Office Hours: Monday - Friday 8:00AM - 4:00PM



WEEKLY NEWS BRIEFING

SEPTEMBER 13, 2021

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Fund Code B Student Approval Corrections Due Sept. 15th

The last day to enter corrections to a Fund B *Student Approval* record (Regular and Summer Term) is the end of business, Wednesday, September 15th! No additional edits will be allowed after this data collection, as the records will be locked.

Please remember, since this data is entered into the 2020-2021 school year, the screen should be Salmon-colored.

Fund Code B Student Claims Corrections Due Sept. 30th

The last day to enter corrections to a Fund B *Student Claims* record (Regular and Summer Term) is the end of business, Thursday, September, 30th! No additional edits will be allowed after this data collection, as the records will be locked. To review how to enter Fund B *Student Claims*, click the following link:

Fund B Claims

Please remember, since this data is entered into the 2020-2021 school year, the screen should be Salmon-colored.

SIS Errors in I-Star

At this time of year, it is common to be receiving the following *Student Approval* error: F-050 Student Enrollment not found in SIS for school year. Once the SIS Administrator completes the initial school year enrollment upload, this error should be resolved.

However, you can always check to see what information SIS has on file for a specific *Student Approval* record by clicking the 'Display/Update SIS Enrollment' box available above the Resident District section of I-Star:

Display/Update SIS Enrollment

Dates to Remember

August 17-Sept 15, 2021 - Fund B Student Approval (Regular/Summer Term) Data Correction

August 17-Sept. 30, 2021 - Fund B Student Claims (Reg/Summer Term) Data Correction

October 11, 2021 - Office Closed in Observance of Columbus Day

November 1, 2021 - Fund Codes DEF Summer Term Approvals & Claims Due



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Event Registration

Are you in need of training for I-Star? The <u>Events</u> section on our website, <u>www.hbug.k12.il.us</u>, is the most up-to-date listing for on-line trainings.

