

# Individual Learning Plan for Characteristics of Dyslexia (ILP-D)

## District Reports and Reconciliation of TN PULSE Files

### Purpose

District data related to students with the unique learning need Characteristics of Dyslexia (CoD), as defined under the TISA and Rules of the State Board of Education Chapter 0520-01-22, is derived and reported for students with a current eligibility event **and** a finalized Individual Learning Plan for Characteristics of Dyslexia (ILP-D) within the TN PULSE statewide platform. TN PULSE data is used with student data in EIS to calculate district funding allocations through the Tennessee Investment in Student Achievement (TISA) funding formula. This guidance document will support districts that have requested additional guidance to ensure TN PULSE and EIS data is accurate in the generation of TISA unique learning need (ULN) 2 weighted funding.

The department provides two primary resources for districts to verify CoD data accuracy: 1) *Daily TN PULSE Error Reports* and 2) *Monthly CoD Comparison Reports*. The daily error reports can identify immediate data issues that can typically be resolved at the local level or with the assistance of the department's TN PULSE Help Desk team. These daily reports assist district leads in verifying that individual student data errors are resolved or in identifying additional steps that may need to be taken within the TN PULSE platform. The CoD Comparison Reports are shared monthly and should be used to track long-term issue resolution.

These reports are shared with EIS supervisors in the district's TN Share folders. As a best practice, districts should establish a process for a collaborative review of these CoD reporting resources, as there are often multiple district leads who have expertise in the student data platforms and processes associated with the development, implementation, and monitoring of ILP-Ds within TN PULSE and student data within local student information system (SIS) platforms.

### ILP-D DISTRICT REPORTS

#### ***Daily TN PULSE Error Reports in TN SHARE LEA Folders***

The Department currently receives a nightly data file from TN PULSE containing ILP-D data. After the nightly processing of the ILP-D data file, three files are created that reflect the processing status of the records in the file. These processing reports are available in the **TN Share District folders (District Name> EIS Supervisors > Pulse)** and are **updated daily**. Older files are moved into the Archive folder each morning.

The three files generated are:

1. ILPD\_Processed\_Students.txt
2. ILPD\_InvalidStudents.txt
3. ILPD\_Rejects.txt

If one of the files above does not exist in the folder, then there are no records for that file that met the criteria to create the file for that processing day.

### ***ILPD\_Processed\_Students***

This file contains a list of ILP-D student records processed with no issues.

**No Action is required.** This file is for informational purposes only but can be used to reconcile students for TISA purposes.

### ***ILPD\_InvalidStudents***

This file contains the list of students who do not have a valid State Student ID identifier in TN PULSE.

**Example:** 5043247 is in district 10, school 15 as per TN PULSE. However, the education information system (EIS) shows this student belongs to district 570. This error will also exist if the state ID does not exist in EIS.

#### **Possible Action Steps:**

1. Verify the sync in the SIS to EIS/TN PULSE.
2. Verify that the correct student ID exists for the student in TN PULSE. Verify the length of the field and that the student ID is numeric.
3. If the student has transferred districts, ensure that the transfer is complete in TN PULSE and the district SIS package. See below for additional details on the transfer process.

### ***ILPD\_Rejects***

There are **three types of errors** generated in the ILPD\_REJECTS.TXT file. The file has the actual student record received from TN PULSE and an error message at the end of each student record.

**Example 1:** When any of the required data elements is missing in the ILP-D data file from TN PULSE, an error message is generated. The required data elements are State ID, District Code, School Code, Grade Assignment ILP-D Begin Date (dys\_begin\_date), ILP-D End Date (dys\_end\_date), and School Year.

#### **Sample Error Message:**

- "StateID:empty or null" when State ID code is missing in the file.

#### **Action Steps:**

- If dys\_begin\_date or dys\_end\_date is null or missing, please verify that there is a finalized ILP-D in the event history for the student and a finalized ILP-D in the documents.
- If State ID, District Code, School Code, and School Year is the error, please verify the SIS to TN PULSE sync is working correctly. If the sync has run correctly and there is no error, then the information can be corrected on the Student Information >>> Personal Info page by the TN PULSE Help Desk team.

***Please submit a Zendesk ticket in TN PULSE to have this information corrected.***

**Example 2:** When there is a data TYPE violation, an error is generated by nightly processing.

#### **Data Type rules for processing:**

- State ID is a NUMBER field. No characters are allowed.
- ALL DATE fields in the file (listed below) should be in MM/DD/YYYY format. No other date formats are accepted.

### **Sample Error Messages:**

- Couldn't parse value for column 'StateID' in 'row5', value is 'L133' – This is when State ID contains some character other than a number in it.
- Couldn't parse value for column 'DOB' in 'row5', value is '4713594' – This is when DOB birth is NOT in MM/DD/YYYY format and not a DATE.
- Couldn't parse value for column 'DistrictCode' in 'row5', value is 'tnref0001' – This is when the District code contains some character other than a number.

### **Action Steps:**

- If State ID is the error on the Student Info>>>Personal Info tab is incorrect, please contact the TN PULSE Help Desk via a Zendesk ticket to request correction.
- All other date fields in the application use a calendar function to set the date. Please ensure the calendar has been used to set the relevant date properly.

**Example 3:** When there is a data FORMAT issue, an error message indicating the error will be provided in the file. Currently, only the school year format has created this type of error.

### **Data Format Rule for School Year:**

- The school year must be in the 'YYYY-YYYY' format. Example 2024-2025.

### **Sample Error Message:**

- SchoolYear: Not in proper format or length not matches" Length should be nine but received 8

### **Action Steps:**

- Please contact the TN PULSE Help Desk via Zendesk to correct this issue.

## ***Monthly CoD Comparison File in TN SHARE LEA Folders***

An additional file will also be included in the TN Share folders at District Name > EIS Supervisors >TISA. This file will be a comparison file for CoD (characteristics of dyslexia). This file contains the following tabs:

- **District Summary:** A summary tab of student counts within your district. See the table below for more information.
- **24-25 school year (SY) ILP-Ds:** A list of all students with completed ILP-Ds at your district during the 2024-25 school year and their CoD average daily membership (ADM) used for TISA funding purposes, as of the date listed in the file.
- **23-24 SY ILP-Ds:** A list of all students with completed ILP-Ds at your district at any time during the 2023-24 school year, their CoD ADM used for TISA funding purposes, and various indicators around their status for the 2024-25 school year (see table below for information on the provided indicators).
- **24-25 SY Incomplete ILP-Ds:** A list of students within your district in TN Pulse who were screened and qualified with CoD since 8/1/24 and/or had a parent notification date and/or ILP-D plan type in the TN PULSE workspace but do not have a completed ILP-D.

### Summary of Additional Data Look-Fors in Monthly CoD Comparison File

The following table summarizes the data fields available in the Monthly CoD Comparison file and how they can be used to verify the accuracy of CoD data. Please note that these files are only provided monthly, and updates made will not be reflected until the following monthly file is provided.

Data Element	Description	Use
<b>24-25 SY CoD records count</b>	Count of individual records with ILP-Ds in TN PULSE in 24-25 SY. Individual records listed in 24-25 SY ILP-Ds tab.	Review the 24-25 SY ILP-Ds tab to ensure all students with active ILP-Ds in TNPULSE in the 2024-25 school year are pulling into your COD ADM for TISA funding purposes.
<b>23-24 SY CoD records count</b>	Count of individual records with ILP-Ds in TN PULSE in 23-24 SY. Individual students listed in 23-24 SY ILP-Ds tab.	Review the 23-24 SY ILP-Ds tab to see all students with an active ILP-D in TN PULSE in the 2023-24 school year.
<b>Count of 23-24 CoD records without ILP-D in 24-25 SY</b>	Count of individual records with ILP-Ds in TN PULSE in 23-24 SY with NO ILP-D in 24-25 SY. Individual students listed in 23-24 SY ILP-Ds tab.	Look at the 23-24 SY ILP-Ds tab and filter "24-25_ilpd_in_district" to "N." This list includes students whose ILP-D did not continue in the current school year. Use the additional column indicators on this tab and explanations below to determine next steps.
<b>Count of 23-24 CoD records who withdrew from the state</b>	Count of individual records with ILP-Ds in TN PULSE in 23-24 SY who withdrew from the state in 24-25 SY. Individual students listed in 23-24 SY ILP-Ds tab.	Look at the 23-24 SY ILP-Ds tab and filter "withdrew_from_state" to "Y." If a student is not enrolled in a TN public school in the 2024-25 school year, an ILP-D would not be expected so no further action is needed.
<b>Count of 23-24 CoD records who transferred to different district</b>	Count of individual records with ILP-Ds in TN PULSE in 23-24 SY who transferred to a different district in 24-25 SY. Individual students listed in 23-24 SY ILP-Ds tab.	Look at the 23-24 SY ILP-Ds tab and filter "district_transfer" to "Y." If a student is not enrolled in your district in the 2024-25 school year, an ILP-D would not be included in your dataset, so no further action is needed. See additional guidance regarding transfers in the District Reports Guidance Document.

<b>Count of SY23-24 CoD records who transferred to different school within district</b>	Count of individual records with ILP-Ds in TN PULSE in 23-24 SY who transferred to a different school within your district in 24-25 SY. Individual students listed in 23-24 SY ILP-Ds tab.	Look at the 23-24 SY ILP-Ds tab and filter "school_transfer" to "Y." If a student has changed schools within your district in the 2024-25 school year, verify that their ILP-D is active and pulling for TISA funding purposes by ensuring "24-25_ilpd_in_district" is "Y." See additional guidance regarding in-district transfers in the District Guidance Document.
<b>Count of SY23-24 CoD records who do not have a renewed ILP-D</b>	Count of individual records with ILP-Ds in TN PULSE in SY23-24 who do not have a renewed ILP-D in SY24-25. Individual students listed in 23-24 SY ILP-Ds tab.	Look at the 23-24 SY ILP-Ds tab and filter "ilpd_renewal" to "N." "N" indicates that the ILP-D has not been renewed and has expired or will expire at end date shown in "dys_end_date" if not renewed. See additional guidance regarding renewals in the District Reports Guidance Document.
<b>Count of SY24-25 incomplete ILP-Ds in TN PULSE</b>	Count of individual records in TN PULSE who were screened and qualified with CoD since 8/1/24 and/or had a parent notification date and/or ILP-D plan type in the workspace but do not have a completed ILP-D.	Look at the 24-25 SY Incomplete ILP-Ds tab. Determine if any of the students on this list should have completed ILP-Ds. If so, take the necessary action to finish the incomplete ILP-D.

## Troubleshooting Additional User Errors

### Student Transfers

#### Out of District Transfers

Inactivating students in TN PULSE is a district-level process. TN PULSE administrators should work with their SIS Administrators to develop a plan for inactivating students in both systems. Students should be inactivated in TN PULSE after being unenrolled/exiting from their SIS. Please consult the [Student Membership and Attendance Procedures Manual](#) for additional information for withdrawing students from a school's enrollment. If you need more help, please consult the district TN PULSE Permission Group 1 lead(s) and your district's SIS/data lead.

Once the transfer is complete, the receiving Tennessee district must revise and finalize the student's current ILP-D in the new district. This can be done by going to the student's record in TN PULSE, clicking the **second tile** titled "Overview of ILP-D," and following the steps below.

- 1) Select *K – 3 Revision* or *4 – 12 Revision* from the plan dropdown, depending on the student's current grade.
- 2) Change the start date of the ILP-D to match the student's entrance date into the new district.
- 3) Leave the original end date of the ILP-D from the previous district. A revision does not extend the plan. As a reminder, ILP-Ds are written for 365 calendar days from the start of the annual plan.

- 4) Save and continue through each tile, updating the plan to reflect intervention and instructional supports in the new local education agency (LEA).
- 5) Check that the new beginning date has been populated in the finalization tab. Finalize the plan. Check Student History to ensure the new finalized plan is present with a blue star.

### ***In District Transfers***

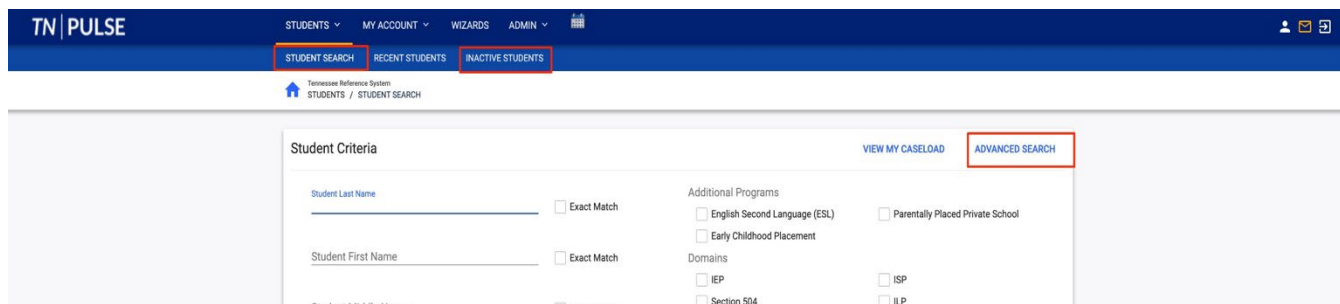
When a student changes schools within a district, the new school should finalize a plan revision following the same 1- 5 steps above. This will ensure that the district and school codes in TN PULSE match the student codes in EIS and that the data records are reconciled.

### **Annual Review: Renewals and Exits**

ILP-Ds must be reviewed annually. As mentioned, an annual ILP-D will default to 365 calendar days in the TN PULSE System. At that time, the student will either requalify for another annual plan or be exited from the ILP-D. Exiting from the ILP-D does not necessarily exit the student from tiered intervention support. The school-level data-based decision-making team should review all data when making instructional and intervention decisions for students served through an ILP-D or other student intervention plan.

Information on an annual review of ILP-Ds can be found in the [Annual Review, Revision, and Exit Considerations for ILP-Ds](#) document. [A walkthrough video](#) is also available on the department website, which navigates users through the data-based decision-making process for the annual review and TN PULSE-specific steps.

### **Advanced Student Query**



Utilizing the Advanced Search will allow users to filter student information according to search needs. Additionally, LEAs should ensure they are looking for discrepant student data in the Inactive Students tab of TN PULSE.

### **TN PULSE Support Manuals**

The manuals listed below provide several areas of support for developing ILP-Ds and other functionalities of TN PULSE, such as transferring student records in TN PULSE.

[TN PULSE Website](#)

[ILP-D Manual](#)

[ILP-D Quick Guide](#)

**Additional Contacts**

For functionality issues related to ILP-D development within TN PULSE, please submit a ticket to the TN PULSE Help Desk via Zendesk. This can be done by accessing the envelope icon at the top right-hand side of the TN PULSE main menu page. Zendesk tickets require a student State ID, the type of plan needing support, and a detailed description of the issue within the tiles.

If you have programmatic questions about development, implementation, or monitoring of ILP-Ds within the Response to Instruction and Intervention Framework (RTI<sup>2</sup>), please email [RTI.Questions@tn.gov](mailto:RTI.Questions@tn.gov).