TN | PULSE

Planning for Unique Learning Success and Excellence

TN PULSE- ILP Quick Reference Guide

Logging In

1. Open your web browser (Internet Explorer, Firefox, Chrome, etc.). Type the following web address for Single-Sign-On **https://tnpulse.pcgeducation.com/easyiep.plx?op=openid_connect_login&OpenID_Set=1**
2. When clicking the link, you will be redirected to the Tennessee Department of Education login. Enter your email address and click **Next** to enter your password or **Pick an Account** if there are multiple accounts available.
3. Click **Sign In.**

Main Menu & Message Center

- The Message Center can be used by your district and Public Consulting Group (PCG) to post messages and add information regarding updates or scheduled site maintenance.
- The Resource Library at the bottom of the page has school district and PCG reference materials that you can download.
- The Message Center is the most secure way to access recent messages, alerts, and action items. If you need to ask a question or report an issue through Zendesk, simply click on the **envelope** in the top right corner of the screen for a form to generate on the bottom right side of the screen.
- Due to HIPAA requirements, please use the Message Board when needing to exchange confidential information. *DO NOT use email to send us student level information.*

Searching for a Student

1. From the Main Menu, click the **students** tab.
2. Either search for a specific student by entering their Last Name, Student ID or other information OR click **View My Caseload**.
   - The student's name will not appear on your caseload unless you have been added as a Team Member for that student. To add yourself to a student's Team, follow the **Team/Parents Tab** instructions below.
3. Choose the specific student by clicking on their blue hyperlink name.
   - *From here the menu tab will change!*

Team/Parents Tab

1. After selecting a student, click the **Student Info** tab dropdown in the light blue student menu. Click **Team/Parents.**
2. In the **Team** section, select the domain (special education, section 504, ILP or ILP-D) and use the dropdown menu to select the **Case Manager.**
3. Select **ILP Team** to add more individuals to the student's ILP team.

Setting the Document Language

To set the document language please follow this click path: **Student Info>>>Personal Info>>>Document Language Field**

1. Document language needs to be set up prior to creating a notification letter and/or finalizing the ILP.
2. For languages that are not available, please visit the district's translation and interpretation procedures.

ILP Process

Home Language Survey

1. In the **Home Language Survey** (HLS) tile, users will add information regarding students' languages spoken at home and outside of school when a language other than English is reported.
2. Use the dropdown menus to select the language(s) based on the questions provided. If the Other box is selected, a text field will display for you to manually enter a language.
3. Users must save, verify responses for accuracy, and confirm.

   *Note: If the user answers "English" for all the primary fields, the system will recognize this as the student not being eligible for ESL services. Once this page is confirmed/finalized with all required fields complete, this section of the ILP is marked complete and the data becomes **Read Only**. It is crucial users enter accurate responses along with the date the original HLS was completed.*
4. Once **Confirm** is clicked, when visiting the student history section, under student info, the user will see the event "ILP Referral." This event is created by the confirmed HLS.

Student Assessment Information

- This section displays English language proficiency (ELP) screener information as well as ELPA summative data and other assessments that may be needed to develop the ILP.
- Permission group 1 and 3 users can directly enter data into the screener section and ELPA assessment table(s). Once data is saved, users are not able to delete data in these sections.

  Note: For the system to read the ELPA21 Screener data, the screener must be the only assessment in the screener section and must be entered correctly. Previous screeners can be added to the other

assessments section. Districts can submit a Zendesk ticket with a screenshot of the assessment that needs to be deleted if an entry error occurs.

- Entering additional assessments under other assessments is accessible to all users assigned permissions to develop ILPs.
- Once all assessment data has been entered and verified, click **Save.**

ESL Eligibility

- **For Initial English Learners (ELs)**, for the 2025-26 school year and forward, this tile will display the student eligibility based on the ELPA21 screener or summative data entered.
- **For Continuing ELs or Transitional students**, who were eligible based with previous WIDA data, the eligibility will not display for these students.

  Note: Users do not need to submit Zendesk tickets for students' eligibility, based on WIDA data not showing as marked in the tile. For Continuing ELs and Transition students, users need to start the ILP process in Tile 4: ILP Overview. Users need to reference the student history to ensure the record has an "ILP Eligibility or "ILP Identification" event. If the ILP eligibility is missing the district will need to submit an ILP Eligibility Event template import. The document can be located in the PULSE Resource Library under TDOE Communications.
- **For initial ELs only**, users will need to select the service and delivery model used for the instruction of the student before creating the Initial letter.
- Once the service and delivery model are selected, to generate the Initial parent notification letter, click **Confirm EL Decision and Create Parent Notification Letter** within the Documents panel.
- Complete the fields in the modal and select **Create Draft** to review the letter or **Create Final.**

  Note: Finalizing the document will que the system to recognize the student as eligible. The user will see the "ILP Eligibility" event in the student history section. The compliance symbol will remain yellow for 30 days or until an ILP is created. The symbol will turn red after 30 days if an ILP has not been finalized.

ILP Overview

1. In this tile, the user is able to record whether the parent/guardian declines direct ESL services. If the parent/guardian declines, the student is still eligible for indirect services.
2. Indicate the date of refusal and click **Confirm Response** to save. Users are also provided a field for uploading documentation for waived services. This is optional.
3. Add the **Start Date and Plan Type** for the ILP. The End Date will default to June 30. Users should not change the June 30 date.
4. Add **Student Information** about the student experience with ESL services.
   - Enter the start **Date of the 1st US School** attended by the student, **Birth Country**, **Parent Preferred Language**, and how many years the student has received ESL services in the state of Tennessee and the **Total Years in ESL Services** provided in Tennessee as well as other states
5. Select any **Other Area(s) of Support** the student is receiving by selecting the appropriate boxes.
6. Click **Save.**
7. Add the **Current ESL Specialist/Teacher (team lead)**, **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.
8. To add a **Team Member,** select a name from the dropdown menu and click **Save**. This should be the student's team member responsible for ILP. Once saved, click **Select ILP Team** in the right-hand corner to add additional team members. These team members can be restricted to 'view only' access by checking the box in the corresponding column next to their name.

ESL Services

1. Users will add ESL services for students directly served. Users are also able to indicate indirect service for waived services in the Add ESL Service modal.
2. T1 and T2 ILPs do not need this section completed. Transitional students are exited ELs.
3. If changes are needed, click the pencil icon in the Edit column.
4. To add a service, click Add Service.

   Note: An ESL Service Time is required for each day for students not eligible for tailored direct services. An error message will display if there is no service listed for one or more days.

English Proficiency Levels and Goals

1. In this tile users 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.** Users are also able to include observation notes.
2. If the student has a recent ELPA21 data, the data will pull in under **Student Score.** The corresponding current level descriptor will also populate into the modal when the user selects from the options of descriptors. Users do not have to use the pre-loaded descriptors.

Personalized goals can be developed for each domain.

3. Once in the goal modal, after selecting **Add Goal**, selecting the goal area and descriptor the user is able describe the **Current Performance** and add details for the **Goal.** These fields are editable.
4. Indicate progress monitoring method and frequency.
5. The **Initial Date** and **Target Date** will automatically populate to the date fields from the dates entered for the ILP. These dates can be edited as needed by the user (i.e., setting dates to meet the written goal may be a shorter term than all year).
6. Click **Save and Add More or Save and Close** to create a new student goal. The student's score, current, and next level descriptors will appear for reference and populate into ILP.

Accommodations

1. Users will select accommodations by clicking **Add/Edit Accommodations.**
2. Once in the accommodation's modal, the user will select the accommodation(s) as needed by the student, check the academic and testing areas boxes, as well as click **Add Areas** to select the assessments that will have the accommodation(s).
3. If changes are needed, click **Add/Edit Accommodations** to make adjustments to the accommodation section.
4. Optional: Select **Add More** to enter other accommodations. The user will enter the name of other accommodation in the text box provided.

Instructional Scaffolds

1. Check the box for each scaffold provided during classroom instruction and assignments.
2. If changes are needed, use the **checkboxes** to select or unselect the scaffold(s) that will be used for instruction.
3. To add more scaffolds, select **Add More** and a new **Other** field will appear.
4. Select **Save** to ensure instructional scaffolds are saved.

Career Readiness

This section is for students in **grades 4-12 with a 4-12 ILP or T1-T2 only**. Provide responses to the questions and click **Save** when complete. The course of study and grades are optional fields for grades 9-12.

Create ILP Annual Parent Notification Letter

The **Create ILP** tile on the **ILP Process** page allows you to create the notification letter for Continuing and Transitional students. Please remember, the Initial letter is created in the Eligibility tile 3 for new ELs. User will create the final ILP for all plan types in this tile.

1. The **Document Information** section will automatically pull in the **Plan Type**, **Start Date**, and **End Date** from previously provided data in the **ILP Process tile.**
2. Add Additional Team Members if needed.
3. Select if a signature will be required yes/no.
4. If the document language is available and was set to translate, select the box to provide the translated document. Once the document is generated the user will see the translation under documents.
5. Once all steps are complete, select **Display Errors.**
6. Once all errors are corrected, click **Save**.
7. Users will create the continuing or Transitional letter if the ILP is for either of these statuses. Please remember, the Initial letter is created in the Eligibility tile for new ELs.
8. For the last step, the user will start to create the ILP by clicking **Create Draft** to check errors if necessary or **Create** Final to create the finalized ILP (K-3. 4-12, T1, or T2).

Note: Finalizing the ILP will que the system to recognize the student as compliant and display the green compliance symbol if all student events have been generated appropriately. The student history will display all the student events generated by the user.

Quarterly Monitoring

The **Quarterly Monitoring Information** section is for recording general observations on a student's progress. **Recording notes in this tile for quarterly monitoring is optional. This tile is available for all ILP types.**

1. Complete the section Classroom Grades and Observations.
2. To add student progress notes for each quarter, select a **Date** and choose **Yes** or **No** to determine if the student is progressing adequately.
3. Select **Save** and then **Create Monitoring Document.**
4. You can create a **Cumulative Monitoring Document** to include observation notes from multiple quarters or select **Create Quarter 1 Monitoring Document** to only include notes from a specific quarter.
5. This document will appear on the student document page.

Re-Enter ESL

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

a. "Each LEA shall have a written reclassification procedure to be used for exited EL Students

who require re-entry into the ESL program. The LEA shall apply its reclassification procedure if academic or non-academic interventions are unsuccessful."
b. "If a transitional student demonstrates difficulty in the general education classroom or fails to meet ILP benchmarks, academic interventions should be provided by a general classroom teacher or teacher with an ESL endorsement."

1. If a student has transitioned to T1/T2 and may need to be re-entered into ESL services based on the LEAs data-based decision-making process and parent consent, the user will need to **re-enter the student into direct ESL services**. Re-entry into ESL requires screening for eligibility and must have parent consent.
2. Once the student is re-entered, they will need a **new notification letter and 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).

Logging Out

****Always Log Out and Exit the Browser ****

1. Click the **Log Out** tab on the menu bar.
2. After you log out, close your browser.
   - Click on **File** in the upper left-hand corner of your screen and then choose *Exit*.
   - Mac users - Click the ☐ in upper left-hand corner of screen.
   - PC users - Click 'X' in upper right-hand corner of screen.

   Note: If you do not log out and close your browser, anyone can access information in TN Pulse or record information under your log-in name.