



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

SEPTEMBER 16, 2019

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Fund B Student Approval Data Correction Closes Today!

ISBE will collect the Fund B *Student Approval* records at the end of business **today**. *Student Approval* records will then be locked; no further corrections will be allowed!

Be sure to review the 'Student Approval Errors Listing' report in I-Star by going to the Report tab then selecting Report Type -> Student; Report Categories -> Errors. Be sure to change the following selections in the Report Filters section:

- School Year 2018-2019
- Fund B
- Error Type FATAL

Do not hesitate to contact us for any assistance at support@hbug.k12.il.us or at 800-635-5274.

Fund B Student Claim Data Correction Closes Soon!

The *Student Claim* Data Correction period will close at the end of business on Monday, September 30th. After this date, *Student Claims* will be locked and no further corrections will be allowed!

Be sure to review the 'Student Reimbursement Fund B' report by going to the Report Tab in I-Star then selecting Report Type -> Student; Report Categories -> Reimbursement/Claim. Be sure to change the school year to 2018-2019 in the Report Filters section.

Do not hesitate to contact us for any assistance at support@hbug.k12.il.us or at 800-635-5274.

Dates to Remember

September 16, 2019 - Fund B Student Approval Data Correction Closes

September 30, 2019 - Fund B Student Claim Data Correction Closes

October 14, 2019 - Office Closed in Observance of Columbus Day

November 1, 2019 - Summer Term Orphanage (Funds DEF) Student Claim Data Pickup



Inside this Issue

Fund B Student Approval Data Correction Closes Today!	1
Fund B Student Claim Data Correction Closes Soon!	1
2018-2019 Exit Data Due	2
LEA List Maintenance	2
Recheck Edits	3
Fall 2019-20 Harrisburg User Group (HUG) Schedule	3
Events Registration	3

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

2018-2019 Exit Data Due

The process to collect previous school year exit data occurs in the 2019-20 school year when an approval record is deleted. Before I-Star allows a record to be deleted, the *End Date* and *Reason for Exit* must be entered in the box that will appear at the bottom of the record. This is called *Exit Data* and is due September 30, 2019.

Actions	Ind	Student Name & Grade	SIS Id	Resident RCDT
   	11 13	Adams, DemoSabine Isa (06)	999999010	41-057-0090-26

Please note that *Reason for Exit* Code 20 is not a valid reason to use when a student did not return to special education in your district.

Before deleting this record you must enter exit information for last year's records below.

Edit Results

(F-050) Student enrollment not found in SIS for school year

Prior Year Exit data

Resident District	Fund Code	Facility Code	Begin Date	End Date	Exit Code
12-051-0200-26 Lawrence County CUD 20	A		10/18/2018	Current: <input type="text"/> New: <input type="text"/> MM/DD/YYYY	Current: <input type="text"/> New: <input type="text"/>

I do not have prior year information available. This will be required by 09/28/2019

If you do not have the correct *End Date* and *Reason for Exit* to provide, then select the “I do not have prior year information available” box. This response is not acceptable after September 30, 2019 and will generate an exit data error. We recommend running the ‘Exit Data Error Report’ prior to September 30, 2019 and enter all missing exit data.

LEA List Maintenance

The *LEA List Maintenance* feature in I-Star allows the user to add additional public districts and schools to the drop down lists under Resident or Serving District and Resident or Serving School on a *Student Approval* record. Follow the [LEA Maintenance Notes](#) for step-by-step instructions!

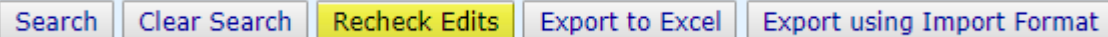
In order to access *LEA List Maintenance*, your I-Star login must have district administration level security. If you see the ‘Adm’ tab in the top toolbar, you have access to *LEA List Maintenance*.

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Recheck Edits

The *Recheck Edits* function in I-Star allows a user to see up-to-date errors on both *Student* and *Personnel Approval* records as well as *Student Claim* records.

Prior to running an error report for *Student* or *Personnel* errors, be sure to click 'Recheck Edits' from the *Student Approval* or *Student Claims Filter* page.



Search Clear Search Recheck Edits Export to Excel Export using Import Format

Fall 2019-20 Harrisburg User Group (HUG) Schedule


The annual online Fall Harrisburg User Group (HUG) meetings have been scheduled. Be sure to check out the [Events](#) tab to register for one today! These meetings will include important information for the 2019-2020 school year. Click the appropriate link to review the meeting agenda or presentation notes:

[Fall 2019-20 HUG Agenda](#)

[Fall 2019-20 HUG Meeting Notes](#)

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

(click the events to register, change date in drop-down)

- 9/16 I-Star Case Load New User Training 1:00PM (Notes)
- 9/17 I-Star Personnel Approval New User Training 9:00AM (Notes)
- 9/17 I-Star Approvals New User Training 1:00PM (Notes)
- 9/24 Harrisburg User Group (HUG) 9:00AM (Agenda) (Notes)
- 9/25 I-Star Student Approvals New User Training 9:00AM (Notes)
- 10/1 Harrisburg User Group (HUG) 1:00PM (Agenda) (Notes)
- 10/8 Harrisburg User Group (HUG) 9:00AM (Agenda) (Notes)

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