



Process Name: ILP Review Process	Date Created: May 2011
Created By: HQC	Review/Revision Date:

- Prior to submission for HQC review, the following items will be verified complete by the RC:
 - ✓ Complete Budget
 - ✓ Curriculum Listed or Course Description
 - ✓ Grading System Listed
 - ✓ Learning Relationship (person issuing grade)
 - ✓ List Name of Educator (if applicable)
 - ✓ Credit Hours
 - ✓ ICAP for High School Learners
 - ✓ Measurable Goal including DOGS that will be submitted
 - ✓ Syllabus/Table of Contents/Scope and Sequence is loaded if available
 - ✓ Curriculum is grade/academically appropriate for learner
- When the ILP is complete and ready for review, the RC will email their HQC with the Learner name.
- The HQC will review the ILP for complete Learner appropriate information. If there are questions for other HQC specialties, the HQC will address them with the appropriate colleague.
- The following schedule for submission will let the RC know when they should expect a reply.

Funding Month	ILPs submission	Notification from HQC
August	July 25	August 1
September	August 25	September 1
October	September 23	September 30
January	December 9	December 16
February	January 25	February 1

- The HQC will review the Learner’s ILP for the above items and note any additional questions in the Learner’s Documentation Log. If there are questions or corrections to be made, the HQC will email the RC. When questions/changes have been addressed in the Documentation Log the RC will again email the HQC for review.
- When the ILP is approved, the HQC will note the date in ILP Approval box in the Learner Database System.