Student Support Services Overview

At ICJA, we are committed to supporting every student's academic and emotional success. We offer two types of support plans designed to meet individual needs and ensure access to a meaningful educational experience.

Individual Learning Plan (ILP)

An Individual Learning Plan (ILP) provides a comprehensive framework for supporting a student's academic growth and social-emotional well-being. The ILP is collaboratively developed by the school, student, and family to outline:

- The student's background, strengths, and areas of need
- Specific accommodations that promote learning and confidence
- Individualized goals that guide progress and growth

Acceptable Documentation:

Current (within the past 3 years) neuropsychological evaluation that includes:

- Measures of intelligence (e.g., WISC-IV)
- Academic achievement measures (e.g., WJ-IV, WIAT-IV, or KTEA-3)
- Psychosocial/developmental history
- Relevant medical and educational background
- A clear diagnosis, description of functional limitations, and recommendations for the academic environment
- Professional credentials of the evaluator, including licensure or certification, education, and areas of specialization
- OR a full public school district academic evaluation with results of assessments conducted.

Note: Additional testing may be requested if a student's needs are not fully addressed by district evaluations.

Student Service Plan (504)

A Student Service Plan (504) is reserved for exceptional circumstances in which a student's documented, significant medical or psychological needs require formal accommodations beyond the school's typical supports. These plans are developed infrequently and on an individual basis to ensure access to education.

Acceptable Documentation:

- A letter from a licensed medical provider or psychologist/psychiatrist that includes the diagnosis and recommendations for school accommodations, or
- A current IEP or 504 from the student's public school district

Note: Additional testing may be requested if a student's needs are not fully addressed by these documents.

Available Support Services

Student Support Coordinators: Each student with an ILP or 504 is paired with a support coordinator from Academic Services or Social Services. The support coordinator works with the student, teachers, and family to ensure communication and support.

Support Periods: Support periods may be built into the student's schedule to provide direct support, based on the student's identified level of need. These periods are designed to help students manage their workload, strengthen skills, and develop strategies for success. Typically, they replace free periods to make the best use of the student's schedule.

ILP Procedures and Timeline

For New Students (Prior to the Start of the School Year):

- Required documentation should be submitted to Academic Services by August 1.
- Documentation received after this date will be reviewed as quickly as possible, though accommodations may not be ready for the start of the school year.
- Academic Services will contact parents to schedule an ILP meeting prior to the start of the school year.
- The ILP meeting includes at least one parent and the student.
- Following the meeting, an ILP document is created and accommodations are implemented for the start of the school year.
- Support periods may be added to the student's schedule based on the identified level of need.
- The frequency of support periods and the coordinator assignment may be adjusted to ensure the student receives the appropriate level of assistance.

For Current Students Who Are Newly Diagnosed:

- Required documentation should be submitted to Academic Services.
- Academic Services will contact parents to schedule an ILP meeting.
- The ILP meeting includes at least one parent and the student.
- After the meeting, an ILP document is created and accommodations are implemented.
- Support periods may be added to the student's schedule based on the identified level of need.
- Documentation will be reviewed as quickly as possible, but it may take up to two weeks to determine and implement accommodations.

College Entrance Exams

Accommodations for the ACT, SAT, and AP exams are determined by the testing agencies. Academic Services collaborates with the College Guidance Department to submit accommodation requests. Parents of students under 18 must provide written consent for ICJA to release information to testing agencies.

For More Information

Contact Mrs. Marisa Loebmann, Director of Academic Services

Email: mloebmann@icja.org

Phone: (773) 973-1450 x148