**Directions on How to Revisit Student’s ILP in Infinite Campus for 2nd Semester**

**In the Spring (April/May) for Codes 1, 2, 4, & 5 (DO NOT Re-Update Previous ILP)**

1. Log into **Infinite Campus**

2. Click on **Search**, select **Student** from the dropdown list and click **go** or hit **enter**.



3. Select an **ESL student** from the list.

4. While you’re on the student’s record, click on the **Index** tab (top left side – next to Search).

 

5. Under **Student Information,** scroll down to **PLP** andclick on **PLP,** then click on **General**.



6. Click on the **Documents** tab



7. Double click on the **Individual Learning Plan** for the current school year or

 highlight and click **Open** (next to the green box with a right arrow)

 *(Make sure you select the ILP for the current school year)*



8. Under **Education Plan:**

* End Date: Enter **the last day of school** (same date as the **Services end Date** - May)
* Click **Save** (next to green box with a floppy disk)

 

9. Once you save it, click on **Goals and Objectives** to the left, click on **New Goal** (next to the green
 box with a + sign).

 

 Under **Goal Editor:**

* Goal Name: Enter **Spring Listening, Spring Reading, etc.** (domains - in the Spring April/May)
* Goal: Click on the **folder** next to the word Goal, you will see a **new screen**
* Click on the **+** (plus sign) next to the folder and the word Goals, you will see the goals, scroll down (if the student achieved their goals, then select the next goal) according to student’s grade and level *(if you pick a wrong goal, select everything in the* ***goal*** *box and hit* ***delete****)*
* Click **Save** (next to the green box with a floppy disk)







 **\*\* Repeat the above steps for the remainder of the domains**

10. To view or print the ILP

* Click on the **Documents** tab
* Select/click on the **Individual Learning Plan**, then click on **Print** (next to the green box with a printer), you will see a new screen with the ILP information.



If you have any questions, please feel free to contact Connie Thao via email at connie.thao@kckps.org or at 627-4387.

**Thank you SO much for all you do!!!**