

Personal Literacy Plan (PLP) Data Collection 2011-2012

With the change in the Personal Literacy Plan (PLP) collection last year and the development of the Instructional Management System in the near future, the idea of PLP record keeping on individual students seems to be close to a reality. The switch from submitting an Excel document to uploading the student level data into the eRIDE Enrollment Census is one of the in between steps that was needed.

To capture all the efforts made throughout the LEA in PLP implementation from September 2011 to the February 1, 2012 reporting, we need to revise the protocol for this school year.

As you know, eRIDE does not transfer student information from one year to the next so we have outlined the following process for you. You will need to begin with your 2011 End of Year (EOY) PLP data collection point that was submitted in June 2011.

Step 1 to be completed by October 31, 2011

1. Extract the “active” students (those who are continuing with PLPs in the fall **and** those who are reading less than one year below grade level in grade 6-12) from the June data. This will allow each district to begin with a list that excludes:
 - a. students who completed the program,
 - b. students who moved out of district, and
 - c. students who graduated from high school.

While this “active” list will not represent your enrollment in September, it will account for every student that should have been enrolled in your LEA in the Fall.

2. Students who have moved over the summer will need to be deleted next. This will form your **initial list** for the 2011-2012 school year. If you do not delete these students prior to your upload, they will be listed as errors during the validation process. **NOTE:** Enter the program start date as the first day of the current school year for every student on the initial list.
3. Upload the **initial list** into the eRIDE data collection system by the October 31, 2011 deadline. This upload will ensure that all the previous year students will be included.

Please note: The **initial list** upload is required however, the superintendent sign-off is **not** expected for this upload.

Step 2 to be completed by February 1, 2012

1. Please review instructions here before starting this step:
http://www.ride.ri.gov/Instruction/DOCS/documents/Directions_for_Completing_the_PLP_Upload-9_2011.pdf
2. Using the **initial list**, update your files:
 - a. add any new students with PLPs to the file, including Kindergarten students
 - b. complete program end dates and codes for students who completed the program, students who moved out of district, and students who have changed from code 1521 to 1520
 - c. continue to include students who are coded 1520 until they are reading on grade level.

This will record **all** the reading supports that have been given to **every** student from September to February regardless of movement out of district or completion the program.

3. Upload the 2011-2012 PLP data into the eRIDE data collection system by the February 1, 2012 deadline.
4. Submit (fax or email) a copy of the PLP Report with Superintendents sign-off by February 2, 2012.

Step 3 to be completed by the end of the school year (EOY)

1. Please review instructions here before starting this step:
http://www.ride.ri.gov/Instruction/DOCS/documents/Directions_for_Completing_the_PLP_Upload-9_2011.pdf
2. Using the **February 1, 2012 list**, update your files:
 - a. add any new students with PLPs to the file
 - b. complete program end dates and codes for students who completed the program, students who moved out of district, and students who have changed from code 1521 to 1520
 - c. continue to include students who are coded 1520 until they are reading on grade level

Please note: Program end dates and program status are **not** needed for students who will be continuing with PLPs the following year.

3. Upload the EOY PLP program collection into the eRIDE data collection system by the EOY.
4. Submit (fax or email) a copy of the PLP Report with Superintendents sign-off by June 29, 2012.

For program related questions please contact Diane Girard at diane.girard@ride.ri.gov or 222-8479.
For technical questions please contact the eRIDE HelpDesk at helpdesk@ride.ri.gov or 222-8400.