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.

   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.

d. Then click on the "Add Students" button.

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

f. Click the checkbox next to the student's name and click the "Save and Done" button.

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

Save & Add More   Save & Done

Select	Name	Username	Grade
☑	Murray, Irene	1234567890	Grade 9

Select All | Deselect All

Save & Add More   Save & Done

Back

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

Message from webpage   X

⚠ Your changes have been saved.

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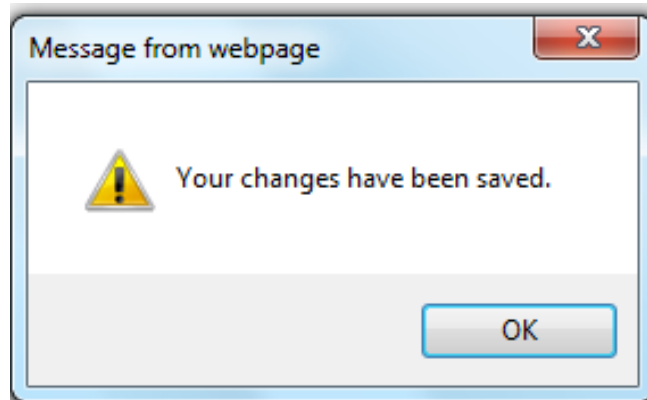
h. That will take you back to this page:

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

> Manage Student Groups   ⑦

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 ⑦	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 leafs	5	Shared	07/22/2013	📝 🗑
GT	2	Private	11/15/2013	📝 🗑
joes boys	5	Shared	10/24/2012	📝 🗑
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.

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

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
- ○ 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.
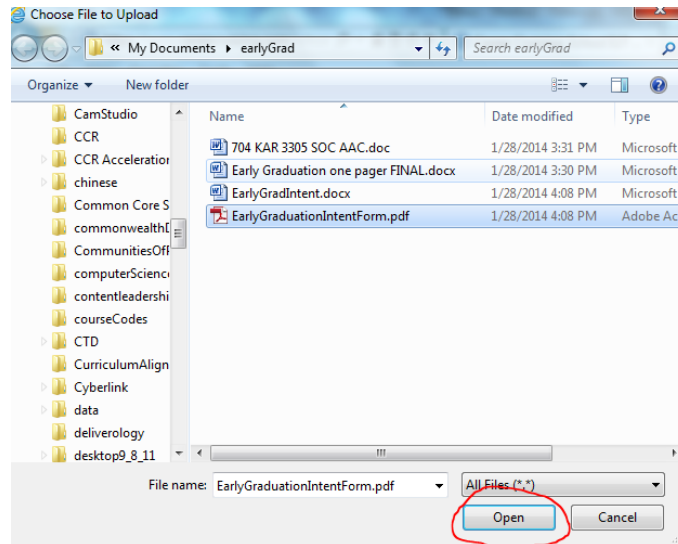
e. Label the file with the student's name and "EG" after it to signify Early Graduation (i.e. student name EG). Be sure you select Student Group, and the name of the group you created for that one student under "Who should see this file?". Then click Save.

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.

Career Cruising

Irene
My ILP

Assessments   Careers   Edu

What do you want to do?

✏️ Explore My Interests

💼 Learn About Careers

🎓 Explore Education Options

🔲 Choose My Courses

👥 Find Jobs

👥 Build My Resume

Important Documents
· Irene Murray EG

Welcome to Career

My Progress

▾ Complete

▾ Reflect & Confirm

▾ Incomplete

"Your work is going to fill
great work. And the only