Harrisburg Project
Software Support for Special Education

WEEKLY NEWS BRIEFING   SEPTEMBER 4, 2018

www.hbug.k12.il.us   support@hbug.k12.il.us   800-635-5274

Data Correction Period (Fund B) Ending Soon!

The Data Correction Period for Private Facility (Fund B) *Student Claims* records will close on Monday, September 17th.

After September 17th, no additional corrections will be allowed to a *Student Claim* record. Please take a few minutes and review the 'Student Reimbursement Fund B' I-Star system report that is available by going to the *Reports -> Student -> Reimbursement/Claim*. If the amount shown as an estimated reimbursement isn't correct, now is the last chance to edit those *Student Claim* records.

Rollover to School Year 2018-19 Complete!

ISBE has completed the *Rollover* to School Year 2018-19. Upon opening I-Star, you will now be in the 2018-19 school year. The *Mass Change* process is the responsibility of each district and cooperative. The following instructions should be followed to complete *Mass Change*:

Mass Change Instructions
Mass Change Recorded Webinar

The new feature 'Change Student Approval End Dates' found in the Mass Change section SHOULD NOT be completed at this time. This should be used at the end of the 2018-19 school year for students who fall into one of these two categories:

- 8th Grade Graduates transferring to High School District
- High School Graduates

Students that have end dates will not roll into the new school year. If an end date is put on all student records, every student approval record will have to be re-entered when the rollover to school year 2019-20 is completed by ISBE. If this step was completed in error, please contact Harrisburg Project immediately for assistance at (800)635-5274 or by email at support@hbug.k12.il.us.

Dates to Remember

September 17, 2018 - Data Correction - Student Reimbursement Records Funds B

September 3, 2018 - Office Closed in Observance of Labor Day

September 11-13, 2018 - Online Harrisburg User Group (HUG) Sessions

Private Facilities Not Found in School Year 2018-19

ISBE is working to complete the review of the approved Private Facilities for the 2018-19 school year. If the Private Facility is listed in the Private Facility Search but does not appear in the drop down on the *Student Approvals* record, the review is not yet complete. Once the review is complete, ISBE will update I-Star to reflect the approved facility.

Student Approval Error: Student Enrollment Not Found in SIS

<u>Do not</u> be alarmed if every *Student Approval* record in your database shows the error 'Student Enrollment Not Found in SIS'. This means the district SIS Administrator has not completed the initial enrollment upload to the SIS database. SIS <u>does not</u> require this initial upload to be completed until October 16th. Once the upload is completed 'Recheck Edits' will update all student records based on the uploaded information.

Deleting a Student Record in 2018-19 School Year

The process to delete a student not returning to special education in your district for the 2018-19 school year is now easier in I-Star! It is **NOT** necessary to enter the *End Date* and *Exit Code* in the 2017-18 school year; that information will be entered in the 2018-19 school year. To delete a student record, search for the student then simply click the **Red X**:

Actions	I...		Student Name	SIS Id	Resident RCDT
✖		👥 👥	11 13		12-040-0010-26

Before I-Star will allow the record to be deleted, the *End Date* and *Exit Code* must be entered in this box that will appear at the bottom of the *Student Approval* record. *Exit Code* of 20 is not a valid reason for a student that isn't returning to special education in your district.

Prior Year Exit data

Resident District	Fund Code	Facility Code	Begin Date	End Date	Exit Code
.	X		3/14/2018	Current: New: ▼ MM/DD/YYYY	Current: New: ▼

☐ I do not have prior year information available. This will be required by 10/01/2018

If you do not have the correct *End Date* and *Exit Code* select the 'I do not have prior year information available' box. This will allow you until October 1, 2018 to enter this information. If you do need to enter the information at a later date, that will be entered into the 17-18 school year.

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Email your questions to client support at:
support@hbug.k12.il.us

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Fall 2018-19 Harrisburg User Group (HUGS) Webinars

Harrisburg Project is pleased to announce the Fall 2018-19 Harrisburg User Group (HUGS) Webinars schedule. Please make plans to join us for one of our User Group Webinars!!

These sessions are a great way to kick off the school year. We will go over current I-Star topics and even show some awesome new enhancements!! To register for a Harrisburg User Group (HUGS), go to the Events.

Fall 2018-19 HUG Presentation

Events Registration

To register for a Harrisburg Project training, visit the 'Events' page directly on our website or at the following link: Events. Any notes for a webinar will appear right next to the event link. Click the name of the event you wish to attend to open the registration form.

Events

• 8/9 I-Star Approvals New User for 18-19 School Year (Recording) (Notes)

• 8/16 Rollover/Mass Change I-Star (Recording) (Notes)

• 8/21 Rollover/Mass Change I-Star (Recording) (Notes)

• 8/22 Rollover/Mass Change I-Star (Recording) (Notes)

• 9/5 I-Star Approvals New User for 18-19 School Year Webinar 9AM (Notes)

• 9/11 Fall 18-19 Harrisburg User Groups (HUGS) Webinar 1PM (Notes) (PPT1) (PPT2)

• 9/12 Fall 18-19 Harrisburg User Groups (HUGS) Webinar 9AM (Notes) (PPT1) (PPT2)

• 9/13 Fall 18-19 Harrisburg User Groups (HUGS) Webinar 9AM (Notes) (PPT1) (PPT2)

(click the events to register)

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