

POLICY 4020

Individual Learning Plan

- A. An individual learning plan for each student shall be cooperatively developed by the student, the student's parents, and designated school personnel. The plan shall be guided by general requirements and individual student interests and goals. At the elementary level (K-6), this planning will take place in the form of an Individual Learning Plan (ILP). At the secondary level (7-12), this planning will take place in the form of a Plan for College and Career Readiness (PCCR). This planning will include reliable, useful and timely data on student progress and goal setting which will facilitate student success.
- B. Individual Learning Plan (ILP)
1. In grades K-6, ILP conferences shall be held at least twice each year. The first conference will be held near the beginning of the year. The second conference should be held in the late winter or spring. Additional conferences, beyond the minimum, may be held as needed.
 2. Parents and students shall be invited to attend the ILP conferences at a scheduled time and place.
 3. Earnest and persistent effort should be made to insure all parents and students attend each of the ILP conferences.
 4. The Elementary ILP conferences shall include:
 - a. Identified accomplishments and strengths celebrating the student;
 - b. Relevant data about the student's progress;
 - c. Jointly (parents, teacher and student) developed education related goals and sequential steps needed to obtain the goals;
 - d. Student, parent, and educator roles and responsibilities for managing and monitoring student achievement.
- C. Plan for College and Career Readiness (PCCR)
1. The student, student's parent, and school personnel shall cooperatively develop the Plan for College and Career Readiness during the first two years in which the

student is enrolled in grades 7-12 in the LEA. The implementation for the Plan for College and Career Readiness shall include the following conferences (reference [Utah Admin. Rules R277-462-4](#)):

- a. 7th and 8th grades: minimally one individual and one group conference during the two years;
- b. 9th and 10th grades: minimally one individual conference and one group conference during the two years;
- c. 11th and 12th grades: minimally one individual conference and one group conference during the two years; and
- d. other meetings, as necessary.

2. Secondary PCCR conferences shall include:

- a. Recognition of the student's strengths and accomplishments;
- b. Review of relevant data showing the student's educational progress;
- c. The student's Plan for College and Career Readiness plans including job placement and attainment of approved workplace skill competencies when appropriate;
- d. Graduation requirements and identification of post-secondary goals and approved sequence of courses;
- e. Evidence of parent, student, and school representative involvement annually.

D. The school principal is responsible for developing procedures to ensure that a Plan for College and Career Readiness is prepared for every student.