

## Topics...

- ✓ Orphanage Approval Due Date
- ✓ Student with Disabilities Claims and Reimbursement Instructions
  - ✓ Revised Student Claims Due Dates
- ✓ Private Facility Calendar Addition
- ✓ Special Education Personnel Approval Manual
  - ✓ Revised Personnel Approval Due Date
- ✓ Miscellaneous Tips
- ✓ Contact Information for Support

### Orphanage Approval Due Date

- Orphanage Approval records with a Begin Date on or before March 1, 2019 are due in I-Star May 15, 2019
- Records entered on or before May 15, 2019 in that date range will be claimable on July 15, 2019 Regular Term Orphanage Claim in I-Star
- Any records added after May 15, 2019 in that date range will be included on the district's EBF enrollment if they were active October 1, 2018-March 1, 2019
- Youth in Care Verification Tool in SIS Coming Soon!

3

# Students with Disabilities Claims and Reimbursement Manual

- Updated in March
- For Fund Code E and X webinars print Special Education Tuition Cost Sheet Completion Instructions pages 14-22
- For Fund Code B and F webinars print Private Tuition Reimbursement pages 4-5

Click here to View and/or Print Manual

OR

www.hbuq.k12.il.us

Student & Personnel Topics -> Student Topics -> 2018-2019 Manuals

## Students with Disabilities Claims and Reimbursement Manual

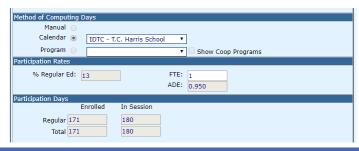
#### Revised Student Claims Due Dates

- July 15, 2019
  - Regular Term Orphanage Fund Codes DEF
  - NEW!! Excess Cost Fund Codes XJ
  - ALL Student Approvals (except for Fund B)
- August 15, 2019
  - Private Facility Fund Code B
    - REMEMBER! THIS IS REGULAR AND SUMMER TERM!!! DON'T FORGET TO INCLUDE SUMMER DAYS
- November 1, 2019
  - Summer Term Orphanage Fund Codes DEF

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#### Private Facility Calendar Addition

- All approved Private Facility Calendars were added to I-Star for use on March 27, 2019
- Fund Codes B and F will automatically default to Calendar Method of Computing Days (Manual is no longer an option)
- Days Enrolled and Days in Session will automatically populate based on Begin and/or End Date on Approval record and the calendar



### Private Facility Calendar Addition

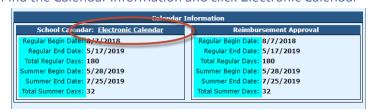
How to print private facility calendars:

Private Facility Search Engine

OR

www.hbuq.k12.il.us

Resources -> Private Facility Search Engine -> Locate facility and click facility name
Find the Calendar Information and click Electronic Calendar



1

#### Special Education Personnel Approval Manual

- Updated in March
- New Personnel Approval ISBE contact page 1
- Due Date Change page 1
- New Director Change ISBE contact page 12
- New School Nurse ISBE contact page 16

Click here to Veiw and/or Print Manual

OR

www.hbug.k12.il.us

Student & Personnel Topics -> Personnel Topics -> Personnel Manuals

#### Special Education Personnel Approval Manual

Revised Personnel Approval Due Date

#### **NEW!!!**

PERSONNEL DATA COLLECTION
REPORTING DEADLINE
2018-2019 SCHOOLYEAR

JUNE 28, 2019

9

#### Miscellaneous Tips...

- Make sure that all records have correct term
  - Specifically change Fund Code B records if student does not attend Summer to term of R
- Triple check private facility numbers against bills to make sure the proper selection is made in I-Star
- If a student did not attend a special ed program this year for your district or coop, delete the record. DO NOT create a record spanning one day at the beginning of the school year.
- Make sure to do end/adds if creating records for the new school year. DO NOT directly edit records in the 2018-19 school year.

