Student Approvals
Refresher
Presented By Harrisburg Project

- December 1 Child Count Data Preparation
  - Delete records
  - Add records
  - End/Add
  - Edit records
- Common Error Corrections
- Reports
- A look ahead to 2023

DECEMBER 1 CHILD COUNT

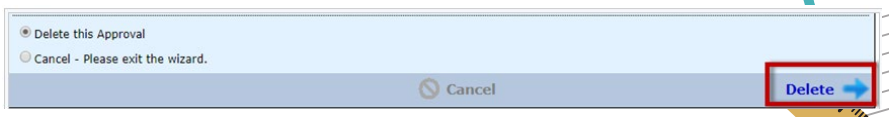
- Current Year Child Count is used for:
  - State Performance Plan Indicators 5, 6, 8, 9 and 10
  - Special Education Tuition Cost Sheets
- Previous Year Child Count is used for:
  - Special Ed Profile
  - IDEA Excess Cost Worksheet (MOE)
  - Indicator 4B
  - Nonpublic Proportionate Share
  - ISBE Report Card

HOW TO DELETE AN APPROVAL RECORD IN I-STAR

01 Locate the student to delete on the student approvals search.

02 Click on the red X icon in the search results grid.

03 Scroll to the bottom of the Approval record and click Delete.



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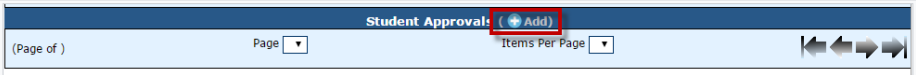
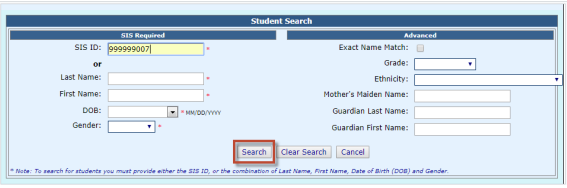
HOW TO ADD AN APPROVAL RECORD IN I-STAR

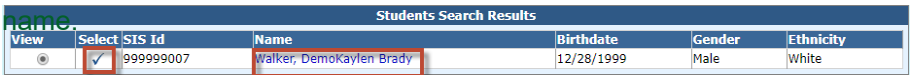
01 Click Add under the student filters box.



02 Search by student using multiple criteria or SIS ID.



03 Click the check-mark under the Select column or click the student's name.



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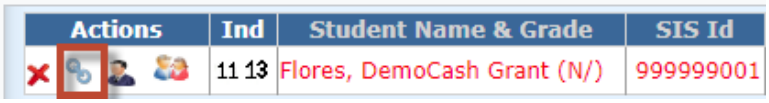
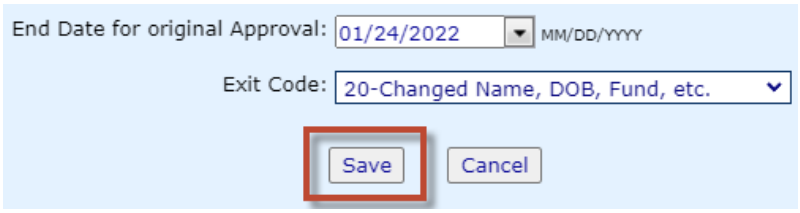
HOW TO PERFORM AN END/ADD IN I-STAR

01 In the Student Approvals, click the chain icon under the Actions column.

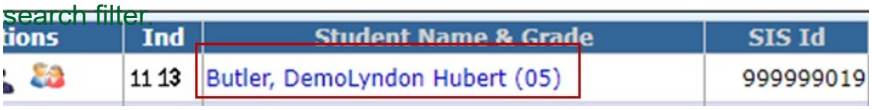


02 Edit the End Date for the original Approval of the current record if what has auto-filled is not correct. Choose the Exit Code and click Save.



HOW TO EDIT RECORDS IN I-STAR

01 Click on the student name in the results located under the student search filter.



02 Make the necessary changes on the record.

03 Click Save and Check Errors.

COMMON ERROR CORRECTIONS

- F-050 - No Student Enrollment Information found in SIS.
  - An enrollment record needs to be added in SIS to reflect the placement and time-frame of the I-Star approval record.
- F-145 - Student not found in SIS for Resident RCDT.
  - The Resident District RCDT in SIS does not match the Resident RCDT in I-Star. SIS Admin at the Resident District needs to add a valid enrollment to match I-Star.

COMMON ERROR CORRECTIONS

- F-146 - Student not found in SIS for Serving RCDT.
  - An enrollment record needs to be added in SIS to reflect the placement and time-frame of the I-Star approval record, or an existing enrollment should be edited. The Serving District in I-Star needs to match the SIS Serving RCDT or Service Provider.
- F-112 - Ed. Env. 23,24,25,26,27,30,31,32,33 valid for age 3-5.
  - EE code should be edited to school age code for students age 5 AND in KG

COMMON ERROR CORRECTIONS

- F-117 - DISABILITIES Code 'N' valid for age 3-9
  - Student has turned 10 years old and Fund Code N is no longer a valid disability. Perform an end/add. The end date should be the day before the student's 10th birthday. The new record must be edited before saved or the disability will not be editable.

  - https://www.youtube.com/watch?v=XEsNBR_v4FQ

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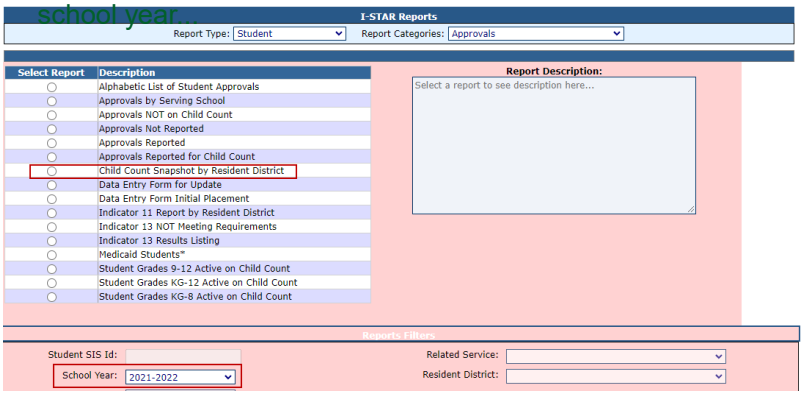
REPORTS

How can you see what your December 1 Child Count looks like today??

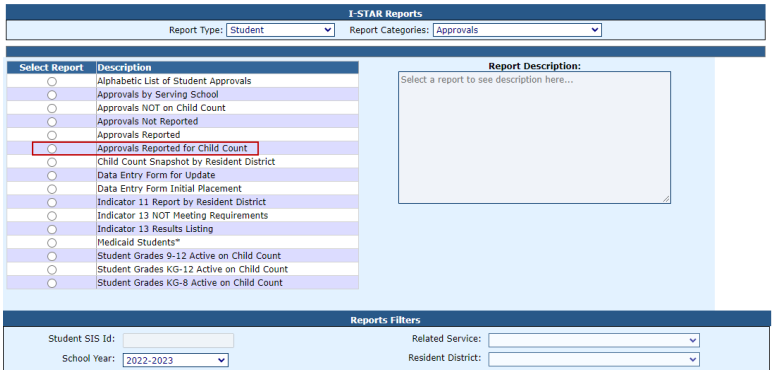
01 Export Child Count Snapshot by Resident District from 2021-2022 school year...



REPORTS

How can you see what your December 1 Child Count looks like today??

02 Export Approvals Reported for Child Count for the current school year.

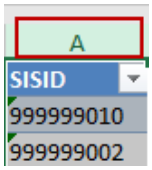


REPORTS

How can you see what your December 1 Child Count looks like today??

03 Compare the counts on each report. This will show how the count compares to last year on this date.

To count the students in each spreadsheet, select all the cells in the first column (column A) by clicking the column header. The stats bar, in the lower-right corner of your Excel window, will tell you the row count. This will be an unduplicated count of the students.



WINTER 2023

January 13

Preliminary December 1 Child Count Snapshots begin. This process will run each Friday morning at 7AM until the FINAL snapshot.

January/February

Attend Preparing for Child Count Snapshot and Child Count Certification webinars.

February 22

December 1 Child Count DUE

March 24

Child Count Certification DUE

https://www.isbe.net/Documents/planning-calendar.pdf

Support

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