



Student Approvals Refresher

PRESENTED BY
HARRISBURG PROJECT

Topics

- Dually Enrolled
- Fund Code
- % Special Education vs % Time Inside Regular Classroom
- Districts/Schools
- Disabilities
- Related Services
- Educational Environment
- Term
- Begin Date
- Recheck Edits



Dually Enrolled

Dually Enrolled:

- Student Placed in Public Facility for Tuition ½ and Private Facility for Tuition ½
- Student placed in Public Facility for Tuition and Private facility for Residential costs
- Student Placed in Private Facility for Tuition and Residential costs

VALID COMBINATIONS/
2 Approval Records

Fund	Fund
B	X
B	A
B	B



3

Fund Codes

Fund:



Fund Code A

- Enrolled and receiving services in public school district programs
- Have an IEP

Fund Code K

- Home-school or enrolled in non-public AND enrolled in public school district
- Have an IEP

Fund Code L

- Enrolled and receiving special education services in nonpublic school
- Have an ISP (Not enrolled in public district)

4

Fund Codes

Fund:



Fund Code P

- Home-schooled
- Have an ISP (Not enrolled in public district)

Fund Code B

- Student is placed in approved private facility for tuition and/or room and board
- Have an IEP

Fund Code D

- This is only used for orphans with written authorization from ISBE

5

Fund Codes

Fund:



Fund Code E

- DCFS Youth in Care
- Have an IEP

Fund Code F

- DCFS Youth in Care in approved private facility for tuition and/or room and board
- Have an IEP

Fund Code H

- Philip J. Rock Center and School

6

Fund Codes

Fund:



Fund Code J

- Enrolled in public district for tuition
- Have an IEP, residentially place in private facility

Fund Code X

- Enrolled in public district with high costs (4 times per cap)
- Have an IEP

Fund Code N/Y

- Only used for students evaluated and not receiving services

7

% Special Ed vs. % Time Inside Reg. Classroom

- Reflects the amount of time for which a student receives special ed services under his/her IEP at the time of entry into the special ed program as compared to the total amount of time in the student's regular instruction day
- $(\text{Instructional minutes received} / \text{Total Instructional minutes possible}) * 100$
- Instructional day is NOT "bell to bell" (should omit passing periods, lunch and recess unless IEP requires support during those times)
- % Special Ed is not equal to % Time Inside Reg. Classroom and will have no effect on Educational Environment (formerly LRE)
- Reflects the amount of time for which a student receives special ed services under his/her IEP inside the General Education Classroom
- $(\text{Bell to Bell minutes received} / \text{Total Bell to Bell minutes possible}) * 100$
- Bell to Bell includes all classes, passing periods, lunch and recess
- % Time Inside Reg. Classroom determines Educational Environment Code (formerly LRE)



8

Districts/Schools

Resident District:

Resident School:

Serving District:

Serving School:



- ❖ RESIDENT DISTRICT = WHERE STUDENT RESIDES
- ❖ RESIDENT SCHOOL = SCHOOL STUDENT WOULD ATTEND IF THEY WERE NOT RECEIVING SPECIAL EDUCATION SERVICES
- ❖ SERVING DISTRICT = LOCAL EDUCATION AGENCY THAT OPERATES THE PROGRAM THE STUDENT ATTENDS
- ❖ SERVING SCHOOL = LOCATION WHERE THE CHILD IS PHYSICALLY SEATED RECEIVING SERVICES

Disabilities:

Related Service:

Education Environment:

% Time inside Reg Classroom:

Term:



Disabilities – max of two

Related Services – max of eight

Education Environment –

- ❖ Students Age 6-21 Codes 01-16 and 28
- ❖ Students Age 3-5 Codes 23-27 and 30-33

% Time Inside Regular Classroom –
See Slide 8 for Calculation – This percentage determines EE code

Term – Regular, Summer or Both

Begin Date, End Date, Exit Code...

Begin Date: * MM/DD/YYYY
End Date: MM/DD/YYYY
Exit Code:



Begin Date – first day of services – must match SIS Enrollment

End Date – last day of services at a district, private facility or other program AND if Fund Code changes

Exit Code – Codes 01-04 and 05-23

Save & Check Errors...

Edit Results

No Errors Present

Recheck Edits on ALL records...

Approvals | Claims | Programs | Upload Files | Student Lockout | Case Load Definition

Reported | Un-Reported

Student Approvals Filter

Student SIS Id:

Last Name:

First Name:

School Year:

Status:

Grade:

Term:

Tuition Status:

Show only Out of District:

Resident District:

Resident School:

Serving District:

Serving School:

Disability:

Fund:

Class Teacher:

Class Name:

Event:

After Recheck Edits, Run Error Report

The screenshot shows the I-STAR Reports interface. At the top, the 'Reports' menu is highlighted. Below it, the 'Report Type' is set to 'Student' and 'Report Categories' is set to 'Errors'. A dropdown menu is open, showing several report options, with 'Student Approval Errors Listing' selected. At the bottom, the 'Run Report' button is highlighted. The interface also includes a 'Reports Filters' section with various dropdown menus and checkboxes for filtering the data.



Questions, Training, Support...

HARRISBURG PROJECT
(800) 635-5274
SUPPORT@HBUG.K12.IL.US