

December 1st Child Count:

Per Section 2-3.30 of the School Code, Special Education Funding And Child Tracking System (FACTS) is the system for collecting all students with disabilities who are reported to the federal government. Students reported must be eligible to receive services or be in a special education program receiving direct or related services approved by a public school district on December 1, 2016, be at least age 3 through age 21, inclusive (i.e., through the day before the student's 22nd birthday) (see 34 CFR 300.101(a)), and have an individualized education program (IEP) or individualized services plan (ISP) in place. It is critical that all students with disabilities who are receiving services as of December 1 each year are reported accurately under the Individuals with Disabilities Education Act (IDEA).

Before you attempt to clean up any disapproved records, please click on the Recheck Edits on your student approval page in I-Star.

Below are some of the common errors that we are seeing in I-Star that need to be resolved and some tips on resolving them:

<u>Error Code</u>	<u>Error Description</u>
F-050	No Student Enrollment Information Found in SIS
What does this mean?	SIS does not have an active enrollment for this student
What do I do?	SIS personnel at the district need to create an active SIS enrollment for the student or remove the student record from I-Star if the student is not receiving services. If the student has already been enrolled by another entity, contact Jamie Johnson at ISBE for a manual override in I-Star.
F-145	Student Not Found in SIS for Resident RCDT
What does this mean?	The first 11 digits of the SIS Resident RCDTS does not match the RCDT you are reporting for Resident District in I-Star.
What do I do?	If SIS is correct, then the Resident District in I-Star needs to be adjusted. If I-Star is correct and the current enrollment in SIS needs to be corrected, then the Resident RCDTS in SIS needs to be corrected to match the FACTS record. The current enrollment must be marked erroneous and the student must be re-enrolled with the corrected district. If the student has already been enrolled by another entity, then contact Jamie Johnson at ISBE for a manual override in I-Star.
F-146	Student not found in SIS for Serving RCDT
What does this mean?	The SIS Serving RCDTS field needs to match the RCDTS for the Serving School in I-Star and/or the SIS Service Provider need to match the first 11 digits of the I-Star Serving District.

What do I do? If SIS is correct, then the Serving District needs to be adjusted to match SIS. If I-Star is correct and the current enrollment in SIS needs to be corrected, then either the Serving RCDTS or the Service Provider in SIS needs to be corrected to match the FACTS record. The Service Provider may be corrected in SIS on the current enrollment. To change the Serving RCDTS, the current enrollment must be marked erroneous and the student must be re-enrolled with the corrected district. If the student has already been enrolled by another entity, then contact Jamie Johnson at ISBE for a manual override in I-Star.

F-147 **Begin Date is too early for SIS Enrollment**

What does this mean? The FACTS begin date in I-Star is before the enrollment start date in SIS.

What do I do? If SIS is correct, then adjust the begin date in I-Star. If I-Star is correct and the current enrollment in SIS needs to be corrected, then the begin date in SIS needs to be corrected to match the FACTS record. The current enrollment must be marked erroneous and the student must be re-enrolled with the correct begin date. If there are multiple records that need to be corrected to the same date, please contact SIS help desk at 217-558-3600 for assistance.

F-149 **Student Not Found in SIS for Private Facility RCDT (Fund B/F only)**

What does this mean? The SIS Service Provider field needs to match the Private Facility I-Star.

What do I do? If SIS is correct, then the Private Facility needs to be adjusted to match SIS. If I-Star is correct, the Service Provider needs to be adjusted to match the FACTS record.

January 31, 2018 is the deadline to have all December 1, 2017 child count information correctly entered in I-Star (i.e. records in approved status).

Please work with your district SIS staff to make corrections for the errors above. PLEASE NOTE: If the SIS enrollment that should be corrected is NOT the current enrollment, then SIS will not be able to make corrections and a manual override in I-Star will be required. Jamie Johnson can be reached at ISBE at 217-782-5256.

If you have questions on how to resolve these (or other) errors, please contact Harrisburg Client Support via telephone at 1-800-635-5274 or via email at support@hbug.k12.il.us.