



TN PULSE: Individual Learning Plan Manual (ILP)

For Users and Administrators

Tennessee Department of Education | September 2024

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TN PULSE Logistics

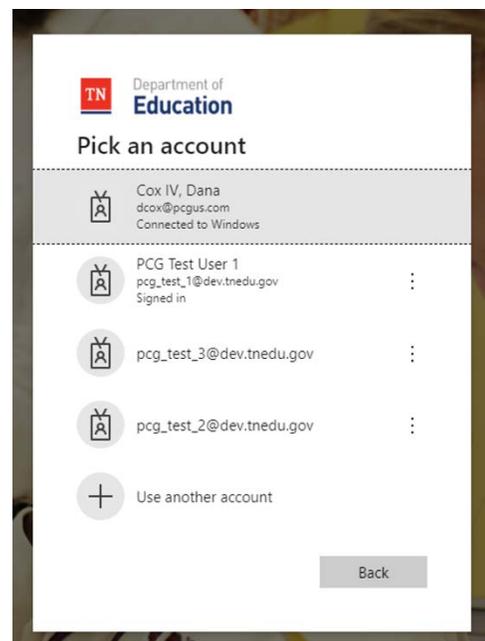
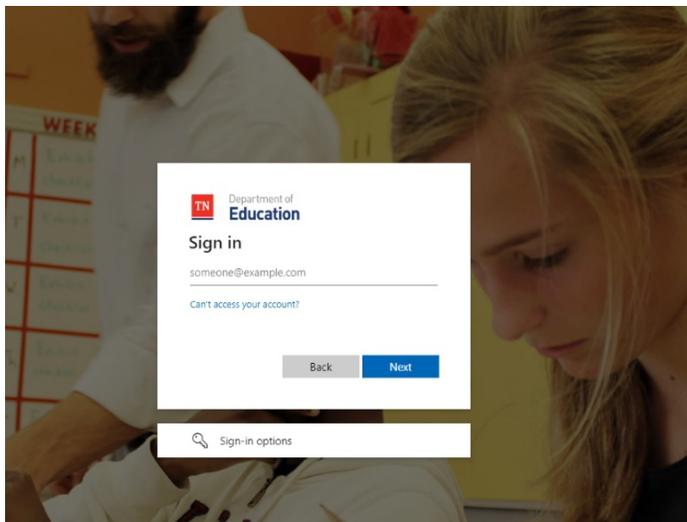
The Tennessee Plans for Learning Success and Excellence, or **TN PULSE**, is the Tennessee Department of Education's (TDOE) statewide data management system that offers a comprehensive platform to develop and house student learning plans. TN PULSE replaces the previously used **EdPlan or EasyIEP** portal with expanded functionality to serve as the system of record for Individualized Education Programs (IEPs), Individualized Learning Plans-Characteristics of Dyslexia (ILP-Ds), and Individualized Learning Plans (ILPs) for English learners, as well as Section 504 plans for students with disabilities.

Logging into TN PULSE

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

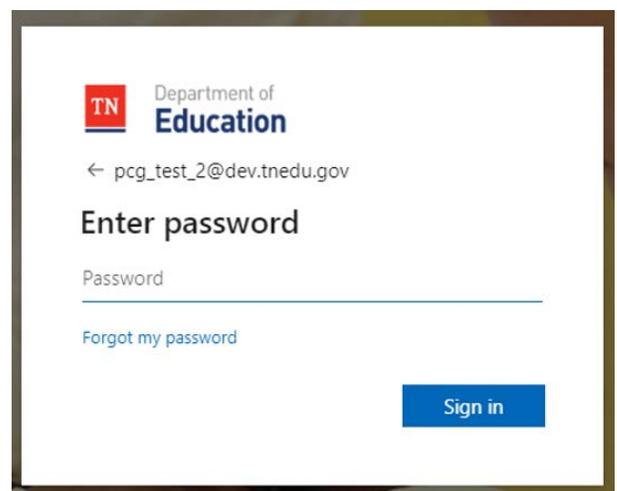
https://tnpulse.pcgeducation.com/easyiep.plx?op=openid_connect_login&OpenID_Set=1

2. When clicking the link, the user will be redirected to the TDOE login page. 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.

Please 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 nor select **Yes** in the box that asks, "Do you want the browser to remember this password?"



Electronic End-User Agreement

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

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

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

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

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

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

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

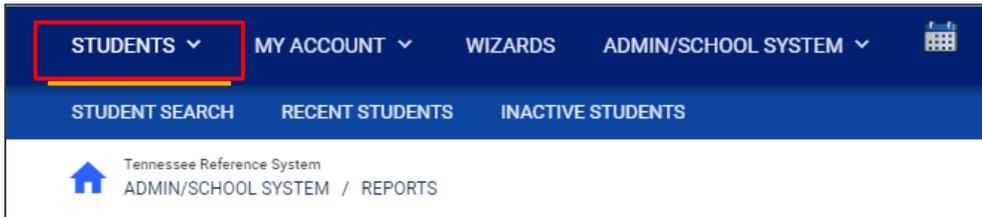
Main Menu Bar

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



Students

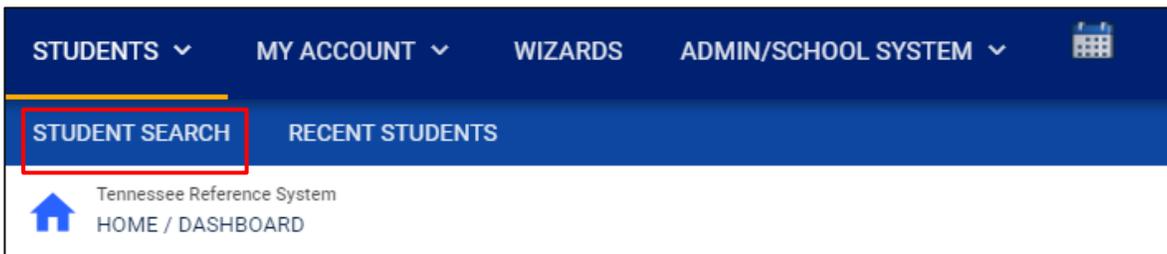
The **Students** menu allows users to search for recent and inactive students.



Student Search

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

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



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

- The student's record or a list of students that meet the selected criteria appears.
- Selecting **View My Caseload** button displays an individualized user's caseload.

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
mm/dd/yyyy

Grade Level

School

Only include Students where I am Case Manager

Medicaid Status

Status

<input type="checkbox"/> General Ed	<input type="checkbox"/> Child Study	<input type="checkbox"/> Referral
<input type="checkbox"/> Evaluation	<input type="checkbox"/> Eligibility	<input type="checkbox"/> Special Ed
<input type="checkbox"/> IEP	<input type="checkbox"/> ISP	<input type="checkbox"/> BPConsidered
<input type="checkbox"/> BPTier1	<input type="checkbox"/> BPTier2Ident	<input type="checkbox"/> BPTier2
<input type="checkbox"/> BPTier3Ident	<input type="checkbox"/> BPTier3	<input type="checkbox"/> BPMonitored
<input type="checkbox"/> Section 504 Referral	<input type="checkbox"/> Section 504 Eligible	<input type="checkbox"/> Section 504 Plan
<input type="checkbox"/> ILP Referral	<input type="checkbox"/> ILP Eligible	<input type="checkbox"/> ILP Plan
<input type="checkbox"/> ILP T1 Plan	<input type="checkbox"/> ILP T2 Plan	

Open Results in a New Window

Additional Programs

English Second Language (ESL)

Early Childhood Placement

Parentally Placed Private School

Domains

IEP

RTI

Section 504

ILP-D

ISP

BP

ILP

Sort By

VIEW STUDENTS

5. Select the name of the student to open the student's record.

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 Meeting	<input type="checkbox"/> M	<input type="checkbox"/> M	<input type="checkbox"/> M
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"/> D	<input type="checkbox"/> D
ILP Eligible	<input type="checkbox"/> L	<input type="checkbox"/> L	<input type="checkbox"/> L
ILP Plan	<input type="checkbox"/> L	<input type="checkbox"/> L	<input type="checkbox"/> L
ILP T1 Plan	<input type="checkbox"/> L	<input type="checkbox"/> L	<input type="checkbox"/> L

Disabilities

Specific Learning Disability Autism Deaf-Blindness

Deafness Emotional Disturbance Functional Delay

Intellectually Gifted Intellectual Disability Multiple Disabilities

Orthopedic Impairments Other - Health Impairments Speech Impairments

Traumatic Brain Injury Visual Impairments Language Impairments

Please 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 can 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 Code	First Name	Middle Name	Last Name	Date of Birth	School	Grade	Serving School	Dis	Proj Elig	Proj IEP	Case Manager	Domains
	TEST101	Bethany		Test	10/10/2001	SS			MD	11/01/2016	12/30/2016	Donovan Training Test	
		Blake1		Test	12/09/2000	SS	10		IG	02/04/2019	05/03/2016	Donovan Training Test	
	0239230	Cam	Bell	Test	08/03/2000	SS	10		SLD,LI	11/11/2019	11/10/2017	Donovan Training Test	
		Denise		Test	05/01/2008	SS	04		SLD	05/01/2017	05/25/2017	Donovan Training Test	
	5746623	Lee		Test	11/01/2006	SS			BL,OH	09/05/2015	09/01/2013	Donovan Training Test	
	TEST1234567	Rachel		Test	11/16/2005	SS	11		SLD	03/02/2018	02/15/2016	Donovan Training Test	
		Rosie		Test	06/02/2008	SS	05		MD	08/01/2021	10/01/2021	Donovan Training Test	

Showing 1 to 7 of 7 entries Previous 1 Next

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.

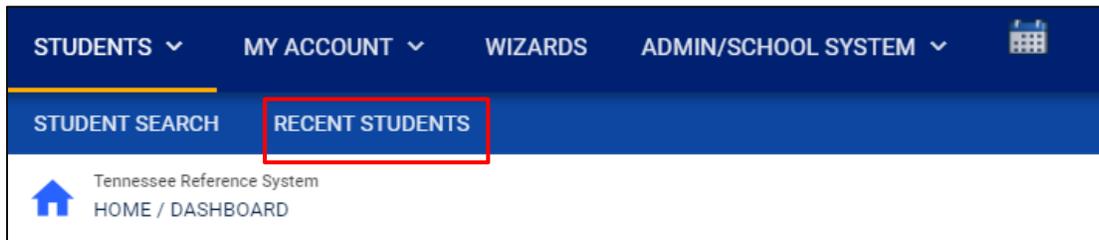
Select a Student PRINT RESULTS EXPORT RESULTS SEARCH AGAIN

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"/>		Test	Alicia	Bagelly	15 Years	ABT8334	ABT8334	11	SS	01/01/2021	07/23/2013	SLD		
<input type="checkbox"/>		Test	Amanda		9 Years	0000001	0000001	03	ES	03/01/2023	04/21/2023	SI,TBI		
<input type="checkbox"/>		Test	Andy	Notebook	19 Years	ABC1230	ABC1230			12/08/2016	12/08/2016	LI		
<input type="checkbox"/>		Test	Alice		14 Years	33333332	3445322	09	abc	03/27/2023	08/07/2019	SLD		
<input type="checkbox"/>		Test	Angela		17 Years	TEST09876	TEST09876	08	TEST	01/17/2019	08/07/2019	SLD		

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



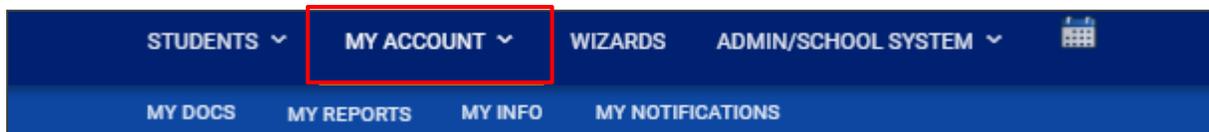
Select a Student [PRINT RESULTS](#) [EXPORT RESULTS](#) [SEARCH AGAIN](#)

Last Accessed	CP	State ID	First Name	Middle Name	Last Name	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	⚠ ⚠		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

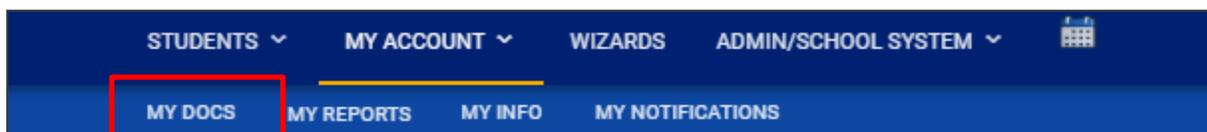
My Account

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 students' documents. This tab allows Case Managers to view and print all documents for students on their caseload.

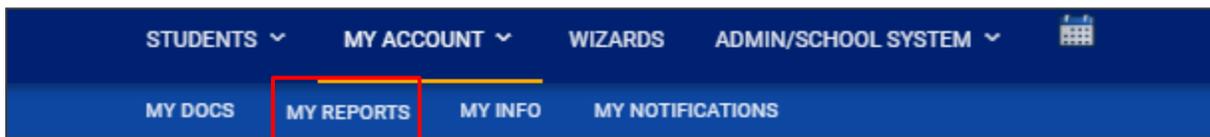


The **My Docs** tab lists all documents the Case Manager created for the student or those previously created by someone else within the past year, including draft documents that have not expired, or a subset of those documents if the search page was used or if coming to this section from the **Progress 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	<input type="checkbox"/>

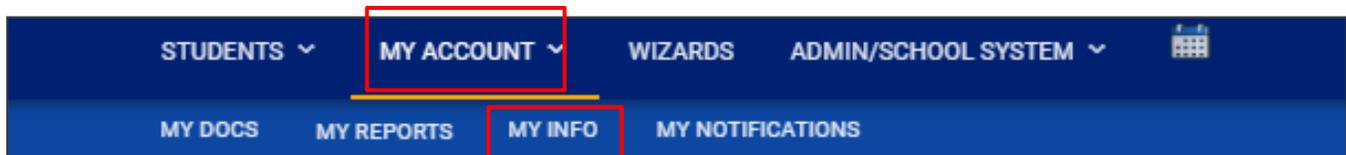
My Reports

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**. This is where users can change their passwords or update personal information.



Update Information [SET MY FORGOTTEN PASSWORD QUESTION](#)

Please enter your password **Current Password**
(Required to change data on this page.)

▼ Update Password Information

To change your current password, enter the new password in both of the following areas
(See [How to choose a good password](#))

New Password **Confirm New Password**

▼ User Information

First Name Donovan Middle Name Training Last Name Test Suffix _____

User Name DTT User Code DTT

Title _____ **Email** (Required) _____ Provider NPI Number _____

Home Phone _____ Notification Work Phone 667-009-7654 Notification

My Notifications

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

New Messages

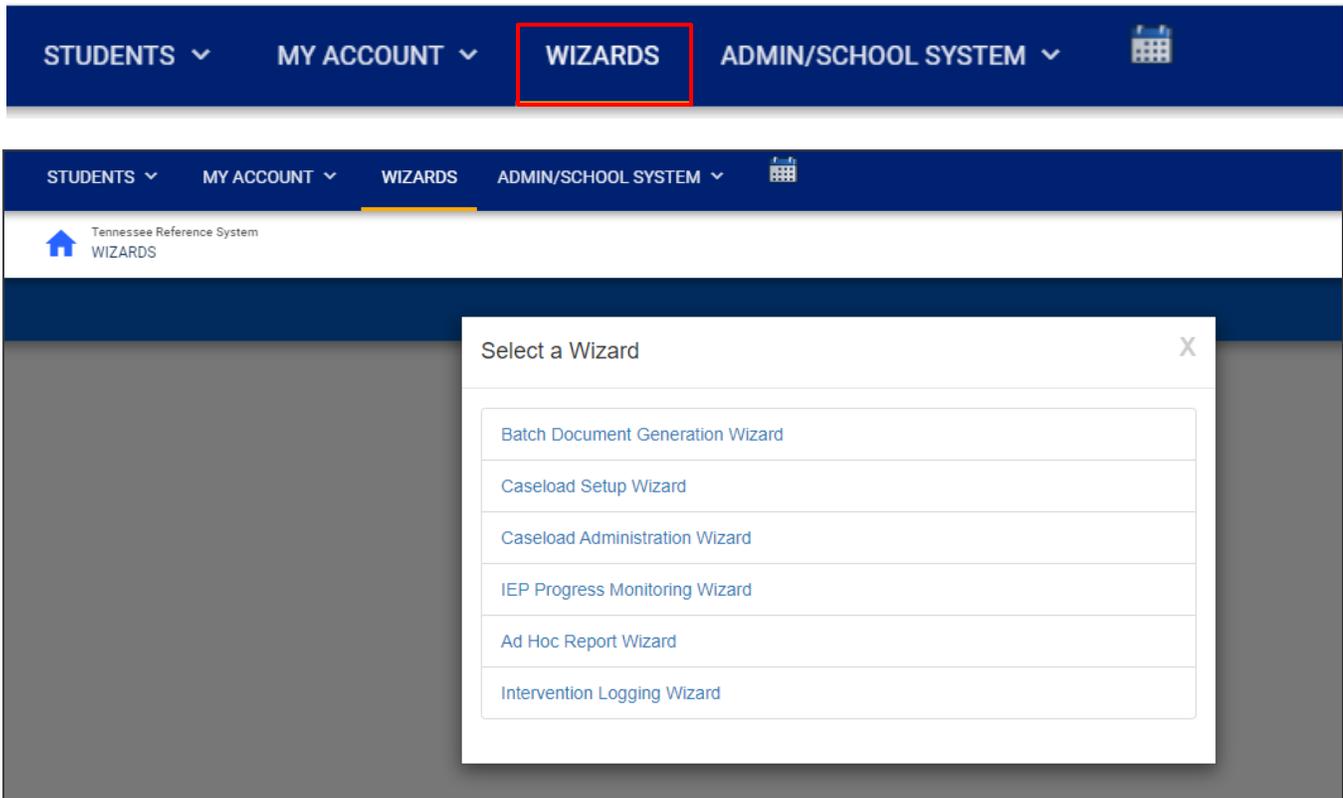
Mark as Read?

CHECK ALL **CHECK NONE**

	From	Site	ID	Domain	Date	Message Type	Subject	Message	Age (hr:min)
<input checked="" type="checkbox"/>	Help Desk	tnstatedemoref	8209343	General	05/21/2023 02:46:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	29 days, 9 hr
<input type="checkbox"/>	Help Desk	tnstatedemo4	8209050	General	05/21/2023 02:46:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	29 days, 9 hr
<input checked="" type="checkbox"/>	Help Desk	tnstatedemo3	8208757	General	05/21/2023 02:45:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	29 days, 9 hr
<input checked="" type="checkbox"/>	Help Desk	tnstatedemo2	8208464	General	05/21/2023 02:45:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	29 days, 9 hr
<input type="checkbox"/>	Help Desk	tnstatedemo1	8208169	General	05/21/2023 02:44:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	29 days, 9 hr
<input checked="" type="checkbox"/>	Help Desk	tnstatedemoref	8187479	General	05/14/2023 05:35:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	36 days, 6 hr
<input checked="" type="checkbox"/>	Help Desk	tnstatedemo4	8187185	General	05/14/2023 05:34:00	Alert	EDPlan Reminder	Weekly Reminder to send out no...	36 days, 6 hr

Wizards

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



Admin/School System

The **Admin/School System menu** allows users to view, edit, and manage areas of TN PULSE from an administrator/school system viewpoint (depending on Permission Group), including reporting and compliance monitoring.



Reports

The **Reports** tab lists any Drill Down Reports, Scheduled Reports, and Saved System Reports generated within the district. To find a report, select the tabs (State, Special Education, etc) and a list of reports that align with the category chosen will be displayed. Select the report and complete fields to filter report data. Select **Generate Report**.

▼ Create Report

State Special Education

Progress Report Status (PDF) Progress Report Status (xls) IEP Accommodations Report

▼ Recently Run Report(s)

Date Generated	Created By	Report Type	Expiration Date
----------------	------------	-------------	-----------------

UPDATE

ADM by Option Report (Student Details)

[BACK TO REPORT SELECTION](#)

Select '-All Schools-' to get options information from all schools, or select an individual school from the list:

-All Schools- ▼

Beginning Period: ▼

Ending Period: ▼

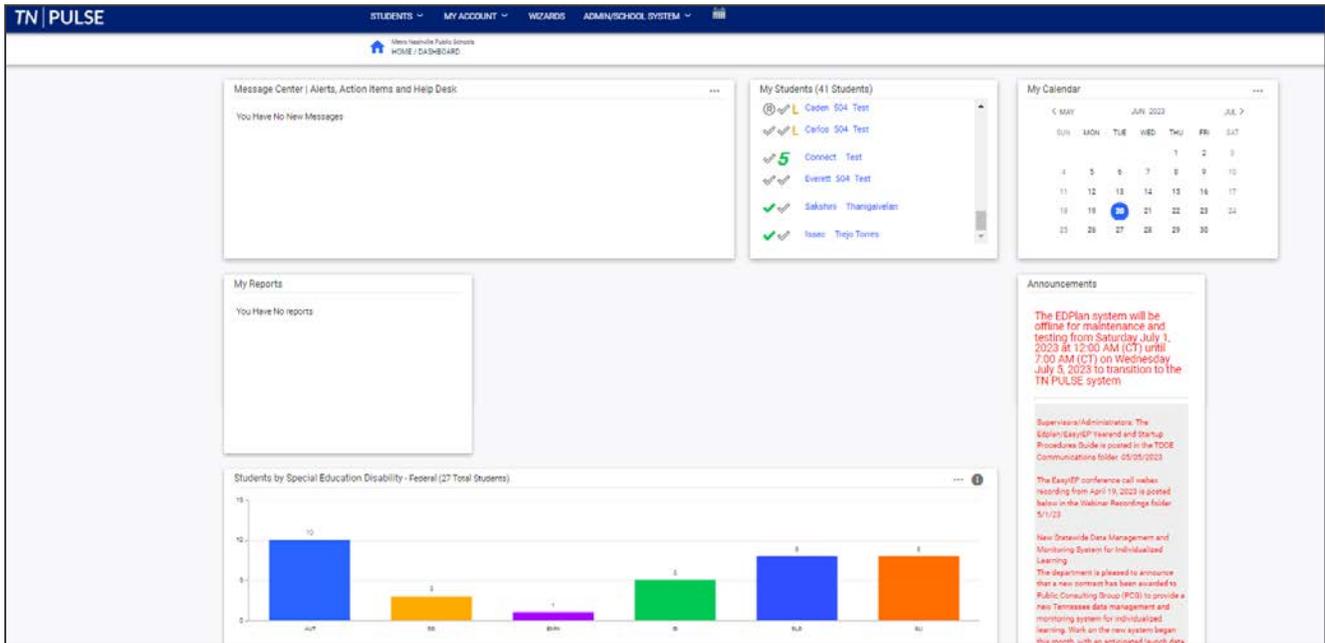
Prepared By:

Phone Number:

GENERATE REPORT

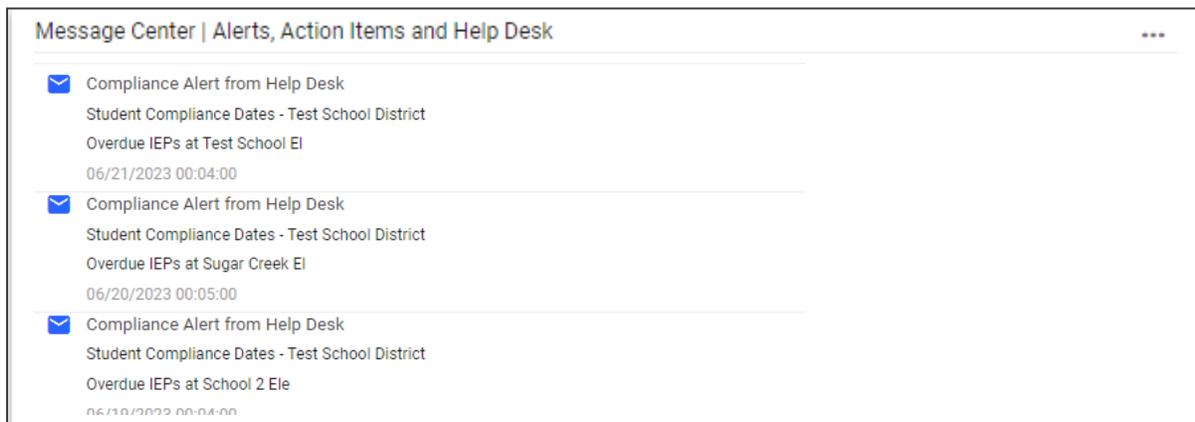
Dashboard

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 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.

Announcements

The EDPlan system will be offline for maintenance and testing from Saturday July 1, 2023 at 12:00 AM (CT) until 7:00 AM (CT) on Wednesday July 5, 2023 to transition to the TN PULSE system

Supervisors/Administrators: The Edplan/EasyIEP Yearend and Startup Procedures Guide is posted in the TDOE Communications folder. 05/05/2023

My Students

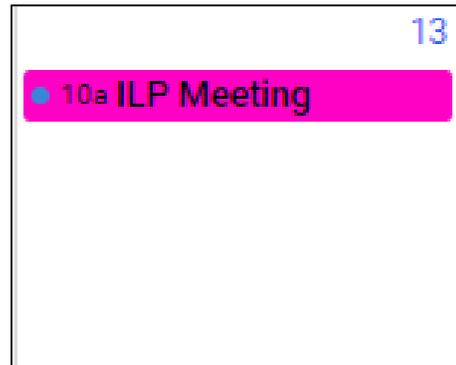
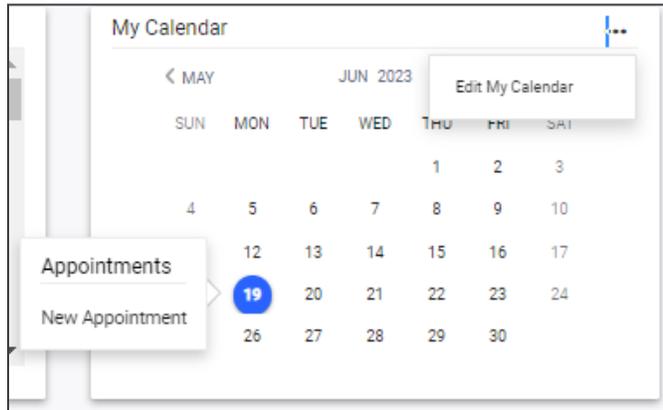
The **My Students** widget lists students assigned to a user's caseload along with compliance symbols. Click the name of the student to navigate to [the](#) student's page.

My Students (41 Students)

Ⓜ	✓	L	Caden	504 Test
✓	✓	L	Carlos	504 Test
✓	5		Connect	Test
✓	✓		Everett	504 Test

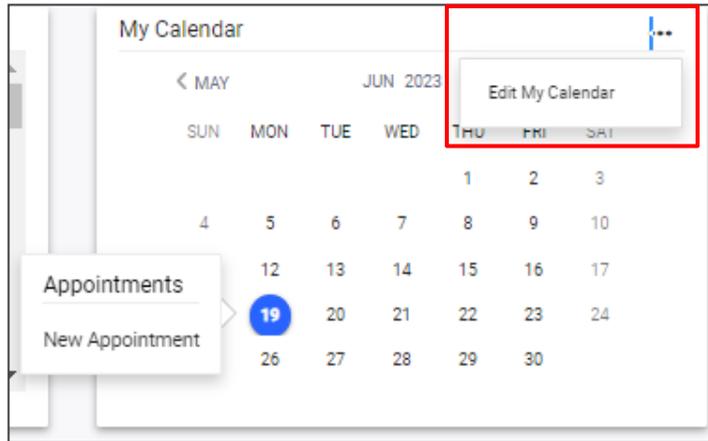
My Calendar

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.

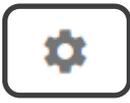


The screenshot shows the 'Add Calendar Event' form. The form is titled 'Add Calendar Event' and has a close button (X) in the top right corner. It contains several sections: 'Event Type' with radio buttons for 'Calendar Entry' (selected), 'Reserved Time', and 'Service'; 'Calendar Entry Details' with an information icon and a paragraph of instructions; 'Entry Name' (IEP Meeting), 'Category' (Meeting), and 'Label' (Orange) fields; 'Entry Date' (06/19/2023), 'Start Time' (12:00 PM), and 'End Time' (01:00 PM) fields, along with an 'All Day?' checkbox; 'Location' and 'Description' text input fields; and a green 'SAVE' button at the bottom right.

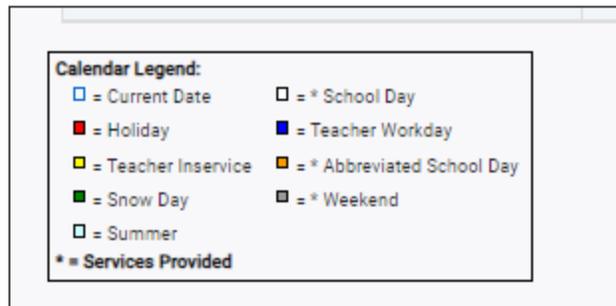
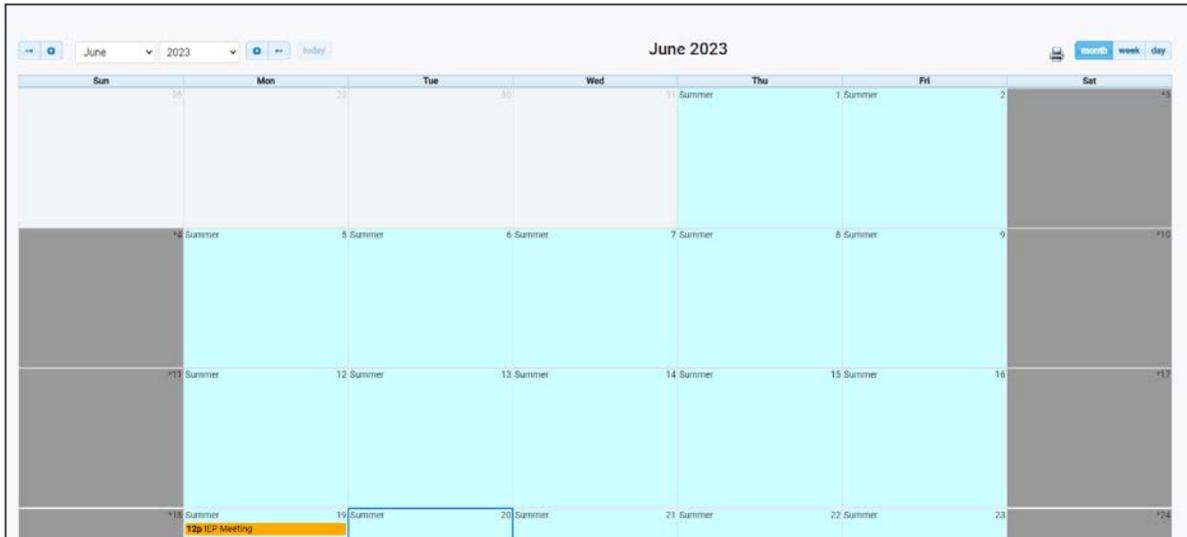
To edit the calendar, click the **3 dots** in the upper right-hand corner and select **Edit My Calendar**.



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 functions listed below:

 Print calendar	 Edit preferences and settings
 Filter calendar entries by color, service, or school	 View all services in a separate window
 Import/ Export calendar	

Please 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.



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.



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 ...

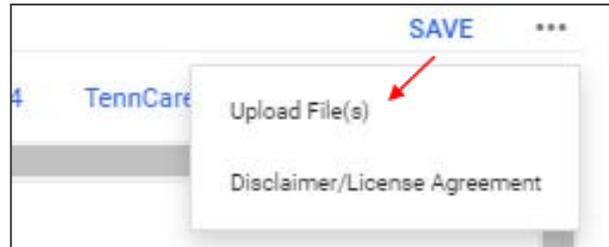
TDOE Communication EasyIEP Webinar Recordings Early Childhood 504 TennCare TDOE IEP Monitoring Tool

Del	Pos	File Type	Date	Uploaded	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

The documents and reports are divided into folders in the **Resource Library** widget. All memos and procedural documents from TDOE, along with documents and manuals related to the use of TN PULSE, will be displayed here. Districts may upload documents for their specific district in the **District Documents** folder. If the district has purchased additional applications from PCG, more folders will be available.

Documents commonly uploaded to this widget include TN PULSE User Manuals, district-specific forms, Behavior Intervention Plan forms, Functional Behavior Assessment forms, etc.

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

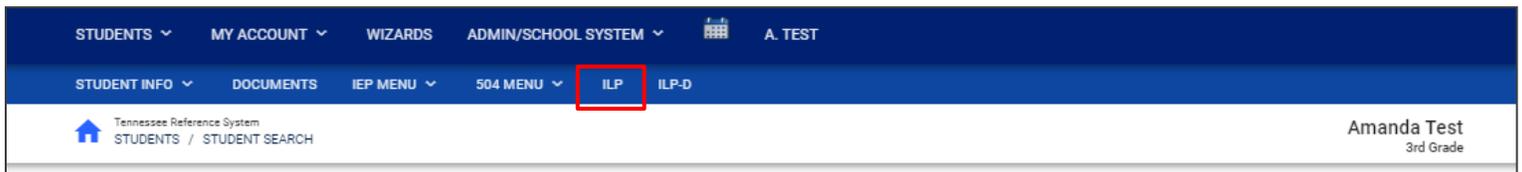


After a file is located, click the **Upload File(s)** button at the bottom of the screen.

Home Language Survey

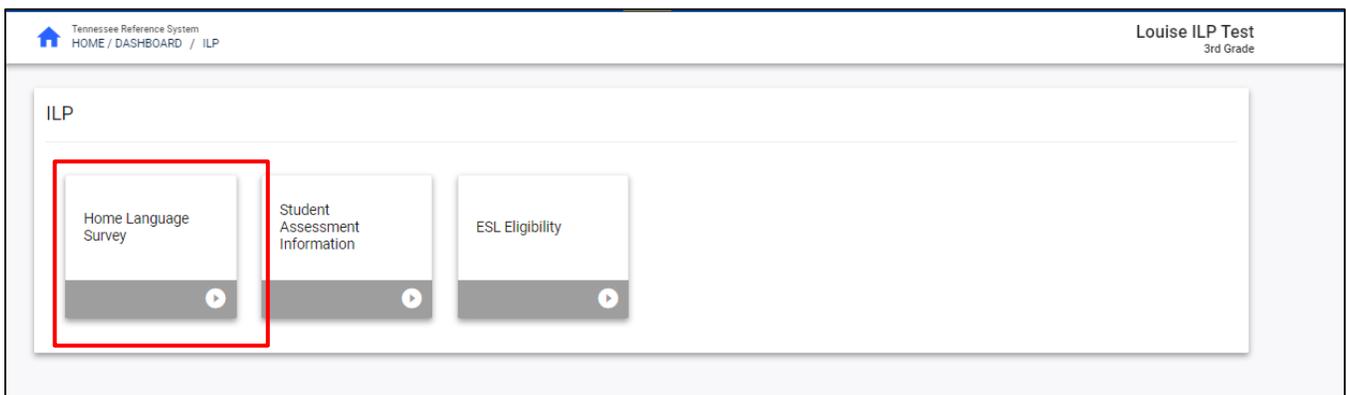
Entering a New/Initial English Learner into TN PULSE

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



Please Note: As of July 2024, only the first three tiles will display when creating an ILP for a new student. Once the ESL Eligibility tile is complete, the remaining tiles will appear.

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**, complete the first question, *Is the student transferring to TN from another state?* 'If yes, more questions will appear. If no, proceed to the next section.



Home Language Survey

i All education related rights vest in the child when the child attains eighteen (18) years of age unless a determination otherwise has been made in accordance with T.C.A. §§ 34-01-101 et seq. Or §§ 34-3-101

Is this student transferring to TN from another state? Yes

Yes No

Is this student transferring with ELPA21 screener/assessment scores?

Yes No
(Required)

Is this student on a T1 or T2 plan?

T1 T2 Neither
(Required)

What is the first language the child learned to speak?

Non-Verbal
 Other

(Required)

ADD MORE

The following questions will require a selection from the dropdown lists provided centered around the language(s) the child learned to speak, language(s) spoken outside of school, and language(s) often spoken to them outside of the home. If an answer to at least one of these questions is a language other than English, a note will populate that reads, *'The team should proceed with a screener'*. However, if English is selected for at least one of the responses, the system will not automatically say the team should proceed, but rather ask, *'Will the team proceed with a screener?'* as a Yes or No response. The purpose of this design is for scenarios where a user enters English for all responses, in this case, the student would not be screened. **As a reminder, if the answer to at least one question is a language other than English, the student will need to be screened for ESL services.**

Select **Non-verbal** next to the language selected, if applicable to the student. If there is other information needed, select **Other** and a text field will appear to add more details. Add the **Date Parent/Guardian completed HLS**.

Pg 2

Is this student transferring with ELPA21 screener/assessment scores?

Yes No

Is this student on a T1 or T2 plan?

T1 T2 Neither

What is the first language the child learned to speak?

education

Please 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**.

Date Parent/Guardian completed HLS:
07/01/2024 

The Team should proceed with a screener.

Additional Info (Optional)

If further details are helpful, include them in the **Additional Info** section. Select **Upload File** to attach documents, if applicable. A pop-up will appear. Click the arrow to browse files. Once selected, click **Upload File(s)**.

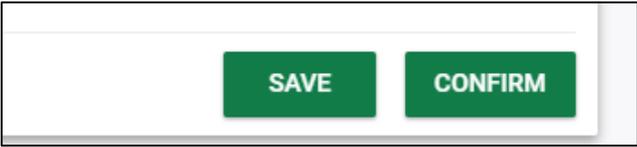
Additional Info (Optional)

 Permitted file extensions are: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, TXT, RTF, TIF, JPG, and PNG.
No file may be greater than 25 MB in size.

File Name:

Upload File: 

Click **Save** to save progress. If information is complete, select **Confirm** in order for the HLS ILP Referral to generate in the student history.



Documents

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

Doc ID ↑	Date Generated ↓	Generated By ↑	Document ↑	Status ↑	Include in Batch ↑	Attachment ↑
14162	01/31/2019	Greg Edkins	Test BIP DOC	Uploaded		

Previous | 1 | Next
(1 Documents)

CREATE DOCUMENT BATCH

***Please Note:** 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.*

Student Assessment Information

The **Student Assessment Information** section can be accessed by selecting the second tile on the **ILP Process** page. This section allows certain users (Permission Group 1 and Permission Group 3) to log ELPA Summative data information. Screener data can be entered by Permission Group 1, Permission Group 3 and Permission Group 13 users. The screener data will automatically pull-in via an import and updated on a frequent basis.

ILP

Home Language Survey

Complete ✓

Student Assessment Information

▶

ESL Eligibility

▶

ELPA21 Dynamic Screener

First semester of kindergarten students are assessed using all four domains. If the student receives a score below three (3) in any non-exempt domain, the student shall be identified as an EL.

Students in kindergarten (second semester) through grade 12 are screened using all four domains. If a student receives a score below four (4) in any non-exempt domain, the student will be identified as an EL.

Alt ELPA Screener

Students in grades kindergarten through Grade 12 are screened using all four domains. If a student receives a score below three (3) in any non-exempt modality, the student will be identified as an EL.

Screener Information

A combination of the screener data results, and the student grade level will determine the student's Eligibility on the next tile. The **screener data** will be imported across all districts in the state; however, Permission Group 1, Permission Group 3, and Permission Group 13 (PG 1, PG 3, PG13) will have the ability to manually enter screener data. To continue with manual entry, select **Add Screener Data**.

Screener Name	Date Administered	Listening	Speaking	Reading	Writing	Oral Language Composite	Literacy	Comprehension	Overall Composite
WIDA Screener	07/09/2024	6	6	7	8	7	7	5	50

First, select the **Instrument** from the drop-down menu below.

Instrument

- WIDA Alternate Screener
- WIDA Screener
- WIDA Screener for Kindergarten
- WIDA W-APT
- TELPA
- ELPA21 Dynamic Screener
- Alt ELPA Screener

Once selected, add the **Date Administered**. Include the scores under the appropriate heading. Once complete, select **Save** then **Close**. If more needs to be added, select **Save and Add More**.

instrument
WIDA Screener

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**.

Please Note: ELPA21 Summative Scores will be imported for 2025 data, but a Growth Standard will not be imported at this time. The student will need 2+ years of ELPA scores for Growth Standard data to appear.

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

Assessments

WIDA ACCESS [ENTER ADDITIONAL WIDA ASSESSMENT SCORES](#)

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

Growth Standard

-2 Years Composite (2022)	Target based on -2 Years	Prior Year Composite (2023)	Target based on Prior Year	Most Recent Composite (2024)	Met the Growth Standard
					No

Other Assessments [ENTER ADDITIONAL ASSESSMENT SCORES](#)

Date Administered	Instrument	Subject Area	Score	Edit	Delete

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. Once complete, select **Save** then **Close**. If more needs to be added, select **Save and Add More**.

Add WIDA Assessment Information

Instrument
WIDA ACCESS for ELLs

If **Other Assessments** are needed, select **Enter Additional Assessment Scores**. A separate pop-up will appear. Add the **Date Administered** and if the assessment is **Standard** or **Custom**. If Standard, select the **Assessment Name** from the dropdown. If Custom, type in the assessment name in the text field. Add the subject area, score types and scores. Once complete, select **Save** then **Close**. If more needs to be added, select **Save and Add More**.

Assessments

WIDA ACCESS ENTER ADDITIONAL WIDA ASSESSMENT SCORES

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

Growth Standard

-2 Years Composite (2022)	Target based on -2 Years	Prior Year Composite (2023)	Target based on Prior Year	Most Recent Composite (2024)	Met the Growth Standard
					No

Other Assessments ENTER ADDITIONAL ASSESSMENT SCORES

Date Administered	Instrument	Subject Area	Score	Edit	Delete

Add Assessment Information ✕

Standard Assessment
 Custom Assessment

Assessment Name
 TCAP Achievement ▼

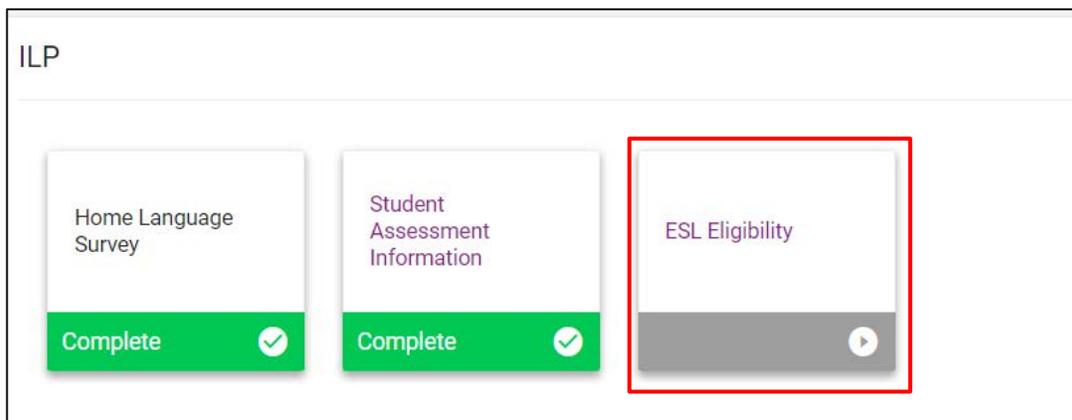
Subject Area

Custom Subject Area
 test

ESL Eligibility

The **ESL Eligibility** tile will automatically select an eligibility option based on the Home Language Survey (HLS) data and scores on the assessment page. The options include Initial ESL, Continuing ESL, Transition (T1/T2), and Do Not Qualify (DNQ).

***Please Note:** For students entered into PULSE in the 2023-24 SY, the ESL eligibility tile will not show an eligibility option selected at this time. Best practice for these students is for the user to reference the Student History section under Student Info to know if the student had an ILP eligibility and finalized ILP in 2023-24.*



Include the date the **Decision was made** and if the parent/guardian signature is required. Select **Save** to save progress. Once complete, select **Confirm EL Decision and Create Notification Letter**. This is considered the referral.

Eligibility for ESL Services

Based on the Student Assessment Information, the student's eligibility is:

Initial EL Continuing EL Transition (T1/T2) Did Not Qualify (DNQ)

Decision was made:
07/03/2024

Is a parent/guardian signature required?
 Yes No

SAVE CONFIRM EL DECISION AND CREATE NOTIFICATION LETTER

Initial Notification Letter - Proposed ESL Services

Yes	Service Models
<input checked="" type="checkbox"/>	Sheltered English Instruction
<input type="checkbox"/>	Structured English Instruction
<input type="checkbox"/>	Specifically Designed Academic Instruction in English (SDAIE)
<input type="checkbox"/>	Content Based Instruction (CBI)
<input type="checkbox"/>	Heritage Language
<input checked="" type="checkbox"/>	Virtual ESL Classes

A separate pop-up will appear to create the notification letter. Select if the parent will sign a paper copy, electronically in-person, or electronically through Connect. Add the **Notification Date**. If the parent is signing electronically in-person, more questions will appear.

Select the checkbox for **School Official Certification** and **Parent/Guardian Response**. Add the phone number of the parent/guardian and sign and date in the fields provided. Select **Save** to save progress. Once complete, select **Create Draft** or **Create Final**.

Create Notification Letter ✕

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

Notification Date
07/09/2024 📅

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.

Parent/Guardian Response:

Yes, I approve of this placement for my child.

No, I would like to decline this placement for my child and will contact the school to discuss the options available for my child's English language development. I understand that my child will be tested annually on a state approved English Language Proficiency (ELP) assessment until he/she attains English proficiency.

Phone Number: 556-009-7890

Name	Signature	Date	
Parent/Guardian: Name		07/09/2024	📅
CLEAR SIGNATURE			
School Official: Title		07/09/2024	📅
Name			
CLEAR SIGNATURE			

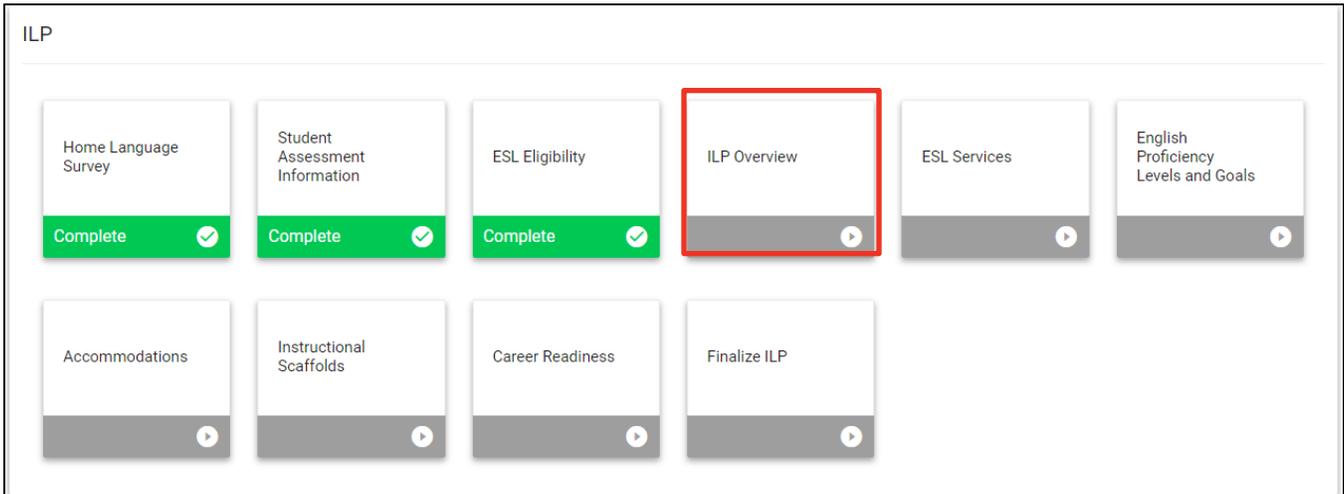
SAVE
CREATE DRAFT
CREATE FINAL
CLOSE

Please Note: Generating this document creates an initial eligibility event. There is a 30-day deadline to create a plan once this event is created. Please note an initial notification for a new EL will only be created in the ESL eligibility tile.

If a student has a previous eligibility and an already-existing ILP plan, the first 3 tiles within the ILP Process will be locked. Teachers will proceed to the ILP Overview tile to update the plan. Notification letters for continuing/annual ELs and/or Transitional Year 1 and Year 2 (T1-T2) will be created in the Finalize ILP tile before creating a finalized ILP.

ILP Overview

The **ILP Overview** tile will display once the first 3 tiles are complete for a new ILP student. However, if a student has a previous eligibility and an already-existing ILP plan, the first 3 tiles within the ILP Process will display to be reviewed, but fields will be locked. If a student was already entered into PULSE within the previous school year(s), teachers will proceed to the **ILP Overview** tile to begin updating the plan.



When working with a continuing EL student or a transitional student begin in the ILP Process in the ILP Overview tile.

Response to Direct Service

Direct ESL Services are accepted unless stated otherwise with the checkbox below. Check the box if parent/guardian refuses direct ESL services. Enter the **Date of Refusal**. To upload a paper copy of the refusal, or other applicable documents, click the arrow. Once complete, **Confirm Response**. The most recent refusal date will be stamped at the bottom of the page.

The screenshot shows a form titled 'Response to Direct Service'. It includes an information icon and text: 'Direct ESL services are accepted unless a refusal is returned. If direct services are a date of the returned waiver document should be entered. Direct service refusal must be submitted yearly to continue to waive direct ESL service. Can opt-in for direct service at any time All education related rights vest in the child when the child attains eighteen (18) years of age unless a determination otherwise has been made in accordance with T.C.A. §§ 34-01-101 et seq. Or §§ 34-3-101'. Below this is a checked checkbox 'Refuses direct ESL service'. A 'Date of Refusal' field contains '07/09/2024'. A warning icon and text state: 'No documents have been uploaded yet for this student. If needed, upload refusal'. A red box highlights an upload icon. At the bottom, it says 'Most Recent Refusal Date: 07/09/2024' and a green 'CONFIRM RESPONSE' button is highlighted with a red box.

In the **ILP Overview** tile, users will be able to enter a parent/guardian’s refusal to ESL services, which is also known as waiving ESL services. The parent refusal/waiving of ESL services will require a date of refusal. Parents/guardians can opt-in for direct ESL service at any point in the school year.

Please Note: Refusal/waiving of services needs to be visited yearly.

ILP Overview

In the **ILP Overview** section, users will enter the **Start Date** for the ILP. The **End Date** will auto-populate to the last day of the school year. Choose a **Plan Type** from the dropdown menu. Click **Save** once completed.

Please Note: Students will have a red compliance symbol at the start of the school year, indicating a new plan is required. Also, please do NOT change the end date. The date should always be June 30th of the current school year.

ILP Overview

Start Date: 07/09/2024

End Date: 06/30/2025

The ILP Start Date is the first day in the school year the student receives ESL services. This date should be after the HLS and Screener administration dates.

Plan Type (Required)

SAVE

Student Information

This **Student Information** section allows users to add information about the student’s experience with ESL services. Include the start **Date of the 1st U.S. School** attended by the student, **Birth Country**, **Parent Preferred Language**, and the **Total Years in ESL Services** provided in Tennessee as well as other states. Click **Save** when complete.

Student Information

Name: Louise ILP Test

Date of Birth: 05/06/2014

State ID: LTEST123

Gender: F

Language: test

Age: 10

School: Sample School

Grade: 3rd Grade

Current ILP Begin Date

Date 1st US School (Required)

Current ILP End Date

Birth Country (Required)

Parent Preferred Language of Communication (Required)

Total Years in ESL Service (Required)

Years in ESL Service in TN (Required)

SAVE

Other Areas of Support

Select any **Other Area(s) of Support** the student is receiving by selecting the appropriate boxes. If a student has an area of support active in their student history, and it is not selected, the system will display a warning message. If a box is manually selected but the system does not recognize the event in the student history, the system will fire a warning message. Click **Save** when complete.

Other Areas of Support

Please indicate if the student is presently being served under any of the following areas. You will receive a warning message if you select an area for which the student does not have a current record in TN Pulse.

You indicated the student has another area of support Active 504 Plan but their Student History does not reflect this, please review the student's records prior to continuing.

You indicated the student has another area of support IEP Served in Special Education but their Student History does not reflect this, please review the student's records prior to continuing.

Recently Arrived English Learner

Long-Term English Learner

Active 504 Plan

ILP-D for Characteristics of Dyslexia

Student with Limited or Interrupted Education

IEP Served in Special Education

RTI*2 for Intervention

SAVE

ILP Team

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

ILP Team SELECT ILP TEAM

Current ESL Specialist/Teacher
Terry, Gena

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

SAVE

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

Please Note: There is an option to Search for team members in the search bar below. The eye icon represents team members who are view-only.

Select ILP Team ✕

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

Current ESL Specialist/Teacher
Terry, Gena

Parents, etc. who will receive ILP Information

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

Other Users at Sample School who can access ILP Information

Search: _____

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

CLOSE
SAVE

Parent/Guardian

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

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

SAVE

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

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

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

[SAVE](#)

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

Add Parent/Guardian

▼ Demographic Information

Full Name
 Student Lives Here

Relationship
 ▼ Guardian Responsibility

E-Mail

Language
 ▼

▼ Phone Numbers

Work Phone Notification ▼ Priority ▼

Work Fax

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

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

The screenshot shows the 'Parent/Guardian' management interface. At the top, there are three buttons: 'VIEW PARENT ACTIONS' (highlighted in red), 'ADD NEW PARENT/GUARDIAN', and 'ASSOCIATE WITH EXISTING PARENT/GUARDIAN'. Below these is a table with columns: Position, Name, Relationship, Home Phone, Work Phone, Cell Phone, Details, and Delete. The table contains four rows of parent/guardian information. Below the table is a 'SAVE' button.

Below the main interface is a 'View Parent Actions' modal window. It has a 'Begin Date' field set to '04/18/2023' and an 'End Date' field set to '05/18/2023'. There is a dropdown menu for 'Activity' (highlighted in red) with options: 'Add', 'Delete', 'General', 'Update', and 'View'. There is also a 'Page' dropdown set to 'General' and a 'Secondary Sort' dropdown. At the bottom right of the modal are 'CLOSE' and 'SEARCH' buttons.

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.

This screenshot shows the same 'Parent/Guardian' management interface as above, but with the 'ASSOCIATE WITH EXISTING PARENT/GUARDIAN' button highlighted in red. The table and 'SAVE' button are also visible.

Search for Parents to Associate

Grade Level School

Parent Last Name Exact Match Parent First Name Exact Match

Title Exact Match Parent ID Exact Match

Sort By

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

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

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

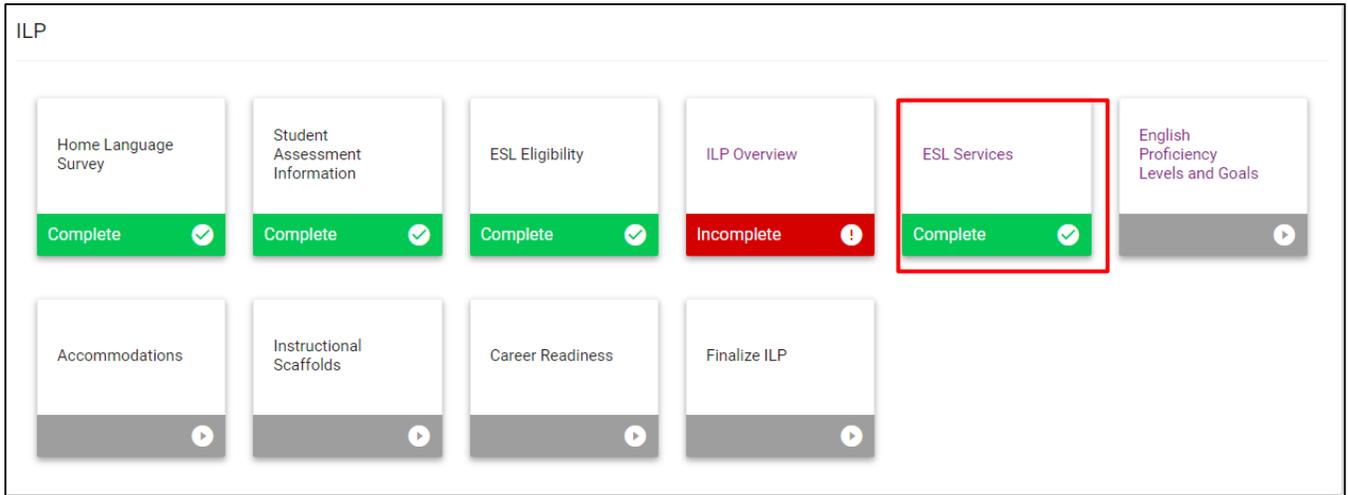
 Click on the name of the Parent / Guardian to associate the Parent / Guardian to the Student.

Search:

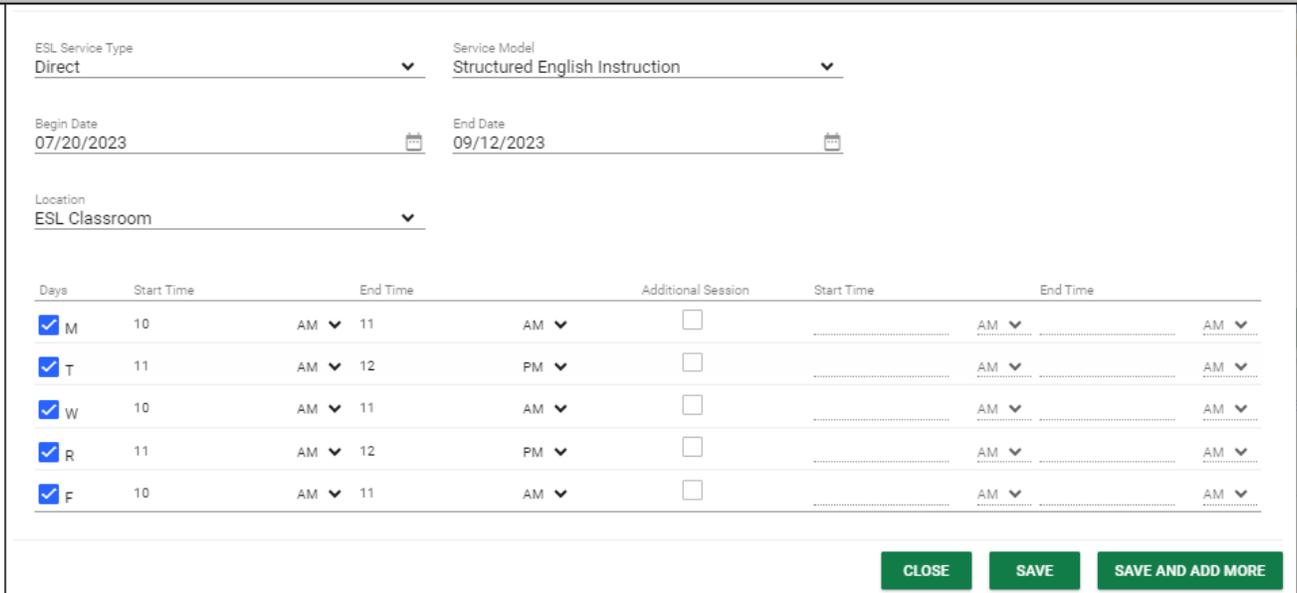
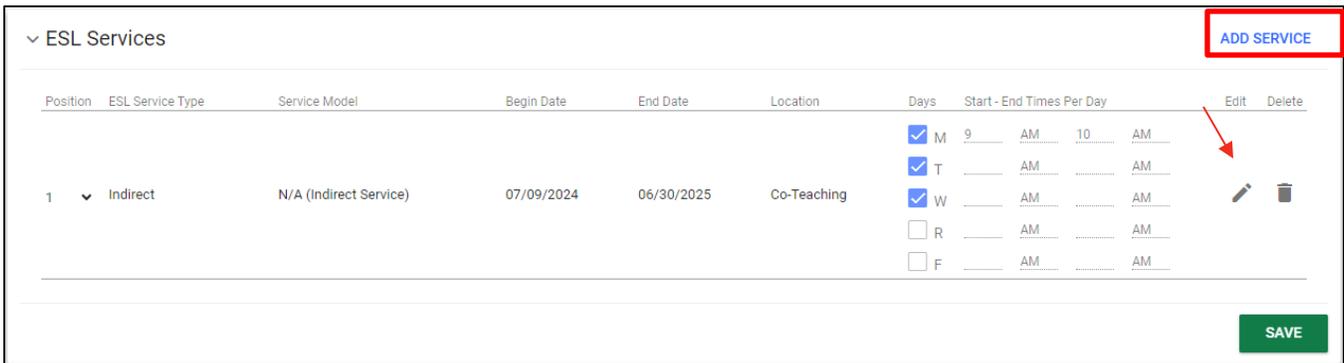
Name	Parent ID	Home Phone	Work Phone	Cell Phone	E-Mail
Aaron Test			1234567890		
Aaron Test			1234567890		
Aaron Test		45545555000	1234567890	5404240173	
Aaron Test			1234567890		
Aaron Test			1234567890		
Alice Test					
Alice Test			2345678902		ragrawal@pcgus.com
Alice Test			+15555555555		
Alice Test			+15555555555		
Alice Test			1234567890		

ESL Services

The **ESL Services** tile will list all ESL services assigned to the student.



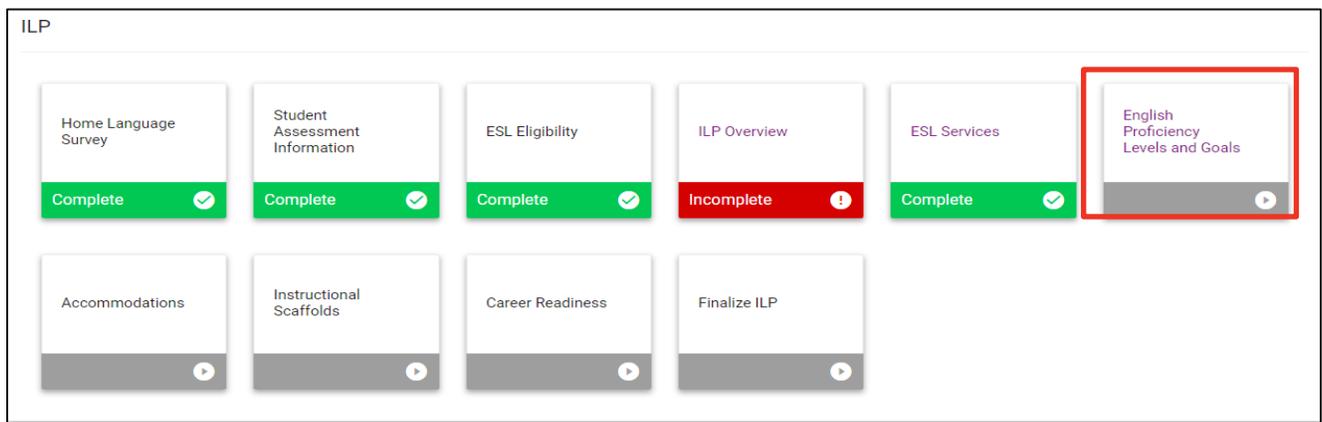
To add a service, click **Add Service**. A new window will appear. Select the **pencil** icon to edit the service or the **trash** icon to delete a service. Use the dropdown menus to select the new ESL Service then click **Save** if finished or **Save and Add More** to add additional ESL services.



Please Note: An ESL service time is required for each day for direct ESL service type. An error message will appear if there is no service listed for one or more days when a student is receiving direct ESL service. Transitional Year 1 and Year 2 (T1-T2) students do not receive direct or indirect services. For T1-T2 plans, users will not need to engage with the ESL services tile.

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, or has screened with ELPA21 into ESL services, that data will pull in under **Student Score**. Expand the domains to add observation notes and goals. Click **Add Goal** to create a new student goal.



A new window will appear. Select **Goal Area** from the dropdown then select a **Descriptor** by clicking the appropriate radio button. The **Current Level Descriptor** and **Next Level Descriptor** will automatically pull in. These descriptors will also become the **Current Performance** and **Goal**. However, more details can be added or changed by typing in the text box field. Include the method of 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 and Add More** or **Save and Close** to move to the next section.

For **T1-T2 students**, this tile will appear differently. Since T1-T2 students have exited EL status, transitional goals will be created for student success in academic areas.

Add/Edit Goal Details

Goal Area:
English Proficiency - Listening

Descriptor:
 WIDA Can-Do Descriptors ELPA21 ALDs WIDA PLDs

Current Level Descriptor:
Level 2 Emerging 3 - Recounts: Identifying the "who," "where" and "when" of illustrated statements. Identifying main materials or resources from oral descriptions. Explanations: Matching oral descriptions to photos, pictures, or icons. Following simple sequences presented orally to create patterns or sequences. Arguments: Distinguishing opinions from facts from peers' oral presentations. Categorizing content-based pictures or objects from oral descriptions.

Next Level Descriptor:
Level 3 Developing 3-Recounts: Identifying linking words or phrases related to passage of time in speech. Illustrating events in response to audio recordings of stories or poems. Explanations: Carrying out steps described orally to solve problems. Completing graphic organizers or representations from oral comparisons. Arguments: Identifying similarities and differences from oral content-related materials or equipment. Identifying different points of view in short oral dialogues.

Student's Score:
WIDA - 2

Current Performance:
Describe
Level 2 Emerging 3 - Recounts: Identifying the "who," "where" and "when" of illustrated statements. Identifying main materials or resources from oral descriptions. Explanations: Matching oral descriptions to photos,

Goal:
Describe
Level 3 Developing 3-Recounts: Identifying linking words or phrases related to passage of time in speech. Illustrating events in response to audio recordings of stories or poems. Explanations: Carrying out steps

Method/Frequency for Measuring Progress
Exit Tickets 2x per week

Initial Date: 07/09/2024 Target Date: 06/30/2025

SAVE AND ADD MORE SAVE AND CLOSE CLOSE

Accommodations

The **Accommodations** tile 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**.

The screenshot shows the ILP process dashboard with the following tiles and their completion status:

- Home Language Survey: Complete (green checkmark)
- Student Assessment Information: Complete (green checkmark)
- ESL Eligibility: Complete (green checkmark)
- ILP Overview: Incomplete (red exclamation mark)
- ESL Services: Complete (green checkmark)
- English Proficiency Levels and Goals: Complete (green checkmark)
- Accommodations: Complete (green checkmark, highlighted with a red box)
- Instructional Scaffolds: Incomplete (grey play button)
- Career Readiness: Incomplete (grey play button)
- Finalize ILP: Incomplete (grey play button)

The screenshot shows the 'Accommodations' section with a table and an 'ADD/EDIT ACCOMMODATIONS' button (highlighted with a red box).

Accommodations	Area(s)
Word-to-word bilingual dictionaries*	TCAP Science
Extended Time - 1.25x	EOC English I
Extended Time - 1.75x	TCAP Grade 2 Math

*not allowed on ELPA21

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.

Please Note: T1-T2 students do not receive accommodations via an ILP since T1-T2 students have exited EL status. T1-T2 students with 504 plans or IEPs are able to receive accommodations via their 504 plan or IEP, if appropriate and needed by the student.

Add/Edit Accommodations

Accommodations	Academic	Testing	Area(s)
<input checked="" type="checkbox"/> Word-to-word bilingual dictionaries*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="ADD AREA(S)"/>
<input type="checkbox"/> Rest and breaks (for ILP development only -- rest and breaks refers to "stopping the clock" for a rest or break)	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Extended Time - 1.25x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="ADD AREA(S)"/>
<input type="checkbox"/> Extended Time - 1.5x	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Extended Time - 1.75x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="ADD AREA(S)"/>
<input type="checkbox"/> Extended Time - 2.0x	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Extended Time (Other)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Oral Presentation*	<input type="checkbox"/>	<input type="checkbox"/>	

*not allowed on ELPA21

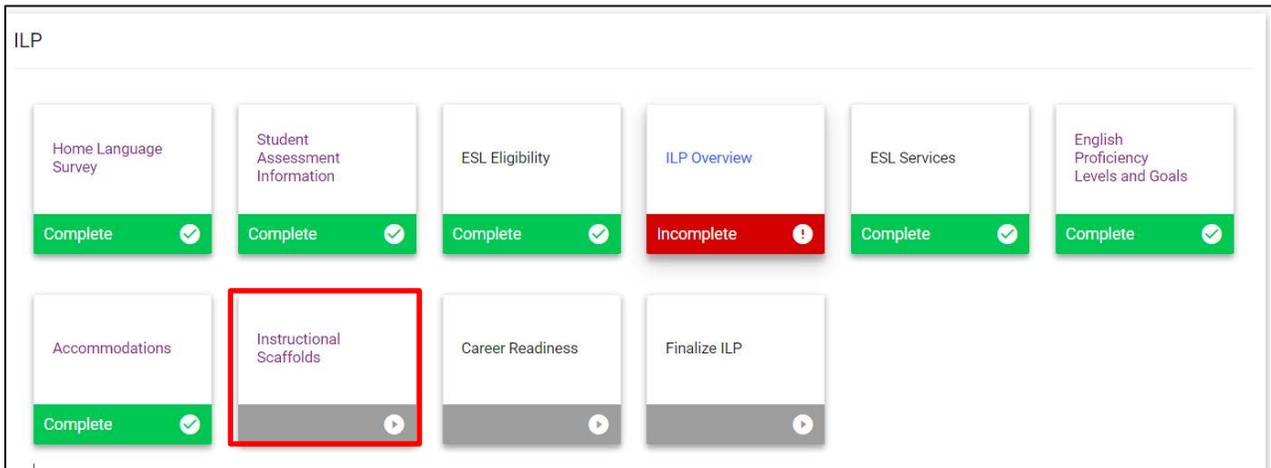
Add Area(s) ✕

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

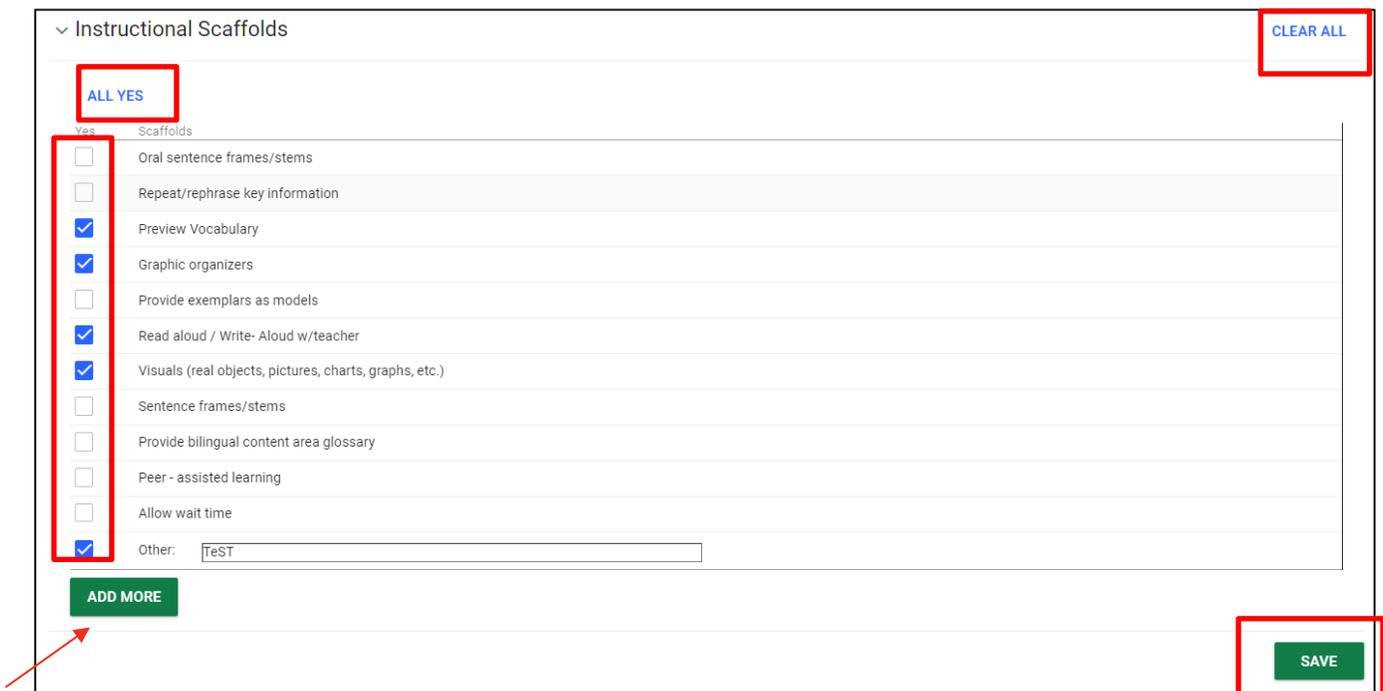
- TCAP ELA
- TCAP Writing
- TCAP Math
- TCAP Science
- TCAP Social Studies
- TCAP Grade 2 ELA
- TCAP Grade 2 Math
- EOC English I
- EOC English II
- EOC Algebra I
- EOC Algebra II
- EOC Geometry
- EOC Integrated Math I
- EOC Integrated Math II
- EOC Integrated Math III
- EOC Biology I
- EOC U.S. History and Geography
- ACT

Instructional Scaffolds

In the **Instructional Scaffolds** section of **the ILP Process**, the educator will check the box for each scaffold provided during classroom instruction and assignments for the student to equitably access academic content and ESL content.



Use the checkboxes to select the **scaffold(s)** that will be used for 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**.



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 and T1/T2 student in grades 4-12 only**. Provide responses to the questions and click **Save** when complete.

ILP

Home Language Survey Complete ✓	Student Assessment Information Complete ✓	ESL Eligibility Complete ✓	ILP Overview Incomplete !	ESL Services Complete ✓	English Proficiency Levels and Goals Complete ✓
Accommodations Complete ✓	Instructional Scaffolds Complete ✓	Career Readiness ▶	Finalize ILP ▶		

▼ Career Readiness (Grades 4-12 only)

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

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

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

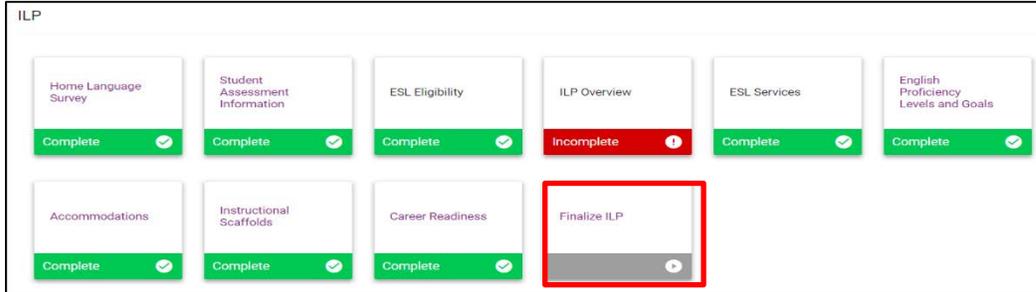
What academic focus is needed for the student to reach their goals?
Describe
add academic focus that is needed for the student to reach their goals

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

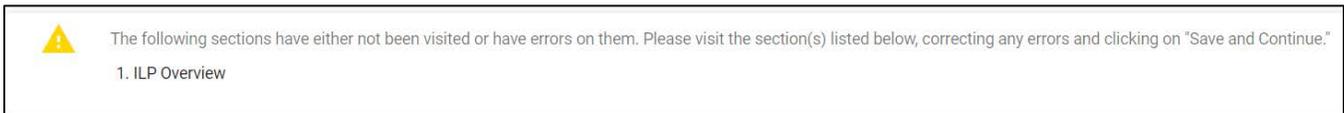
SAVE

Finalize ILP

The **Finalize ILP** tile on the ILP Process menu allows users to create an official, **Annual Notification Letter or Transitional Notification Letter and a finalized ILP.**

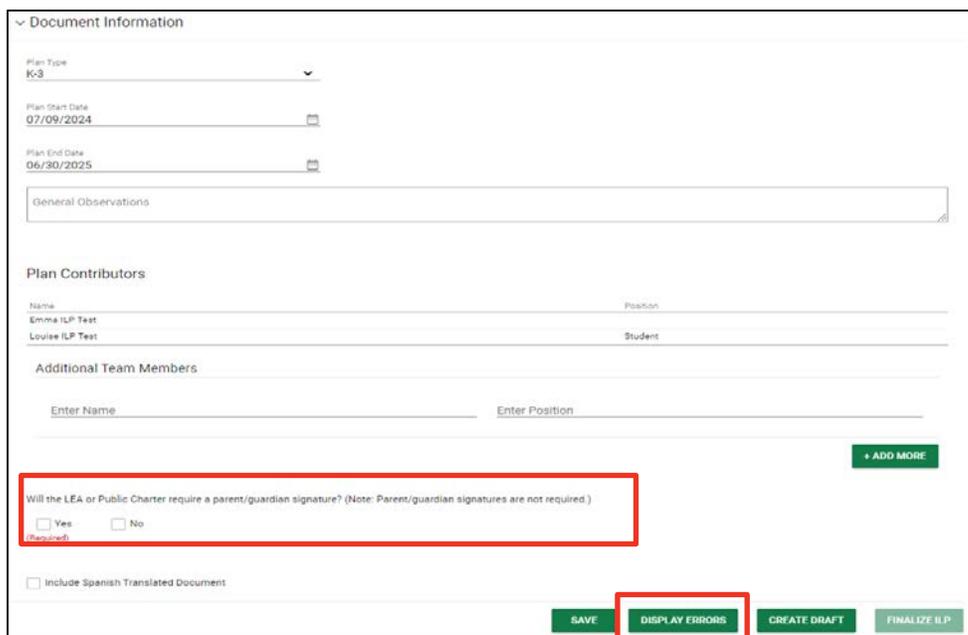


At the top of the page, there will be a warning message displaying the sections any errors or incomplete fields were found throughout the ILP process.



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**. Add **General Observations** in text field. 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. Select **Yes** or **No** for the question, *Will the LEA or Public Charter require a parent/guardian signature?* (Note: Parent/guardian signatures are not required.)



Once complete, Select **Display Errors** to show any errors throughout the system. Once selected, a new button will appear for a continuing student, **Create Continuing Notification Letter** or for a transitional student, **Create Transitional Notification Letter** . Once the notification letter button is clicked, A separate pop-up will appear to create the notification letter. This letter will notify parents of the student’s continued ESL services or transition status.

*Please Note: Selecting **Create Final** will not display the **Continuing Notification Letter**. Both need to be selected to create an event and send a letter to parent/guardian.*

Will the LEA or Public Charter require a parent/guardian signature? (Note: Parent/guardian signatures are not required.)

Yes No

Include Spanish Translated Document

SAVE DISPLAY ERRORS CREATE DRAFT FINALIZE ILP **CREATE CONTINUING NOTIFICATION LETTER**

If yes is selected, indicating a signature will be needed by the parent/guardian, the user will select how the parent/guardian will sign the notification letter. 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. Include the **phone number** of the parent/guardian. 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.

Once the continuing/annual notification is finalized and created the user will exit the notification letter modal. Once the user is back to the main tile, Finalize ILP, they will begin the process of finalizing the ILP. To begin creating an ILP, the user will click **Create Draft**, review any errors in the ILP draft as necessary, then click **Finalize ILP** to generate a PDF version of the finalized ILP.

Create Parent Notification Letter

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

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

Notification Date
07/09/2024

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.

Parent/Guardian Response
 Yes, I approve of this placement for my child.
 No, I would like to decline this placement for my child and will contact the school to discuss the options available for my child's English language development. I understand that my child will be tested annually on a state approved English Language Proficiency (ELP) assessment until he/she attains English proficiency.

Phone Number

Name	Signature	Date
Parent/Guardian		07/09/2024
School Official:		07/09/2024

Include Spanish Translated Document

CREATE DRAFT CREATE FINAL CLOSE SAVE

Screenshot showing finalize ILP needs to be inserted here.

Will the LEA or Public Charter require a parent/guardian signature? (Note: Parent/guardian signatures are not required.)

Yes No

Include Spanish Translated Document

SAVE DISPLAY ERRORS CREATE DRAFT **FINALIZE ILP** CREATE CONTINUING NOTIFICATION LETTER

Sending Documents to Parents for Signature

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

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

STUDENTS MY ACCOUNT WIZARDS ADMIN/SCHOOL SYSTEM A. TEST

STUDENT INFO DOCUMENTS IEP MENU 504 PROCESS ILP ILP-D

PERSONAL INFO STUDENT PROFILE STUDENT HISTORY **TEAM/PARENTS** CONTACTS

Abigail Gpm Test
4th Grade

Special Education Section 504 ILP ILP-D Student History

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

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	Almee Nichols	Family Friend	No	615 546-4890		7042361650		
2	Angel Lucero	Father	Yes	6152593282	6158781806			
3	Debbie's Daycare	Transportation	No	6155555555				

SAVE

3. 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

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

Team Access

- Include on IEP Team
- Include on RTI Team
- Include on BP Team
- Include on Section 504 Team
- Include on ILP Team
- Include on ILP-D Team

English Proficiency

English Proficient Interpreter Needed Written Translation Needed

Does the family have someone to serve as the interpreter?

Comments

Comments

BACK ADD PARENT/GUARDIAN

5. 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**.

The parent will sign a paper copy.

The parent will sign electronically in-person

The parent will sign electronically using Connect.

6. 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**.

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

ATTACH DOCUMENTATION

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. The Quarterly Monitoring Information section allows users to record general observations on a student's progress. Recording notes for quarterly monitoring in TNPULSE is optional, however the process of quarterly monitoring of ILPs is required.

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.

Monitoring Quarter 1

07/09/2024

Is the student progressing adequately?

Yes
No

General Observations

Describe

SAVE CREATE MONITORING DOCUMENT

A pop-up window will appear. Select the option to create a **Cumulative Monitoring Document** to include notes from multiple quarters. Select **Create Final or Create Final** to generate notes from a specific quarter only. To create a cumulative document for multiple quarters, check the box next to **Create Cumulative**

Monitoring Document. If the student has a document language option, select the box for a translated version. A PDF version of the **Quarterly Monitoring** document will appear in a separate tab. The document will now also appear on the **Documents** page.

Create ILP Monitoring Document

Quarter 1

Date: 07/09/2024

Is the student progressing adequately? Yes

General Observations

Describe: test test test

Create Cumulative Monitoring Document

Include Spanish Translated Document

SAVE CREATE DRAFT CREATE FINAL CLOSE

Doc ID	Date Generated	Generated By	Document	Batch	Status	Request Signature	Change Tab	Signatures
18196	07/10/2024 12:09:00	Emma Gonsalves	ILP Quarterly Monitoring (translated to Spanish)	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
18195	07/10/2024 12:09:00	Emma Gonsalves	ILP Quarterly Monitoring	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
18194	07/10/2024 11:47:00	Emma Gonsalves	Transition Parent Notification Letter ILP	PDF	<input type="checkbox"/>	(Draft)	<input type="text"/>	
18191	07/10/2024 11:20:00	Emma Gonsalves	ILP Annual Parent Notification Letter	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
18189	07/10/2024 11:03:00	Emma Gonsalves	ILP K-3	PDF	<input type="checkbox"/>	(Draft)	<input type="text"/>	
18171	07/09/2024 14:56:00	Emma Gonsalves	ILP Initial Parent Notification Letter	PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="VIEW"/>

Re-Enter ESL

The **Re-Enter ESL** 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:

The screenshot shows the ILP Process page with the following tiles and their completion status:

- Home Language Survey: Complete (green checkmark)
- Student Assessment Information: Complete (green checkmark)
- ESL Eligibility: Complete (green checkmark)
- ILP Overview: Incomplete (red exclamation mark)
- ESL Services: Complete (green checkmark)
- English Proficiency Levels and Goals: Complete (green checkmark)
- Accommodations: Complete (green checkmark)
- Instructional Scaffolds: Complete (green checkmark)
- Career Readiness: Complete (green checkmark)
- Finalize ILP: Complete (green checkmark)
- Quarterly Monitoring: Complete (green checkmark)
- Re-Enter ESL: Incomplete (grey background with a right-pointing arrow, highlighted with a red box)

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. Re-entry into ESL requires parent consent and re-screening of the student for ESL eligibility.

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).

Assessments

In this section, educators will review student data relevant to student language proficiency, such as current ELPA data, Universal Screener Data, TCAP, etc., Permission Group 1 and Permission Group 3 (PG 1, PG3) will have the ability to manually enter ELPA data such as ELPA21 Summative, Alt ELPA Summative, etc. If **Other Assessments** are needed, select **Enter Additional Assessment Scores**. A separate pop-up will appear.

Select if assessment is **Standard** or **Custom**. If Standard, select the **Assessment Name** from the dropdown. If Custom, type in the assessment name in the text field. Add the subject area, score types and scores. Once complete, select **Save** then **Close**. If more needs to be added, select **Save and Add More**. Add the **Date of Re Entry Decision** and select **Confirm Re-Entry**.

Assessments

ELPA

Date Administered Instrument

WIDA

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

Growth Standard

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

Other Assessments

Date Administered Instrument Subject Area Score Edit Delete

ENTER ADDITIONAL ASSESSMENT SCORES

Date of Re-Entry Decision mm/dd/yyyy

CONFIRM RE-ENTRY

Documents

This **Documents** section of the **Re-Enter ESL** tile will display documents created for the student as well as the option to **Create Parent Notification of Re-Entry** and batch print external documentation attached.

Documents

CREATE PARENT NOTIFICATION OF RE-ENTRY ATTACH DOCUMENTATION

Doc ID	Date Generated	Generated By	Document	Status	Include in Batch	Attachment
18196	07/10/2024	Emma Gonsalves	ILP Quarterly Monitoring (. Spanish)	Final	<input type="checkbox"/>	
18195	07/10/2024	Emma Gonsalves	ILP Quarterly Monitoring	Final	<input type="checkbox"/>	
18194	07/10/2024	Emma Gonsalves	Transition Parent Notification Letter ILP	Draft	<input type="checkbox"/>	
18191	07/10/2024	Emma Gonsalves	ILP Annual Parent Notification Letter	Final	<input type="checkbox"/>	
18189	07/10/2024	Emma Gonsalves	ILP K-3	Draft	<input type="checkbox"/>	
18171	07/09/2024	Emma Gonsalves	ILP Initial Parent Notification Letter	Final	<input type="checkbox"/>	

Previous 1 Next

(6 Documents)

CREATE DOCUMENT BATCH

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