I-Star Rollover/Mass Change Process
2019-2020

1. In I-Star, from the Landing page, click the Admin button.

2. Select District Maintenance and then the Mass Change tab.

3. ISBE will start the Rollover on approximately 7/27/2019:
   a. District/Coop relationship permissions from 18-19 will rollover to 19-20 See Upload Permissions Instructions at the end of this document.
   b. Caseload definitions from 18-19 will rollover to 19-20
   c. Program definitions from 18-19 will rollover to 19-20
   d. Indicator 11 and 13 will rollover from 18-19 to 19-20
e. Transportation will rollover from 18-19 to 19-20
f. The district on all personnel approval records will rollover from 18-19 to 19-20
g. The salaries will rollover for all personnel records from 18-19 to 19-20
h. The district on all student approval records will rollover from 18-19 to 19-20
i. The “participation days” and student costs for each record will rollover from 18-19 to 19-20
j. Student caseload information from their student profile will rollover from 18-19 to 19-20

Note: Upon request, Notes on Student Approvals can be rolled by ISBE.

4. To mass change data, choose from the options below:
   a. Choose to mass change student approval begin dates by Resident District or Serving District.
   b. Choose whether or not to use the school calendar for your begin dates by clicking the box
      -OR-
   c. Simply enter the begin date you’d like to use.
   d. If date is manually entered, choose whether or not to use that date for all districts selected in the list by
      clicking Use For All.

5. Check the options below to clear the programs from the Student Approval records, zero out the personnel
   salaries, and clear the days/costs on the Student Approval record:

   - Detach All Programs from FACTS
   - Clear Personnel Salaries
   - Clear Days/Costs

6. End dates should not be Mass Changed at this time.
7. After all Mass Change options have been addressed click Make Changes.
8. After the request processes, you will see all the actions performed in the Status box to the right.

<table>
<thead>
<tr>
<th>Refresh</th>
<th>Print Rollover</th>
<th>Print Mass Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1542 Student Approval begin date records updated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1955 Caseload records updated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>281 Personnel Salary Information Cleared..</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1542 Programs detached from claims..</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1542 Claim days and costs cleared</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. You can then see there is a new school year in the drop-down box on the Student/Personnel Approvals & Claims tabs.

10. Notice that if you choose any year other than the current school year, the color scheme is changed. This is to alert you that you are NOT in the current school year.
Upload Permissions Instructions

Coop Permissions:

By default, permissions are set to give coops authorization to manage and roll data. Permissions will roll forward from year to year, but should be reviewed by the district each year. The following permissions may be given by the district to the authorized coop.

- Student Approvals (enter, edit and rollover the data)
- Student Claims (edit data)
- Personnel Approvals (enter, edit and rollover the data)
- Personnel Claims (edit data)
- Authorize Upload (left over from IWAS authorization, not used by ISTAR)

By giving permissions to the coop to manage data, you are giving them permission to enter, edit and rollover the data. District users will still be able to edit data for their district, but will NOT be able to rollover data.

By restricting permissions to the coop to manage data, you are giving coop users permission to view data, but not to enter, edit or rollover the data. If the coop is restricted, then District Administrator will be responsible to enter, add and rollover data.

Permissions may be changed by the District Administrator as needed. Press the Edit button in order to enable fields and make changes. Press the Save button to save changes.
Stand-alone districts:

Most stand-alone districts will not need to enter permissions.

HOWEVER, districts who are withdrawing from a COOP should change permission settings after rolling to the new year in order to remove permissions from the Coop.

On the Permission Data entry page, the Authorized Entity RCDT should be the RCDT code for the District. Use the “Set to Me” button to pull the district RCDT automatically.
Districts where coops manage data:

On the Permission Data entry page, the Authorized Entity RCDT should be the RCDT code for the Coop. If the Coop will manage all data, select all the checkboxes.

For districts in a coop where coop manages student data, but district manages their own personnel data:

On the Permission Data entry page, give permissions for Student Approvals and Claims and remove permissions for Personnel Approvals and Claims.
Districts where coops do not manage data:

On the Permission Data entry page, the Authorized Entity RCDT should be the RCDT code for the Coop. Clear all the checkboxes to remove permissions to manage the data. The coop will be able to see approvals and claims but will not have permission to edit.

Coop Access:

As a coop user, you can view permissions granted by member districts, but permissions may not be changed.