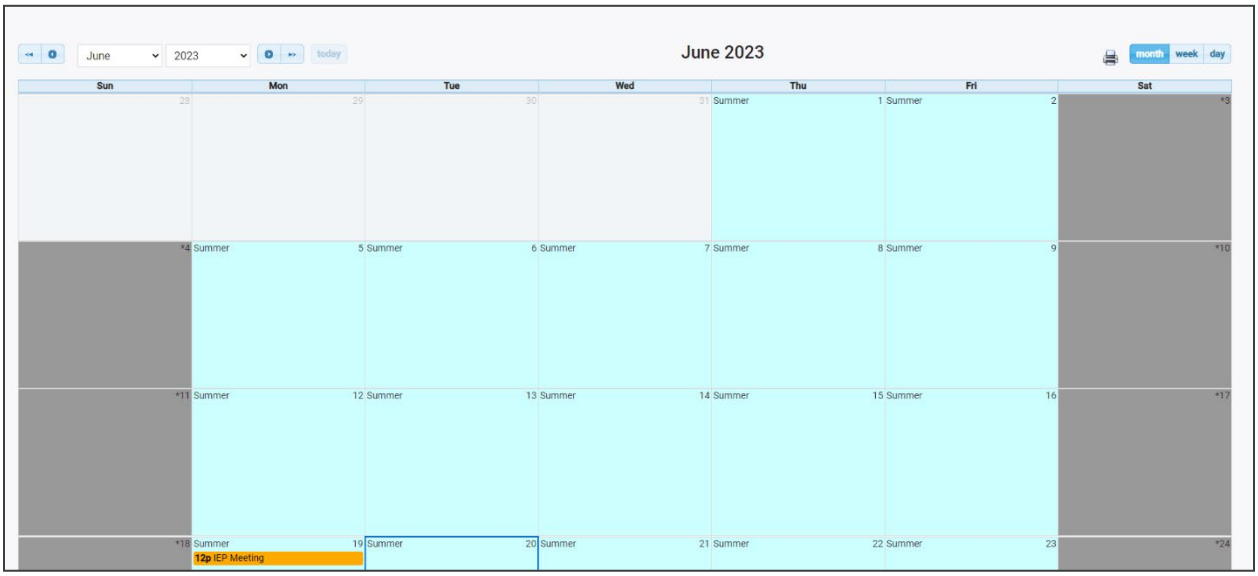
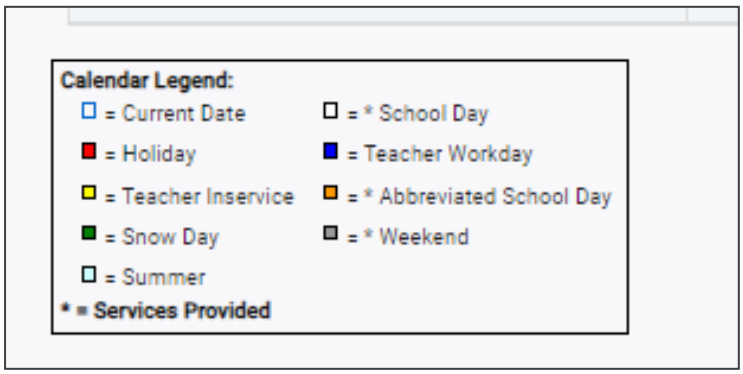


*Note: Click the **calendar** icon on the **Main Menu** bar to access the school system calendar. This will display the schoolwide calendar, including events, teacher work days, holidays, and other important dates. A **Calendar Legend** is provided at the bottom right of the calendar for reference.*





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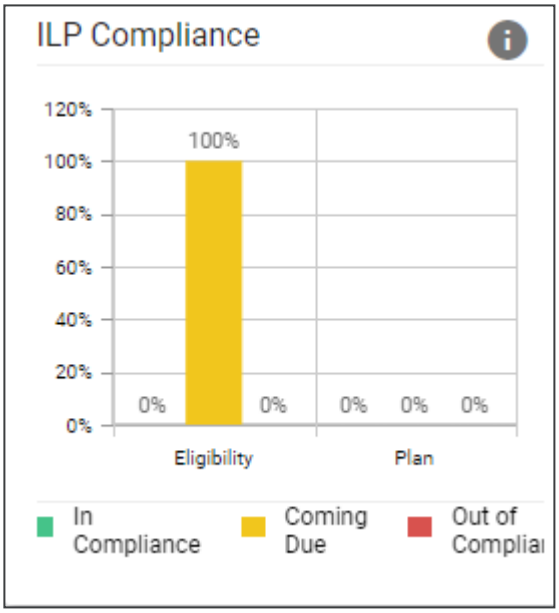
ILP Compliance

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.

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

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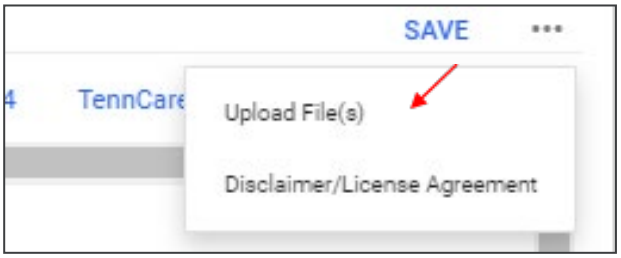
Resource Library

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 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 i**n 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.

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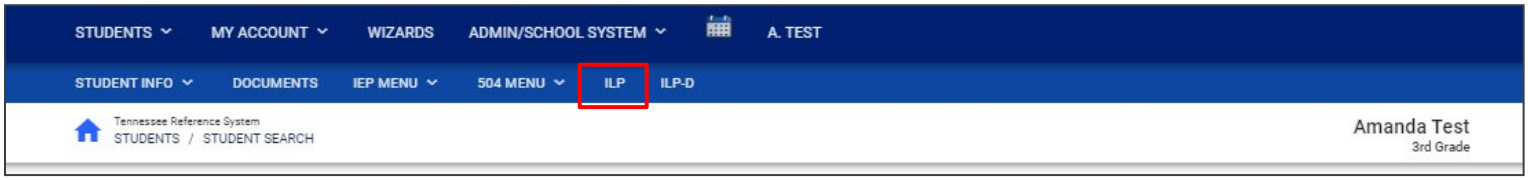
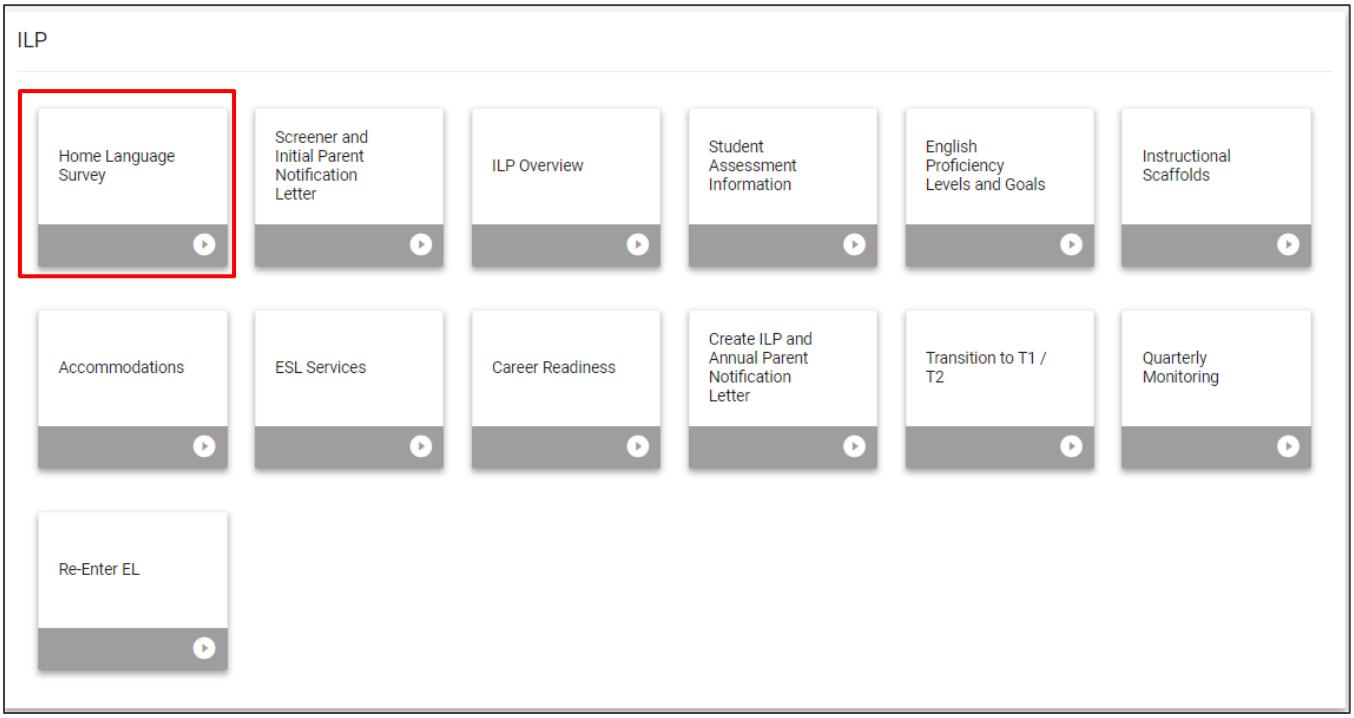
Home Language Survey

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**.

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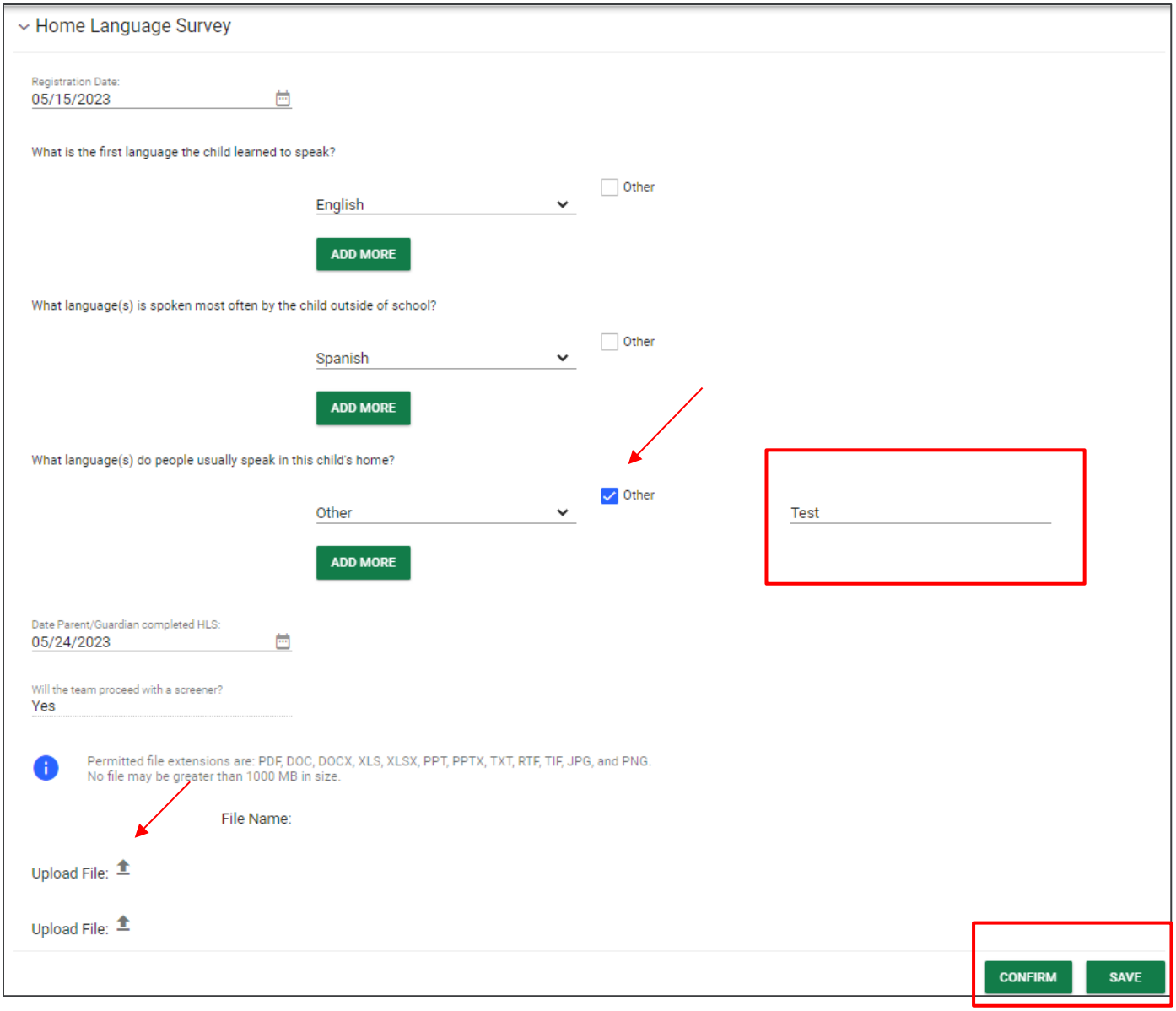

Note: This step is only required if the answer to at least one of the language fields is a language other than English. Once this page is finalized with all required fields complete, this section of the ILP is marked complete and the data becomes **Read Only**. In the case an HLS indicates a language 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.

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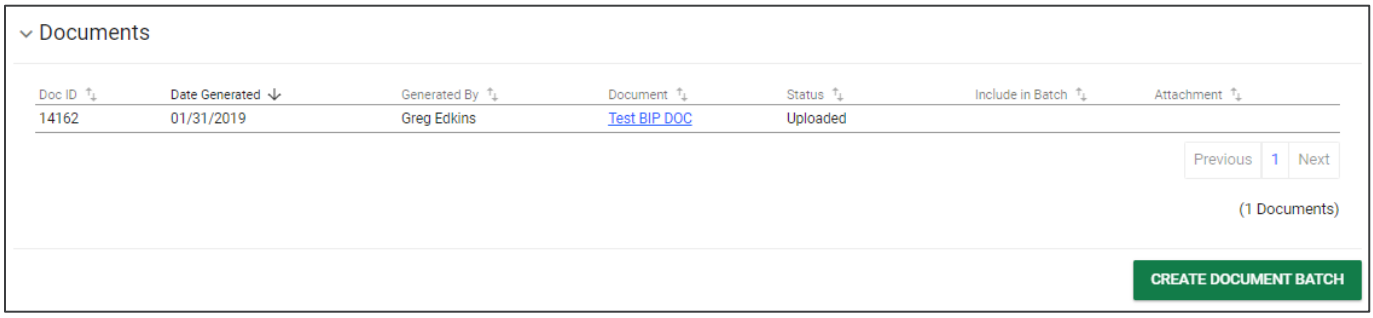
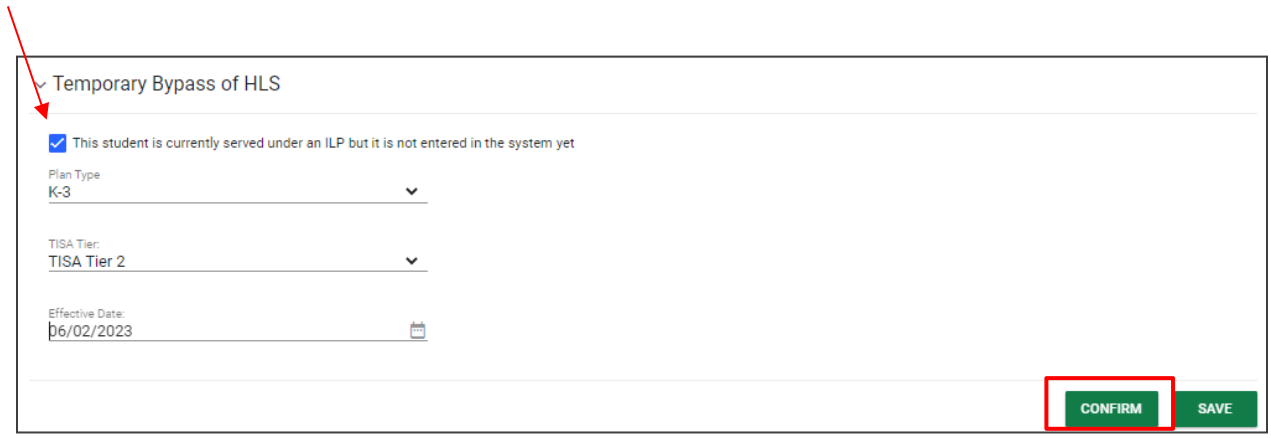
Documents

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.



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.



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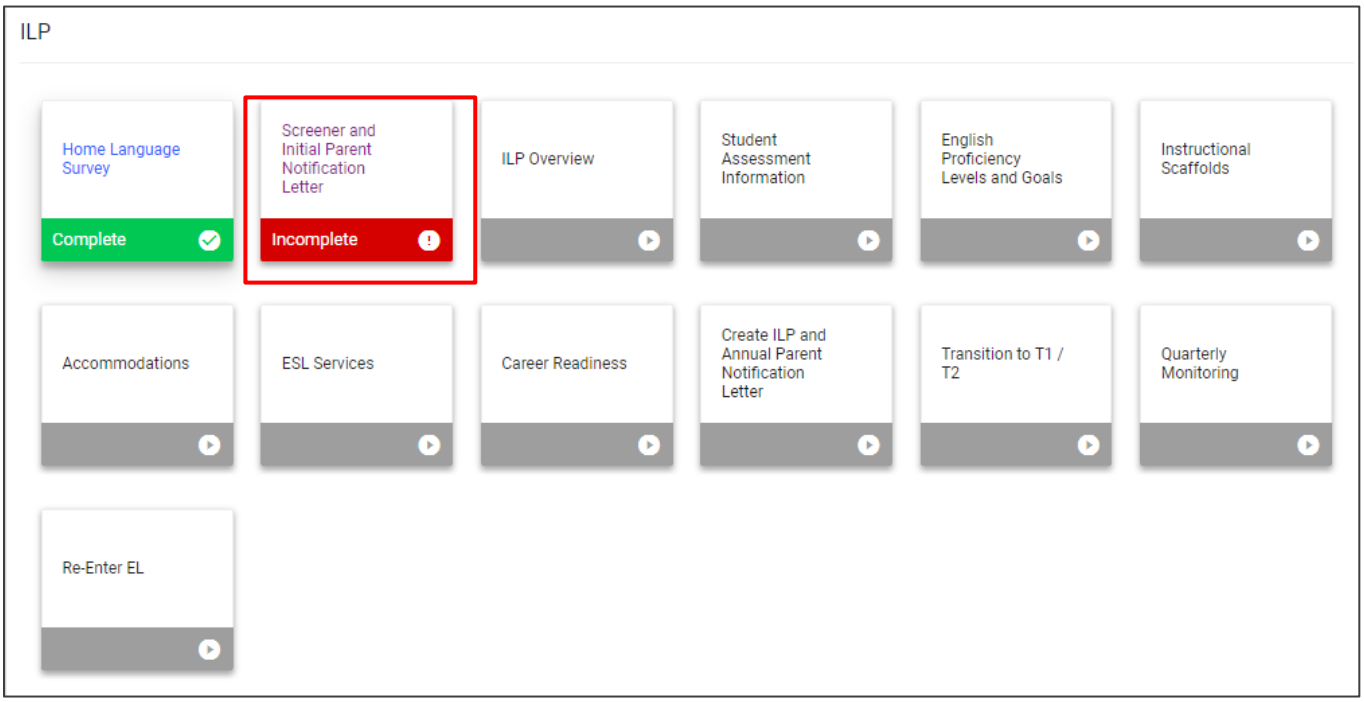
Screener and Initial Parent Notification Letter



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.

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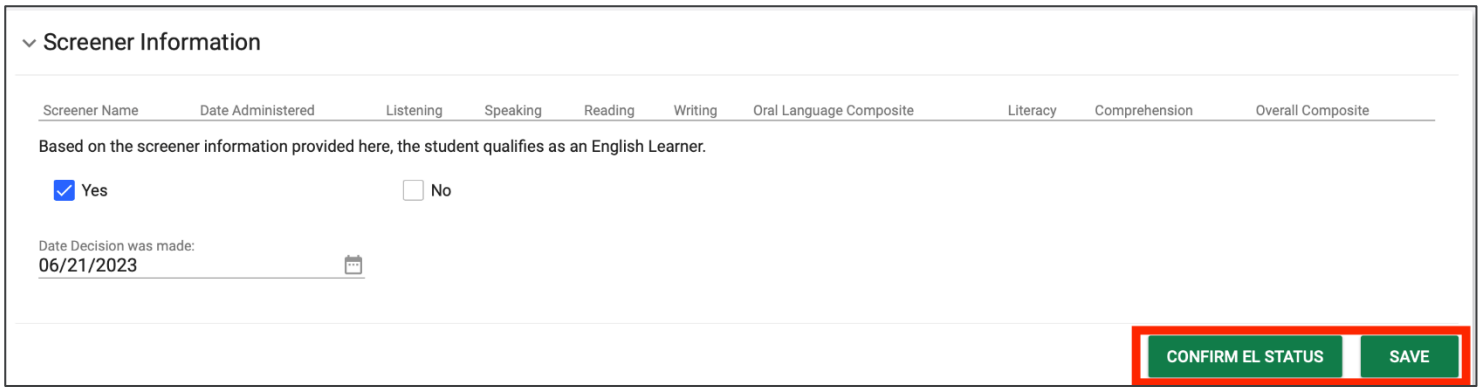
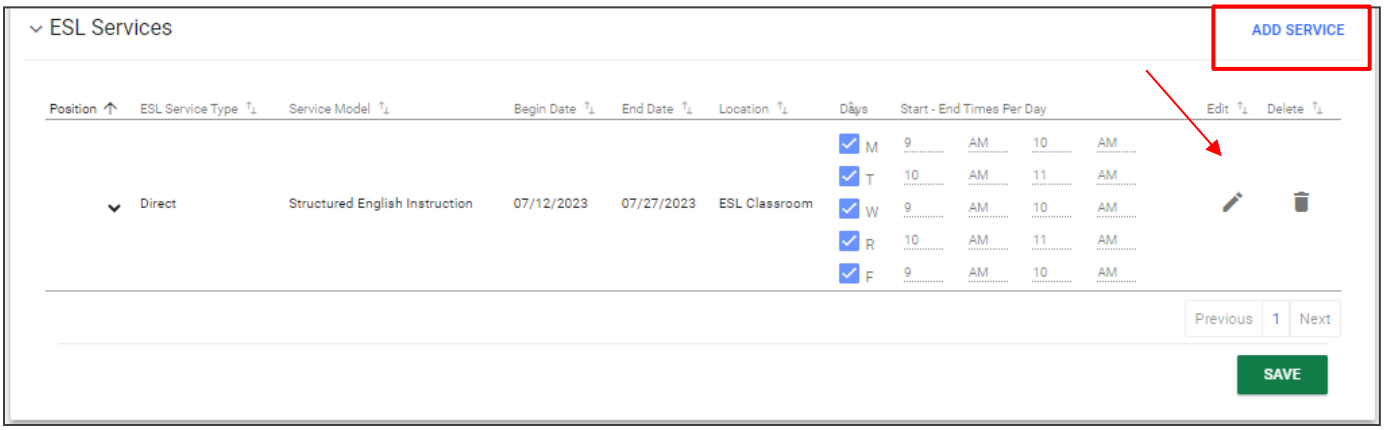
During the second semester of First Grade, or at any point during grades two (2) through twelve (12), the student will be screened using the WIDA screener. Students who score below a 4.5 composite on the WIDA screener shall be identified as an EL.



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.



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.

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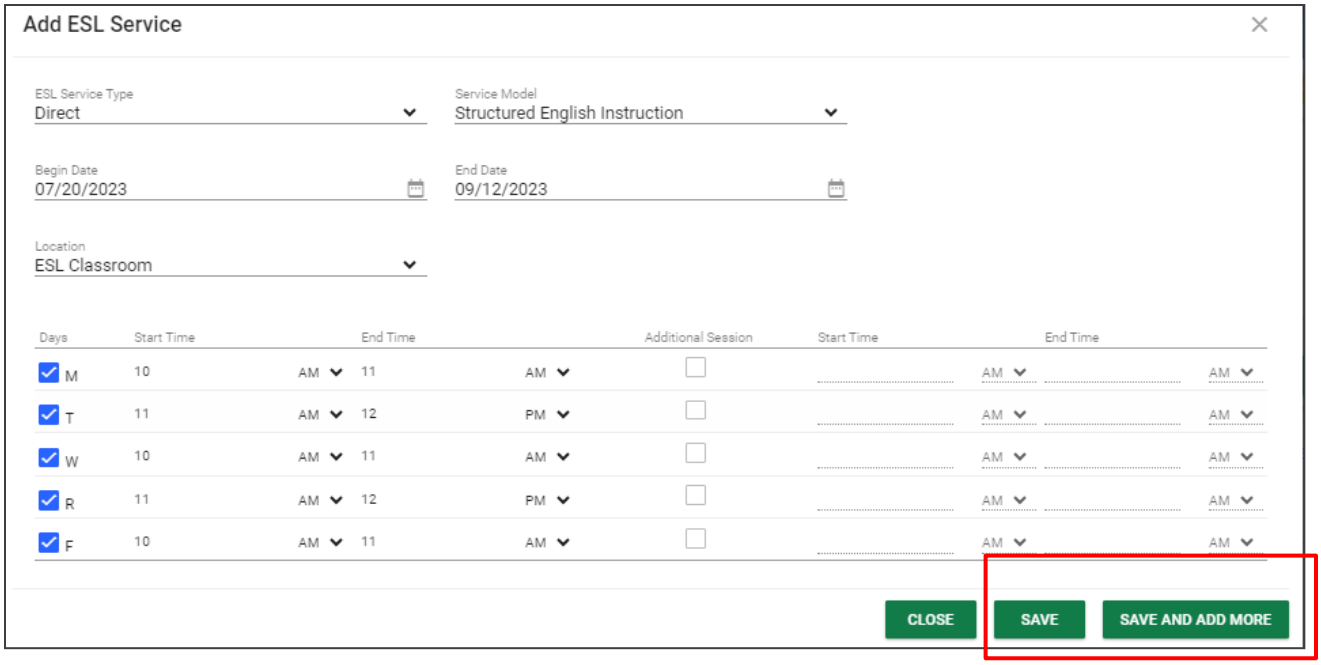

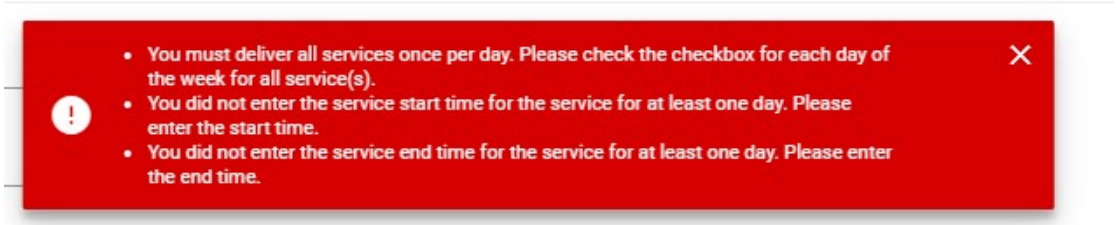

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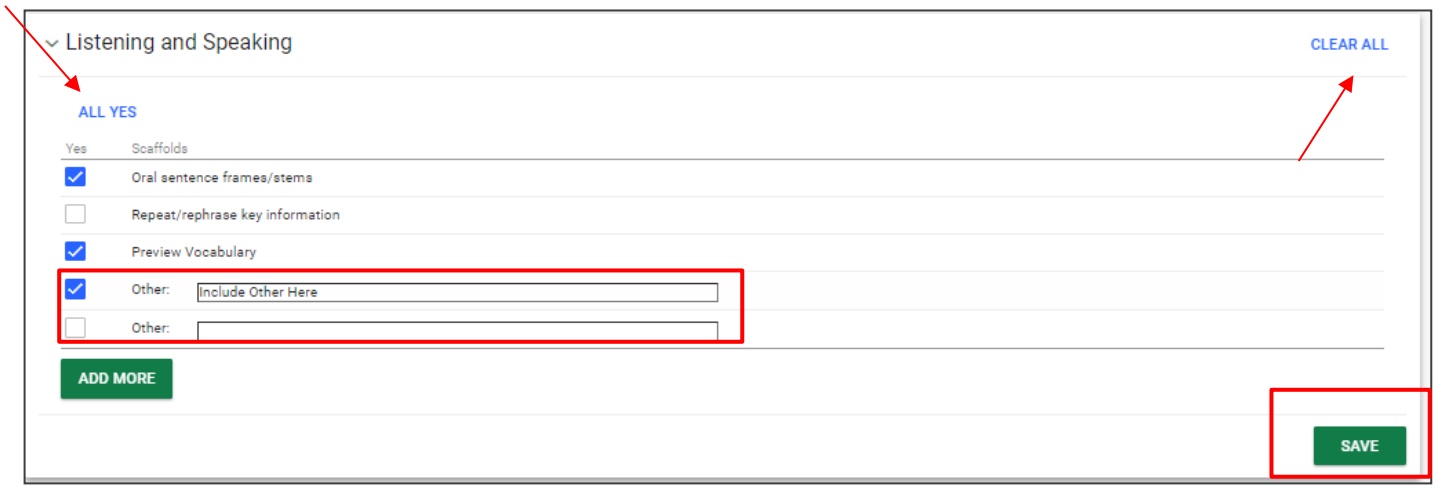
Instructional Scaffolds

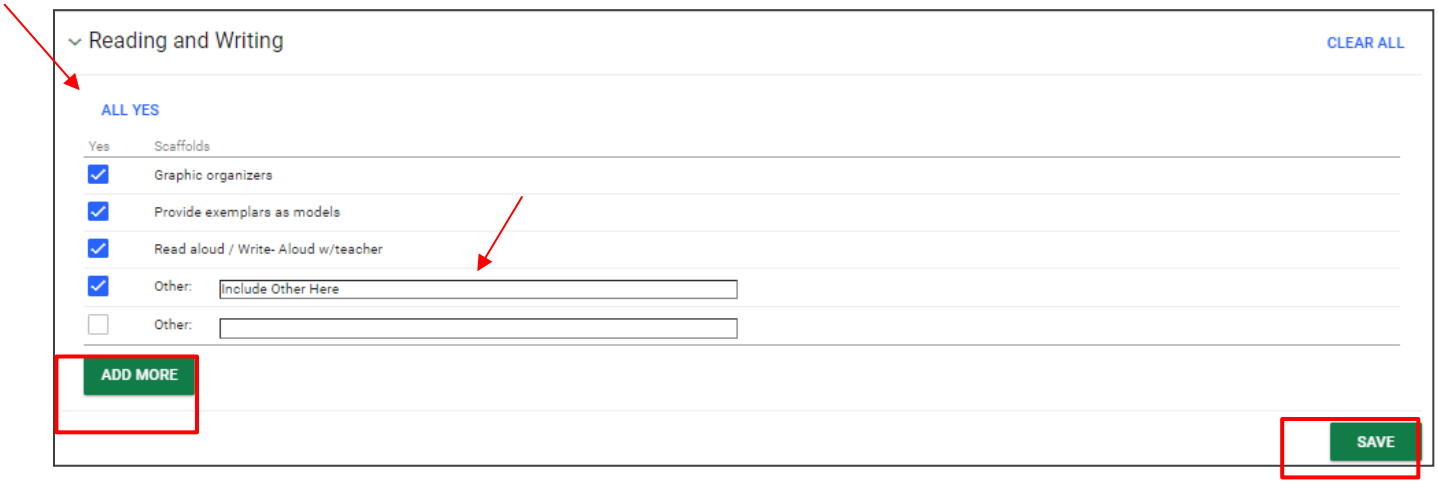
Listening and Speaking

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**.



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**.



All Domains: Listening, Speaking, Reading, and Writing

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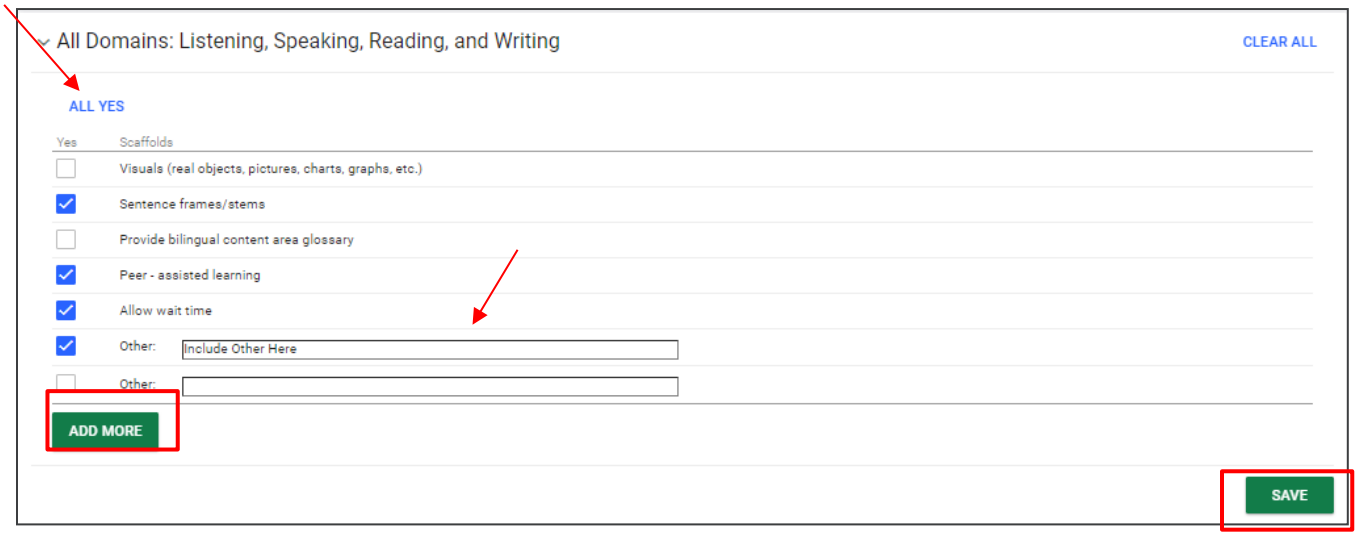
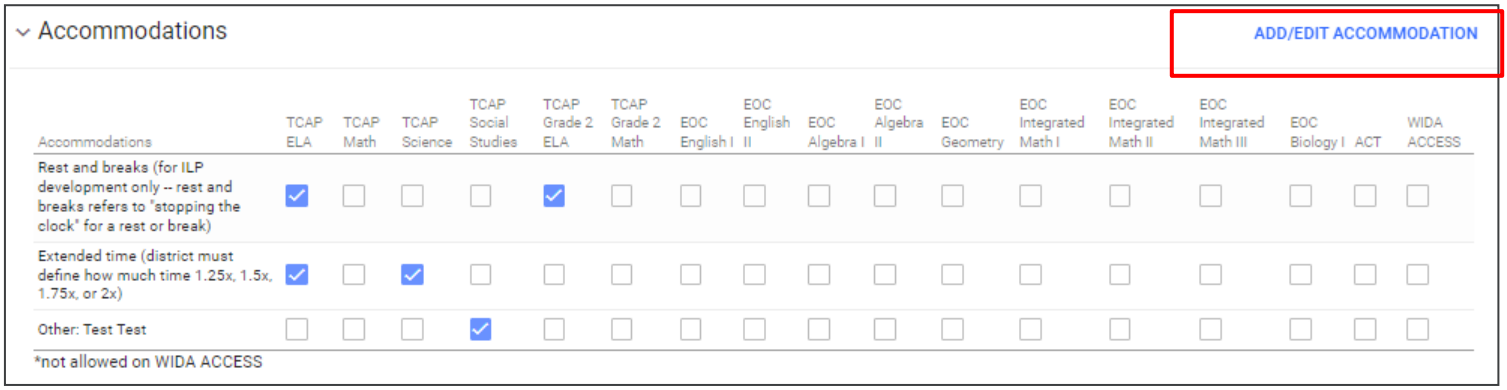
In the All Domains: Listening, Speaking, Reading, and Writing section of the ILP Process, use the checkboxes to select the **scaffold(s)** that will be used for all domains. To include additional scaffolds, select **Add More** and a new **Other** field will appear to type in a description.



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**.



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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.

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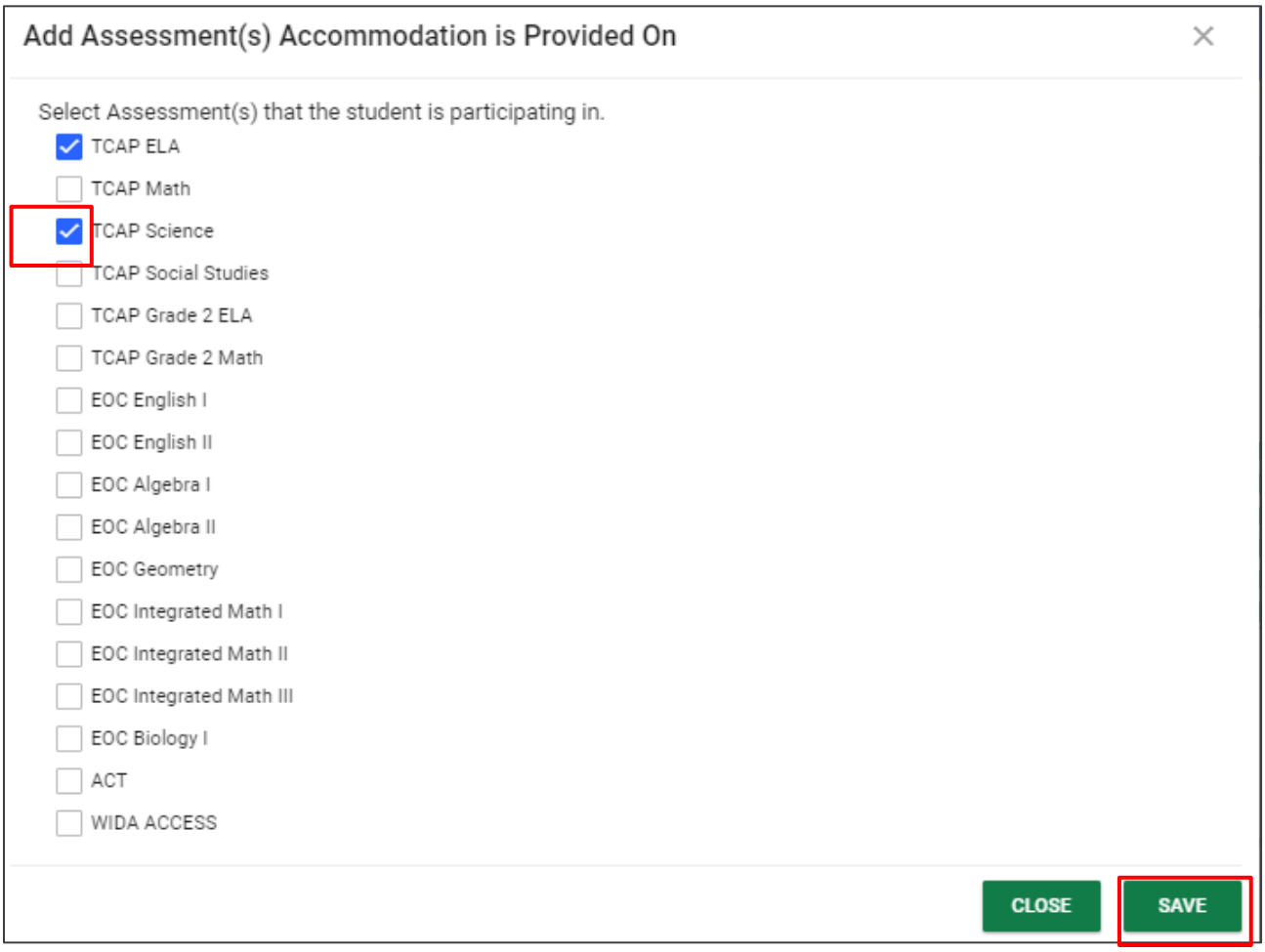
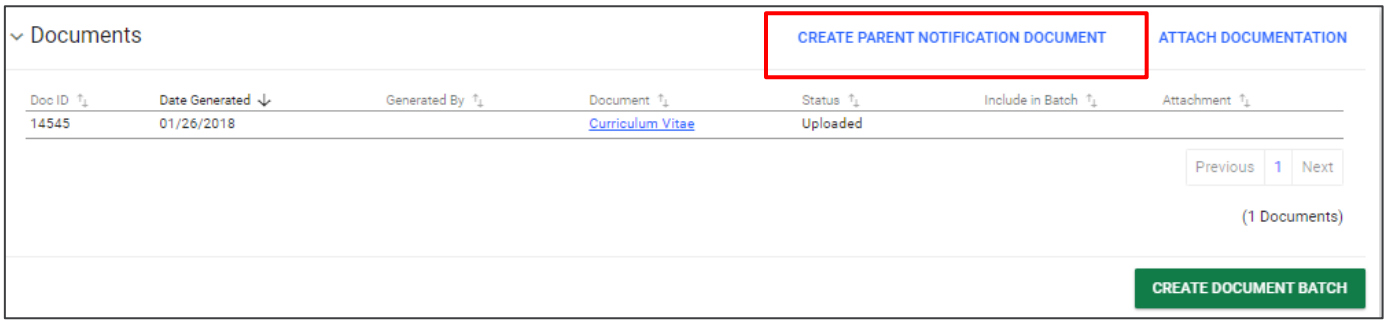


Documents

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**.



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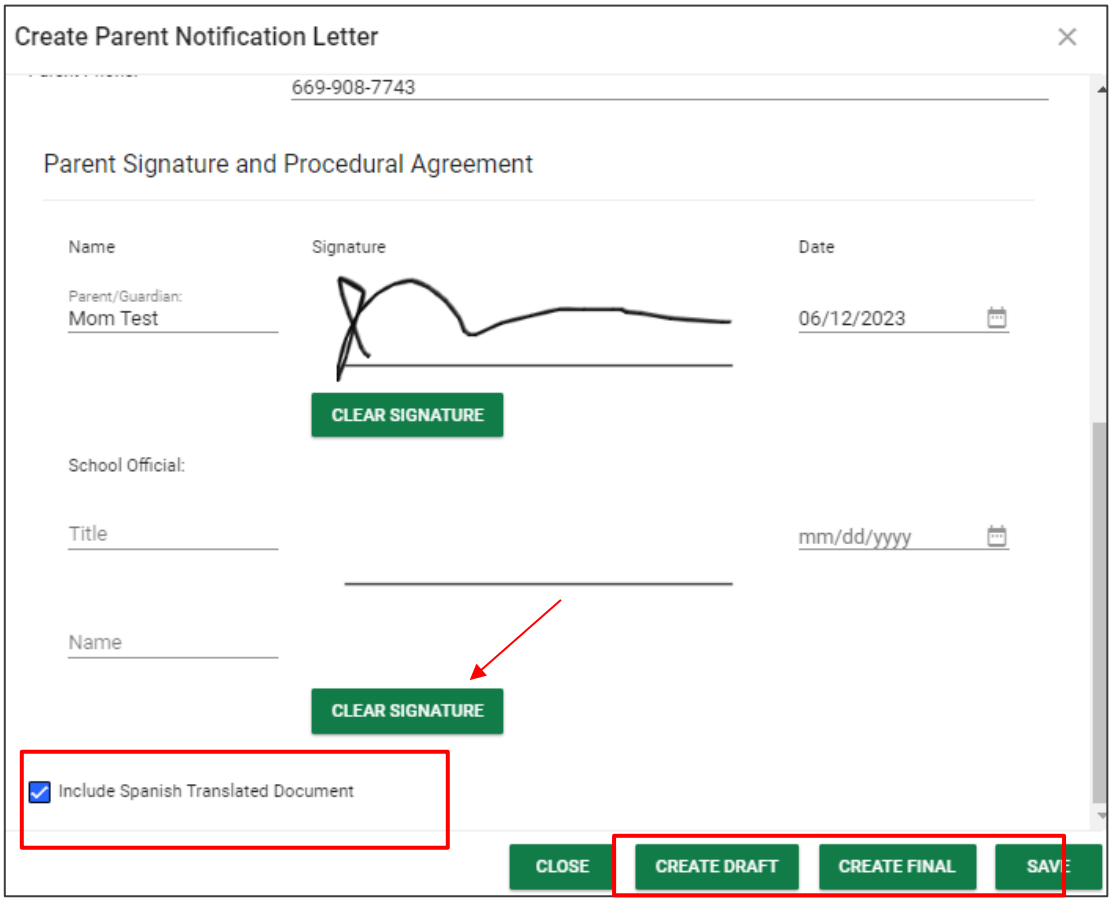
After selecting a **Create Draft** or **Create Final** parent notification, a window will appear. Complete the **Notification Date**, the name of the person receiving the notification, and then follow the steps for school official certification and parent/guardian response. If the user indicates that 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.



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

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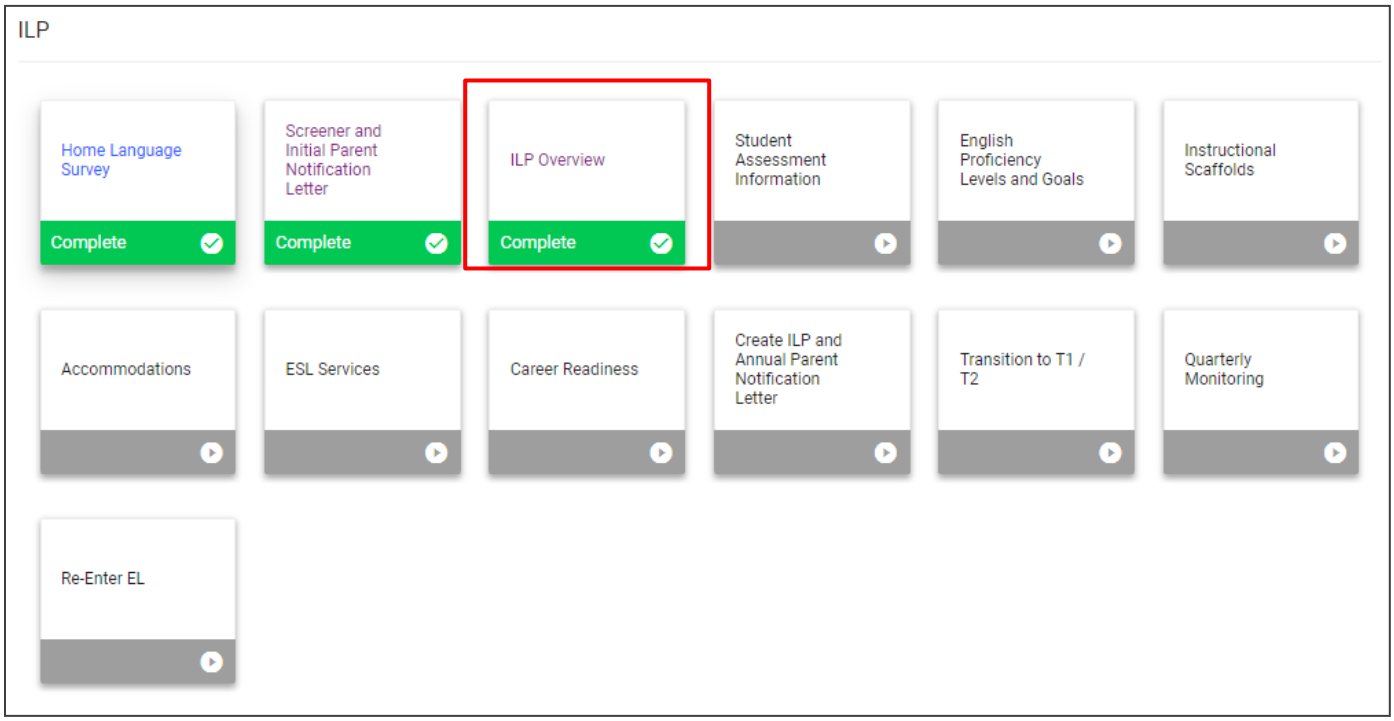
ILP Overview

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.

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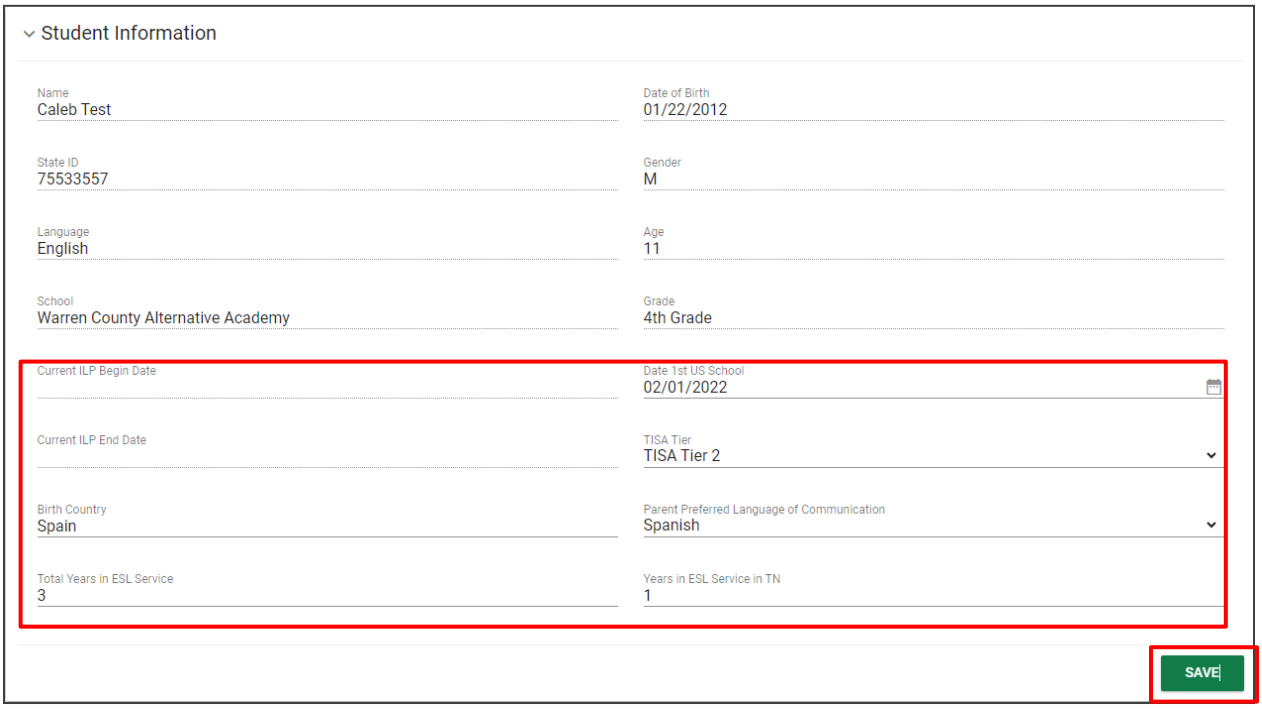
ILP Overview

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.

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 1st 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.



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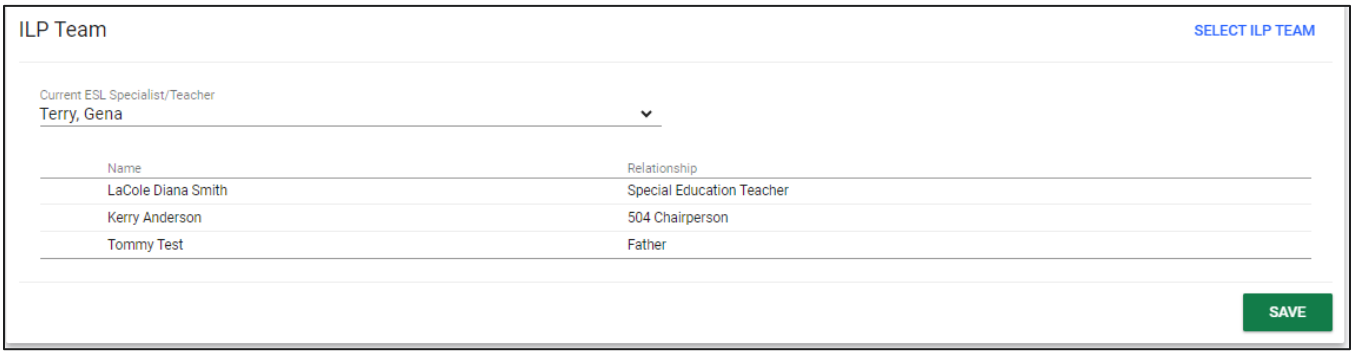
Other Areas of Support

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

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.



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.**

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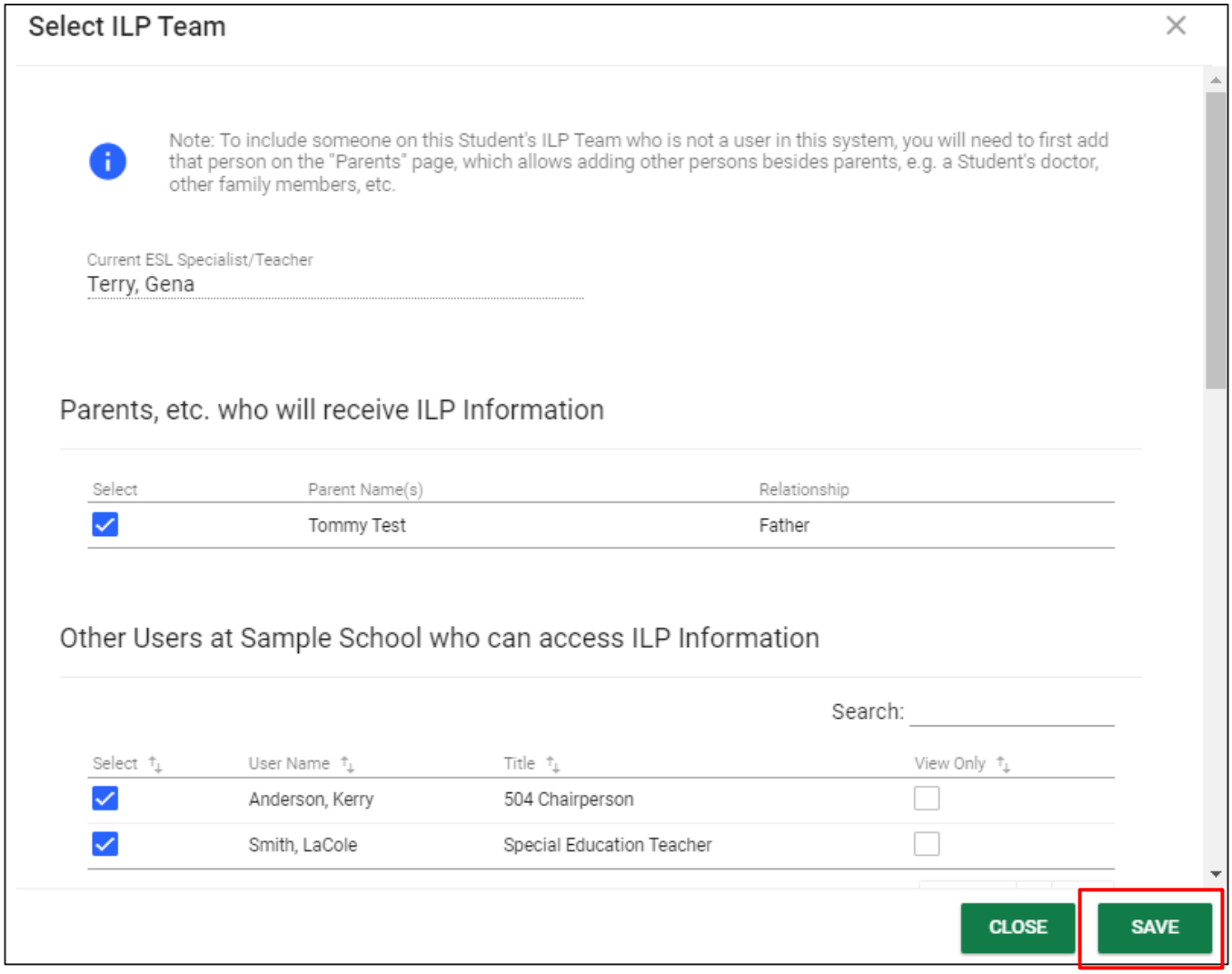
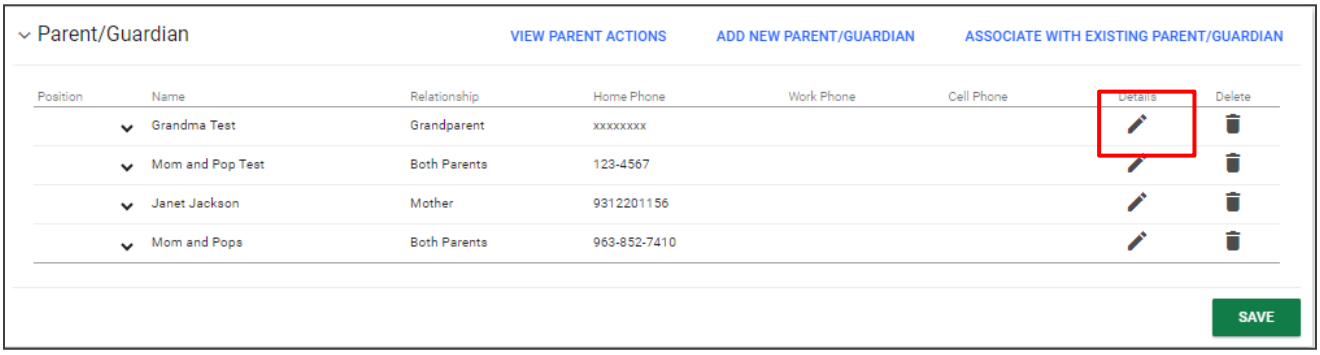


Parent/ Guardian

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.



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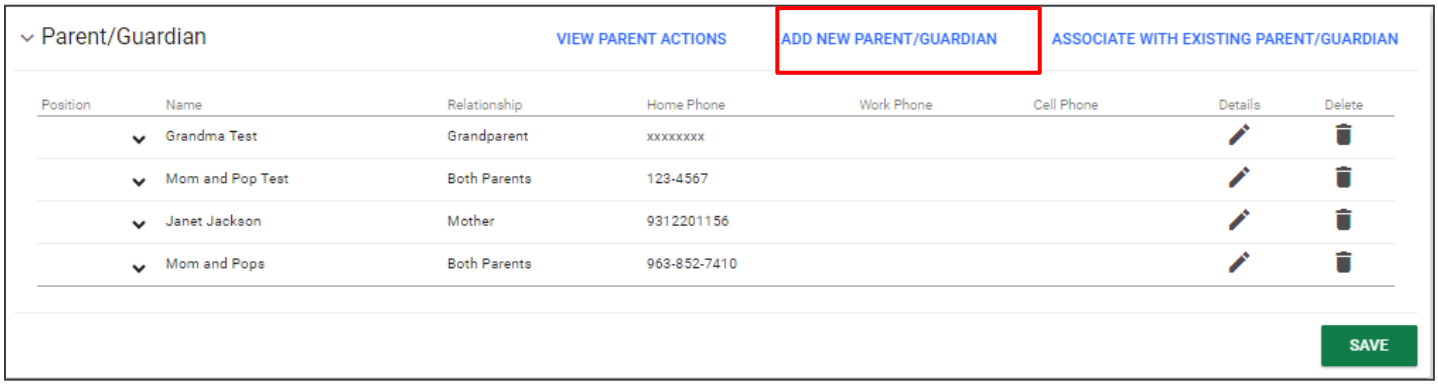
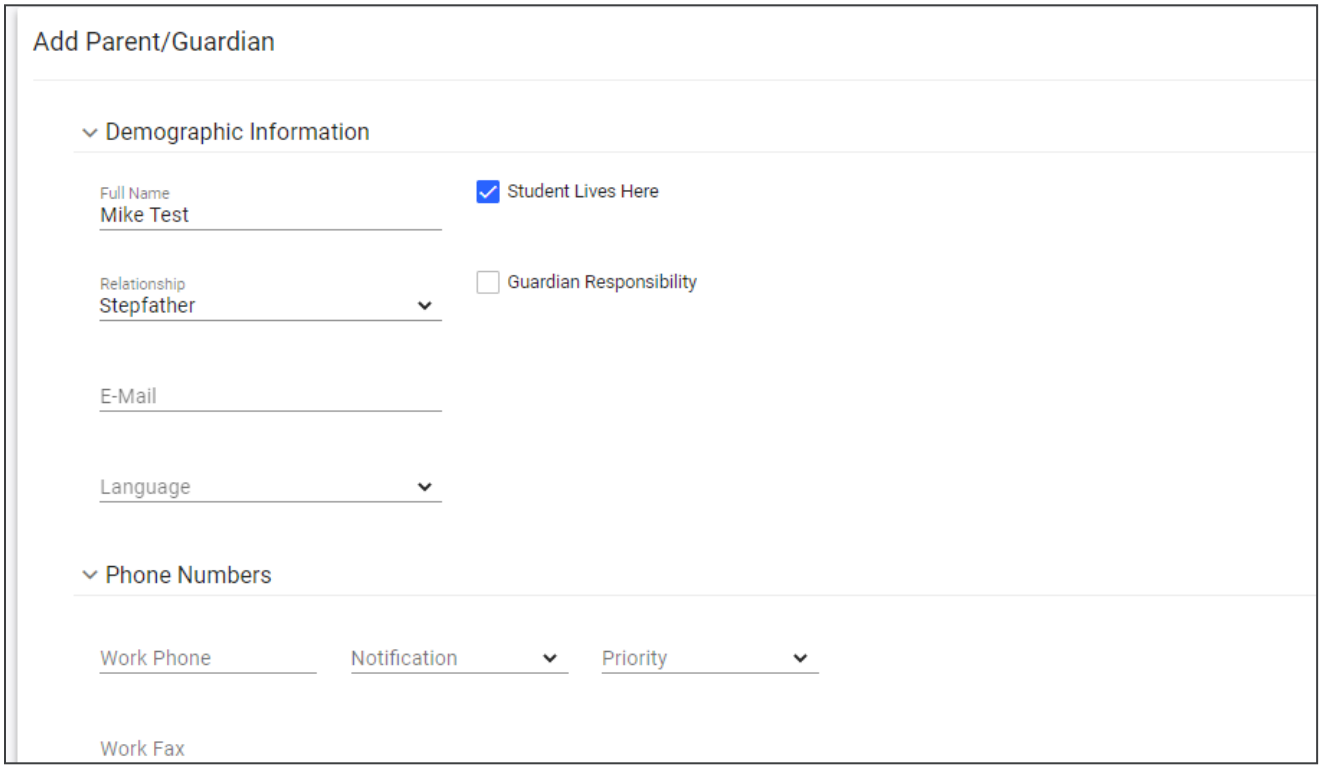
The **Edit Parent/Guardian** page allows users to edit parent and guardian information. The **Student Lives Here** and **Guardian Responsibility** checkboxes must be checked for at least one guardian.

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



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.



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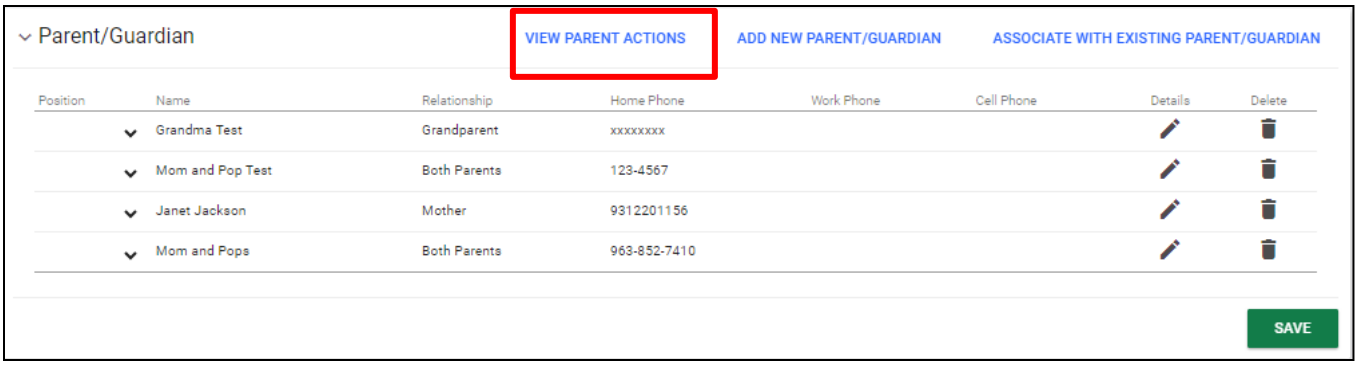
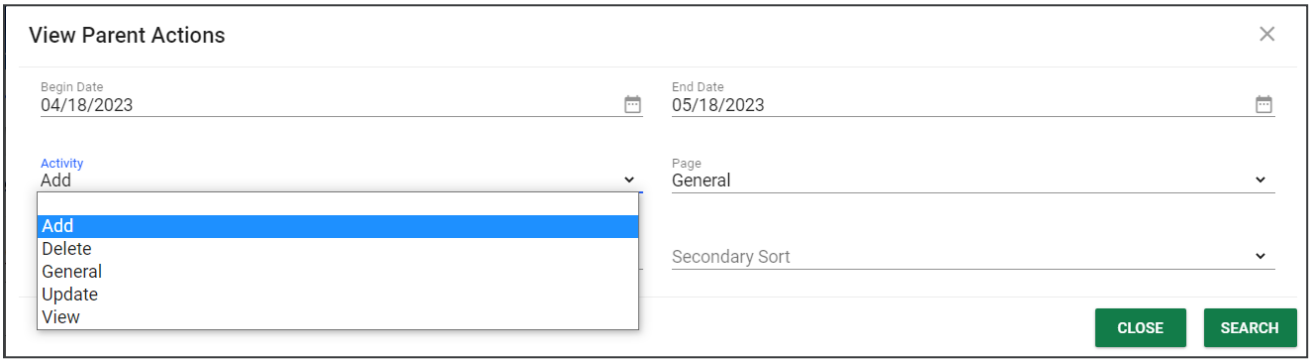
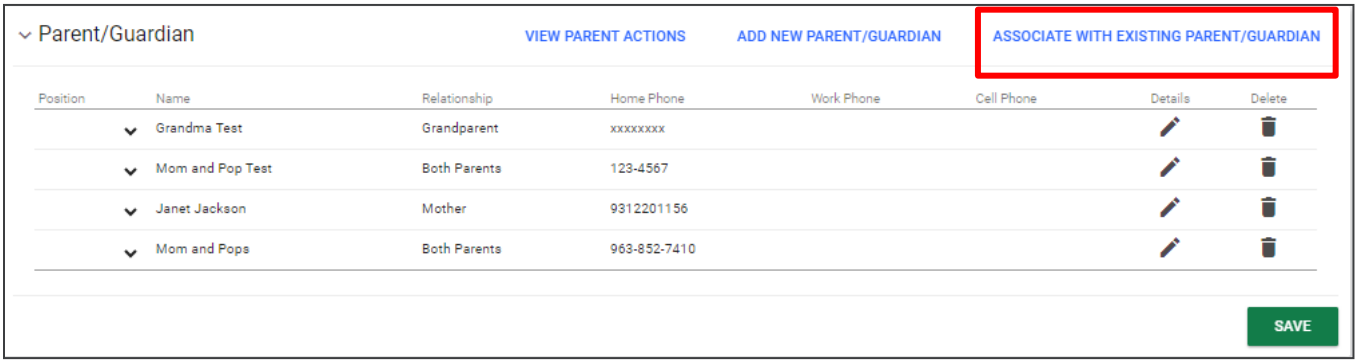
The **View Parent Actions** tool allows users to view recent actions the parents/guardians have taken in the **Connect portal** such as viewing, adding or editing a document.



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



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.



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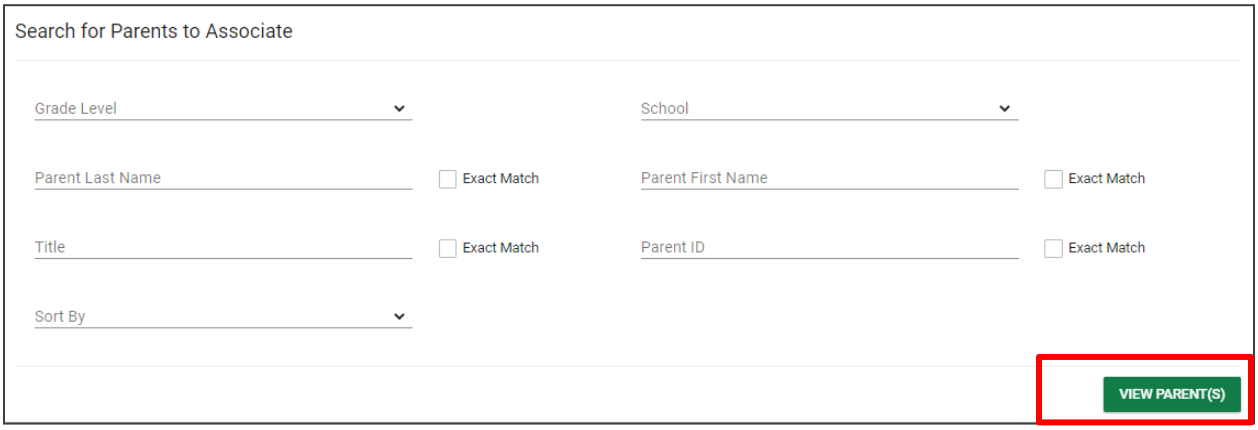
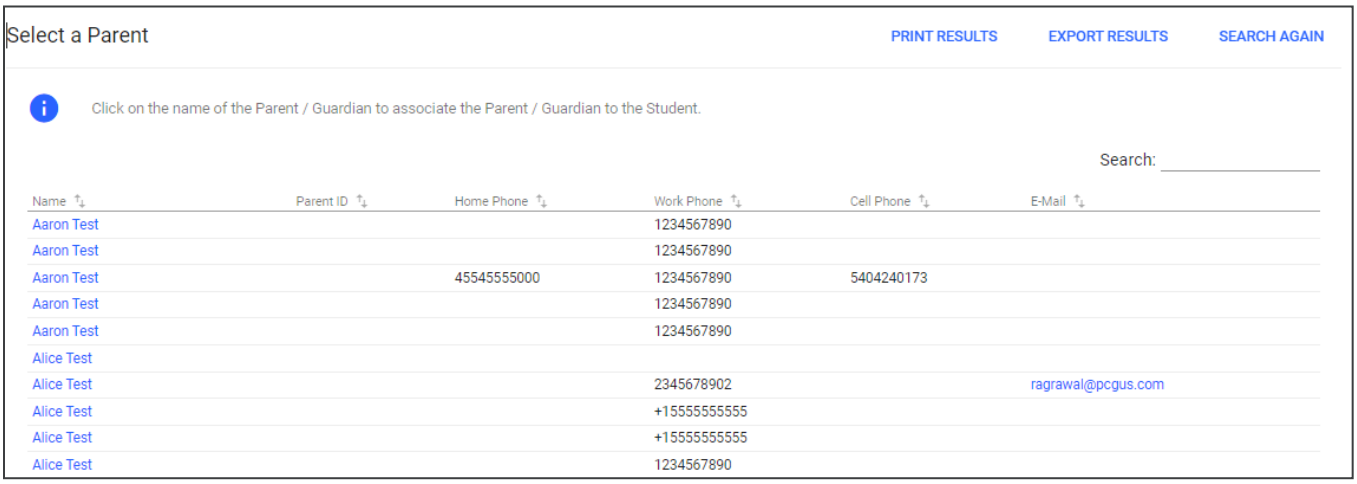


Click on the **name** of the Parent/Guardian to associate the Parent/Guardian to the student. Choose **Print Results** or **Export Results** to view results in a PDF or XLS format.



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.

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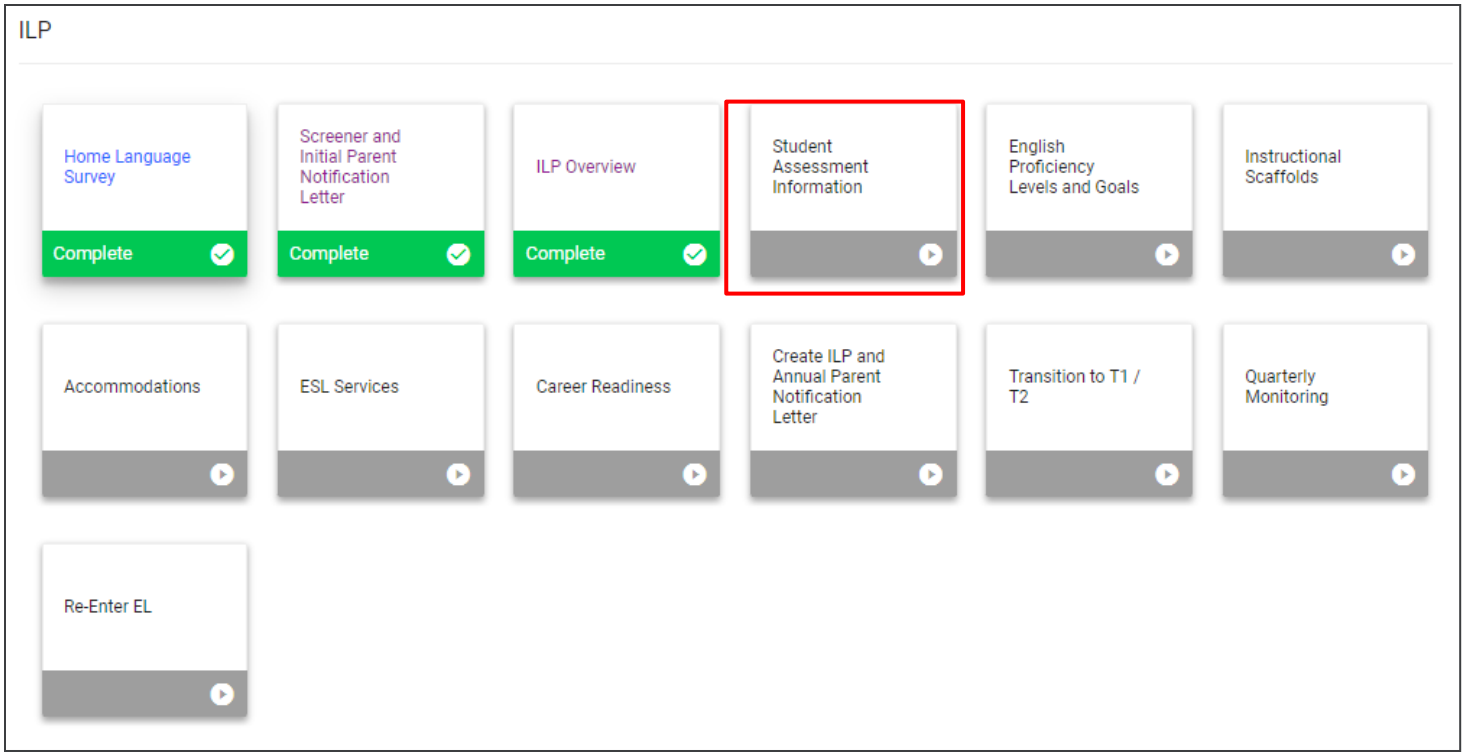
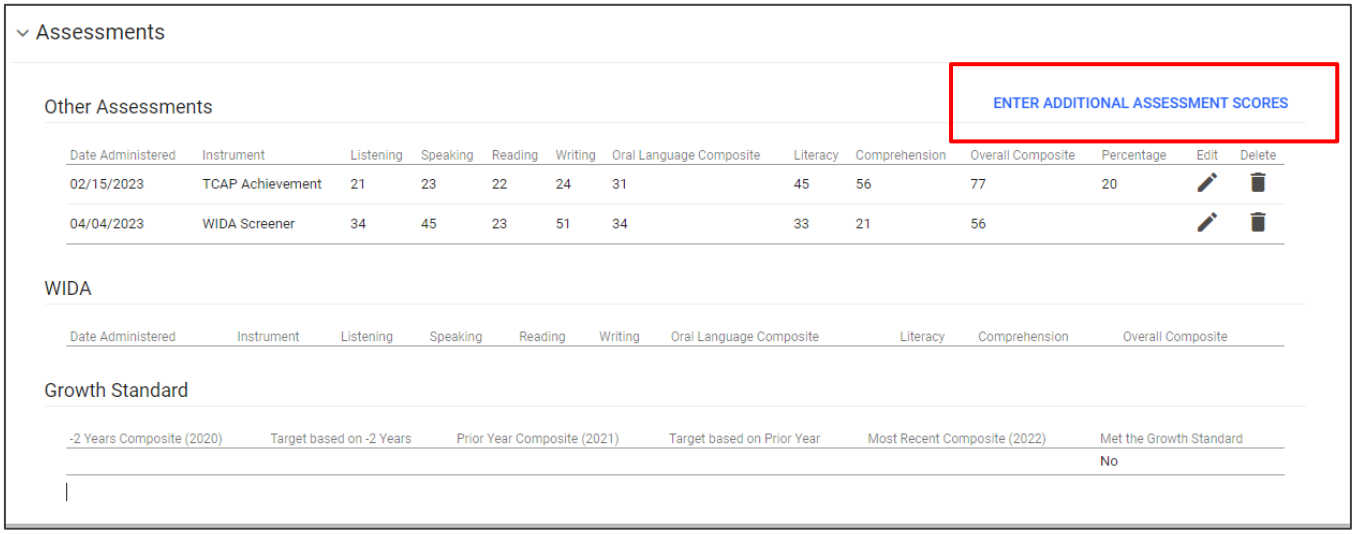


Assessments

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.



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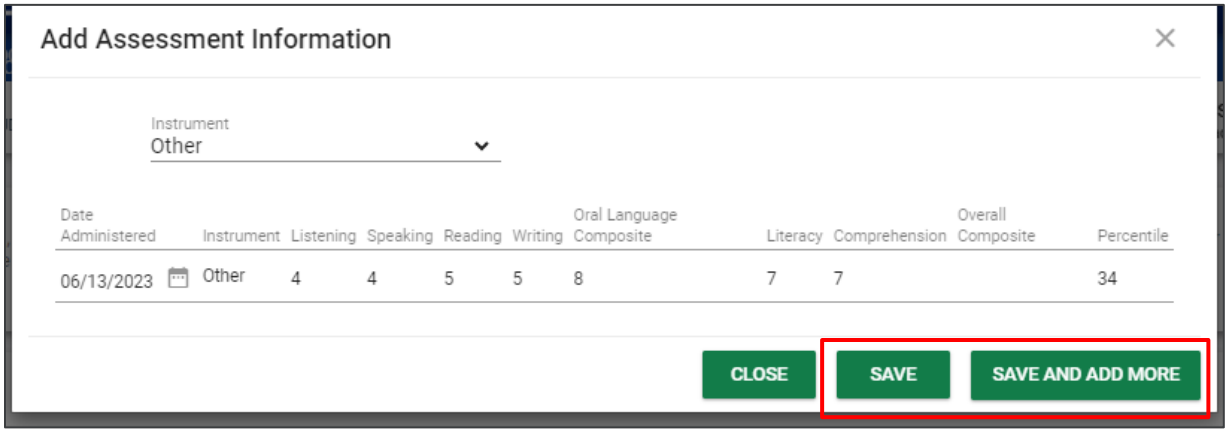
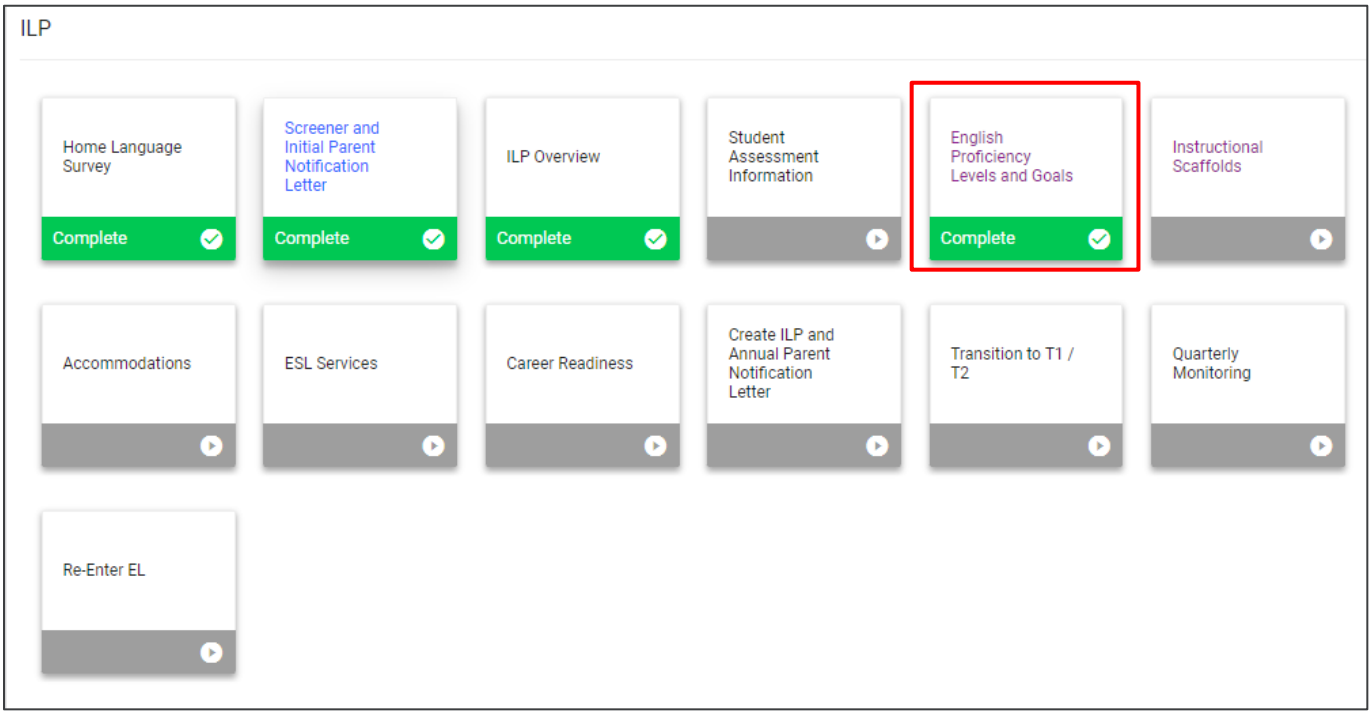
A separate window will display. Use the dropdown menu to select the **instrument**. Proceed to enter the date and scores for the subject areas listed. Finally, enter the **percentile.** Click **Save and Continue** when complete.



English Proficiency Levels and Goals



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

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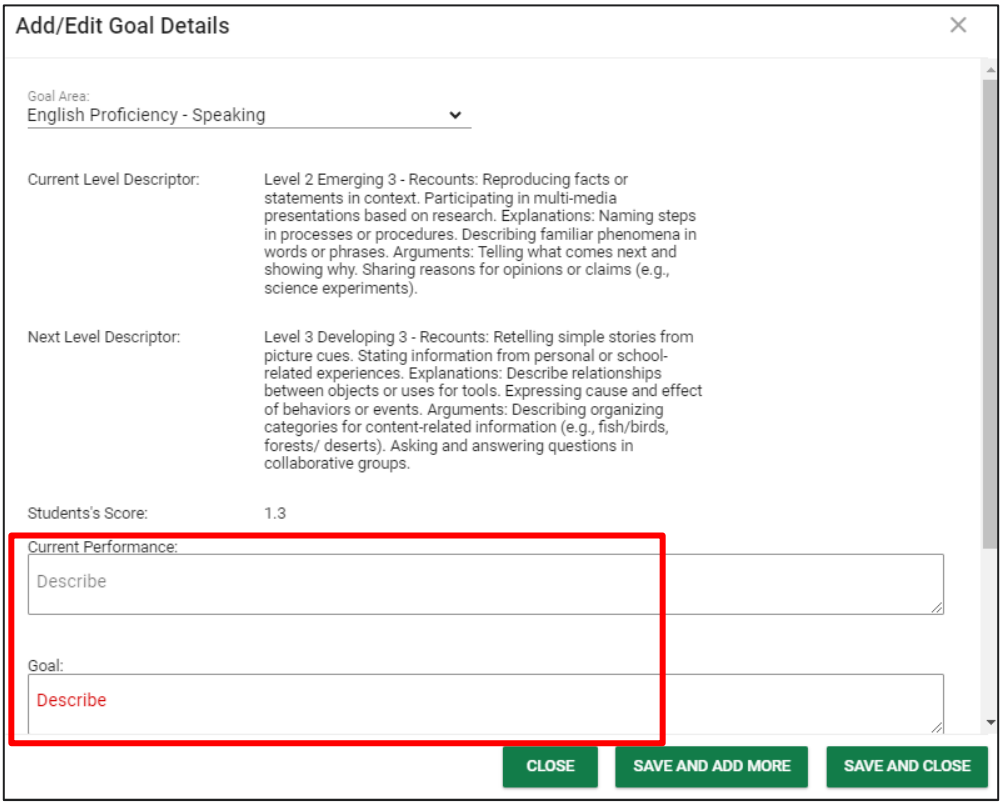
under **Student Score**. Expand the domains to add notes and goals. Click **Add Goal** to create a new student goal.

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.



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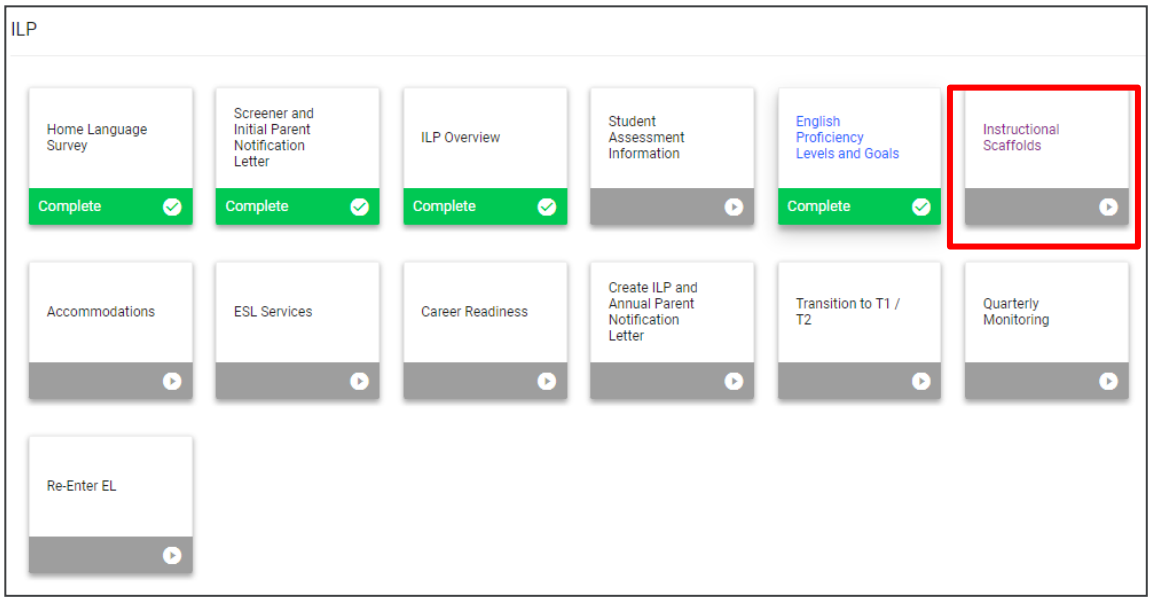
Instructional Scaffolds

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.

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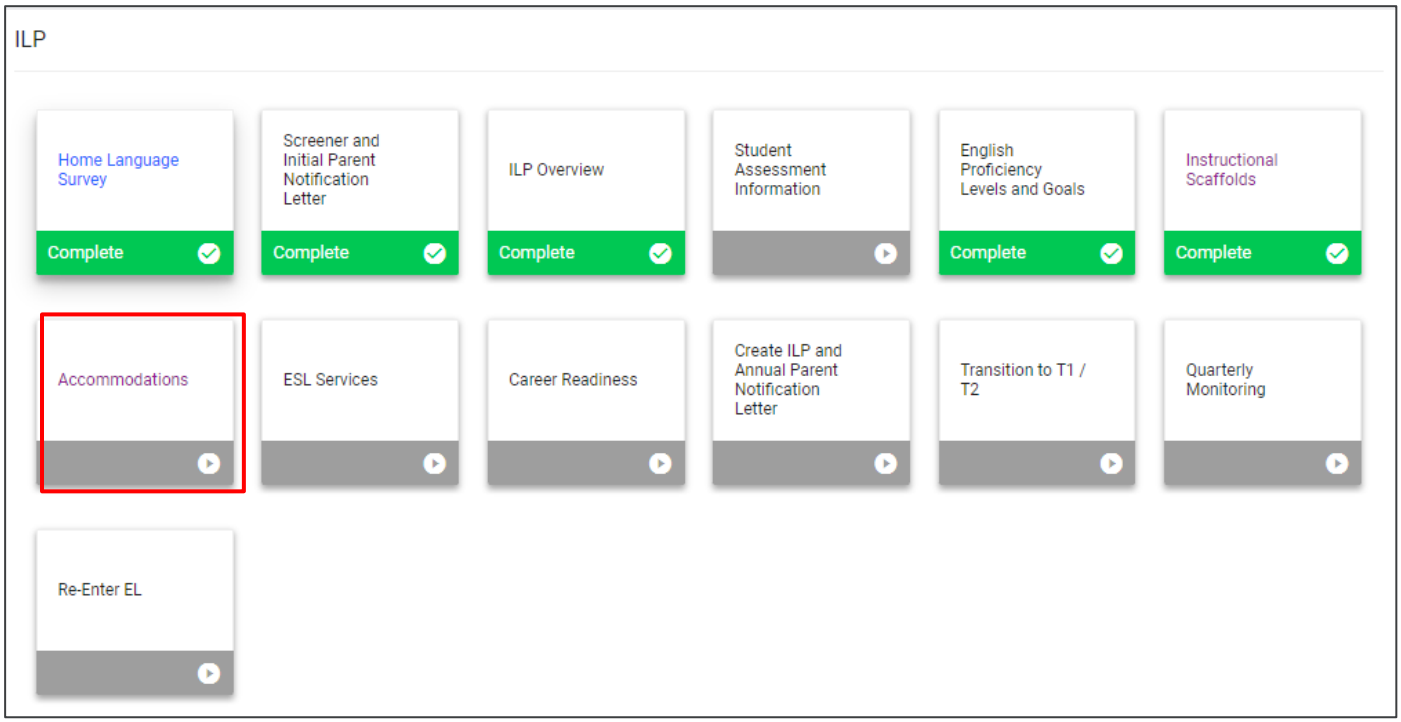
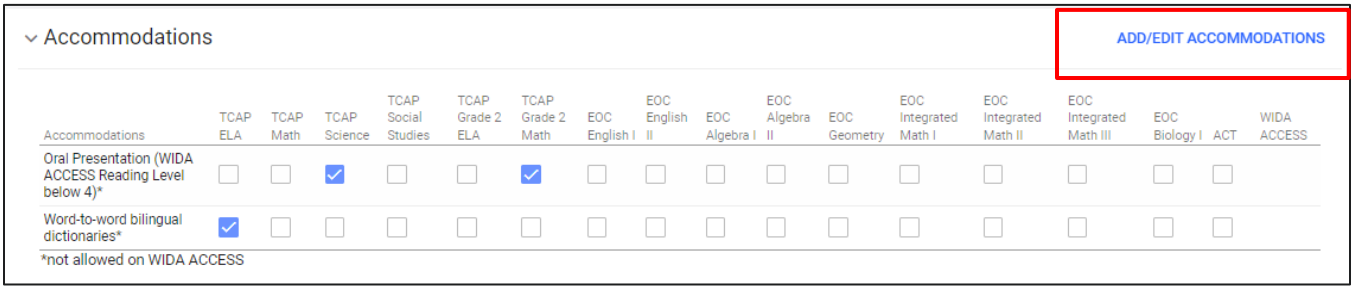
Accommodations

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.



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.

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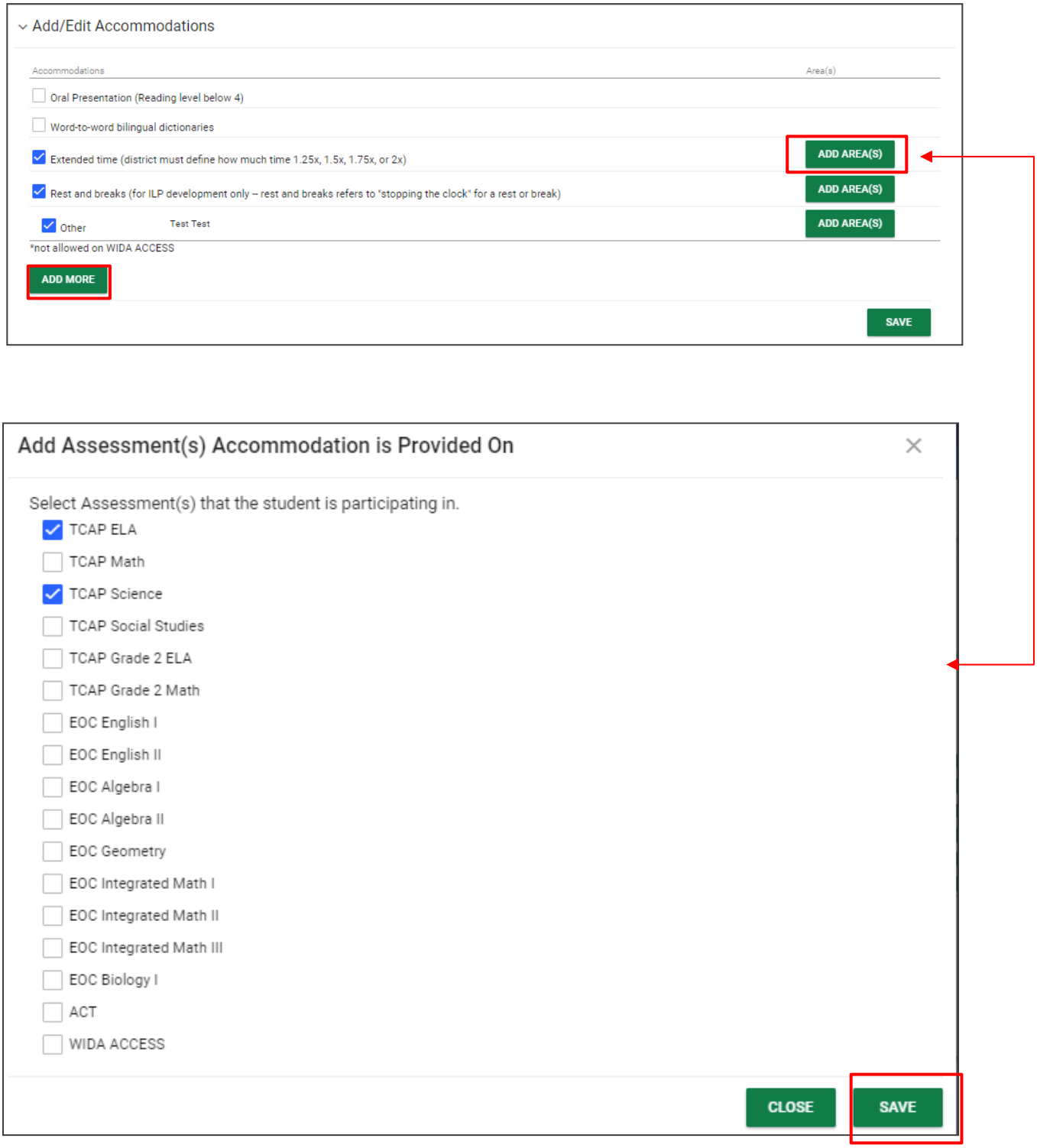

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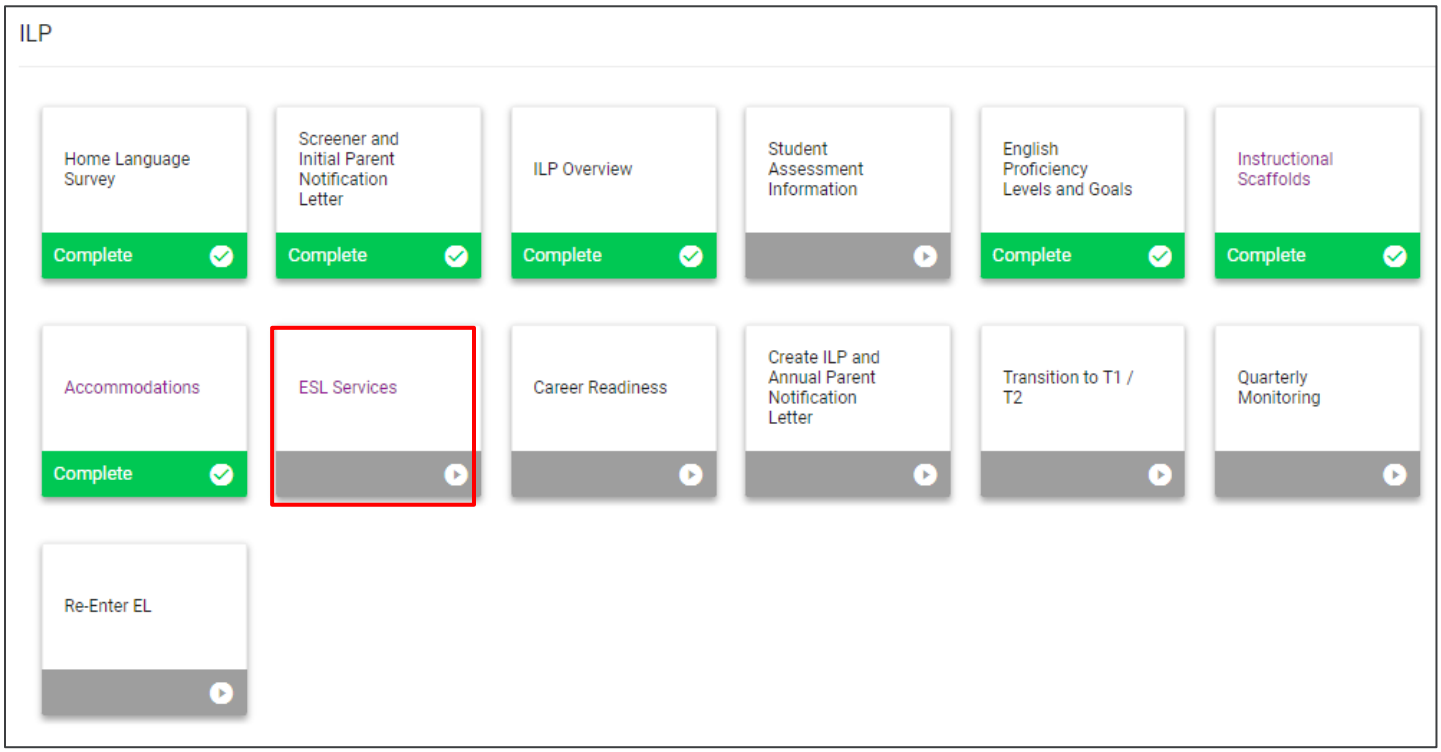
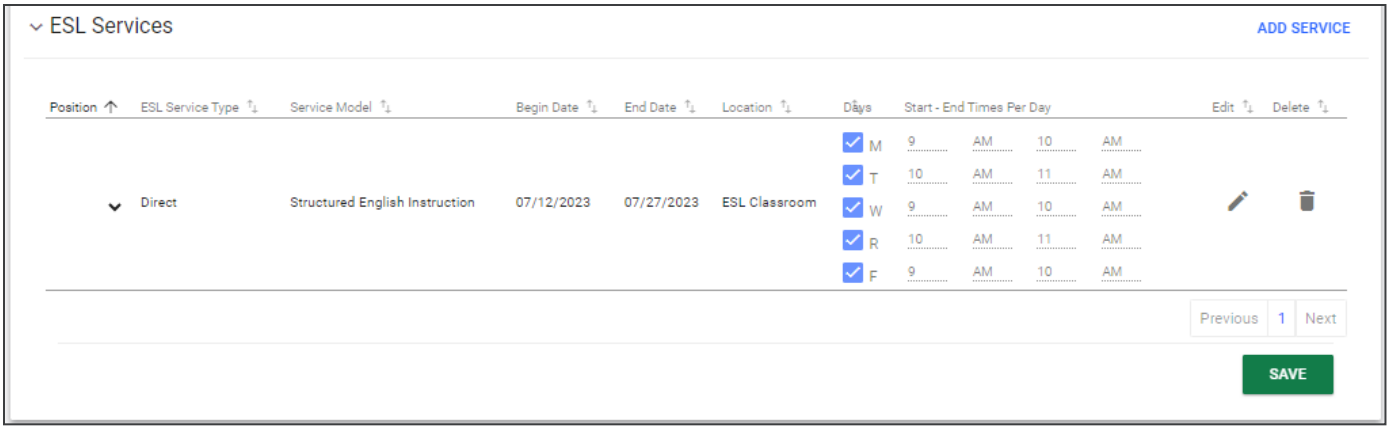
ESL Services

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.



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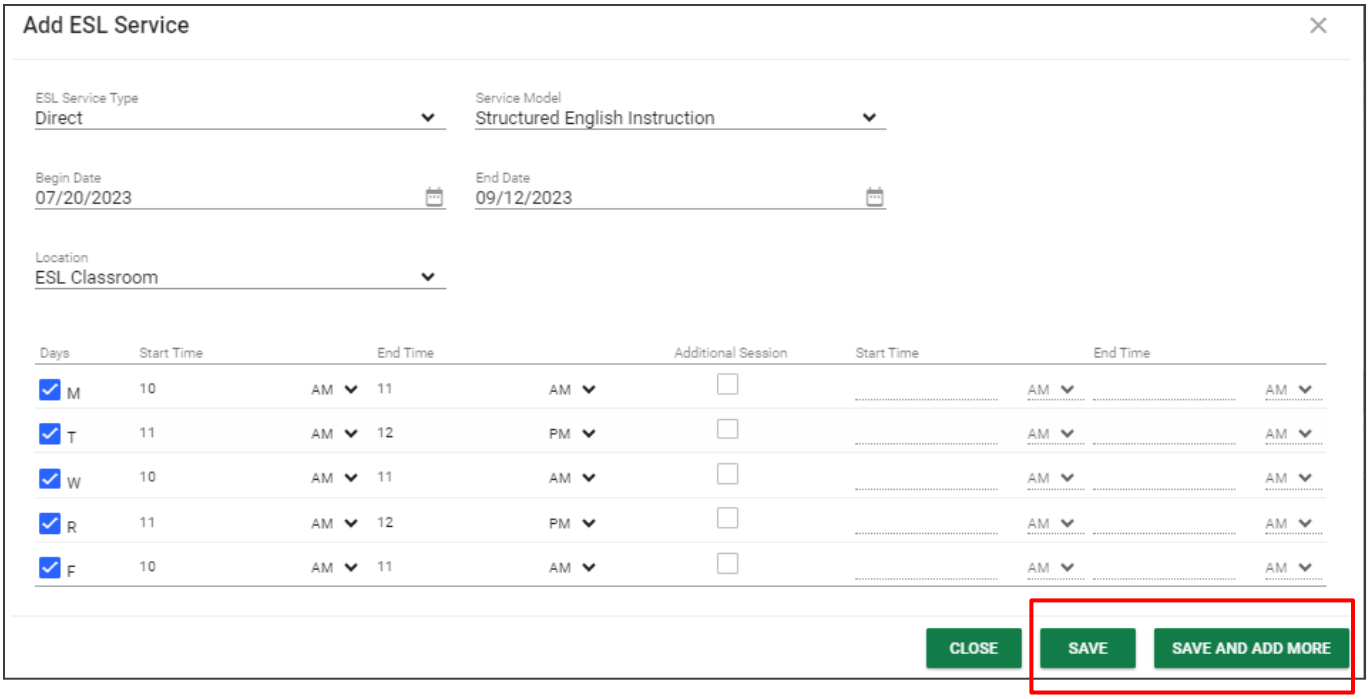

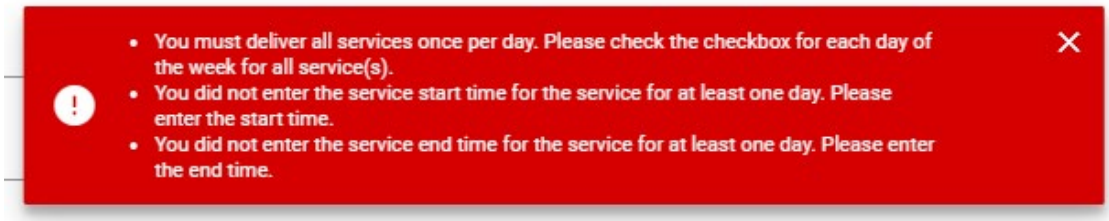

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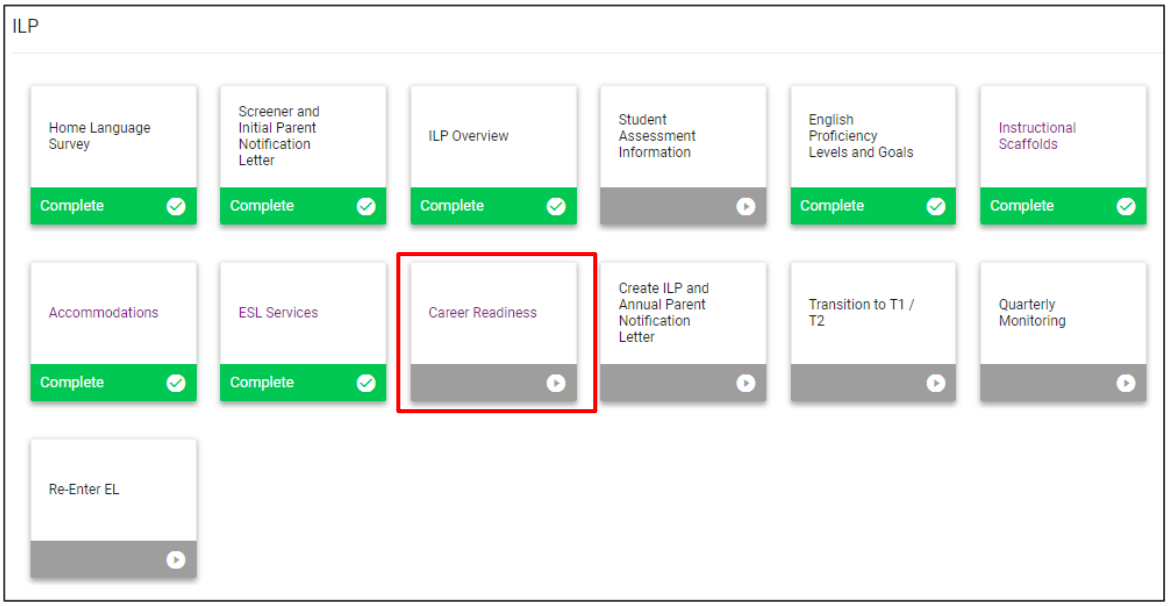
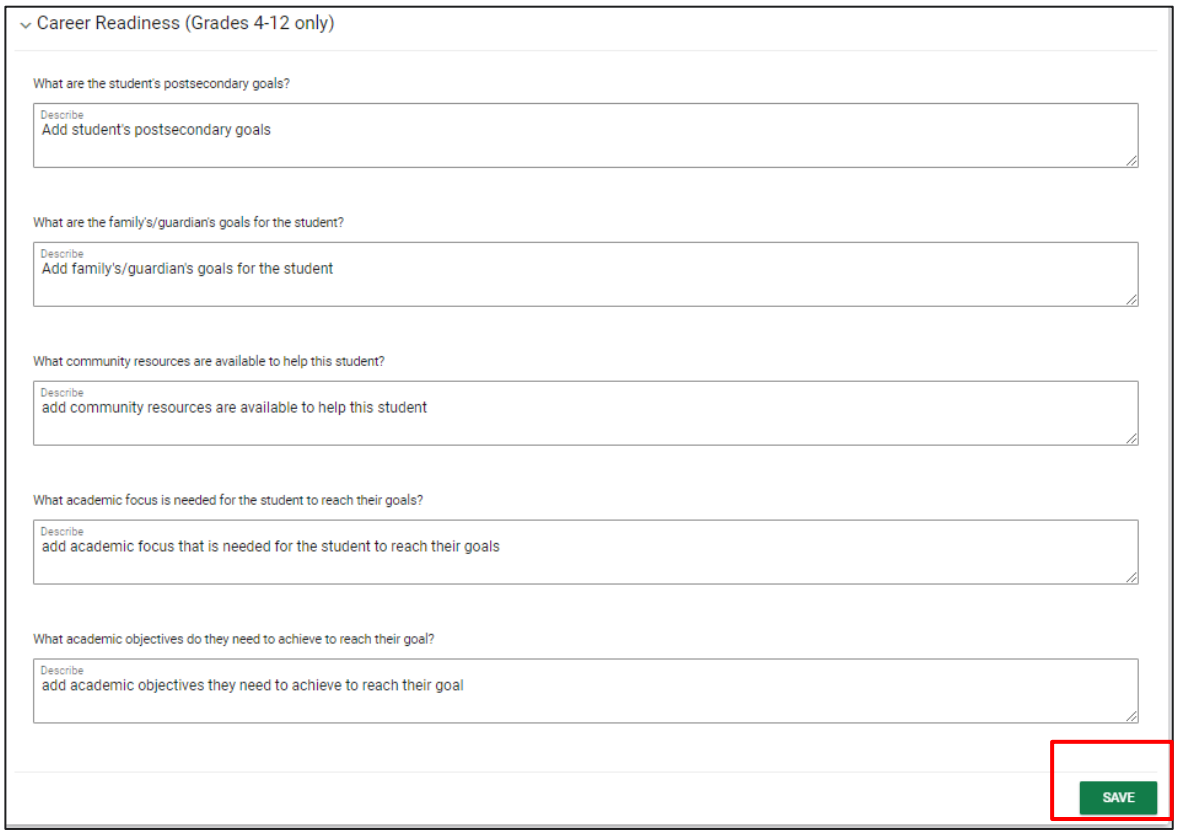
Career Readiness

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.





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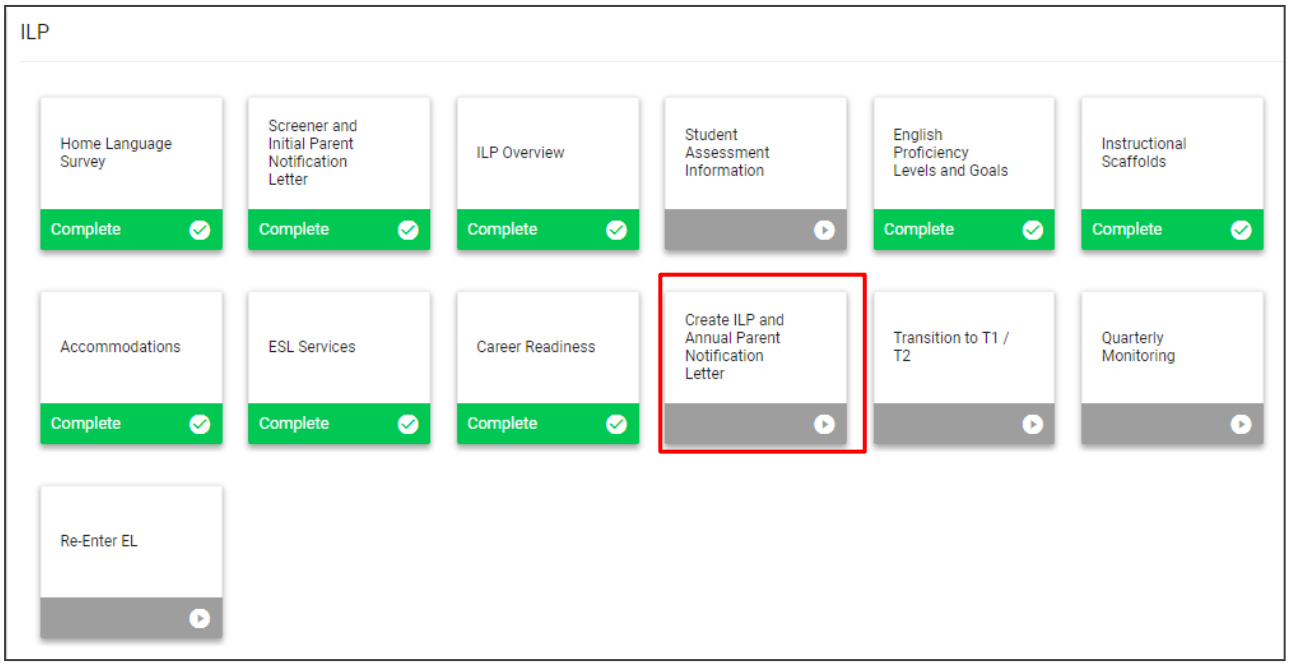
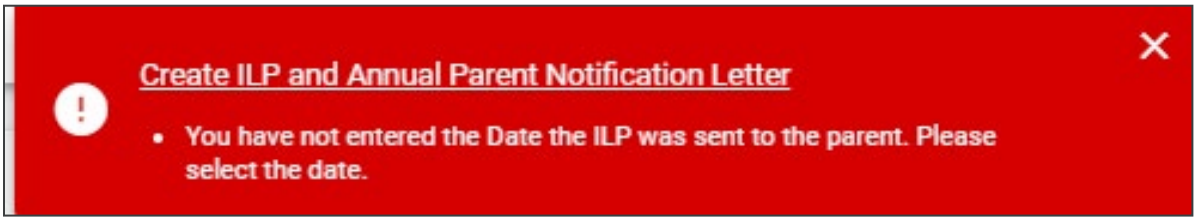
Create ILP and Annual Parent Notification Letter

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.



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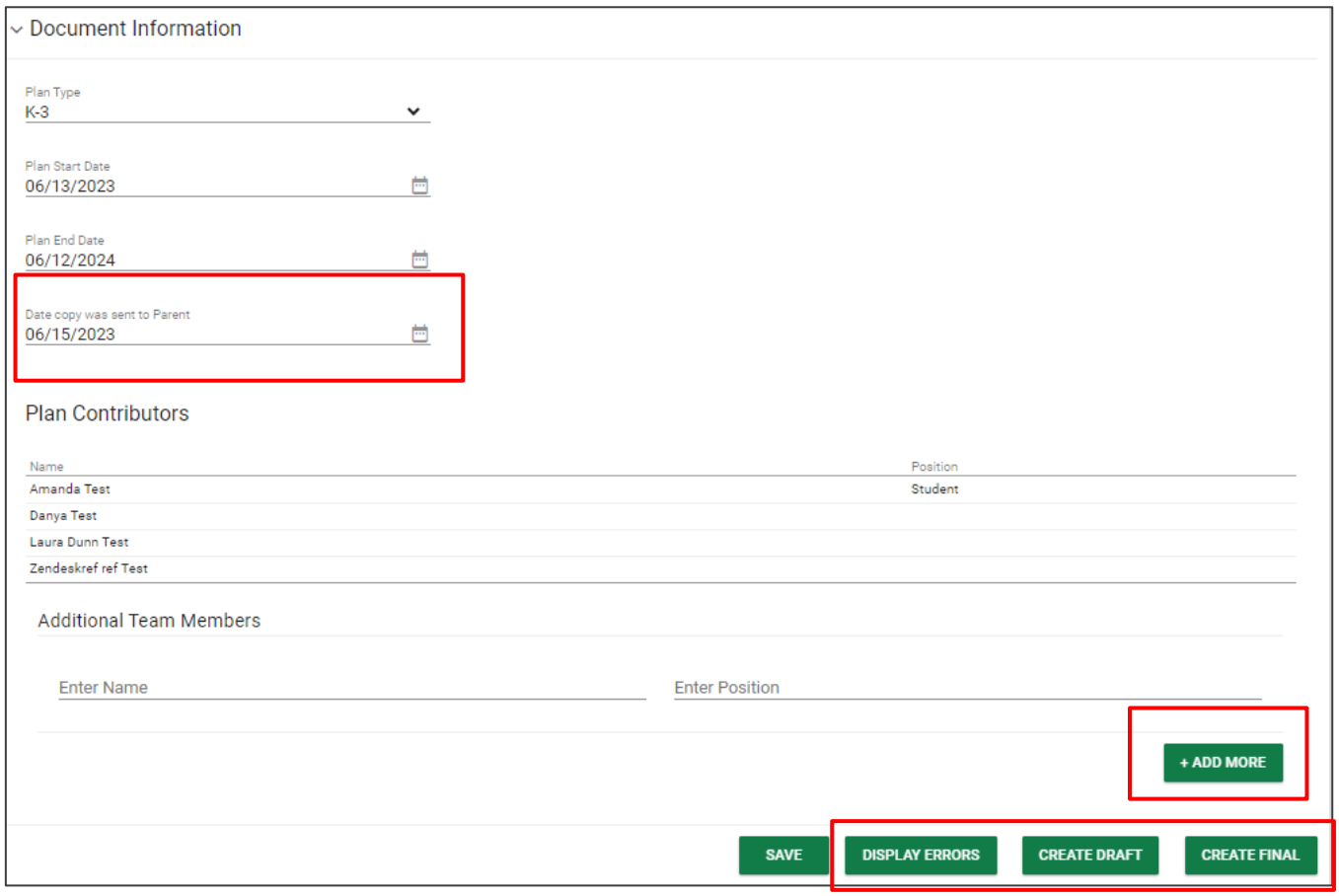
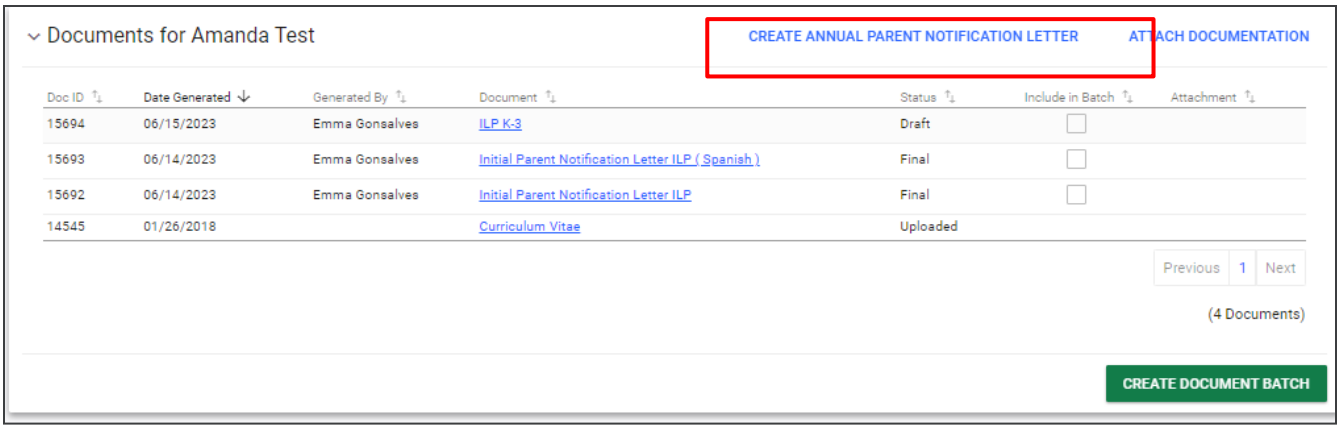


Documents

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.



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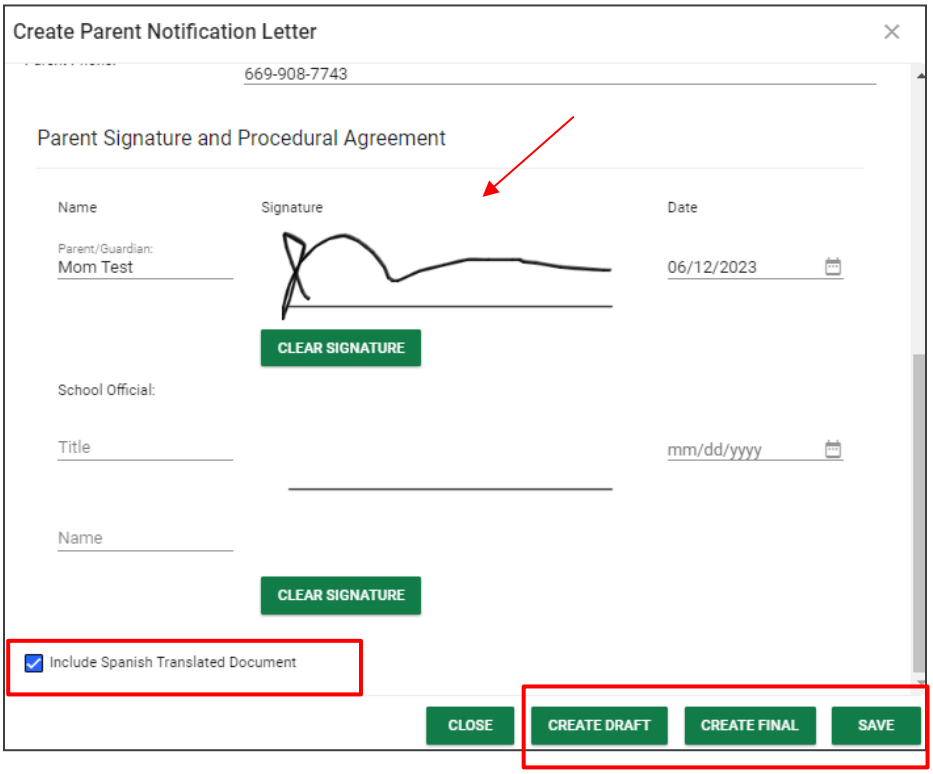
After selecting if the document is a **draft** or **final parent notification**, a new window will appear. Complete the **Notification Date** and the **name** of the person completing the notification, then follow the steps for school official certification and parent/guardian response. If the user selects 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.

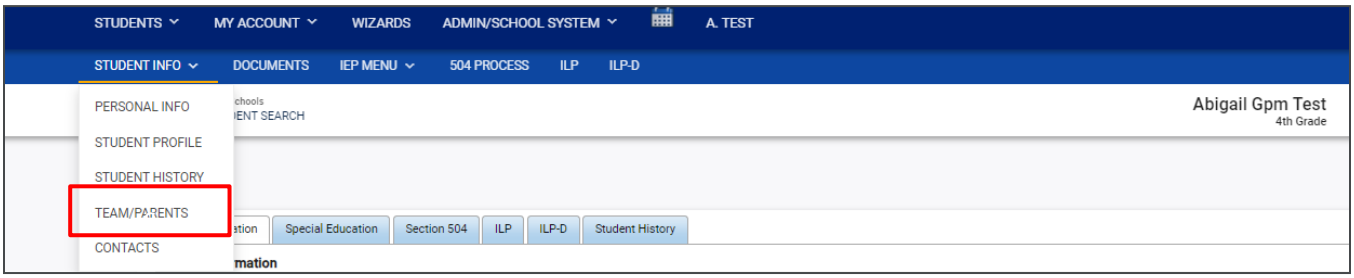
Once completed, click **Save** and then **Create Draft** or **Create Final** to generate a PDF version of the document.



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**.**



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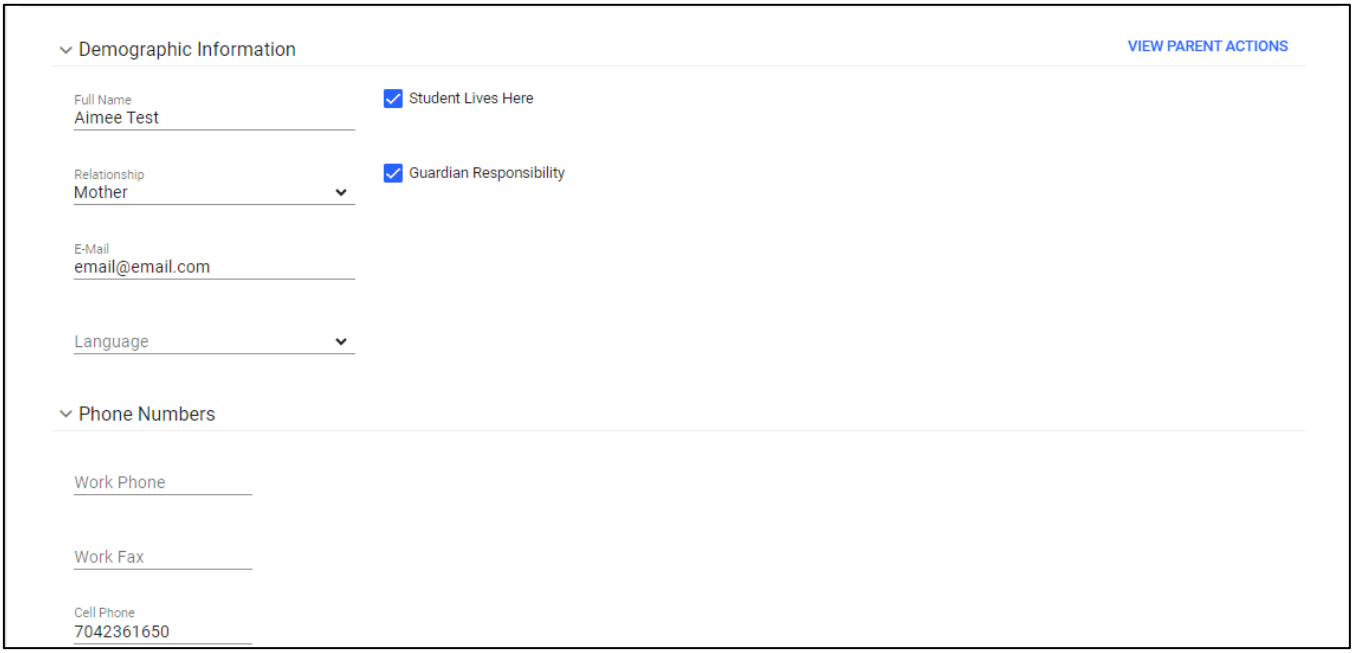
2. If a parent or guardian does not currently exist in TN PULSE, users can add a parent by selecting **Add New Parent/Guardian**. If a parent/guardian already exists, select the **pencil** icon under **Details.**

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



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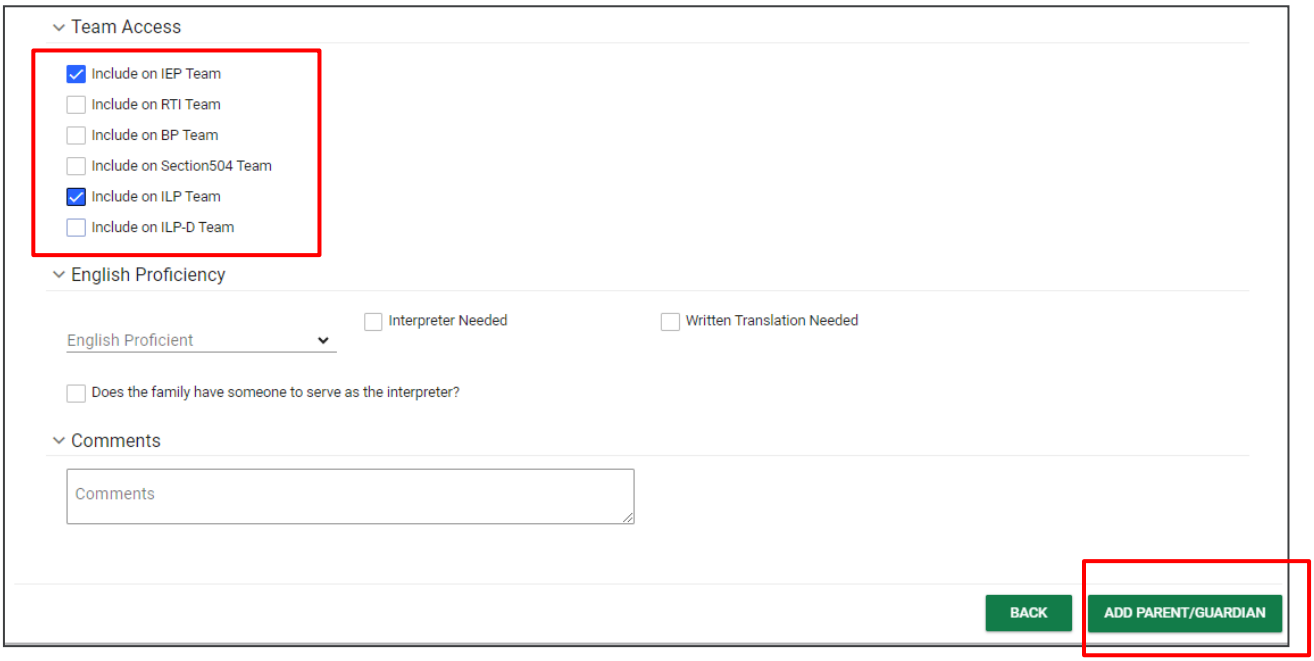
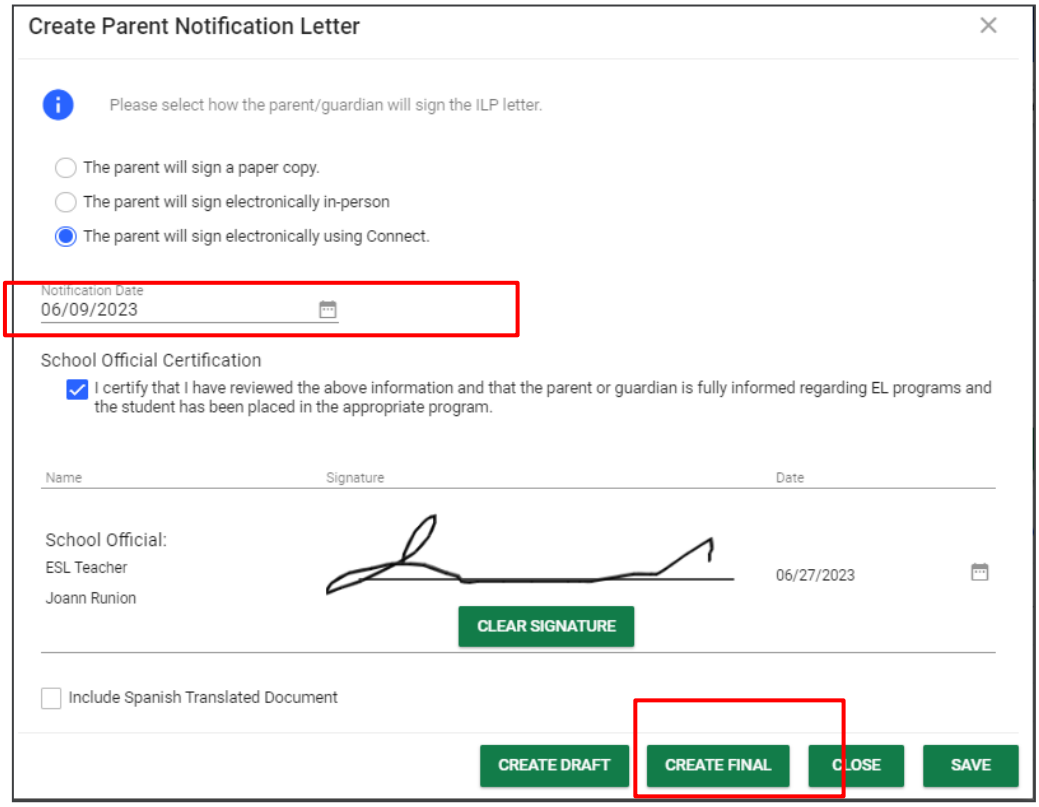
3. Add the parent or guardian to the ILP team, and then click **Add Parent/Guardian.**



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.**



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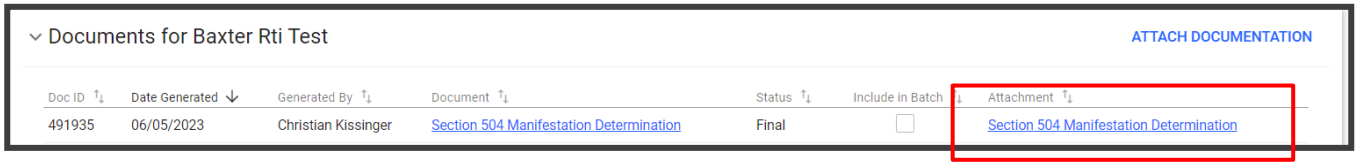
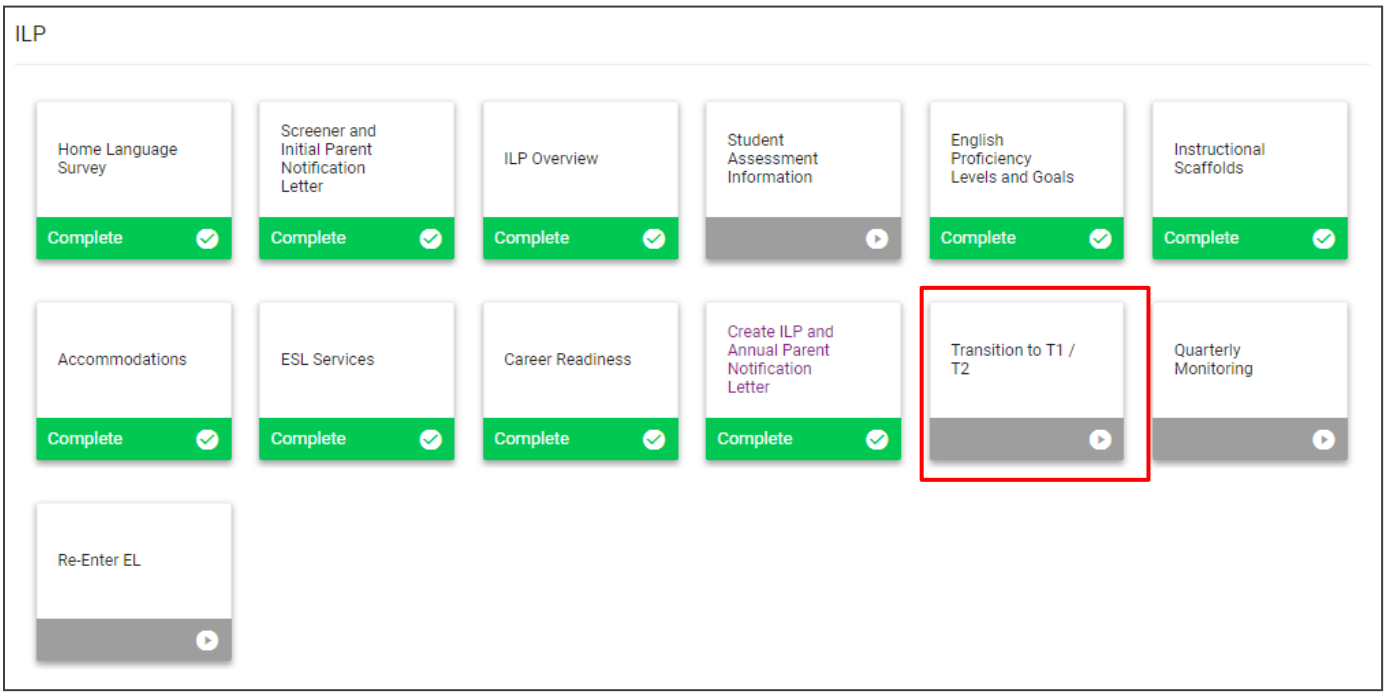
5. Once the parent has signed the document via **Connect**, navigate back to the student's **Documents** page. There will be two versions of the document. The document in the **Attachment** column will include responses and signatures captured via **Connect**.



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.



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

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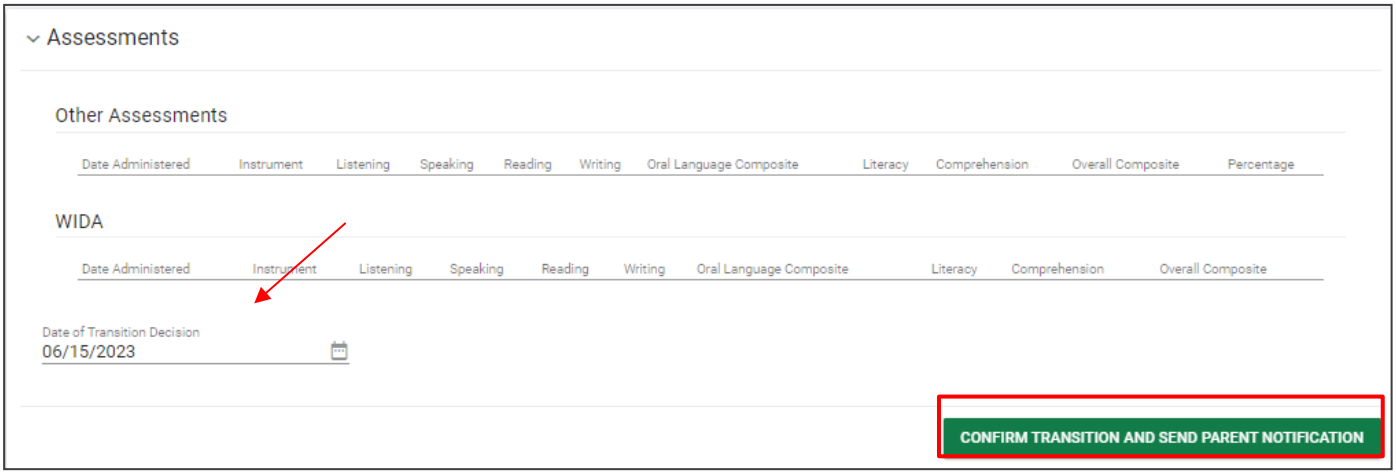
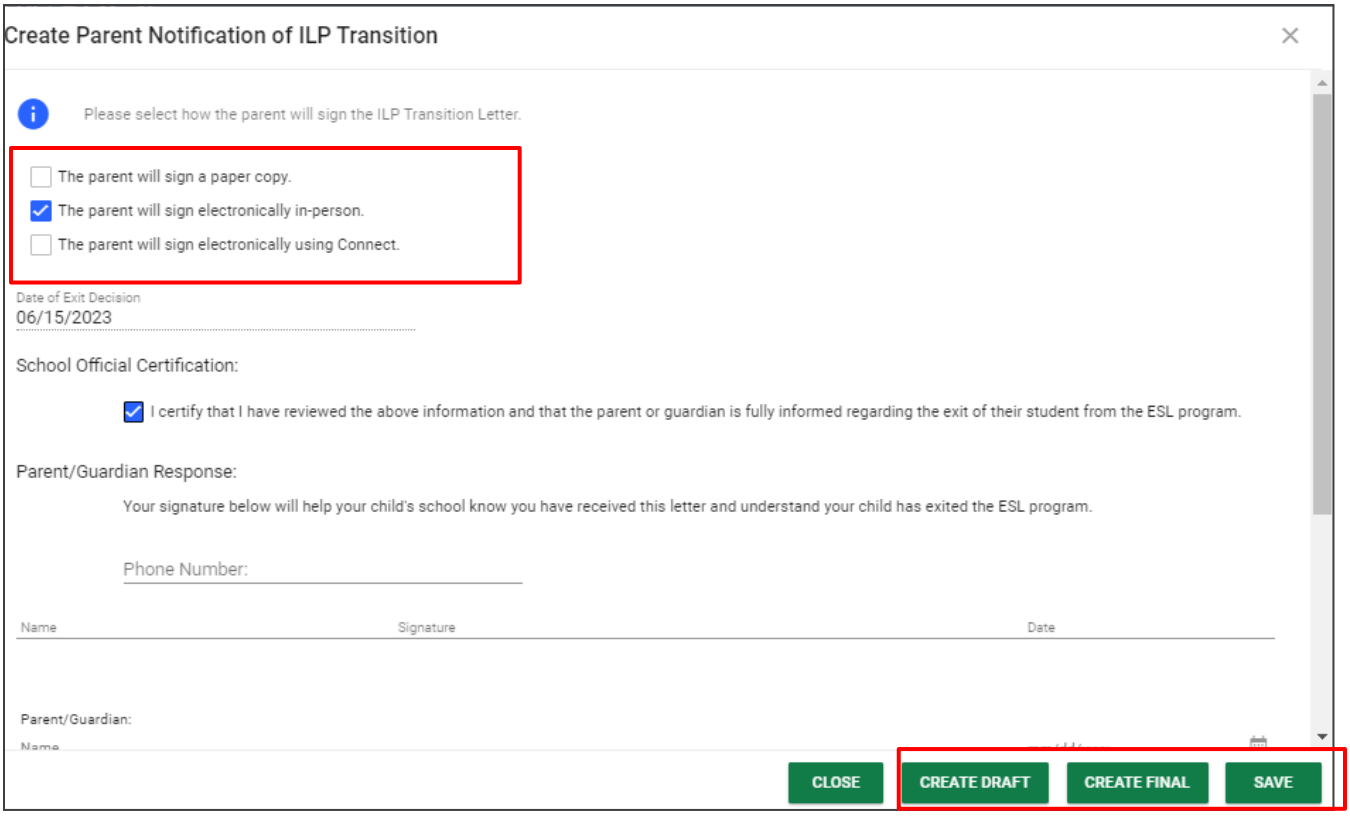
Assessments

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**.**



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.**



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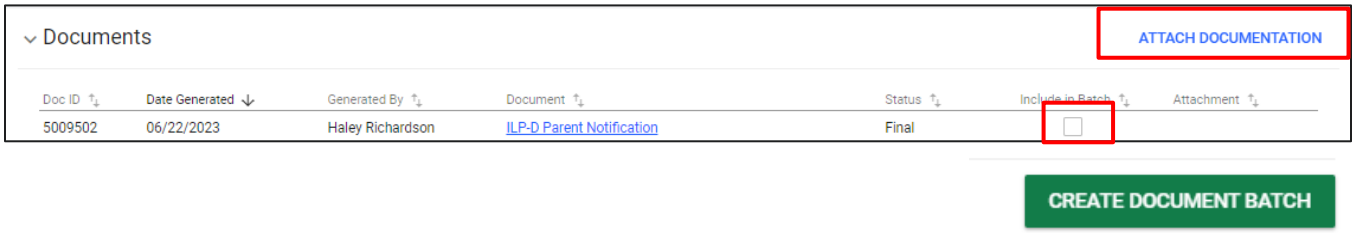
__Note:__ Users should only enter electronic signatures prior to clicking Create Final. Electronic signatures will not pull into draft documents.

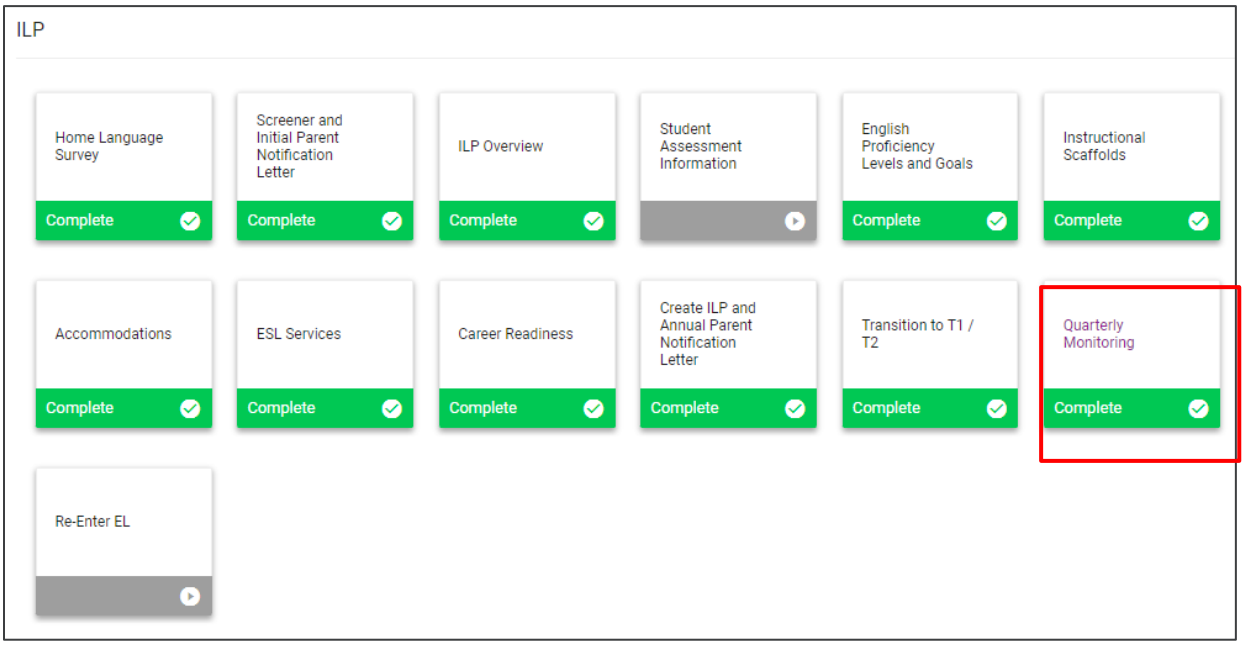
Documents

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**.



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.



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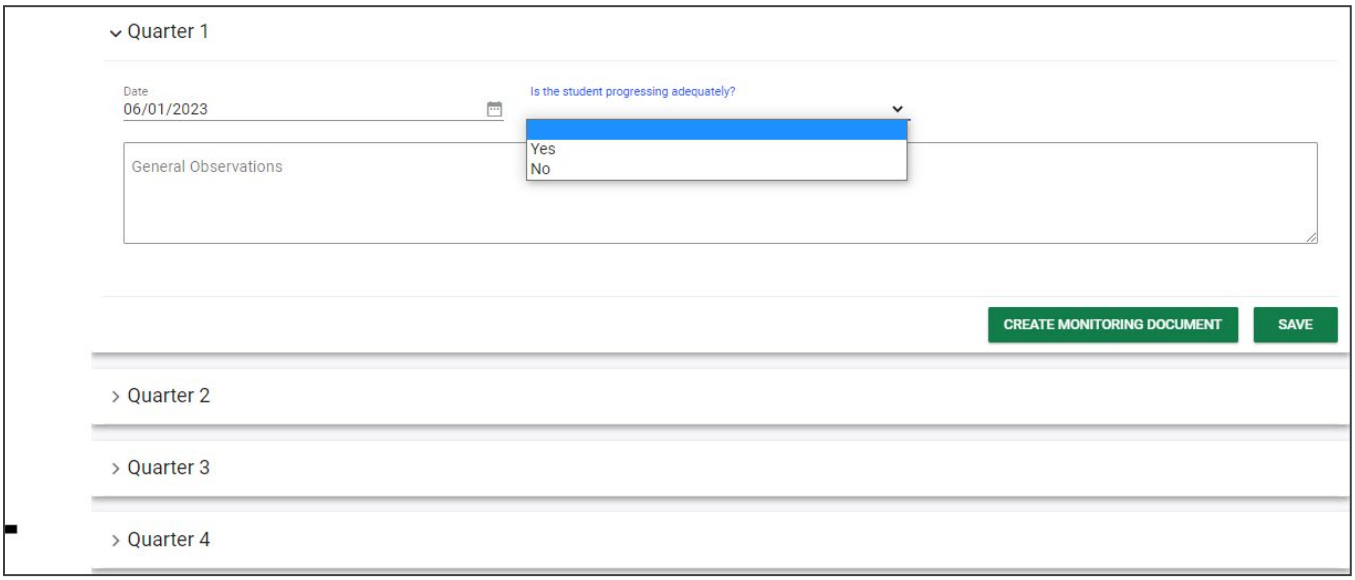
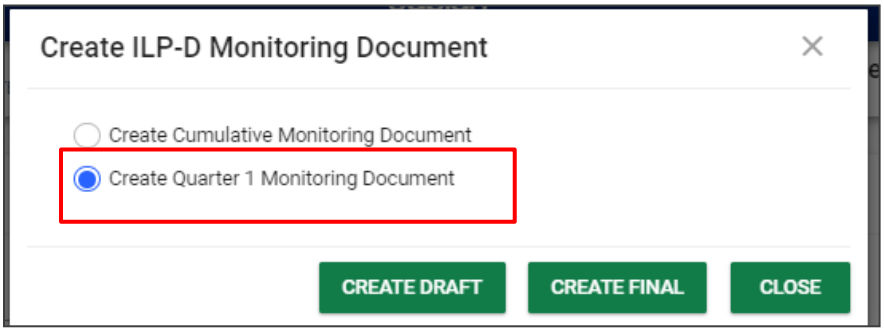
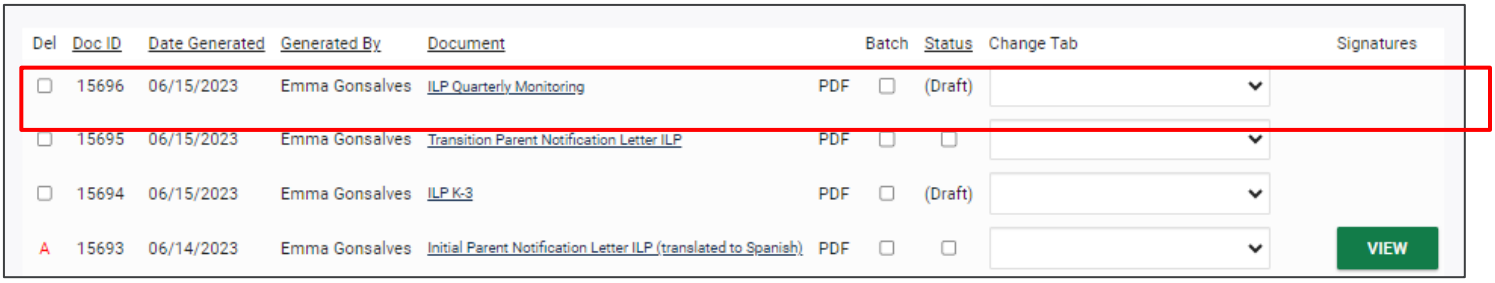
To add observation notes for each quarter, select a **Date** and choose **Yes** or **No** from the dropdown menu to determine if the student is progressing adequately. Click **Save** when complete. Choose **Create Monitoring Document** to generate a PDF version of the observation notes.



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.





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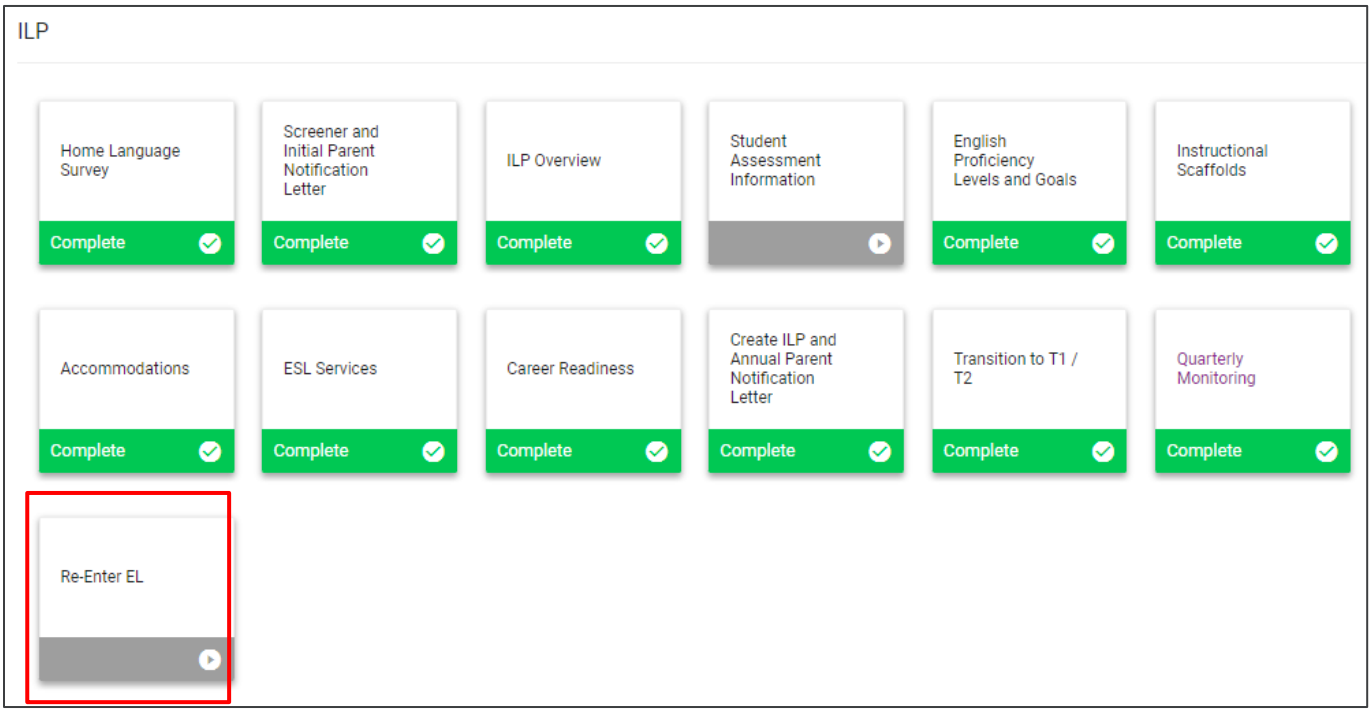
Re-Enter EL

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).



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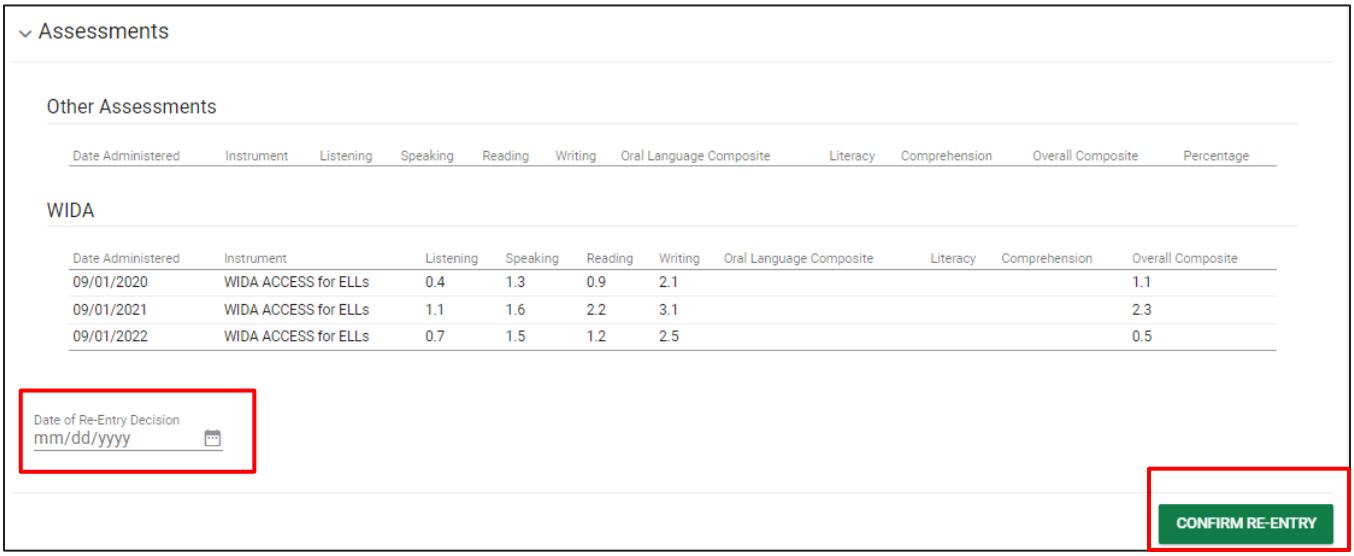
Assessments

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



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