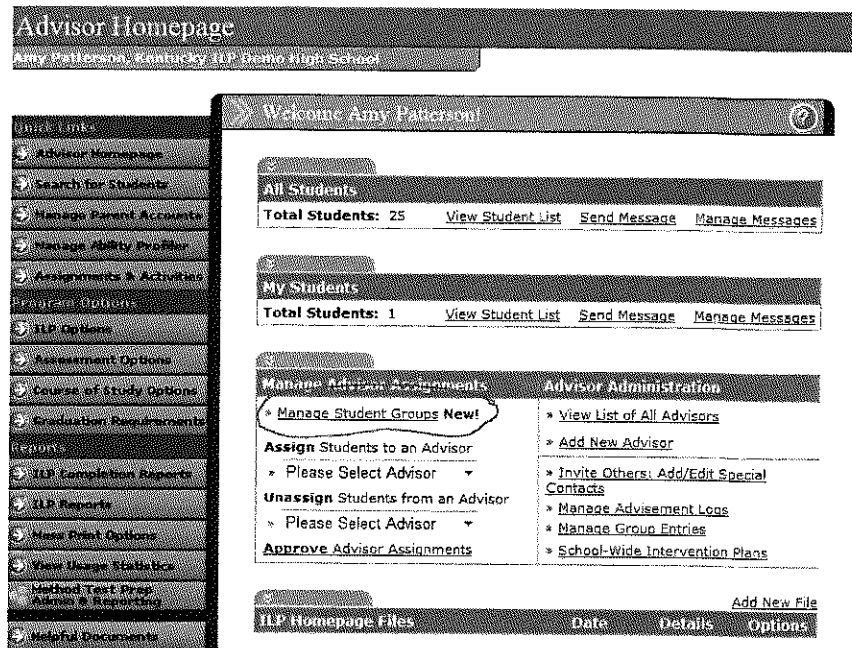


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**APPENDIX D: Instructions for data entry into IC and ILP**

To add the Letter of Intent for Early Graduation to a student's ILP:

1. In the ILP School Tool, create a group for that student.
  - a. Click on Manage Student Groups



- b. Click on the "Add New Group" button.

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**Student Administration**  
 App: Hazardton, Kentucky High School

**Manage Student Groups**

You can create and manage groups of students. These groups can be used to send messages to students, create assignments and activities, assign students to advisors, and search for students.

Group Name	# of Students	Type	Date	Actions
Amir's Gifted Students	2	Shared	09/19/2012	[Icons]
beta club	6	Shared	10/03/2012	[Icons]
Boys Farmers	5	Shared	06/13/2013	[Icons]
cheerleaders for Renee	5	Shared	10/19/2012	[Icons]
Early Graduation 1	1	Private	01/28/2014	[Icons]
FFA	4	Managed	10/04/2012	[Icons]
Football team	7	Shared	07/23/2013	[Icons]
Green leaves	5	Shared	07/22/2013	[Icons]
GT	2	Private	11/15/2013	[Icons]
joes boys	5	Shared	10/24/2013	[Icons]
NavIGc	0	Shared	05/21/2013	[Icons]
Pam's band	8	Managed	10/01/2012	[Icons]
pams girls	4	Shared	02/20/2013	[Icons]
Rain Dancers	7	Shared	02/12/2013	[Icons]
snowboys	4	Shared	10/30/2012	[Icons]
snowgirls	7	Shared	10/16/2012	[Icons]
SNOWWHITES snowflakes	6	Shared	10/02/2012	[Icons]
Woodworking	3	Shared	06/10/2013	[Icons]

**Add New Group**

- c. Name the group Early Graduation with a unique number at the end (i.e. Early Graduation 1, Early Graduation 2, etc.) Each group will only contain one student. Keep type Private.

**Create New Group**

Enter the name for the group and the type of group below, and click on the Add Students button.

**Group Details**

**Group Name** Early Graduation 1

**Type**  Private  Shared  Managed

**Cancel** **Add Students**

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d. Then click on the “Add Students” button.

Create New Group

Enter the name for the group and the type of group below, and click on the Add Students button.

**Group Details**

**Group Name** Early Graduation 1

**Type**  Private  Shared  Managed

Cancel Add Students

e. Search for the student by name or username (SSID) and click View List.

Manage Student Groups

**Add Students to EarlyGraduation1**

Select any of the search criteria below. You will then have the option of which students should be included from the search results. You remove students from the list at any time. To see a complete list click on “View List” without selecting any filters.

**Search Criteria**

**Grade Level** Please select

**Username**

**First Name** irene

**Last Name** murray

**Gender**  Male  Female

**Advisor** Please select

Cancel View List

f. Click the checkbox next to the student’s name and click the “Save and Done” button.

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**Manage Student Groups** 

**Add Students to EarlyGraduation1**

To assign a student to a group, click on the checkbox beside the student's name.

Once you have selected all of the students for this group, click the Save button.

Search Criteria	
Matching Students	1
Grade Level	---
Username	---
First Name	irene
Last Name	murray
Assigned Advisor	---
Gender	---

[Select All](#) | [Deselect All](#)





Select	Name	Username	Grade
<input checked="" type="checkbox"/>	Murray, Irene	1234567890	Grade 9

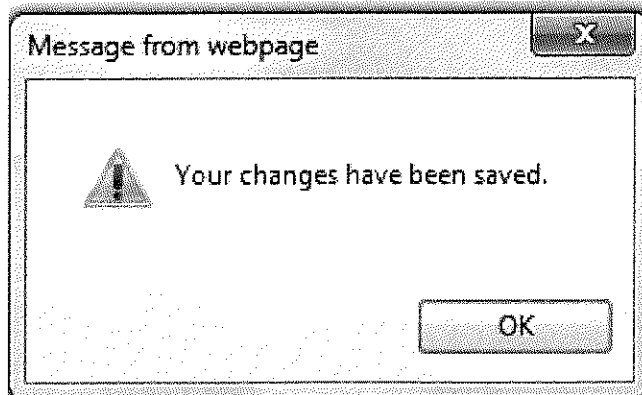
[Select All](#) | [Deselect All](#)





[Back](#)

- g. You should get a confirmation message. Just click OK.











































- h. That will take you back to this page:

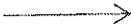
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Your new group should be on the list Ex: Early Graduation 1

**Manage Student Groups**

You can create and manage groups of students. These groups can be used to send messages to students, create assignments and activities, assign students to advisors, and search for students.

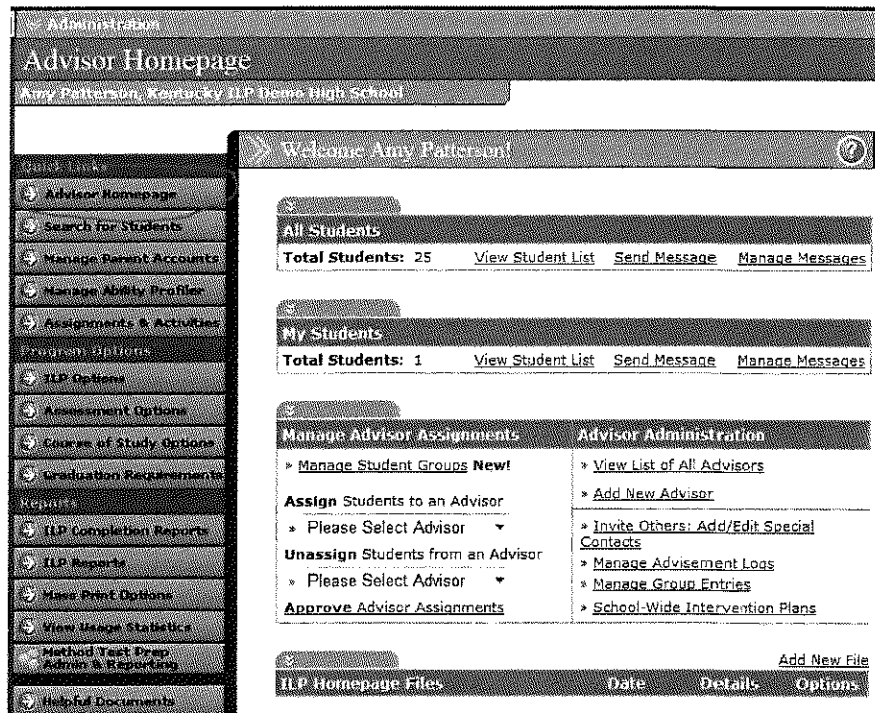
Saved Groups				
Group Name	# of Students	Type	Updated	Options
Amir's Gifted Students	2	Shared	09/19/2012	 
beta club	6	Shared	10/03/2012	 
Boys Farmers	5	Shared	06/13/2013	 
cheerleaders for Renee	5	Shared	10/19/2012	 
Early Graduation 1	1	Private	01/28/2014	 
EarlyGraduation1	1	Private	01/28/2014	 
eg1	1	Private	01/28/2014	 
FFA	4	Managed	10/04/2012	 
Football team	7	Shared	07/23/2013	 
Green leaves	5	Shared	07/22/2013	 
GT	2	Private	11/15/2013	 
joes boys	5	Shared	10/24/2013	 
Navigo	0	Shared	05/21/2013	 
Pam's band	8	Managed	10/01/2012	 
pams girls	4	Shared	02/20/2013	 
Rain Dancers	7	Shared	02/12/2013	 
snowboys	4	Shared	10/30/2012	 
snowgirls	7	Shared	10/16/2012	 
SNowwhites snowflakes	6	Shared	10/02/2012	 
Woodworking	3	Shared	06/10/2013	 



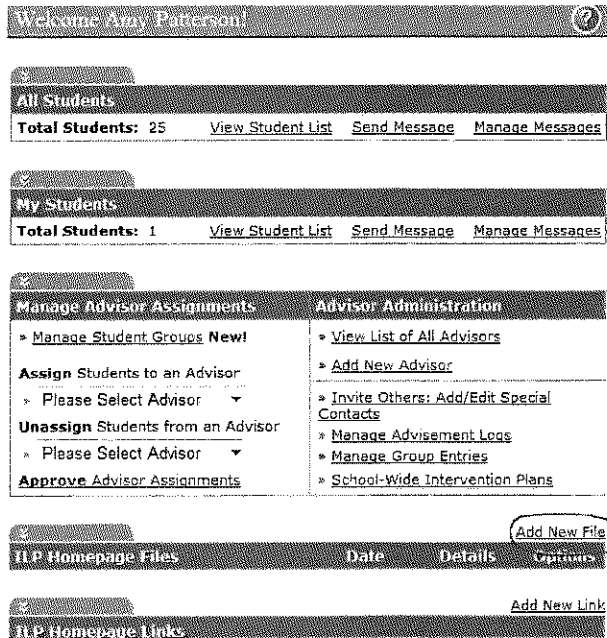
**Add New Group**

2. Scan the signed and completed Early Graduation Intent form into a PDF file on your computer. Add the Early Graduation Intent form to the ILP.
  - a. Go back to the Advisor Homepage by clicking the Advisor Homepage button.

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b. Then click on "Add New File" above ILP Homepage Files.



c. Click on Browse and search for the Early Graduation Letter of Intent on your computer.

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Select All students in this file, only the one student in that file will see their Intent from their personal ILP page.



You can upload documents to the ILP Homepage to make them available to students through their ILPs. Students can then view or save a copy of the files.

**File Information**

File Name  Browse

Label  (Up to 39 characters)

**Who should see this file?**

Select  All students  
 Student Group  
 Specific criteria (see below)

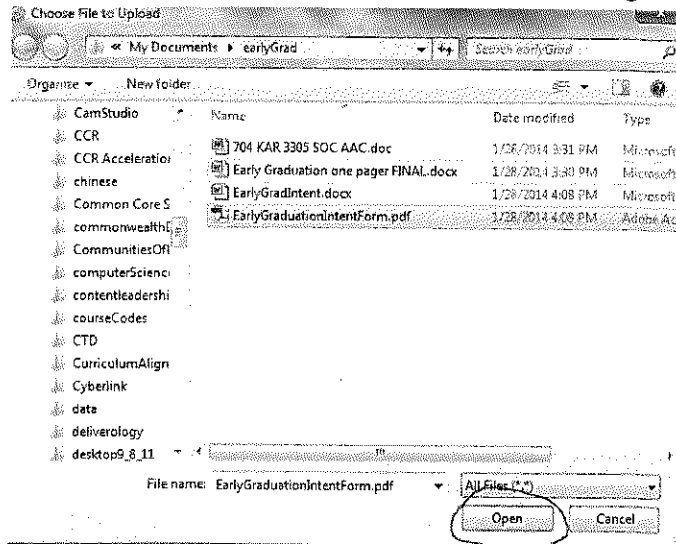
Students  Your Students

Gender  Male  
 Female

Grade  6th Grade  
 7th Grade  
 8th Grade  
 9th Grade  
 10th Grade  
 11th Grade  
 12th Grade

Cancel Save

d. Click on the file, and then click the Open button in the dialog box.



e. Label the file with the student's name and "EG" after it to signify Early Graduation (i.e. Irene Murray EG). Then click Save.

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**Add New File** ?

You can upload documents to the ILP Homepage to make them available to students through their ILPs. Students can then view or save a copy of the files.

**File Information**

**File Name**  [Browse](#)

**Label**  (Up to 39 characters)

**Who should see this file?**

**Select**

- All students
- Student Group  

Please Select
- Specific criteria (see below)

---

**Students**  Your Students

**Gender**

- Male
- Female

**Grade**

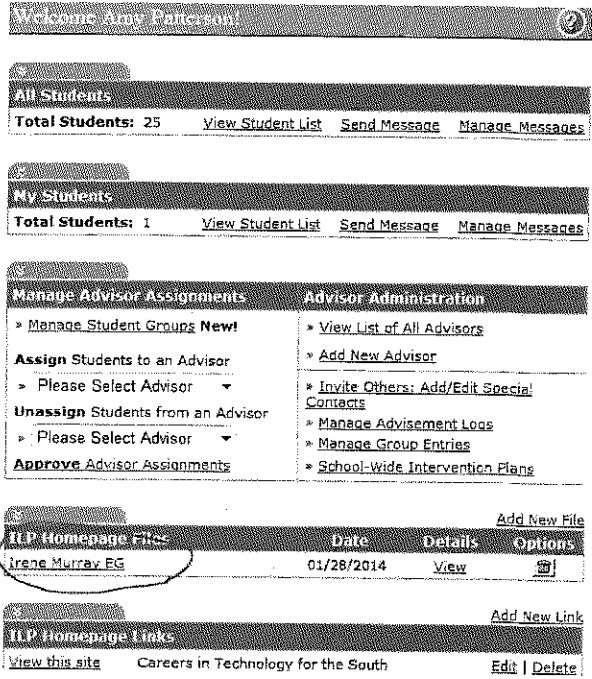
- 6th Grade
- 7th Grade
- 8th Grade
- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade

Choose student group you created that includes this student. This allows only that one student to view their intent form.



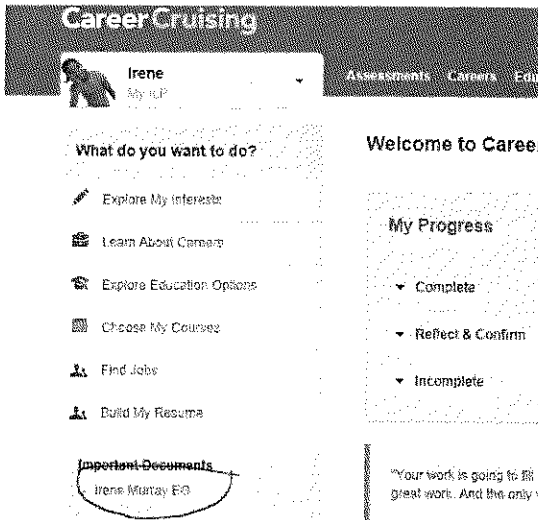
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f. This will take you back to the Advisor Homepage and you will see the file in your ILP



homepage files.

3. This file will go with the student if he or she changes schools within Kentucky. The screen shot shows how the student can see the Intent in their ILP.



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**Tracking Early Graduation participants in Infinite Campus**

To add a program flag to a student who meets the criteria for participation in Early Graduation and has a completed Letter of intent loaded in the ILP, go to:

Student Information>General and search for the student.

- Select the appropriate student from the search results displayed
- Click on the Flags tab
- Click New and enter the appropriate information to flag the student

**Program Flag – Intent for Early Graduation**

Student Flag Detail			
*Flags		This image will display next to the student's name	
IEG: Intent for Early Graduation			
*Start Date	End Date	Eligibility Start Date	Eligibility End Date
08/26/2013		08/26/2013	
User Warning			
Participation Details			
Description			

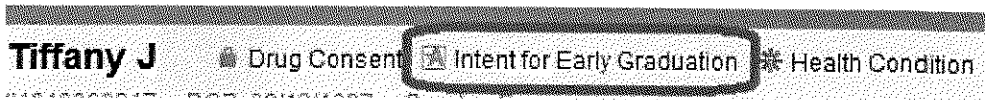
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**Start Date:** Start date for student to enter participation as an Early Graduate: flag to display on student record

**Eligibility Start Date:** Date of approval (all signatures complete and the Letter of Intent loaded into ILP) for student to begin Early Graduation pathway.

Early Graduation regulation states student participation in Early Graduation be entered into the ILP and IC no later than October 1 of the academic year they make the declaration.

Once the information has been entered, click Save. The flag will appear next to the student's name in the header row based on the start date assigned.



**If the student successfully completes Early Graduation, there is nothing else you need to add to IC. Their G code for graduation will serve as a marker for the end of their high school career.**

**If the student exits participation in Early Graduation, additional information must be added to the Student Flag Detail record.**

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Student Flag Detail			
*Flags		This image will display next to the student's name.	
IEG: Intent for Early Graduation			
*Start Date	End Date	Eligibility Start Date	Eligibility End Date
08/26/2013		08/26/2013	03/05/2014
User Warning			
Participation Details			
Exit Reason: Athletics			
Description			

**End Date:** End date for flag to display on student record

**Eligibility End Date:** Date student exits participation in Early Graduation pathway (Remove Letter of Intent from ILP)

**Participation Details:** Enter reason for exiting participation in early graduation. Utilize reasons below, additional information can be found in the Guidance Document.

- Voluntary Academic
- Voluntary Financial/Scholarships
- Involuntary Academic
- Health
- Athletics

Once this information has been entered, click Save. The flag will no longer appear next to the student's name in the header row based on the end date assigned.