

# Annotated Individual Learning Plan (ILP) Oversight Plan

Updated September 9, 2024

## **Purpose:**

The following annotated sections from the [Tennessee State Board of Education English as a Second Language \(ESL\) Rule, Chapter 0520-01-19](#), are to support local education agencies (LEAs) in developing the required district oversight plan for Individual Learning Plans (ILPs).

## **In State Board Rule 0520-01-19-.03 (4)(d)1-8, the following is required:**

(d) Adopt and implement an oversight plan that outlines the development, implementation, and monitoring of ILPs for English learner (EL) students in accordance with this Chapter and the Tennessee Investment in Student Achievement (TISA) guide. At a minimum, ILP oversight plans shall include procedures regarding:

1. The development of ILPs for all ELs within the LEA or public charter school (Note: The rule states that the ILP team must create the ILP):
  - Who is responsible for developing ILPs for ELs?
  - Who is responsible for developing ILPs for Waived (W) students?
  - Who is responsible for developing ILPs for Transition students' in year 1 and year 2 (T1-T2)?
  - Who will be responsible for oversight of ILP implementation?
2. The quarterly monitoring of ILPs:
  - Who will be involved in the monitoring of ILPs?
  - Will monitoring be put into TN PULSE or another platform?
  - Who will monitor ILPs for transition students?
  - How will monitoring of ILPs be communicated between the content teachers and English as a Second Language (ESL) teachers?
3. The provision of intensified support for ELs not meeting growth expectations identified in the ILP:
  - How will intensified supports be provided for students not showing growth based on ILP goals? For example:
    - a. Intervention
    - b. Wrap-around support
    - c. Revisions to goals and expectations
    - d. Other supports as decided by the ILP team
  - Who will provide these intensified supports?
4. Annual review and revision of ILPs by the ILP Team:
  - When will the ILP team meet to review and revise ILPs? (e.g., after the annual English language proficiency assessment (ELPA) or Alternate ELPA scores and TCAP scores are received)
  - Will the ILP team meet in person or virtually?
5. Parental communication and involvement in the ILP process:
  - How will parents be involved in the ILP process?
  - How will the LEA meet translation and interpretation requirements for ILP team meetings if parents are involved? (Note: Please refer to your district procedure for Translation and Interpretation.)

- How will the LEA determine parent communication preferences, including:
    - language,
    - manner of communication, and
    - technology access?
6. The seamless coordination of services and supports for ELs with disabilities and/or Characteristics of Dyslexia:
- What is the LEA's procedure if a student needs wrap-around supports? (Note: This is also an LEA procedure.)
  - How will the LEA include special education teachers, RTI<sup>2</sup> teachers, etc. in ILP development and implementation?
  - How might ILP goals align with Individualized Education Plan (IEP) goals and Individualized Learning Plan - Dyslexia (ILP-D) goals?
7. Training for teachers providing Direct or Indirect ESL Services regarding ILP requirements, development, and implementation:
- When will training be provided to teachers?
  - How will the LEA ensure that newly hired teachers are trained?
  - Who will train teachers?
  - How will the LEA document training participation?
8. The sufficient staffing and resources required to support the development and implementation of all ILPs across the LEA or public charter school:
- Who will ensure the oversight plan is followed? (e.g., division of duties)
  - Who will be responsible for assigning permissions in the TN PULSE platform?
  - Who will be responsible for record transfers and receiving records?
  - Who will communicate with educators regarding the transfer of students?
  - How will the LEA ensure that appropriate staff has access to data and information systems needed for the development, implementation, and monitoring of the ILP?