



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JANUARY 23, 2019

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Recheck Edits for Current Error Listing

In preparation for the upcoming December 1 Child Count certification, be sure that you are completing 'Recheck Edits' from the *Student Approval* page **prior** to running the 'Student Approval Error Listing' report.

Student Approvals Filter

Show only Out of District:

Login District for Out of District:

Resident District:

Resident School:

Serving District:

Serving School:

Disability:

Fund:

Class Teacher:

Class Name:

Event:

Buttons: Search, Clear Search, **Recheck Edits**, Export to Excel, Export using Import Format

Once the email is received stating the 'Recheck Edits' were completed, go to the Reports Tab and run the 'Student Approval Error Listing' based on the following filters:

I-STAR Reports

Report Type: Report Categories: userID:

Select Report Description

- Student Approval Errors by Resident District and Serving School
- Student Approval Errors Listing
- Student Claim Errors By Resident District And Serving School
- Student Indicator Errors
- Student Missing Exit Data

Report Description: Alphabetic list of students with approval errors and warnings. Grouped by Resident district.

Reports Filters

Please select a Resident District.

Student SIS Id:

School Year:

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:

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:

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:

The error report **WILL NOT** be correct **UNLESS** a 'Recheck Edits' is completed first!

Dates to Remember

January 31, 2019 - Excess Cost Worksheet Due @ ISBE

February 1, 2019 - December 1 Child Count Data Snapshot begins

February 12, 2019 - Office Closed in Observance of Lincoln's Birthday

February 18, 2019 - Office Closed in Observance of President's Day

February 21, 2019 - IAASE Springfield

March 1, 2019 - FINAL Child Count Snapshot Collected



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

December 1 Child Count Certification

The district superintendent or an authorized district representative with District Administrator access in IWAS must complete the Child Count Certification.

In order for a student to be included in the child count, the student must have an APPROVED *Student Approval* record that is active on 11/30/2018. If a *Student Approval* record is active on 11/30/2018 but IS NOT approved, the record WILL NOT be included in the child count numbers.

As the data entry person, you should be actively discussing the importance of this deadline with the district superintendent or authorized district representative. Beginning February 1st, the district superintendent or authorized district representative should log into I-Star to review the Current Child Count Status by clicking the following box from the landing page:



The information contained within the data snapshot will be updated each Friday morning in February. The FINAL data snapshot will be picked up at 11:59pm Friday, March 1st. No further changes will be allowed after this date. ISBE will notify the district superintendent when the certification process opens. This will be no later than March 18th.

If you or the district superintendent/authorized district representative need assistance with anything related to the December 1 Child Count certification process, contact Harrisburg Project at (800)635-5274 or by email at support@hbug.k12.il.us.

Updates to I-Star

ISBE released updates to I-Star on Wednesday, January 16th and Wednesday, January 23rd. To view the items included in this update, click the link below:

[Updates to Student and Personnel Topics](#)

[Updates to IEP Topics](#)

Email your questions to client support at:
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Events Registration

To register for a Harrisburg Project training, visit the 'Events' page directly on our website or at the following link: [Events](#).

Click the name of the event you wish to attend to open the registration form. Any notes for the webinar will appear to the right of the event link.



Events

- 1/14 I-Star Child Count Certification (Recording) (PPT) (Instructions)
- 1/23 I-Star Child Count Certification 1:00PM (PPT) (Instructions)
- 1/28 Preparing for Child Count 1:00PM (PPT)
- 1/31 I-Star Child Count Certification 9:00AM (PPT) (Instructions)
- 2/6 I-Star Child Count Certification 9:00AM (PPT) (Instructions)
- 2/14 Preparing for Child Count 9:00AM (PPT)
- 2/25 Preparing for Child Count 1:00PM (PPT)
- 3/18 I-Star Child Count Certification 9:00AM (PPT) (Instructions)
- 3/25 I-Star Child Count Certification 9:00AM (PPT) (Instructions)

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