



Transportation & Events Overview



PRESENTED BY: HARRISBURG PROJECT



Transportation Overview

Purpose of using the Transportation:

1. Print reports for Bus Company
2. Track the Student's Transportation Schedule, Special Need, and Billing Information





Transportation

Approvals and Claims

IEP

Student

Approvals

Personnel

Claims

To add the student's transportation information, you will first need to search for the desired student from the *Student Approvals Filter*.

Home Approvals and Claims IEP Admin Goal Mgmt Facility Search IEP Quality Reports User Guide Recent Updates

Approvals Claims Programs Upload Files Case Load Definition

Reported Un-Reported Possible Youth In Care

Student Approvals Filter

Student SIS ID: Last Name: First Name: School Year: 2020-2021 Status: Grade: Term: Related Services: EE Code: Local District ID: DOB:

Show only Out of District: Resident District: Resident School: Select district to load schools Serving District: Serving Schools: Disability: Fund: Program: Reimbursement Status: Class Teacher: Class Name: Events:

Search Clear Search Redcheck Edit Export to Excel Export using Import Format

Student Approvals (0 / 100)



Transportation

Once you have located the student, you will need to select the student's profile.

To select the Student Profile, click the student profile icon under the **Actions** column located to the left of the Student's Name.

Within the Student Profile, you can enter:

- Transportation
- Notes
- Events

Actions	Ind	Student Name
	11 13	Martin, DemoLangdon Dwight

(Page 1 of 1)

Transportation

Next, click the Transportation box to enter the student's special transportation information.



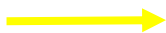
Transportation

Use this to modify transportation for this student.

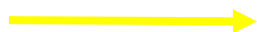
Transportation

This will allow you to add the following information :

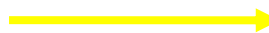
Transportation Schedule



Special needs



Billing History



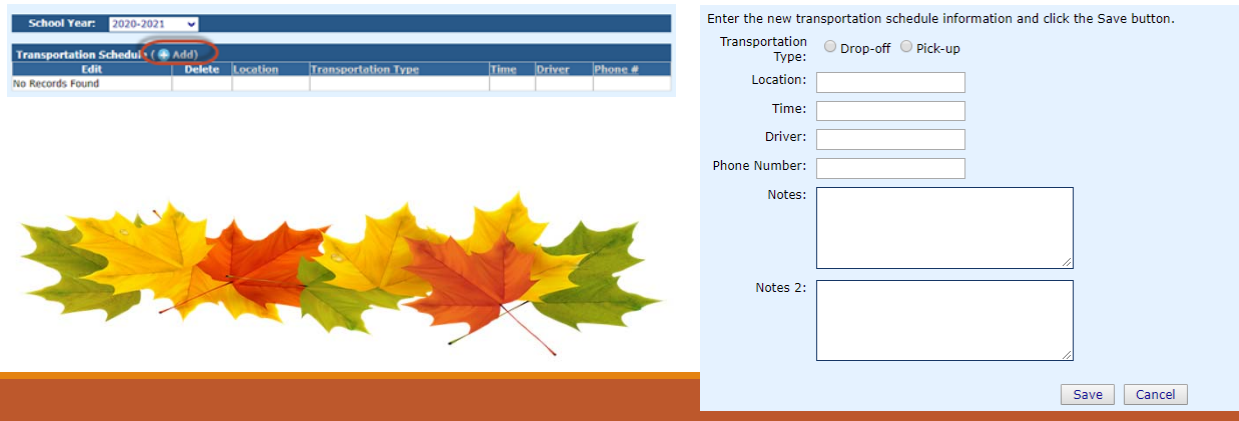
School Year: 2020-2021						
Transportation Schedule (Add)						
Edit	Delete	Location	Transportation Type	Time	Driver	Phone #
No Records Found						
Special Needs (Add)						
Edit	Delete	Special Needs				
No Records Found						
Billing History (Add)						
Edit	Delete	District To Bill	Start Date	End Date	Charge Rate	
No Records Found						



Transportation Schedule

To Add the *Transportation Schedule*, click the Add Icon.

Enter the new transportation schedule information and click the Save button.



School Year: 2020-2021

Transportation Schedule (+ Add)

Edit	Delete	Location	Transportation Type	Time	Driver	Phone #
No Records Found						

Enter the new transportation schedule information and click the Save button.

Transportation Type: ☐ Drop-off ☐ Pick-up

Location:

Time:

Driver:

Phone Number:

Notes:

Notes 2:



Save Cancel

Transportation Schedule

After you have entered the appropriate information and clicked Save at the bottom of the screen, it will take you back to the Student Transportation schedule.

To edit a Transportation Schedule record, click the pencil icon.

To delete a Transportation Schedule record, click the red X icon.

School Year: 2020-2021						
Transportation Schedule (+ Add)						
Edit	Delete	Location	Transportation Type	Time	Driver	Phone #
		Home	Pick-up	07:00 AM	Hornet	6186186186

Transportation – Special Need

To Add the *Special Need*, click the Add icon.



Select the Special Need from the drop-down below and click Save.

Special Need	(+ Add)	Edit	Delete	Special Needs
No Records Found				

Select the new special need and click the Save button.

Special Need:

NOTE: Special needs in this drop-down are populated from the *special needs definition* that required an initial set up.



Transportation – Special Needs Definition

Special Needs Definition is where you can set up your special needs for the drop-downs on the special transportation section of the student's profile.

Admin	Goal Mine	Facility Search
User List		
District Maintenance	Upload Permissions	
	LEA List Maint	
Manage Students	Special Needs	

Upload Permissions | LEA List Maintenance | **Special Needs** | Custom Events | IEP Caseload | Custom Notes | Mass Change

Special Transportation Needs	(+ Add)	Edit
No Records Found		

To Add a Special Need to the drop-drop down in the special transportation section of the student profile, select Admin → District Maintenance → Special Needs → click Add.



Transportation – Special Need Definition



The Special Need definition will show up in your list.

Special Transportation Needs (Add)

Enter the new special need and click the Save button.

Special Need

Special Need:

Home Approvals & Claims Admin Facility Search Goal Mine IEP Quality Reports

Student List District Maintenance

Upload Permissions LEA List Maintenance Special Needs Custom Events IEP Caseload Custom Notes Start New Year

Special Transportation Needs (Add)

Edit	Delete	Special Need
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bus Aide
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Seat Belt Harness
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Child Safety Restraint System
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Needs Assistance On/Off Bus
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Closest, Safest Stop
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wheel Chair Lift

- To edit a definition, click the pencil icon.

- To delete, click the red X.

Transportation – Billing History

To Add the Billing History, click the Add icon.



Enter the transportation billing information and click Save.

Billing History (Add)

Edit	Delete	District To Bill	Start Date	End Date	Charge Rate
No Records Found					

Enter the new transportation billing information and click the Save button.

Billing District:

Entity:

Start Date: MM/DD/YYYY

End Date: MM/DD/YYYY

Charge Rate:

Notes:





Transportation



Once you are complete entering the Student Transportation information, click Return.

Once you have clicked Return, this will bring you back to the Student Profile Page.

Transportation Schedule (Add)					
Edit	Delete	Location	Transportation Type	Time	Driver / Phone #
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Home	Pick-up	07:15 AM	Hornet (800)-555-1212
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School	Drop-off	08:00 AM	Hornet (800)-555-1212

Special Needs (Add)	
Edit	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Wheel Chair Lift

Billing History (Add)				
Edit	Delete	District To Bill	Start Date	End Date
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Harrisburg CUSD 3		

Return →

Student: DemoSabine Isa Adams SIS ID: 99999999

Transportation
Use this to modify transportation for this student.

Back To Student Approvals
Use this to modify approvals for this student.

Student Profile

Name: DemoSabine Isa Adams
 SIS ID: 9999999910
 Natural Language: English
 Home Language: English
 Home School: Harrisburg CUSD 3
 Serving School: Harrisburg CUSD 3
 Grade: 6th
 Gender: Female
 Birthdate: 10/22/2001
 Ethnicity: Hispanic or Latino

Transportation Reports

To Run a Transportation Report:

Click the Reports Tab

Report Type: (Student)

Report Categories:
(Transportation)

Select Desired Report

IEP Admin Goal Mine Facility Search IEP Quality **Reports** User Guide Recent Updates

I-STAR Reports

Report Type: **Student** Report Category: **Transportation**

Select Report	Description
<input type="radio"/>	Student Transportation By Private Facility
<input type="radio"/>	Student Transportation Report
<input type="radio"/>	Student Transportation Special Needs
<input type="radio"/>	Transportation Billing History
<input type="radio"/>	Unused Transportation Schedules
<input type="radio"/>	Unused Transportation Special Needs

Report Description:
Select a report to see description here...



Transportation Reports

You can also Filter/ Sort the selected report.

When complete, click 'Run Report'

Transportation Reports

Transportation Billing History

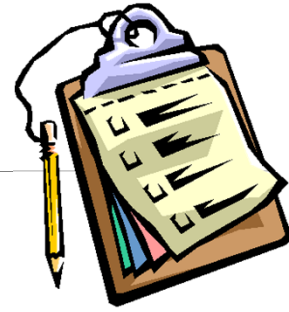
Resident District	Student District to Bill	Age	Start	Stop	Charge Rate	Billing/Notes	School Year
20-083-0030-26	Adams, DemoSabine Isa	14					
	Harrisburg CUSD 3		09/01/2015	01/14/2016	\$75.00		
20-083-0030-26	Adams, DemoSabine Isa	14					
	Harrisburg CUSD 3		09/01/2015	01/14/2016	\$75.00		
20-083-0030-26	Adams, DemoSabine Isa	14					
	Harrisburg CUSD 3		09/01/2015	01/14/2016	\$75.00		
20-083-0030-26	Adams, DemoSabine Isa	14					
	Harrisburg CUSD 3		09/01/2015		\$75.00		



Student Transportation Report

Serving School			Harrisburg Middle School			School Year	
Student			Parent Information		Grade		Schedule Notes
Age	Disability		Related Services	Driver	Phone Number		
		Time	Location				
Adams, Demo	Manuel Vance		Sandra Smith	123 Main Street HARRISBURG, IL 62948	Home: (555) 555-5555		
14	Intellectual Disability (IID)		Sam Smith	123 Main Street HARRISBURG, IL 62948	Mobile: (222) 222-2222, Home: (555) 555-51		
	Pick-up	7:00 am	Home	Mr. Smith	555-555-5555		
	Pick-up	7:45 am	Pre K Door	Mr. Smith	555-555-5555		
	Pick-up	2:30 pm	Pre K Door	Miss Janie	222-222-2222		
	Drop-off	2:45 pm	Aunt Bea's	Miss Janie	222-222-2222		
Special Need			Needs Assistance On/Off Bus				
Charge Rate	Start Date	End Date					

Events Overview



- Custom Events
- Single Occurrence Event vs. Recurring Event
- Event Reports



Events

To Add Events, you will first need to search for the desired student from the Student Approvals Filter.



Home Approvals and Claims IEP Admin Goal Mine Facility Search IEP Quality Reports User Guide Recent Updates

Approvals Claims Programs Upload Files Case Load Definition

Reported Un-Reported Possible Youth In Care

Student Approvals Filter

Student SIS ID:

Last Name:

First Name:

School Year:

Status:

Grade:

Term:

Related Services:

EE Code:

Local District ID:

DOB:

Show only Out of District: ☐

Resident District:

Resident Schools:

Serving District:

Serving Schools:

Disability:

Rund:

Program:

Reimbursement Status:

Class Teachers:

Class Name:

Event:

Student Approvals (0 Add)

Events

Within the Student Profile, you can enter:

- Transportation
- Notes
- Events



Actions	Ind	Student Name
	11 13	Martin, DemoLangdon Dwight

(Page 1 of 1)

- Once you have located the student, you will need to select the student's Profile.


- To select the Student Profile, click the icon located under the Actions column located to the left of the Student Name.

Events

To Add an Event, Click Events from the Student Profile.

<div>Events (0)</div>		
Type	Most Recent Date	Next Event Date
No Records Found		

Next, click the Add icon.

Events 				
Actions	Type	Description	Most Recent Date	Next Event Date
No Records Found				



Student Profile

Name: **DemoSabine Isa Adams**
SIS Id: **999999010**
Natural Language: **English**
Home Language: **English**
Home School: **Harrisburg CUSD 3**
Serving School: **Harrisburg CUSD 3**
Gender: **Female**
Birthdate: **10/22/2001**
Ethnicity: **Hispanic or Latino**

Phone Numbers **Modify**

Type	Number
Mobile	(618) 252-2222
Home	(618) 555-6255

Addresses **Modify**

Type	Address
Home	512 N. Main Harrisburg, IL 62946

Other Information **Modify**

Medicaid #	Anticipated Grad Date	Eligibility Determination Date
123456789	05/25/2022	

Notes (0)

Update Date	Note Type	Note
No Records Found		

Events (0)

Type	Most Recent Date	Next Event Date
No Records Found		

Events / Custom Events

To populate additional 'Event Types' to your drop-down, you will need to create a 'Custom Event'.

To Add a 'Custom Event' click:

Admin → District Maintenance → Custom Events → Add

Custom Events



To create a new custom Event Type, enter the Event and click the Save button.

Events



Manage Event Step 1 of 2

You are setting up an event.

Event Type:

Description 1:

Description 2:

☒ Single Occurrence Event ☐ Recurring Event

Single Event

Event Date: MM/DD/YYYY ☒ All Day Event

☒ Continue - Please continue the wizard.
☐ Cancel - Please exit the wizard.

Once the Event Type has been selected from the drop-down menu, you can enter:

- Description 1
- Description 2
- Determine if this will be a 'Single Occurrence Event' or a 'Recurring Event.'

Single Occurrence vs. Recurring Event

☒ Single Occurrence Event ☐ Recurring Event

Single Event

Event Date: MM/DD/YYYY ☒ All Day Event

Recurring Events can be set to occur:

- Daily
- Weekly
- Monthly
- Yearly

☐ Single Occurrence Event ☒ Recurring Event

Recurring Pattern

☒ Daily ☐ Weekly ☐ Monthly ☐ Yearly

☒ Every 1 day(s) ☐ Every weekday

Start: MM/DD/YYYY ☒ All Day Event

End: ☒ No end date ☐ End after: occurrences ☐ End by: MM/DD/YYYY

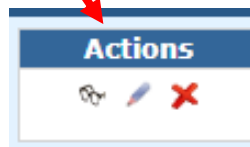
After occurrence is set, click Continue.




☒ Continue - Please continue the wizard.
☐ Cancel - Please exit the wizard.



Events

Events (+ Add)				
Actions	Type	Description	Most Recent Date	Next Event Date
  	Annual Review			08/15/2019 12:00 AM



-  View
-  Edit
-  Delete



When complete, click "Return to Profile."

Events

You will notice the Event will populate on the selected Student Profile.

Other Information (+ Modify)		
Medicaid #	Anticipated Grad Date	Eligibility Determination Date
	06/01/2028	01/23/2020
Notes (0)		
Update Date	Note Type	Note
No Records Found		
Events (1)		
Type	Most Recent Date	Next Event Date
Annual Review	8/31/2020 12:00:00 AM	



Event Reports



Admin Goal Mine Facility Search IEP Quality **Reports** User Guide

I-STAR Reports

Report Type: **Student** Report Categories: **Events**

Select Report	Description
<input type="radio"/>	All Students by Event
<input type="radio"/>	Annual Review In Date Order
<input type="radio"/>	Current IEP In Date Order
<input type="radio"/>	Initial Eval In Date Order
<input type="radio"/>	Reevaluation In Date Order
<input type="radio"/>	Students Notes

Report Description:
Select a report to see description here...

Event Report Filters



Reports Filters

Please select a Resident District.

Student SIS Id:

School Year: **2020-2021**

Gender:

Grade:

Term:

Ethnicity:

Private Facility:

Class Name:

Teacher Name:

Location Name:

Age:

Related Service:

Resident District:

Serving District:

Serving School:

Disability:

Fund:

Indicator Errors:

Include on Approval:

Error Type:

For Approval Records
Choose only one. If no options are selected, then all records will be returned(including future dated)

Active as of today: ☐

Active on Child Count: ☐

Date:

Active as of:

Only Future Dated: ☐

For Caseload Enrollment Records
Choose only one. If no options are selected, then all records will be returned(including future dated)

Active Enrollment: ☐

Future Enrollment: ☐

Run Report **Export Report** **Clear Filters**



I-Star Resource Website

www.hbug.k12.il.us

The screenshot shows the I-Star Resource Website homepage. At the top, there is a navigation bar with links: Home, I-Star, News, Resources, Events, and IEP. Below the navigation bar, there are several sections: Hot Topics, Manuals & Guides, Deadlines, Student Profile & Approval, Student Claims, Personnel Approval, and Recently Added. The Hot Topics section lists various topics related to I-Star, such as NEWM Start Customized Training, NEWM End Date Reporting, and NEWM Follow-up/Case Change. The Manuals & Guides section lists various guides, such as 3-Star Star Guide, NEWM Student with Disabilities Data Collection, and NEWM Change in Student with Disabilities Approval. The Deadlines section lists various deadlines, such as 3-Star Star Guide, NEWM Student with Disabilities Data Collection, and NEWM Change in Student with Disabilities Approval. The Student Profile & Approval section lists various topics, such as 3-Star Star Guide, NEWM Student with Disabilities Data Collection, and NEWM Change in Student with Disabilities Approval. The Student Claims section lists various topics, such as 3-Star Star Guide, NEWM Student with Disabilities Data Collection, and NEWM Change in Student with Disabilities Approval. The Personnel Approval section lists various topics, such as 3-Star Star Guide, NEWM Student with Disabilities Data Collection, and NEWM Change in Student with Disabilities Approval. The Recently Added section lists various topics, such as 3-Star Star Guide, NEWM Student with Disabilities Data Collection, and NEWM Change in Student with Disabilities Approval.



I-Star



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With I-Star Questions and Feedback

