

JULY 2023

- ✓ 7/01/23 -- Beginning of fiscal year 2023-2024
- ✓ 7/01/23 -- Personnel Approval Correction Period Begins
- ✓ 7/04/23 -- Harrisburg Project closed in observance of Independence Day
- ✓ 7/10/23 -- Attend Fund Code B Training
- ✓ 7/15/23 -- Excess Cost Fund Code X Approvals due
- ✓ 7/16/23 -- Excess Cost Fund Code X Claims Correction Period Begins
- ✓ 7/31/23 -- Fund Code DEF Regular Term Claims Corrections Due
- ✓ 7/31/23 -- Excess Cost Fund Code X Claims Corrections Due
- ✓ 7/31/23 -- All Fund Code Approvals Due (Excluding Fund Code B)
- ✓ 7/31/23 -- Personnel Approval Corrections Due
- ✓ 7/31/23 -- Indicators 11 & 13 Due



Reports to Review for July:

- ☐ Student Reminders Report – Alpha Students Turning 10 This School Year (Update Primary Disability)
- ☐ Student Reminders Report – Alpha Students Turning 14 ½ This School Year (Indicator 13)
- ☐ Student Reminders Report - Alpha Students Turning 15 This School Year (End Approval Record for Elementary District)
- ☐ SIS vs I-Star Alignment Report – Obtain report from a SIS administrator
- ☐ Student Approval Errors Listing
- ☐ Student Claim Errors by Resident District and Serving School – Funds DEF Regular Term
- ☐ Student Claim Errors by Resident District and Serving School – Funds X

July Tasks:

- ☐ Create approval records for ALL students who were initially evaluated during the current school year, even if not receiving services. (This includes Fund N & U that will not begin special ed services until the new school year.)
- ☐ Make sure all students who received services in the school year have an approval record created
- ☐ Enter end date/exit codes for graduates and/or students not returning to district
- ☐ Review students with exit code 10 - Fund N record required
- ☐ Enter Fund Code DEF Regular Term student costs and claim data
- ☐ Enter Fund Code X student costs and claim data
- ☐ Enter Personnel Approval error corrections

AUGUST 2023

- ✓ 8/01/23 -- ISBE to create 2023-2024 school year in I-Star
- ✓ 8/01/23 -- Attend Start New Year Training in I-Star (2nd session available on 8/24/23)
- ✓ 8/01/23 -- Complete Mass Change once 22-23 school year is available
- ✓ 8/07/23 -- Attend Fund Code B Training (Repeat Session)
- ✓ 8/22/23 -- Attend I-Star New User Training
- ✓ 8/15/23 -- Fund Code B Approvals & Claims Due (Combined Regular/Summer Term Claim)
- ✓ 8/16/23 -- Fund B Claim Corrections Begins (Regular & Summer Term)
- ✓ 8/24/23 -- Attend Start New Year in I-Star (Repeat Session)
- ✓ 8/31/23 -- Attend LEA List Maintenance at 9AM
- ✓ 8/31/23 -- Indicator 14 Data Due for Selected Districts

Reports to Review for August:

- ☐ Student Approval Errors Listing
- ☐ Student Claim Errors by Resident District and Serving School – Fund B

August Tasks:

- ☐ Complete Mass Change in 2023-2024
- ☐ Enter Fund Code B student costs and claim data
- ☐ Delete students that rolled over who are not returning to the district in 2023-2024

SEPTEMBER 2023

- ✓ 9/04/23 -- Harrisburg Project closed in observance of Labor Day
- ✓ 9/15/23 -- Fund B Approval Corrections Due
- ✓ 9/12/23 -- Attend Training for Caseloads in I-Star (9AM)
- ✓ 9/30/23 -- Fund B Claim Corrections Due



Reports to Review for September:

- ☐ Alpha Students Turning 14 ½ This School Year (Indicator 13)
- ☐ Alpha Students Turning 10 This School Year (Update disability)
- ☐ Student Approval Errors Listing
- ☐ Student Claim Errors by Resident District and Serving School – Fund B

September Tasks:

- ☐ Create Student Approvals for new students
- ☐ Update Student Approval records for changes in services
- ☐ Delete Student Approval records for students who did not enroll for the current school year
- ☐ Enter End Dates & Reasons for Exit
- ☐ Enter Fund Code B Tuition Costs

OCTOBER 2023

- ✓ 10/02/23 – Deadline to complete Mass Change
- ✓ 10/09/23 – Harrisburg Project closed in observance of Indigenous Peoples' Day
- ✓ 10/10/23 – Attend Summer Term Orphanage Claims Training (9AM) (2nd date available)
- ✓ 10/16/23 – Exit data due for 2022-2023 school year
- ✓ 10/17/23 – Attend Indicator 11 & Fund Code U Training (1:30PM)
- ✓ 10/24/23 – Attend Summer Term Orphanage Claim Training (9AM) (Repeat Session)



Reports to Review for October:

- ☐ Student Missing Exit Data
- ☐ Student Approval Errors Listing

October Tasks:

- ☐ Make Student Approval records for new students
- ☐ Update Student Approval records for changes in services
- ☐ Delete Student Approval records for students who did not enroll for the current school year
- ☐ Enter end date & reason for exit
- ☐ Contact Harrisburg Project for any staff changes/updates to District Contacts

NOVEMBER 2023

- ✓ 11/01/23 – Fund DEF Summer Term Approvals & Claims Due
- ✓ 11/01/23 – Special Education Room and Board Claims Due in I-Star
- ✓ 11/07/23 – Attend Reports in I-Star Training (9AM)
- ✓ 11/10/23 – Harrisburg Project closed in observance of Veteran's Day
- ✓ 11/14/23 – Attend Website Navigation Training (9AM)
- ✓ 11/22/23 – 11/24/23 -- Harrisburg Project closed for Thanksgiving Break



Reports to Review for November:

- ☐ SIS vs I-Star Alignment Report – Obtain report from SIS administrator
- ☐ Student Approval Errors Listing
- ☐ Student Claim Errors by Resident District and Serving School – Funds DEF Summer Term

November Tasks:

- ☐ Make Student Approval records for new students
- ☐ Update approval records for changes in services in preparation for the December 1 child count
- ☐ Enter Fund Code DEF Summer Term student costs and claim data

DECEMBER 2023

- ✓ 12/01/23 – Attend Student Approvals Refresher Training (9AM)
- ✓ 12/22/23 - 01/01/24 – Harrisburg Project closed for Christmas Break

December Tasks:

- ☐ Ensure all students are entered into I-Star in preparation for December 1 Child Count

JANUARY 2024

- ✓ 1/01/24 – Harrisburg Project closed for New Year
- ✓ 1/12/24 – Begin checking preliminary Child Count Snapshots
- ✓ 1/15/24 – Harrisburg Project closed in observance of Martin Luther King Jr. Day
- ✓ 1/12/24, 1/19/24, 1/26/24 – Preliminary Child Count Snapshots
- ✓ Student Reimbursement Computation Reports in I-Star



Reports to Review for January:

- ☐ SIS vs I-Star Alignment Report – Obtain report from SIS administrator
- ☐ Student Approval Errors Listing
- ☐ Child Count Snapshot by Resident District

January Tasks:

- ☐ Ensure all students are entered into I-Star in preparation for December 1 Child Count
- ☐ Check Possible Youth in Care Tab to help identify students who should have an approval record in I-Star and/or coded with a Fund Code D, E or F

FEBRUARY 2024

- ✓ 2/02/24, 2/09/24, 2/16/24 – Preliminary Child Count Snapshots
- ✓ 2/19/24 – Harrisburg Project closed in observance of Presidents' Day
- ✓ 2/21/24 – December 1 Child Count Due in I-Star
- ✓ 2/22/24 – 3/7/24 – Final verification and cleanup of December 1 approval records by ISBE



Reports to Review for February:

- ☐ Child Count Snapshot by Resident District

February Tasks:

- ☐ Make additions/corrections to Student Approval records – Child Count Closes
- ☐ Check Possible Youth in Care Tab to help identify students who should have an approval record in I-Star and/or coded with a Fund Code D, E or F

MARCH 2024

- ✓ 3/08/24 – District Administrator Certification of Dec. 1 Child Count Opens
- ✓ 3/21/24 – ISBE Announces Districts Responsible for Submitting Indicator 14 Data
- ✓ 3/22/24 – District Administrator Certification of December 1 Child Count in I-Star Closes
- ✓ 3/29/24 - 4/01/24 – Harrisburg Project Closed in observance of Easter



Reports to Review for March:

- ☐ District Superintendent completes Child Count Certification
- ☐ Student Approval Errors Listing
- ☐ Alpha Students Turning 14 ½ This School Year (Indicator 13)
- ☐ Alpha Students Turning 10 This School Year (Update disability)

March Tasks:

- ☐ Make additions/corrections to Student Approval records – Child Count Closes
- ☐ District Superintendent completes Child Count Certification
- ☐ Check Possible Youth in Care Tab to help identify students who should have an approval record in I-Star and/or coded with a Fund Code D, E or F

APRIL 2024

- ✓ Verified Dec. 1 Child Count data reported to OSEP will constitute the state's official 2023-24 Special Education count
- ✓ 4/01/24 – Harrisburg Project Closed in observance of Easter



Reports to Review for April:

- ☐ Student Approval Errors Listing
- ☐ Student Indicator Errors
- ☐ Annual Review In Date Order (if tracked in I-Star)
- ☐ Reevaluation In Date Order (if tracked in I-Star)

April Tasks:

- ☐ Review Un-Reported tab to be sure all students receiving services have an approval record
- ☐ Review Possible Youth in Care Tab to ensure all students are correctly reported by YIC deadline
- ☐ Create personnel approval records for staff working with special education students
- ☐ Delete staff that have not worked during the current school year
- ☐ Check Possible Youth in Care Tab to help identify students who should have an approval record in I-Star and/or coded with a Fund Code D, E or F
- ☐

MAY 2024

- ✓ 5/01/24 – Orphanage Approvals (Fund Codes D, E & F) due in I-Star for any student records with a begin date of 3/1/23 or prior
- ✓ 5/01/24 – 08/31/24: Survey window opens for SPP 14
- ✓ 5/27/24 – Harrisburg Project closed in observance of Memorial Day
- ✓ TBA – Attend Funds DEF Regular Term Claims Webinar
- ✓ **Last day of Pupil Attendance – District Final School Year Calendar is Due** - Ensure districts have correctly submitted the Final Public School Calendar via IWAS reflecting any Emergency Days or other changes to the previously approved calendar as this could affect Indicator 11 calculations



Reports to Review for May:

- ☐ Student Approval Errors Listing
- ☐ Student Indicator Errors
- ☐ All Personnel

May Tasks:

- ☐ Ensure SIS has entered ESY enrollments to match I-Star
- ☐ Communicate with SIS administrator regarding students attending ESY. Enrollments should remain open to allow for summer school enrollment dates
- ☐ Delete staff members who have not worked during the current school year
- ☐ For students attending ESY, make sure the Term is listed as Both (Fund Codes A, B, K, L, P, X); Fund Codes DEF require a Regular Term Record & a Summer Term Record
- ☐ Review Un-Reported Tab to be sure all students receiving services have an approval record
- ☐ Begin building programs for Fund Codes E & X

JUNE 2024

- ✓ 6/14/24 – Orphanage Regular Term (Fund Codes D, E, and F) approvals/claims due in I-Star
- ✓ 6/15/24–7/01/24: Data corrections window opens for Orphanage Regular Term (Fund Codes D, E, F) Approvals
- ✓ 6/15/24–7/31/24: Data corrections window for Orphanage Regular Term (Fund Codes D, E, F) Claims
- ✓ 06/19/24 – Harrisburg Project closed in observance of Juneteenth
- ✓ 6/30/24 – **NEW!** Interpreter Data Collection is closed
- ✓ TBA – Attend Funds DEF Regular Term Claims Webinar
- ✓ TBA -- Attend Fund X Claims Webinar
- ✓ TBA -- Attend End of Year Webinar



Reports to Review for June:

- ☐ Ensure SIS has entered ESY enrollments to match I-Star
- ☐ Student Claim Errors by Resident District and Serving School – Funds DEF
- ☐ Student Approval Errors Listing – Funds DEF
- ☐ SIS vs I-Star Alignment Report- ensure all students receiving special education are entered into I-Star and/or SIS

June Tasks:

- ☐ Review Un-Reported tab to be sure all students receiving services have an approval record
- ☐ Create personnel approval records for staff working with special education students
- ☐ Delete staff that have not worked during the current school year
- ☐ Communicate with SIS administrator regarding students attending ESY. Enrollments should remain open to allow for summer school enrollment dates
- ☐ Enter end dates for graduating students
- ☐ For students attending ESY, make sure the Term is listed as Both (Fund Codes A, B, K, L, P, X); Fund Codes DEF require a Regular Term Record & a Summer Term Record
- ☐ Ensure districts have correctly submitted the FINAL Public School Calendar via IWAS reflecting any emergency days or other changes to the previously approved calendar