



TN PULSE: Individualized Learning Plan -for Students with Characteristics of Dyslexia Manual (ILP-D)

For Users and Administrators

Tennessee Department of Education | July 2023

Table of Contents

TN PULSE Logistics.....	4
Logging into TN PULSE.....	4
Electronic End-User Agreement	5
Main Menu Bar.....	5
Students.....	6
Student Search	6
Domain Indicators.....	8
Recent Students.....	9
Inactive Students.....	9
My Account.....	10
The My Account menu allows users to review documents, reports, account information, and notifications.	10
My Docs.....	10
My Reports.....	11
My Info	11
My Notifications.....	12
Wizards	12
Admin/School System.....	13
Schools	13
School System.....	13
Reports.....	15
Dashboard	15
Message Center.....	16
Announcements	16
My Students.....	17
My Calendar.....	17
ILP-D	20
Resource Library.....	20

ILP-D Process.....	22
Screener and Parent Notification.....	22
Parent Response to Initial Notification.....	24
ILP-D Overview	24
Navigating ILP-D	24
Student Information.....	25
Plan Overview.....	26
Other Areas of Support.....	26
Team.....	27
Interventions	28
Student Deficit Areas Identified	28
Primary Skills Targeted	29
Intervention	29
Classroom Access: Support and Accommodations.....	30
Create Document.....	32
Plan Contributors	32
Create ILP-D Document	33
Sending Documents to Parents for Signature	34
Follow the steps below to send documents to parents for signature through Connect:.....	34
Quarterly Monitoring Information.....	37
Exit ILP-D.....	38

TN PULSE Logistics

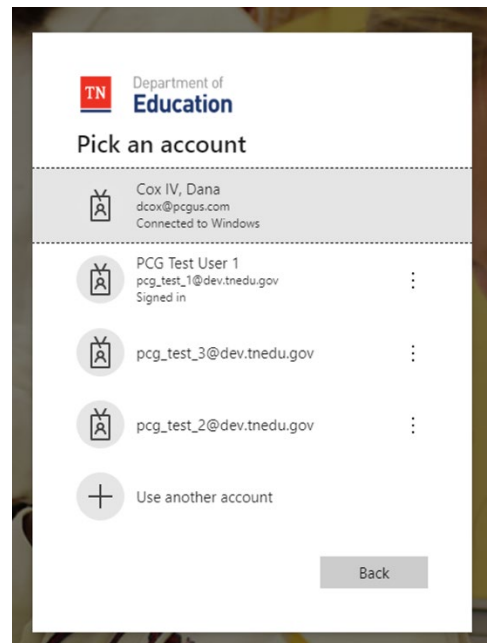
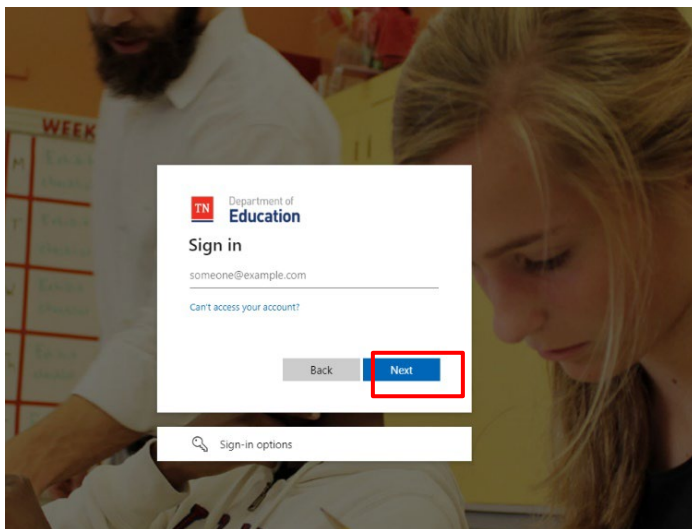
TN PULSE is the newly designed portal with a renewed focus on user experience. **TN PULSE** replaces the previously used **EdPlan** portal. TN PULSE is the newly designed statewide data management system that offers a comprehensive platform to develop and house student learning plans. TN PULSE replaces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

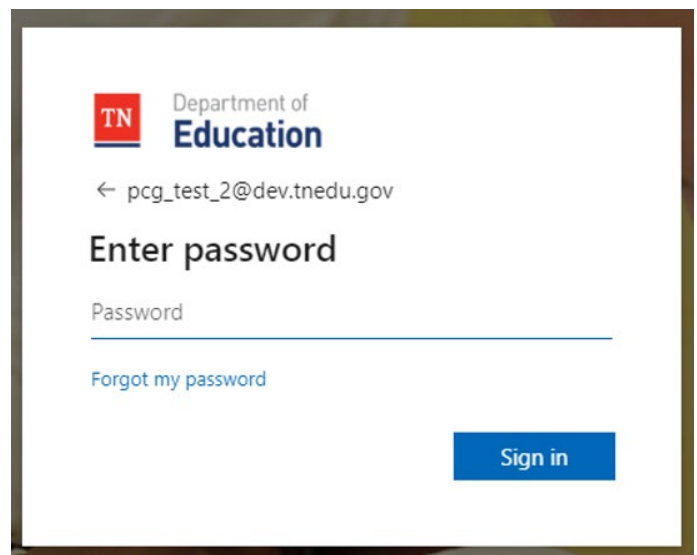
https://tnpulse.pcgeducation.com/easyiep.plx?op=openid_connect_login&OpenID_Set=1

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

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™, EasyEP™, 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

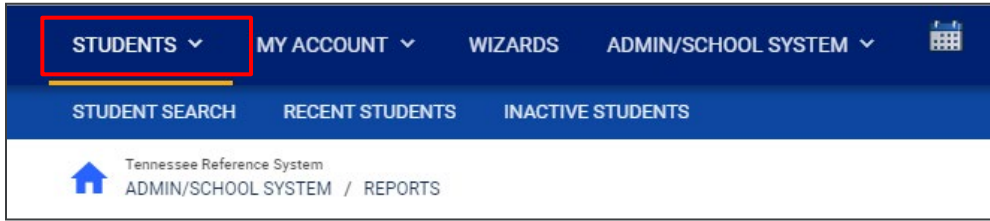
Main Menu Bar

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

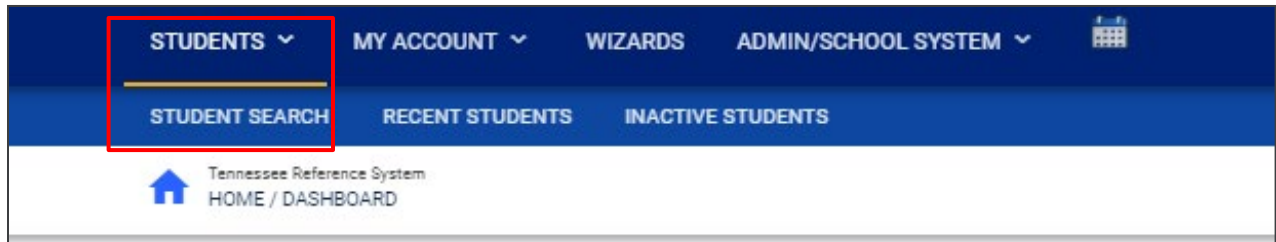
The **Students Menu** allows users to search for recent and inactive students.



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** click the **Students Tab**, 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 the **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"/> ⚠
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

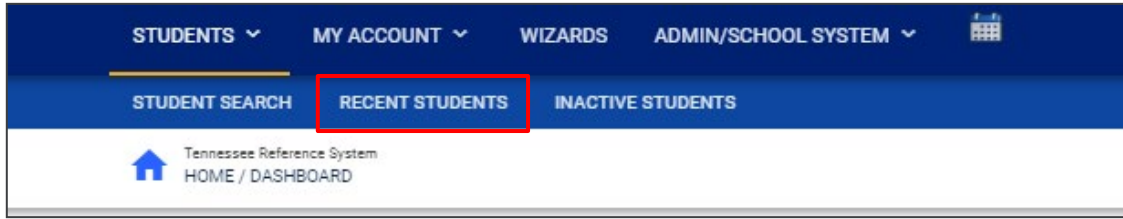
When searching for a student, the last column will provide symbols indicating a students' current domain status. The domain indicators are listed below.

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		IEP ISP	
<input type="checkbox"/>	✓✓	Test	Alice		14 Years	33333332	3445322	09	abc	03/27/2023	08/07/2019	SLD		IEP ILP-D	
<input type="checkbox"/>	T ✓✓	Test	Angela		17 Years	TEST09876	TEST09876	08	TEST	01/17/2019	08/07/2019	SLD		IEP ILP	

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**.

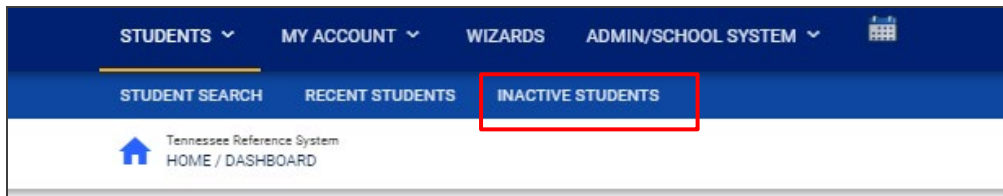


Select a Student [PRINT RESULTS](#) [EXPORT RESULTS](#) [SEARCH AGAIN](#)

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	✓ 5 L	0000001	Amanda		Test	03/01/2014	ES	03		Jennifer Briggs	IEP 504
06/19/2023 13:04:38	⚠ 5		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

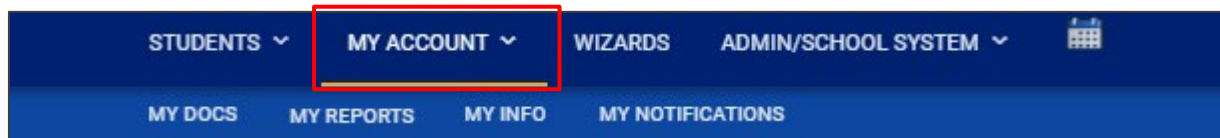
[VIEW INACTIVE STUDENTS](#)

Select a student by clicking on the student 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

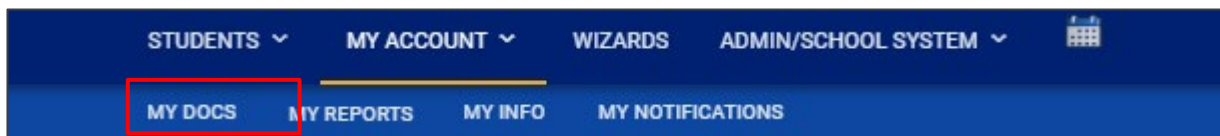
My Account

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.



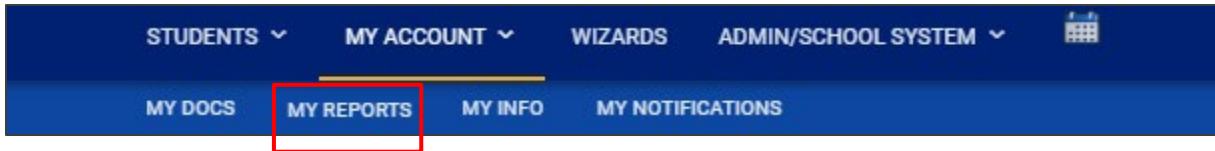
The

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	<input checked="" type="checkbox"/>	Section 504 Eligibility Report	PDF	Accepted
06/17/2023	Emma Gonsalves	Benjamin Test	<input type="checkbox"/>	Timeline Extension Report (New)	PDF	(Draft)
06/17/2023	Emma Gonsalves	Benjamin Test	<input checked="" type="checkbox"/>	Timeline Extension Report (New)	PDF	Proposed
06/17/2023	Emma Test	Denise Test	<input type="checkbox"/>	Eligibility Report - Eligible	PDF	Accepted
06/16/2023	Emma Test	Denise Test	<input checked="" type="checkbox"/>	Timeline Extension Report (New)	PDF	(Draft)
06/16/2023	Emma Test	Denise Test	<input type="checkbox"/>	Invitation to Meeting	PDF	(Draft)
06/16/2023	Emma Test	Denise Test	<input type="checkbox"/>	Consent for Initial Assessment	PDF	

My Reports

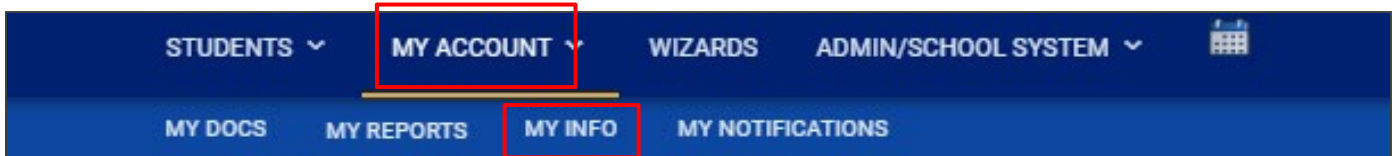
The **My Reports** tab lists all reports a Case Manager has created or those previously created by someone else within the past year including draft documents that have not expired.



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

My Info

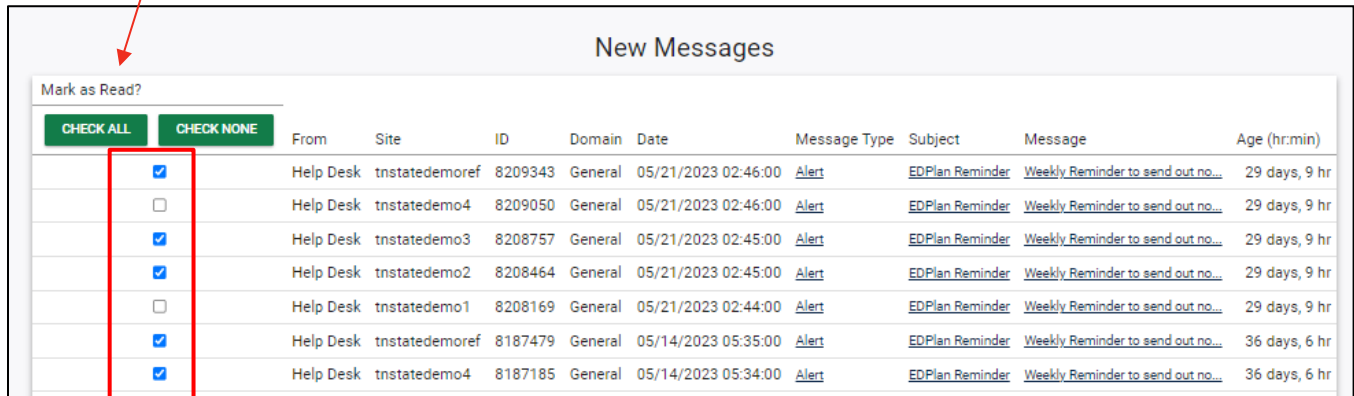
The **My Info** tab allows users to view their demographic information. Click **My Account** from the **Main Menu** bar, then select **My Info**.



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

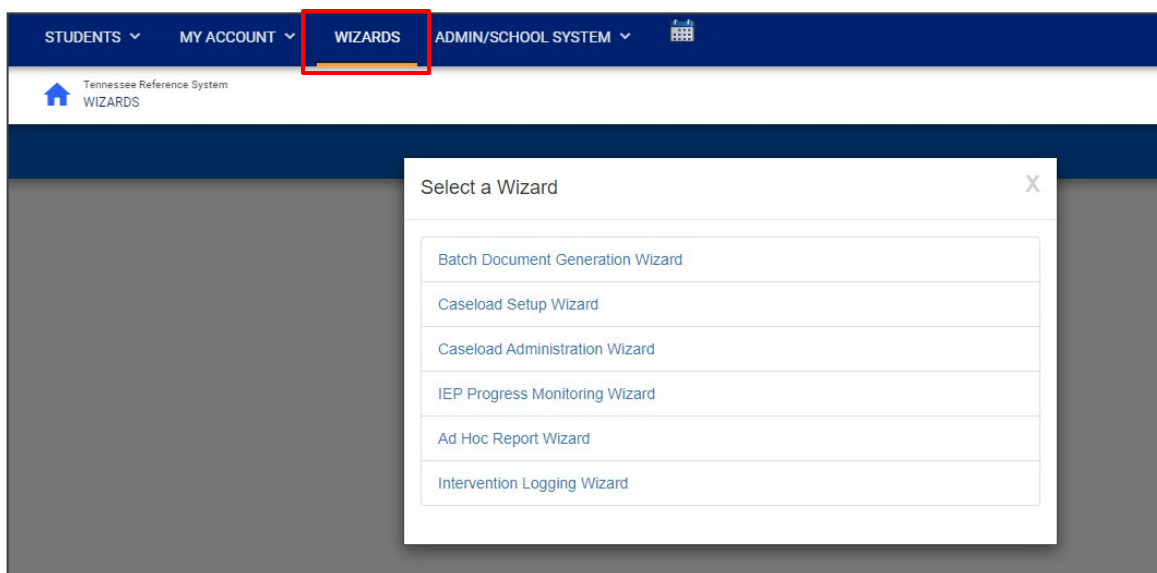
The **My Notifications** tab displays all notifications pertaining to students such as alerts, weekly reminders, overdue compliance alerts etc. If the user has unread messages, a **New Messages** section will appear at the top of the page. Below any new messages, a **Previous Messages** section will 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?										
<input type="checkbox"/> CHECK ALL		<input type="checkbox"/> 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	

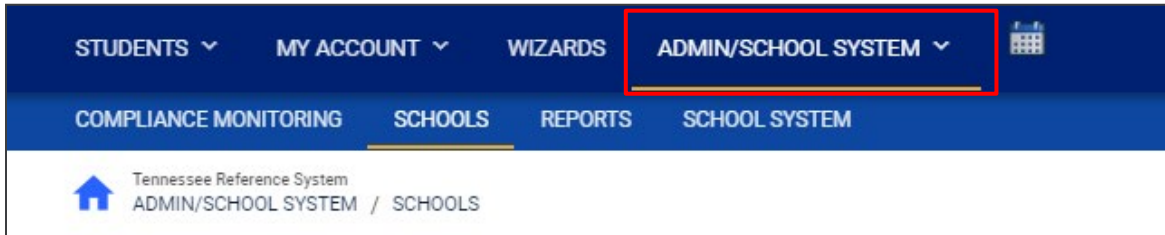
Wizards

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.



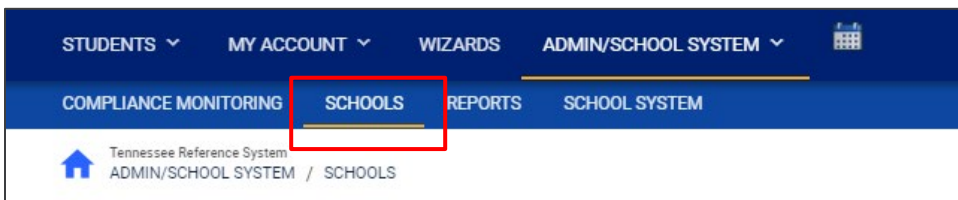
Admin/School System

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.

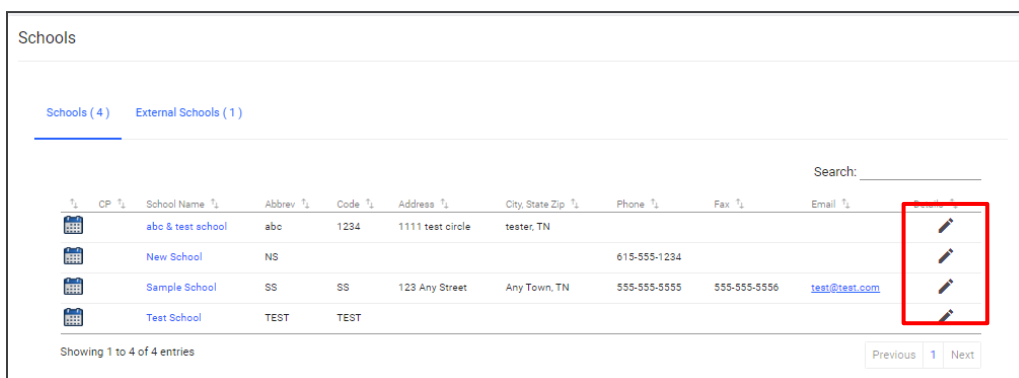
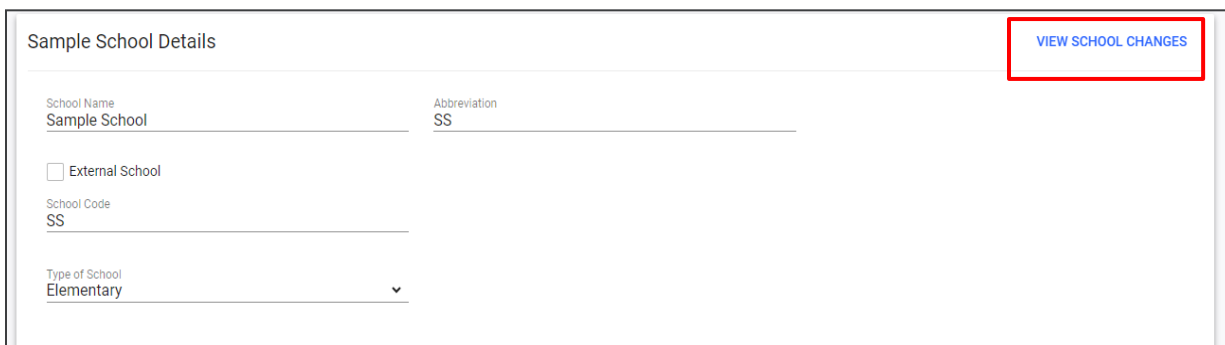


Schools

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

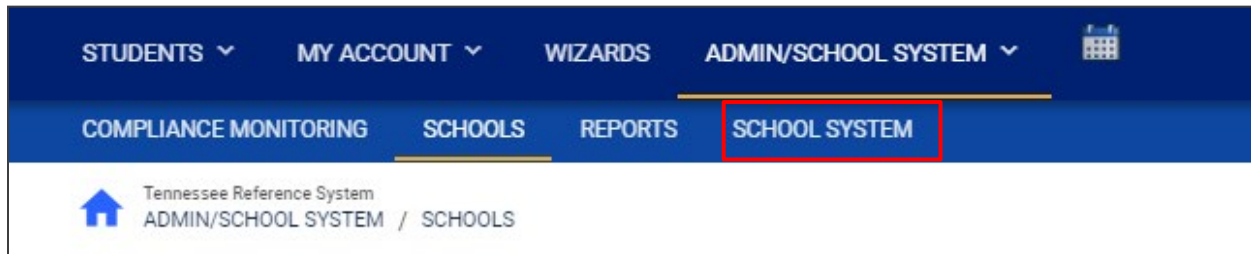


Users can view school information by clicking on an individual school name or the **pencil** icon under **Details**. This will open a new window. Click **View School Changes** to enter the criteria for the school changes entered in the system.

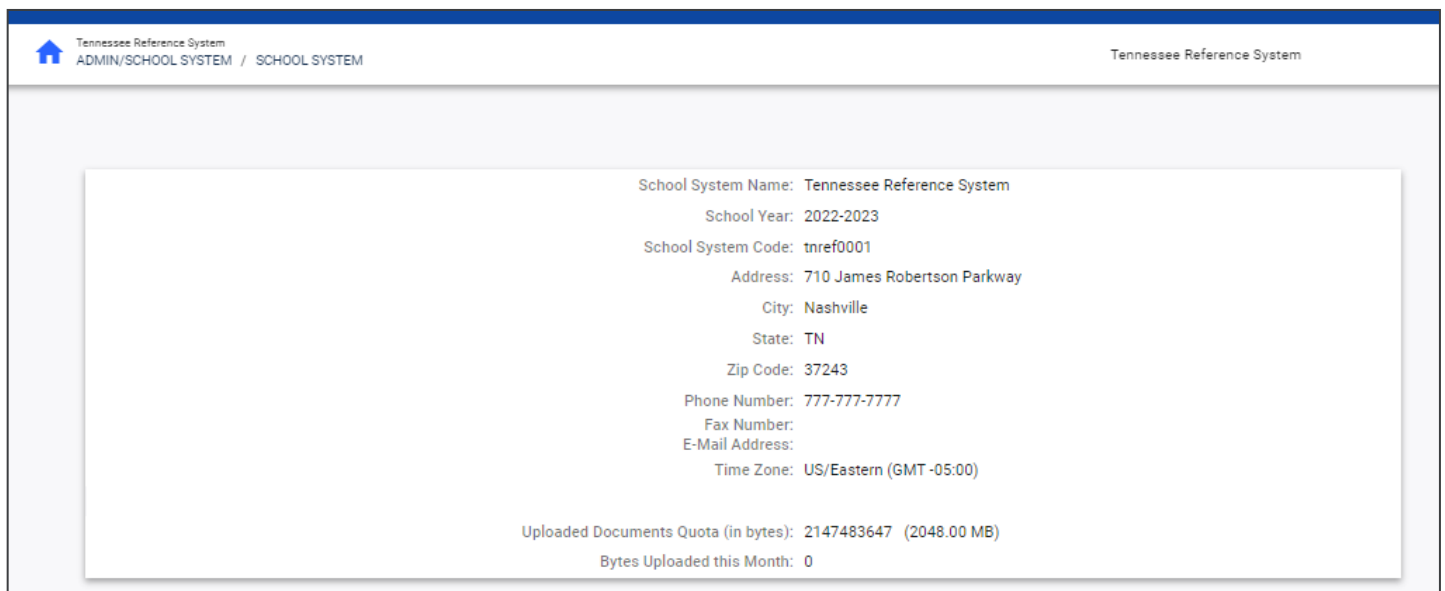


School System

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.



The screenshot shows the top navigation bar of the Tennessee Reference System. The main navigation bar is dark blue with white text for 'STUDENTS', 'MY ACCOUNT', 'WIZARDS', and 'ADMIN/SCHOOL SYSTEM'. Below this is a secondary navigation bar with 'COMPLIANCE MONITORING', 'SCHOOLS', 'REPORTS', and 'SCHOOL SYSTEM'. The 'SCHOOL SYSTEM' tab is highlighted with a red rectangular border. Below the navigation bars, a breadcrumb trail shows 'Tennessee Reference System' followed by 'ADMIN/SCHOOL SYSTEM / SCHOOLS'.



The screenshot displays the 'School System' information page. The header includes the Tennessee Reference System logo and the breadcrumb 'ADMIN/SCHOOL SYSTEM / SCHOOL SYSTEM'. The main content area contains the following details:

- School System Name: Tennessee Reference System
- School Year: 2022-2023
- School System Code: tnref0001
- 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)

At the bottom of the information box, the following upload statistics are shown:

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

Reports

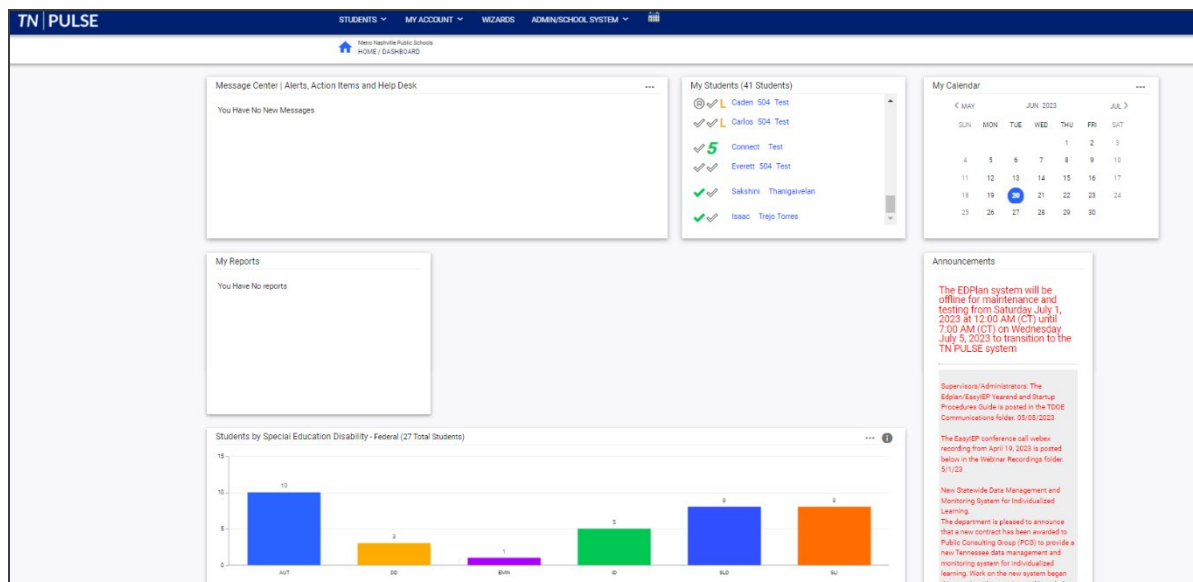
The **Reports** tab lists any **Drill Down Reports**, **Scheduled Reports**, and **Saved System Reports** that have been generated or will be generated within the district.

Drill-Down Reports					
Student Reports	User Reports				
	(None Available)				(None Available)
Service Reports	Service Log Reports				
	(None Available)				Service Log Report
Scheduled Reports					
Month (Documentation Request) (tbl) Pinnable Suspension Log Pinnable Service Request Service Log Request (tbl)					
Saved System Reports					
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 (VIG)	08/28/2023		
04/30/2023 23:22:00	Jennifer Stem	Personal Report Table 2 Details (VIG)	08/28/2023		
04/30/2023 23:21:00	Jennifer Stem	Personal Report Table 2 Details (PDF)	08/28/2023		
03/23/2023 14:05:00	Jennifer Stem	Contacts Report (VIG)	07/21/2023		
12/10/2022 10:25:00	Jody Hughes	Accommodations Report (PDF)			
12/01/2022 11:12:00	Jennifer Stem	Pinnable Combined Table 1&2 Details (VIG)			
03/15/2013 16:56:00	Pranita Mishra	Accommodations Report (TN) (PDF)		before change	
03/08/2013 17:30:00	Samantha Law	User Missing Data (tbl)		Sped Conference	
03/08/2013 17:29:00	Samantha Law	Report Links (tbl)		Sped Conference	
03/08/2013 17:22:00	Samantha Law	User Access Assessment Request (tbl)		Sped Conference	
02/08/2012 17:20:00	Pranita Mishra	Accommodations Report (TN) (tbl)		Pranita EasyIEP University	

Note: Although all reports do not have this capability, **Drill Down Reports** allow users to manipulate data from a comprehensive view to a more detailed view.

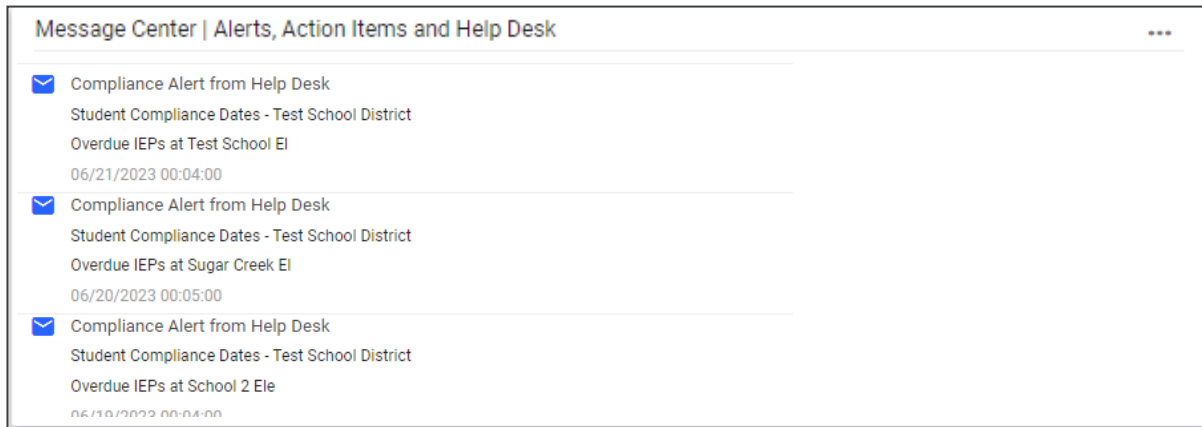
Dashboard

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.



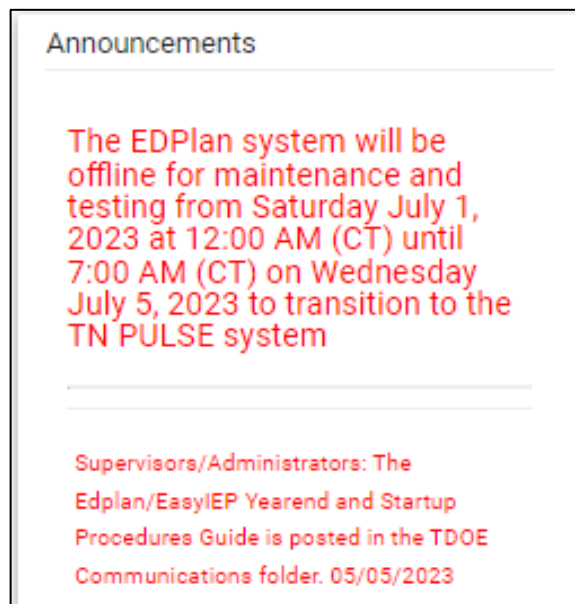
Message Center

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



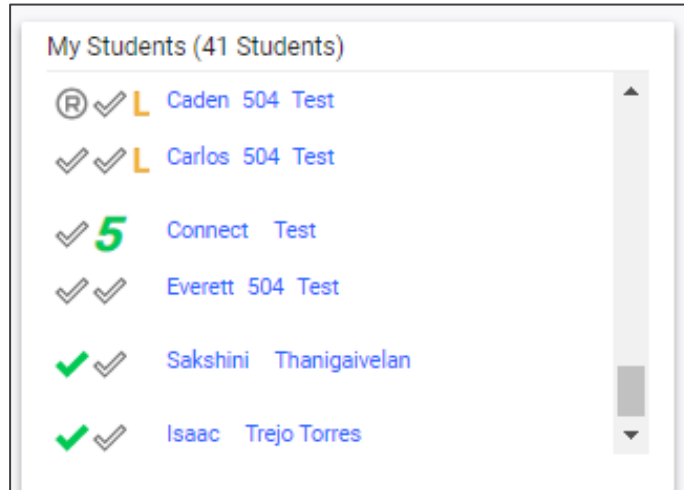
Announcements

The **Announcements** widget will display current announcements.



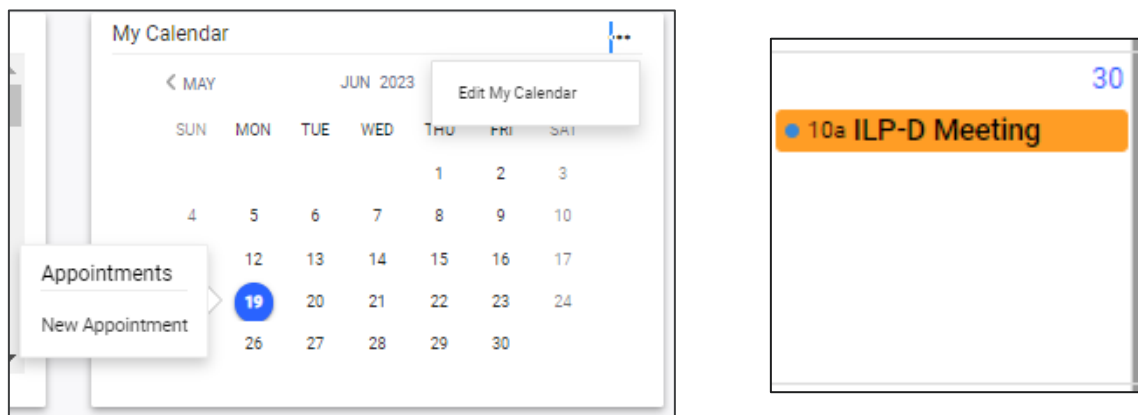
My Students

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.

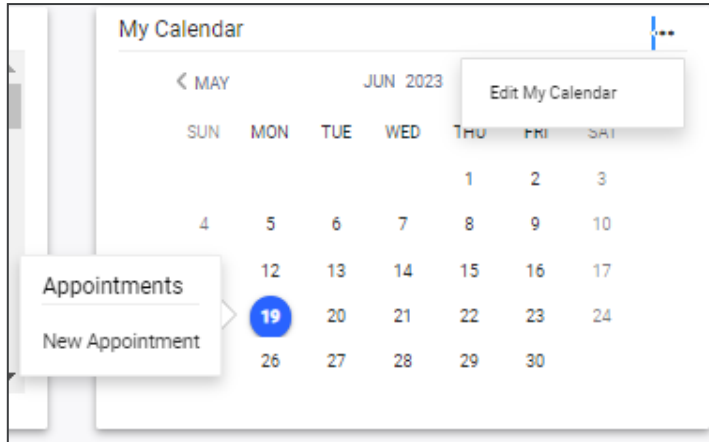


My Calendar

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.



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

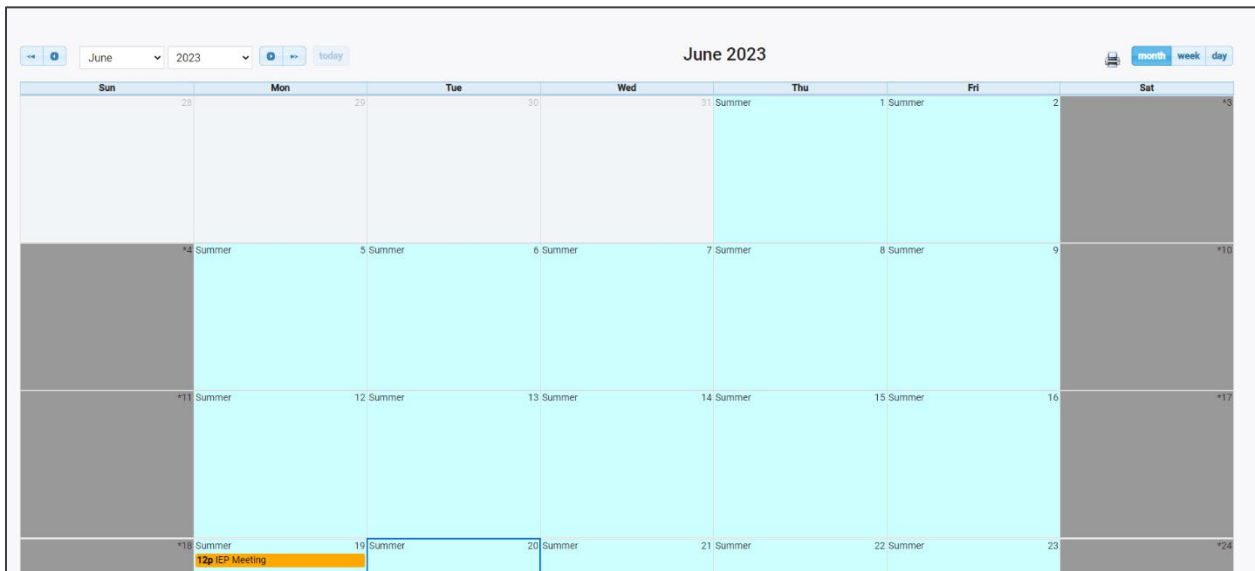


View all services in a separate window



Import/ Export

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.



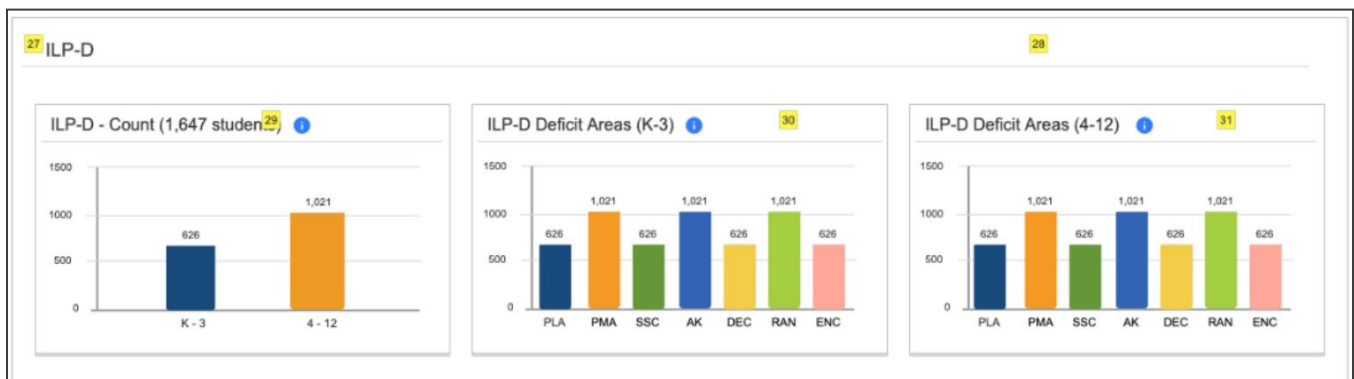
Calendar Legend:

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

ILP-D

The **ILP-D** widget contains all the data related to students in the school district with an ILP-D. The panel will appear or hide based on the user's permissions and displays students across the state organized by **ILP-D Plan Type** for Kindergarten through Grade 3 students or those in Grades 4 through 12. The numerical increments on the Y axis of the widget will dynamically update based on the total number of students in each bar. Students are categorized based on the Deficit Area indicated in the ILP-D and auto-populates from the student's current, active **ILP-D Event**.

Each student with an ILP-D is monitored and is screened three times per year through the universal reading screener process. Students exit an ILP-D with consistent performance on the universal reading screener that exceeds the qualifying criteria for an ILP-D or when a student's parent refuses services through an ILP-D. Reference the Dyslexia Resource Guide for more information.



Numerical increments on the Y axis of the widget will dynamically update based on the total number of students in each category. Students are categorized based on the **ILP-D Plan Type** and auto-populate from the student's current, active **ILP-D Event**. Clicking any bar will open the **ILP-D Deficit Areas** page which displays a breakdown of students by district in each grade grouping.

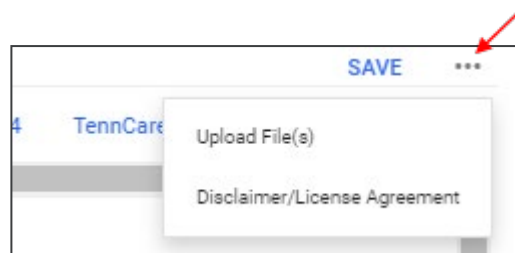
Resource Library

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.

Resource Library							SAVE	...				
TDOE Communication							EasyIEP	Webinar Recordings	Early Childhood	504	TennCare	TDOE IEP Monitoring Tool
Del	Pos	File Type	Date	Uploaded	Uploaded	File Name						
		Category	Uploaded	By								
<input type="checkbox"/>	3	TDC	05/05/2023	Sheryn Ordway		TN_EDPlan_YearEnd_Guide_and_Startup_Procedure_Manual_May_2023.docx						
<input type="checkbox"/>	5	TDC	04/17/2023	Sheryn Ordway		EasyIEP_District_Conference_Call_20230419_FINAL.docx						
<input type="checkbox"/>	8	TDC	03/21/2023	Sheryn Ordway		EasyIEP_District_Conference_Call_20230322_Final.docx						
				Sheryn								

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.

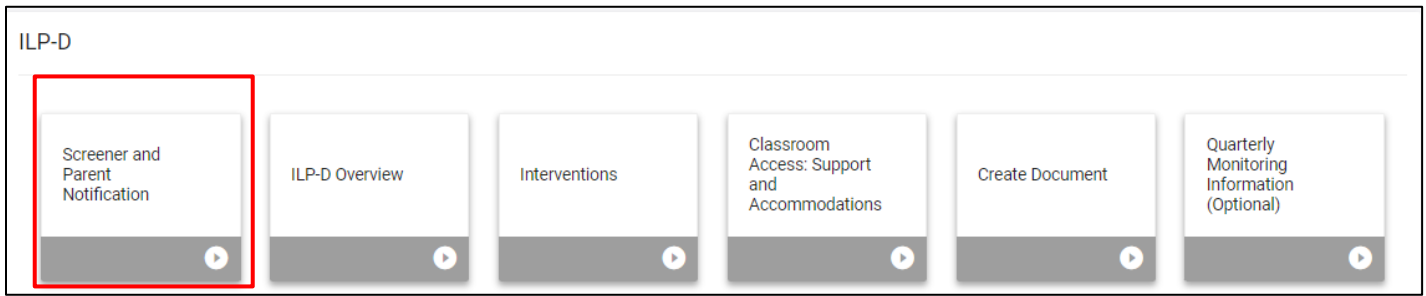
ILP-D Process

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




Screener and Parent Notification

The first section of the ILP-D can be accessed by selecting the **Screener and Parent Notification** tile on the **ILP-D** page. On this page, users can add **Screener Information** for students and indicate if the student qualifies as having characteristics of dyslexia by answering **Yes** or **No** to the questions displayed. Universal reading screener scores will be imported for students in grades Kindergarten through third grade (or grade three). Once completed, add the **Decision Date**, and select **Save** and then **Confirm Status**.



ILP-D


▼ Screener Information ADD SCREENER DATA

Screener Name	Date Administered	Composite Percentile	Edit
Universal Reading Screener	06/22/2023	32	
Universal Reading Screener	09/11/2023	52	
Universal Reading Screener	09/10/2022	51	
Universal Reading Screener	09/10/2021	46	

Does the student fall below the 25th percentile on the Universal Reading Screener Composite score?
 Yes No

Does the student display deficits in 50% or more of the grade-appropriate subtests of skills?
 Yes No

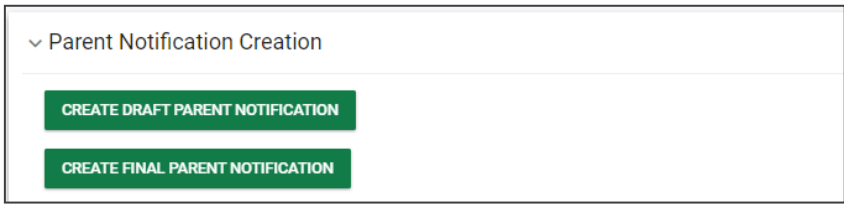
Based on the screener information, the student qualifies as a student with Characteristics of Dyslexia.
 Yes No

Date Decision was made:
06/01/2023 

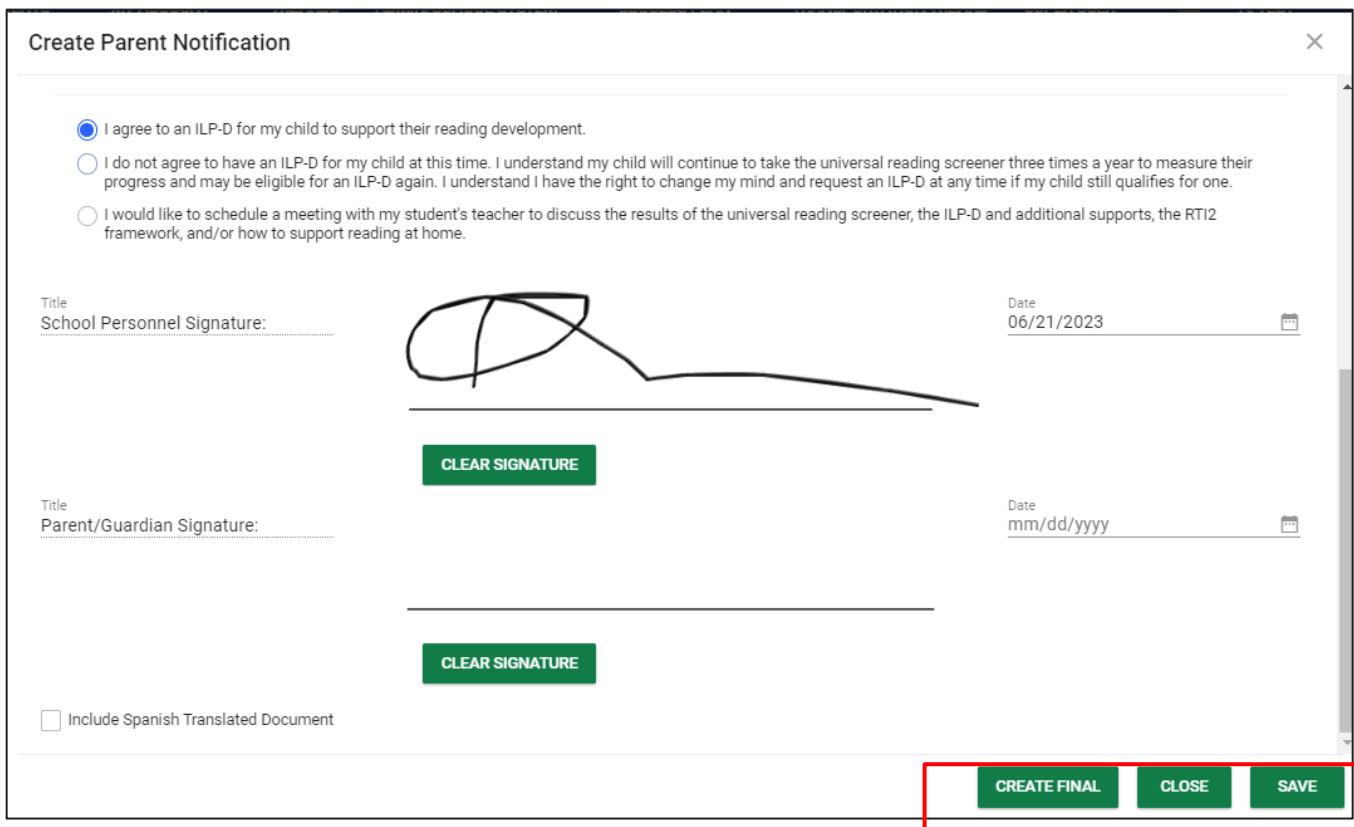
CONFIRM STATUS **SAVE**

Once the status is confirmed, a new section will appear called **Parent Notification Creation**. This section allows users to create a draft or final parent notification regarding the screening for characteristics of

dyslexia created above. Select **Create Draft Parent Notification** or **Create Final Parent Notification**, and a new window will appear.



Indicate how the parent will sign the **Final ILP-D Document**. If signing electronically in person, complete the signature and select **Save** and then **Create Final**.



Create Parent Notification [X]

I agree to an ILP-D for my child to support their reading development.

I do not agree to have an ILP-D for my child at this time. I understand my child will continue to take the universal reading screener three times a year to measure their progress and may be eligible for an ILP-D again. I understand I have the right to change my mind and request an ILP-D at any time if my child still qualifies for one.

I would like to schedule a meeting with my student's teacher to discuss the results of the universal reading screener, the ILP-D and additional supports, the RTI2 framework, and/or how to support reading at home.

Title
School Personnel Signature: _____

Date
06/21/2023 [Calendar Icon]

CLEAR SIGNATURE

Title
Parent/Guardian Signature: _____

Date
mm/dd/yyyy [Calendar Icon]

CLEAR SIGNATURE

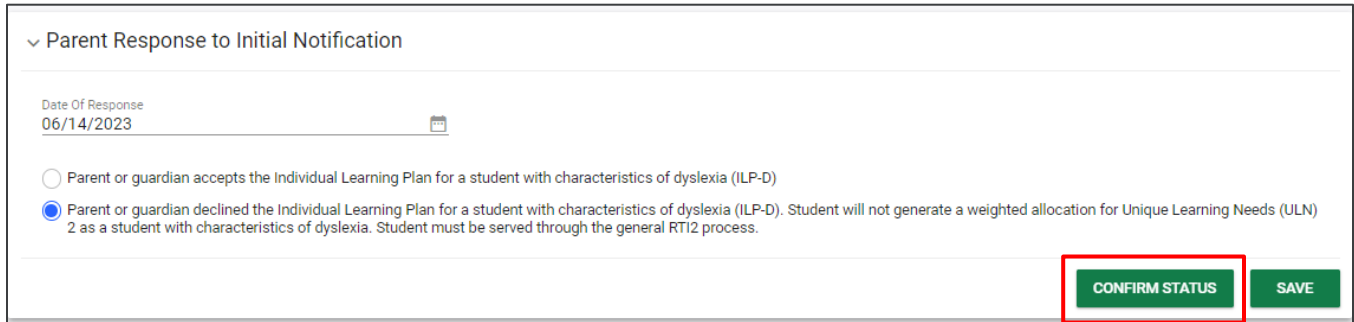
Include Spanish Translated Document

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

Note: If the student has a document language chosen, the option to translate document can be selected by checking the checkbox provided. The parent must agree to the provision of an ILP-D. If the parent does not agree the remaining tiles will not be available and an ILP-D will not be written.

Parent Response to Initial Notification

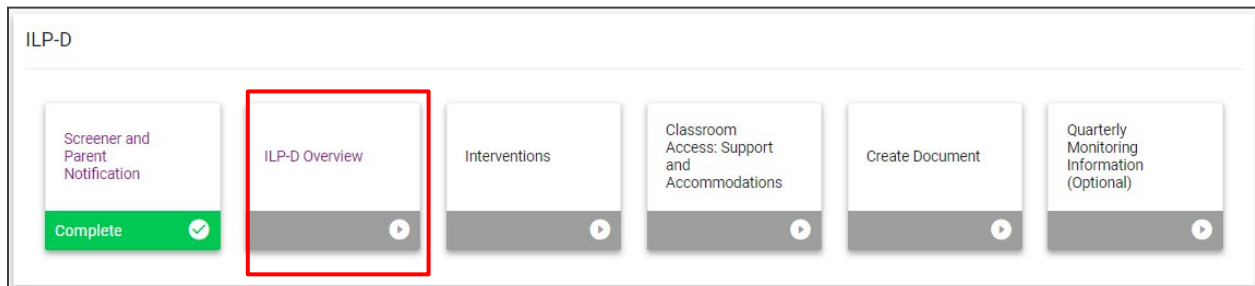
After the **Parent Notification** is created, the **Parent Response to Initial Notification** section will appear. The **Date of Response** will auto populate based on the date entered for the **initial notification**. Using the radio buttons, select if the parent or guardian accepts or declines the ILP-D. Select **Confirm Status**.



The screenshot shows a form titled "Parent Response to Initial Notification". It includes a "Date Of Response" field with the value "06/14/2023". Below this are two radio button options: "Parent or guardian accepts the Individual Learning Plan for a student with characteristics of dyslexia (ILP-D)" and "Parent or guardian declined the Individual Learning Plan for a student with characteristics of dyslexia (ILP-D). Student will not generate a weighted allocation for Unique Learning Needs (ULN) 2 as a student with characteristics of dyslexia. Student must be served through the general RTI2 process." At the bottom right, there are two green buttons: "CONFIRM STATUS" and "SAVE". The "CONFIRM STATUS" button is highlighted with a red box.

ILP-D Overview

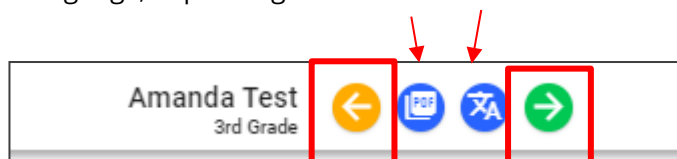
The **ILP-D Overview** section includes student information, the plan overview, additional areas of support, and the ability to add or edit team members.



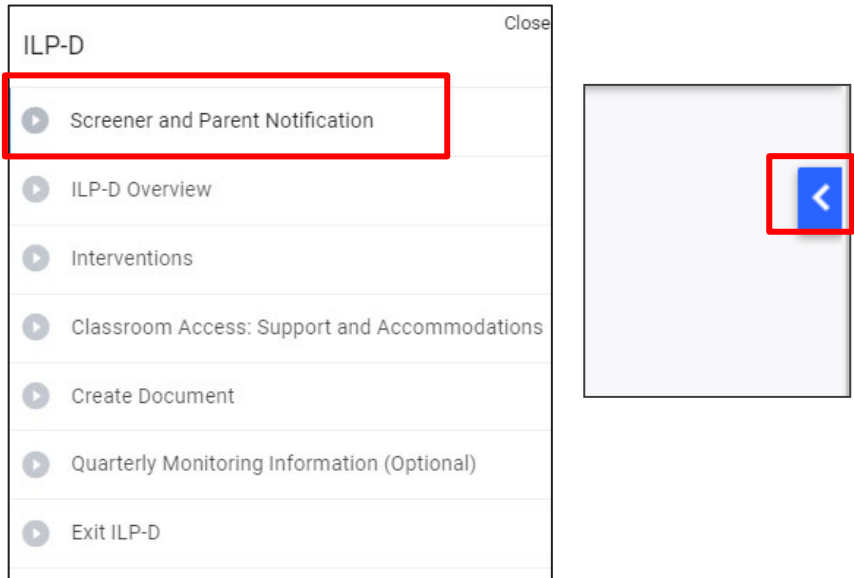
The screenshot shows a navigation bar for the ILP-D process. It contains six cards: "Screener and Parent Notification" (marked "Complete"), "ILP-D Overview" (highlighted with a red box), "Interventions", "Classroom Access: Support and Accommodations", "Create Document", and "Quarterly Monitoring Information (Optional)". Each card has a right-pointing arrow at the bottom.

Navigating ILP-D

There are multiple ways to navigate between the pages within the ILP-D process. In the top right corner of the screen, near the student's name, there are two arrows. The **orange** arrow will direct users back to the previous page in the process. The **green** arrow will save what users have entered on the page and then direct them forward in the process. If any required fields are missing, users will be kept on the current page and an error message will direct them to the missing fields. The **blue** PDF button, also known as 'Show Section' will save a Draft ILP-D in pdf format. The **blue** Language button will create a Draft ILP-D document in pdf format in another language, depending on if the student has another language selected for their Document Language.



Another way to navigate the ILP-D process is to utilize the blue arrow on the right side of the screen. Click the blue arrow for a list of pages to appear. Select the page(s) to navigate to a different part of the process.



Student Information

The **Student Information** section includes the student's name, State ID, district name, grade, date of birth, current school and **Current URS Composite National Percentile Score**. This information will auto-populate from the information saved on the **Personal** page for students in grades K-3. If edits need to be made, return to the **Personal** page to make appropriate changes. The **Current Composite Percentile** will auto-populate from the recent score included in the **Universal Reading Screener Information** section for students in grades K-3 only. If the student is in grades 4-12, please enter the score manually. To do this, navigate to the **Screener and Parent Notification Section** in the ILP-D Process and follow the steps provided to enter a **Screener Data Score**.

Student Information		
Student Name: Avery JenStudent Test	State ID: 9007530	District: TN 504 Testing Site
Grade: Kindergarten	Date of Birth: 03/14/2017	Current School: Morrison Elementary
Current Composite Percentile: _____		
<input type="button" value="SAVE"/>		

Plan Overview

In the **Plan Overview** section, users will add the **Start Date** for the ILP-D plan. The **End Date** will automatically default to 365 days following the start date. Select a **Plan Type** from the dropdown menu. Once completed, click **Save**.

The screenshot shows a form titled "Plan Overview". It contains two date fields: "Start Date" with the value "06/01/2023" and "End Date" with the value "05/31/2024". Below these is a "Plan Type" dropdown menu currently set to "K-3". The dropdown menu is open, showing options: "K-3", "K-3 Revision", "4-12", and "4-12 Revision". A green "SAVE" button is located at the bottom right of the form, highlighted with a red box.

Other Areas of Support

The **Other Areas of Support** section allows users to indicate any other areas of support the student requires. If a student has any of the below areas of support in their **Student History** with active dates, a selection will automatically be made. Click **Save** if no other areas of support are needed.

The screenshot shows a form titled "Other Areas of Support". It includes an information icon and text: "Instructions/guidance regarding students with IEPs who also meet criteria for ILP-D. Clarifying this IEP checkbox is only for those with SLD related to reading. Language to come from TDOE." Below this are four checkboxes: "English Learner", "Active 504 Plan", "Student served in Tier II or Tier III of RTI2 for intervention", and "Active IEP (with a disability other than a specific learning disability in an area related to reading)". The "Active IEP" checkbox is checked. A green "SAVE" button is located at the bottom right of the form, highlighted with a red box.

Note: An error will fire if users try to de-select an existing plan or select a plan not currently in the system

Team

The **ILP-D Team** section allows users to edit and add team members who can receive information about the student's ILP-D services. To add a new team member, click **Select ILP-D Team**, and follow the instructions in the pop-up window. Once complete click **Save** to return to the previous screen.

ILP-D Team SELECT ILP-D TEAM


Team Member Responsible for ILP-D
*Principal, Assistant ▼

Name	Relationship
Kerry Anderson	504 Chairperson
Kerry Broncatello	SPED Teacher
Tommy Test	Father

SAVE

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-D Team ✕

 Note: To include someone on this Student's ILP-D 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.

Team Member Responsible for ILP-D
*Principal, Assistant

Parents, etc. who will receive ILP-D Information

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

Other Users at Sample School who can access ILP-D Information

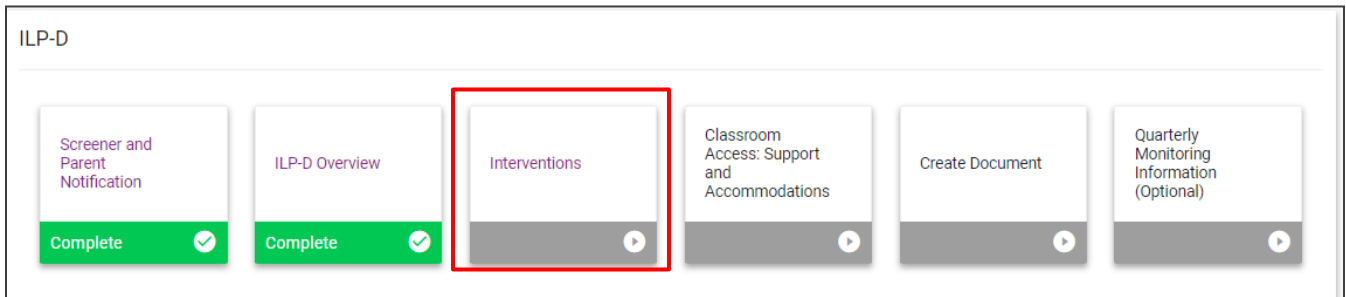
Search: _____

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

CLOSE **SAVE**

Interventions

The **Interventions** section of the ILP-D lists the student's current dyslexia-specific intervention and progress monitoring within RTI² as required by Chapter 0520-12-05 of the Tennessee Department of Education Rules, "Tennessee Investment in Student Achievement." Educators can find additional information regarding interventions for struggling readers in the Dyslexia Resource Guide.



Dyslexia-specific interventions are research-based and explicitly taught interventions where the scope and sequence of concepts is logically organized from simple to complex. These interventions address the elements of language and foundational literacy skills, such as phonological and phonemic awareness, sound-symbol correspondence, alphabet knowledge, and decoding and encoding skills aligned to the student's need.

Student Deficit Areas Identified

In the **Student Deficit Areas Identified** section of the ILP-D users can select the student deficit area(s) by checking the boxes next to the appropriate options. Click **Save** once completed.



Primary Skills Targeted

The **Primary Skills Targeted** section of the ILP-D allows users to select the primary skill(s) targeted for intervention by checking the boxes next to the appropriate options. Click **Save** once completed.

Primary Skills Targeted

- Phonological Awareness
- Phonemic Awareness
- Sound-Symbol Recognition
- Alphabet Knowledge
- Decoding Skills
- Rapid Naming
- Encoding

SAVE

Intervention

Users can add one or more intervention with the **Add Intervention** option when creating an initial ILP-D. If an intervention needs to be changed or concluded on a plan revision, click the **Edit** button next to the Intervention to open fields for editing. To add additional Interventions, click **Add Intervention**.

Intervention

ADD INTERVENTION

Intervention	Start Date	End Date of Intervention	Edit	View
test test test	06/01/2023	06/20/2023		

SAVE

A new window will appear. Answer the required questions and click **Save** to return to the previous screen, or **Save and Add More** to add more interventions.

Intervention
✕

Intervention
Name and/or Describe
 test test test |

Tier
 Tier 2 ▾

Start Date
 06/01/2023 📅

End Date of Intervention
 06/20/2023 📅

Does the intervention specifically target student's identified deficit areas?

Yes No

Does the intervention meet the standards for a dyslexia-specific intervention?

Yes No

Progress Monitoring Frequency
 Weekly ▾

CLOSE
SAVE
SAVE AND ADD MORE

Classroom Access: Support and Accommodations

Some students with characteristics of dyslexia may need additional considerations in the classroom, including the use of assistive technology to support grade-level standards and high-quality instructional materials (HQIM). The **Classroom Access: Support and Accommodations** tile on the **ILP-D Menu** allows users to note any support or accommodations needed for the student's success.

ILP-D

Screener and Parent Notification

Complete ✓

ILP-D Overview

Complete ✓

Interventions

Complete ✓

Classroom Access: Support and Accommodations

▶

Create Document

▶

Quarterly Monitoring Information (Optional)

▶

Include the person responsible for ensuring student understanding on **Assistive Technology** tools by manually typing in the name in the text field provided. Check the box(es) of the appropriate **Assistive Technology** tools that will be used. If the tool is not listed, select **Add Other** to manually enter a tool. The consideration of assistive technology is only a requirement for the 4-12 ILP-D. If no assistive technology is needed for a student, districts can select Other and enter “not required” or “not applicable” to allow them to address this section without flagging an error.

Classroom Access: Support and Accommodations

Assistive Technology

When integrating assistive technology as an access tool for students with characteristics of dyslexia, it is important to train students in proper use and functionality of the tools they will be using.

Person responsible for ensuring student understanding of AT tools used: Teacher Test

Consistent access to text-to-speech and speech-to-text capabilities Use of headphones

Use of microphone

Other Mind mapping software

Other

ADD OTHER

Check the box(es) for the appropriate universal access considerations and required classroom-level scaffolds in the list provided. Select **Add Other** to manually enter another option. Once completed, click **Save**.

Indicate appropriate universal access considerations and required classroom-level scaffolds

Read Aloud No penalty for spelling in writing tasks/opportunities to correct spelling of words with previously taught concepts

Chunking of text and/or task Pre-teaching of vocabulary and/or background knowledge

Multiple formats of presentation (auditory, visual, etc.) and opportunity for multi-sensory learning engagement Opportunities for fluency practice with decodable texts

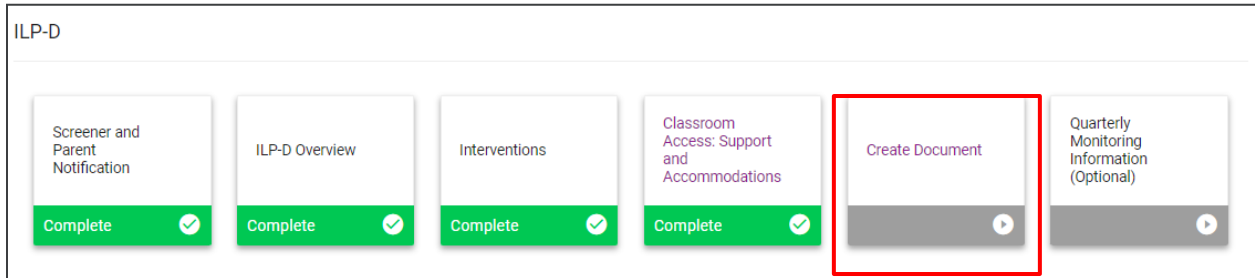
Other

ADD OTHER

SAVE

Create Document

To create a draft or final ILP-D document, select **Create Document** on the **ILP-D Menu** page.



Plan Contributors

In the **Plan Contributors** section, the student's name and title will auto-populate in the fields provided. To add additional plan contributors, select **Add More**. Enter the name and title of the additional plan contributor(s). Click **Save** once completed.

Plan Contributors

Name	Title
Avery JenStudent Test	Student

ADD MORE **SAVE**

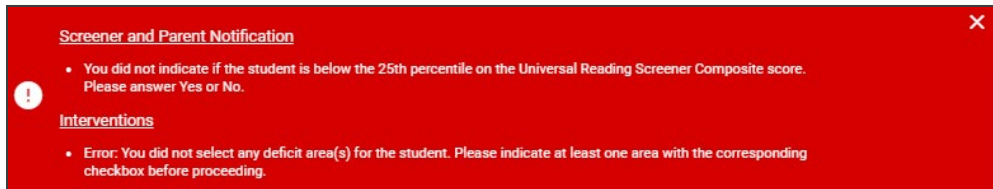
Plan Contributors

Name	Title
Avery JenStudent Test	Student
Max Teacher Test	Classroom Teacher
Susan Test	Special Education Coordinator

ADD MORE **SAVE**

Create ILP-D Document

In the **Create ILP-D Document** section, users will select a **Plan Type** from the dropdown menu. Use the **calendar icon** to enter a **Plan Start** and **End Date**. Once complete, click **Display Errors**. If the system detects an error, a red error message will appear. Follow the instructions to locate and correct the error before creating a draft or final document.



Once there are zero errors displaying, select **Create Draft** or **Create Final**. A PDF version of the document will generate in a new window. The document will also appear on the student's **Documents** page.

▼ Create ILP-D Document

Plan Type
K-3

Plan Start Date
06/01/2023

Plan End Date
04/01/2024

SAVE DISPLAY ERRORS CREATE DRAFT CREATE FINAL

Indicate how the parent will sign the **Final ILP-D Document**. If signing electronically in person, complete the form and select **Save** and then **Create Final**.

Create ILP-D

Please select how the parent will sign the ILP-D

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

Title
Mom Test

Date
06/06/2023

CLEAR SIGNATURE

ADD MORE

CREATE FINAL CLOSE SAVE

Any **ILP-D Document** created for the student will appear in the student's **Documents** section below.

Documents for George Test Test ATTACH DOCUMENTATION

Doc ID	Date Generated	Generated By	Document	Status	Include in Batch	Attachment
724420	06/08/2023	Emma Gonsalves	ILP-D Plan	Draft	<input type="checkbox"/>	

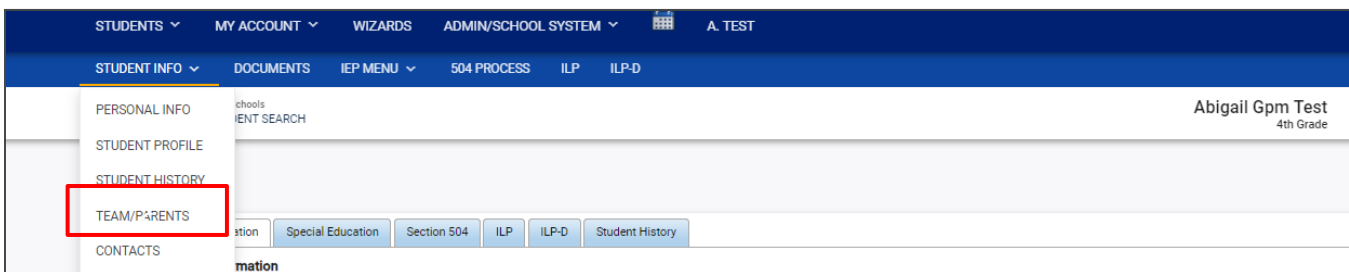
Previous | 1 | Next
(1 Documents)

CREATE DOCUMENT BATCH

Sending Documents to Parents for Signature

Follow the steps below to send documents to parents for signature through **Connect**: Connect is a portal that allows parents to review and sign student documents sent from their students' school.

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



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

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

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

- a. Name
- b. Relationship

- c. Student Lives Here
- d. Guardian Responsibility
- e. Email
- f. Phone number

▼ 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/guardian to the team then click **Add Parent/Guardian**.
4. Once the parent/guardian is added to the team, and a document is being created with the desired application (ILP, ILP-D, Eligibility, 504 and IEP/ISP), be sure to select **The parent will sign electronically using Connect**. Click **Create Final**.


Create Parent Notification Letter ✕

i 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

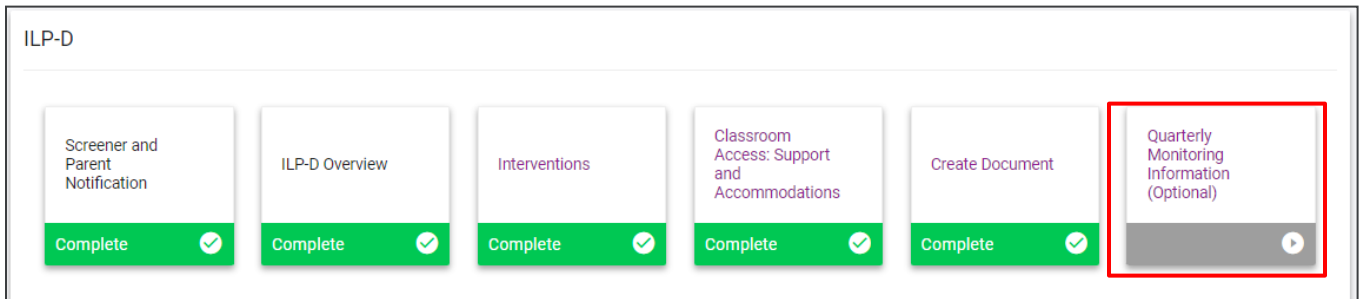
[CREATE DRAFT](#)
[CREATE FINAL](#)
[CLOSE](#)
[SAVE](#)

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

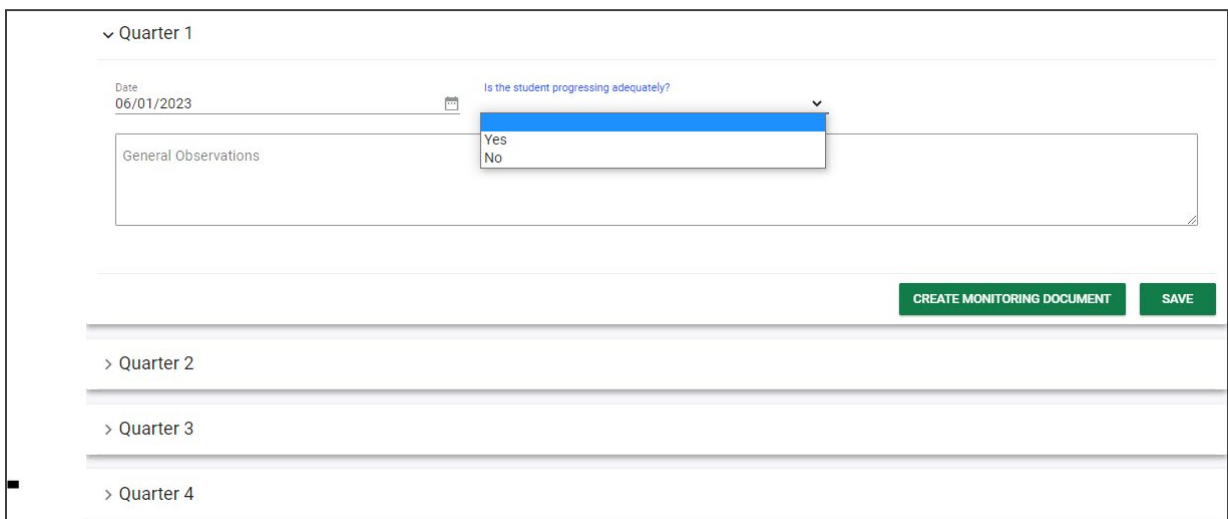
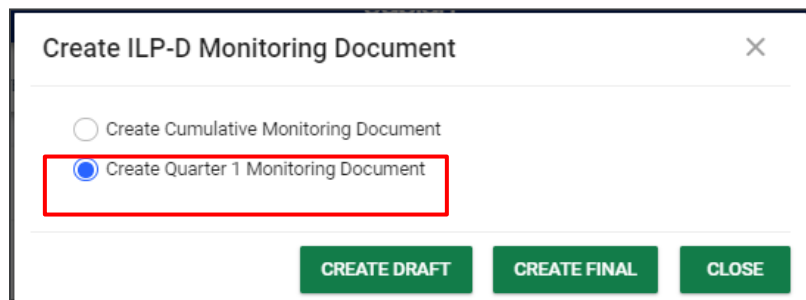
Documents for Baxter Rti Test						ATTACH DOCUMENTATION
Doc ID ↑↓	Date Generated ↓	Generated By ↑↓	Document ↑↓	Status ↑↓	Include in Batch ↑↓	Attachment ↑↓
491935	06/05/2023	Christian Kissinger	Section 504 Manifestation Determination	Final	<input type="checkbox"/>	Section 504 Manifestation Determination

Quarterly Monitoring Information

The **Quarterly Monitoring Information** section allows users to record general observations on a student's progress. Recording notes for quarterly monitoring is optional.



To add observation notes for each quarter, select a **Date** and choose **Yes** or **No** to determine if the student is progressing adequately. Click **Save** and then select **Create Monitoring Document** to generate a PDF version of the observation notes. A pop-up window will appear. Users can create a **Cumulative Monitoring Document** to include observation notes from multiple quarters or select **Create Quarter 1 Monitoring Document** to only include notes from a specific quarter. Select **Create Draft** or **Create Final**. A PDF version of the document will appear in a separate window. The document will also appear on the student's **Documents** page.



Documents for George Test Test ATTACH DOCUMENTATION

Doc ID	Date Generated	Generated By	Document	Status	Include in Batch	Attachment
724431	06/12/2023	Emma Gonsalves	ILP-D Quarterly Monitoring	Final	<input type="checkbox"/>	
724430	06/12/2023	Emma Gonsalves	ILP-D Plan	Final	<input type="checkbox"/>	

Previous 1 Next

(2 Documents)

CREATE DOCUMENT BATCH

Exit ILP-D

If a student has been determined eligible for ILP-D in the **Screener and Parent Notification** section, the **Exit ILP-D** tile will appear. The **Exit ILP-D** section will allow users to exit a student from his/her current ILP-D plan.

ILP-D

Screener and Parent Notification

Complete ✓

ILP-D Overview

Complete ✓

Interventions

Complete ✓

Classroom Access: Support and Accommodations

Complete ✓

Create Document

Complete ✓

Quarterly Monitoring Information (Optional)

Complete ✓

Exit ILP-D

▶

Enter the **Date of Decision** and **Justification for Exit**. If the child will not generate a weighted allocation for ULN2 and **no longer meets** the Characteristics of Dyslexia criteria, select the checkbox.

Exit

Date of Decision
06/20/2023

Justification for Exit
Two consecutive URS data sets that exceed criteria

This child will not generate a weighted allocation for ULN 2 as they no longer meet Characteristics of Dyslexia criteria.

CONFIRM EXIT

Permission is granted to use and copy these materials for non-commercial educational purposes with attribution credit to the "Tennessee Department of Education". If you wish to use the materials for reasons other than non-commercial educational purposes, please submit a completed request to Joanna Collins (Joanna.Collins@tn.gov).



[Click here to access the **Copyright/Trademark Permissions Request Form**](#)