

~TIPS IN COMPLETING ILPS~

What is the ILP?

The Individualized Learning Plans are brief narratives that teachers write about their students in order to best ensure that next year's teachers have important information about their learners.

The ILP Form is Available in Qualtrics

English, Math, Science, and Social Studies Teachers for grades K-7 are to complete an Individual Learning Plan form in Qualtrics for each student that they teach. All submissions are due by June 18th.

Click [HERE](#) to Review Overview Guidance for Completing ILPs

As teachers prepare their narratives, standards should be given full consideration in the discussion of achievement, growth and social emotional learning. The standards represent the constant across classrooms.



Individual Learning Plan (ILP) Forms in NBOE



The primary purpose of the ILP is to capture narratives describing each student's academic achievement and growth, as well as social emotional learning (SEL) strengths and needs for the future teacher.



~ILP Completion Tips~

Have the Student ID ready

In order to submit a student's ILP, you must have that student's ID readily available as well as your NBOE user id. Enter your user id exactly as it appears in the beginning of your e-mail address in Outlook as the Qualtrics form is case sensitive. Looking at your user id in Outlook will help you determine if your id is all lowercase or if it begins with uppercase characters.

Draft your student narratives before logging in

Note that only English, Mathematics, Social Studies, and Science teachers have access to this form. You may want to consult with supporting teachers in the preparation of your narratives. It is also important to note that you cannot save and return to a specific student narrative. Once you start an entry for a specific student narrative, you must complete it. In the event that multiple submissions are provided for the same student by the same teacher, the most recent submission will be recorded.

Keep the ILP purpose in mind as you complete the form

ILPs benefit your students' future teacher. They provide an accessible reference for each child's performance. While the ILP can be a component in the body of evidence prepared for a student's cumulative file, it does not include all data required for a cumulative record.

Don't see a student?

Student data in the Qualtrics form will be refreshed twice a week on Wednesdays and Fridays up through the submission deadline.

Don't forget to download a PDF of your responses

At the end of your submission for a student, you will be taken to a screen that allows for the option to download a pdf copy of your responses. If you are able to download this pdf, this confirms that we have a copy of your submission. The capacity to produce aggregate ILP reports from PowerSchool will be available in the upcoming week.

Completion rate reporting will be available by EOD 5/21/21

School level completion rate reports by grade will be posted to each school's OPPET managed Google Folder on Wednesdays and Fridays up through the submission deadline.



SUPPORTING GOOD
DISCUSSION
AMONG
EDUCATORS