



Transportation Overview



Presented by: Harrisburg Project

Transportation Overview

Purpose of using the Transportation:

1. Print reports for Bus Company
2. Track the Student's Transportation Schedule, Special Need, and Billing Information





Transportation

To add the student's transportation information, you will first need to search for the desired student from the *Student Approvals Filter*.



Transportation

- Once you have located to student, you will need to select the student's profile.
- To select the Student Profile, click the student profile icon under the **Actions** column located to the left of the Student's Name.
- Within the Student Profile, you can enter:
 - Transportation
 - Notes
 - Events

Actions	Ind	Student Name
	11 13	Martin, DemoLangdon Dwight


(Page 1 of 1)

Transportation



Next, click the Transportation box to enter the student's special transportation information.



 **Transportation**
Use this to modify transportation for this student.

Transportation

This will allow you to add the following information :

Transportation Schedule →

Special needs →

Billing History →



Student Transportation Step 1

Manage Student Transportation

School Year: 2018-2019

Transportation Schedule Add							
Edit	Delete	Location	Transportation Type	Time	Driver	Phone #	
No Records Found							

Special Needs Add			Delete		Special Needs
Edit	Delete	District To Bill	Start Date	End Date	Charge Rate
No Records Found					

Billing History Add					
Edit	Delete	District To Bill	Start Date	End Date	Charge Rate
No Records Found					

Show Audit Trail

Transportation Schedule

To Add the *Transportation Schedule*, click the Add Icon.



Enter the new transportation schedule information and click the Save button.

School Year: 2018-2019

Transportation Schedule (+ Add)						
Edit	Delete	Location	Transportation Type	Time	Driver	Phone #
No Records Found						

Enter the new transportation schedule information and click the Save button.

Transportation Type: Drop-off Pick-up

Location:

Time:

Driver:

Phone Number:

Notes:

Notes 2:

Save Cancel



Transportation Schedule



- After you have entered the appropriate information and clicked Save at the bottom of the screen, it will take you back to the Student Transportation schedule.

To edit a Transportation Schedule record, click the pencil icon.

To delete a Transportation Schedule record, click the red X icon.

School Year: 2018-2019

Transportation Schedule (+ Add)						
Edit	Delete	Location	Transportation Type	Time	Driver	Phone #
		Home	Pick-up	07:00 AM	Hornet	6186186186

Transportation - Special Need

To Add the *Special Need*, click the Add icon.



Select the Special Need from the drop-down below and click Save.

Special Needs	Edit	Delete	Special Needs
No Records Found			

Select the new special need and click the Save button.

Special Need:

NOTE: Special needs in this drop-down are populated from the *special needs definition* that required an initial set up.



Transportation - Special Needs Definition

- Special Needs Definition is where you can set up your special needs for the drop-downs on the special transportation section of the student's profile.

To Add a Special Need to the drop-drop down in the special transportation section of the student profile, select Admin → District Maintenance → Special Needs → click Add.



Transportation - Special Need Definition



Home Approvals & Claims Admin Facility Search Goal Mine IEP Quality Reports

User List District Maintenance

Upload Permissions LEA List Maintenance Special Needs Custom Events IEP Caseload Custom Notes Start New Year

Special Transportation Needs (Add)

Enter the new special need and click the Save button.

Special Need

Special Need:

Save Cancel

The Special Need definition will show up in your list.

Home Approvals & Claims Admin Facility Search Goal Mine IEP Quality Reports

User List District Maintenance

Upload Permissions LEA List Maintenance Special Needs Custom Events IEP Caseload Custom Notes Start New Year

Special Transportation Needs (Add)

Edit	Delete	Special Need
		Bus aide
		Seat Belt Harness
		Child Safety Restraint System
		Needs Assistance On/Off Bus
		Closest, Safest Stop
		Wheel Chair Lift

- To edit a definition, click the pencil icon.
- To delete, click the red X.

Transportation - Billing History

To Add the Billing History, click the Add icon.



Enter the transportation billing information and click Save.

Billing History (Add)

Edit	Delete	District To Bill	Start Date	End Date	Charge Rate
No Records Found					

Enter the new transportation billing information and click the Save button.

Billing District

Start Date:

End Date:

Charge Rate:

Notes:

Save Cancel





Transportation



Once you are complete entering the Student Transportation information, click Return.

Once you have clicked Return, this will bring you back to the Student Profile Page.

Transportation Schedule (Add)						
Edit	Delete	Location	Transportation Type	Time	Driver	Phone #
		Home	Pick-up	07:15 AM	Hornet	(800)-555-1212
		School	Drop-off	08:00 AM	Hornet	(800)-555-1212

Special Needs (Add)	
Edit	Delete

Wheel Chair Lift

Billing History (Add)					
Edit	Delete	District To Bill	Start Date	End Date	Charge Rate
		Harrisburg CUSD 3			

[Return](#)

Profile | Current/Create IEP | Archived IEPs | Activity Log

Student: **DemoSabine Isa Adams** SIS ID: 99999

Transportation

Use this to modify transportation for this student.

[Back To Student Approvals](#)
Use this to modify approvals for this student.

Student Profile

Name: **DemoSabine Isa Adams**
 SIS ID: **999999010**
 Natural Language: **English**
 Home Language: **English**
 Home School: **Harrisburg CUSD 3**
 Serving School: **Harrisburg CUSD 3**
 Grade: **6th**
 Gender: **Female**
 Birthdate: **10/22/2001**
 Ethnicity: **Hispanic or Latino**

Transportation Reports

To Run a Transportation Report:

Click the Reports Tab

Report Type: (Student)

Report Categories: (Transportation)

Select Desired Report

I-Star

Train01Lauren Long: Coop User

Facility Search | Goal Mine | IEP Quality | **Reports**

I-STAR Reports

Report Type: **Student** | Report Categories: **Transportation**

Select Report	Description
	Student Transportation By Private Facility*
	Student Transportation Report*
	Transportation Billing History*



Transportation Reports

- You can also Filter/ Sort the selected report.
- When complete, click 'Run Report'

Reports Filters

Student SIS Id: <input type="text"/> School Year: 2018-2019 Gender: <input type="text"/> Grade: <input type="text"/> Term: <input type="text"/> Ethnicity: <input type="text"/> Private Facility: <input type="text"/> Class Name: <input type="text"/> Teacher Name: <input type="text"/> Location Name: <input type="text"/> Age: <input type="text"/> Currently Active FACTS: <input type="checkbox"/> Active on Child Count Date FACTS: <input type="checkbox"/> Include Future Dated?: <input type="checkbox"/>	Related Service: <input type="text"/> Resident District: <input type="text"/> Serving District: <input type="text"/> Serving School: <input type="text"/> Disability: <input type="text"/> Fund: <input type="text"/> Indicator Errors: <input type="text"/> Include on Approval: <input type="text"/> Error Type: <input type="text"/> Active Enrollment: <input type="checkbox"/> Future Enrollment: <input type="checkbox"/>
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Transportation Reports

Transportation Billing History							School Year
Resident District	Student District to Bill	Age	Start	Stop	Charge Rate	Billing/Notes	
20-083-0030-26	Adams, DemoSabine Isa	14					
	Harrisburg CUSD 3		09/01/2015	01/14/2016	\$75.00		
20-083-0030-26	Adams, DemoSabine Isa	14					
	Harrisburg CUSD 3		09/01/2015	01/14/2016	\$75.00		
20-083-0030-26	Adams, DemoSabine Isa	14					
	Harrisburg CUSD 3		09/01/2015	01/14/2016	\$75.00		
20-083-0030-26	Adams, DemoSabine Isa	14					
	Harrisburg CUSD 3		09/01/2015		\$75.00		



Student Transportation Report						School Year
Serving School: Harrisburg Middle School			Parent Information			Grade
Student	Age	Disability	Time	Location	Driver	Phone Number
Adams, DemoManuel Vance	14	Intellectual Disability (INTD)				
			Pick-up	7:00 am	Mr. Smith	555-555-5555
			Pick-up	7:45 am	Pre K Door	555-555-5555
			Pick-up	2:30 pm	Pre K Door	222-222-2222
			Drop-off	2:45 pm	Aunt Bea's	222-222-2222
Special Need		Needs Assistance On/Off Bus				
Charge Rate	Start Date	End Date				



I-Star Resource Website
www.hbug.k12.il.us

Harrisburg Project
 Software Support for Special Education
 (800) 635-5274 • www.hbug.k12.il.us • support@hbug.k12.il.us

I-Star

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Welcome!

Harrisburg Project has supported special education districts and cooperatives within the state of Illinois for over 30 years. We strive to provide prompt, friendly and efficient service via telephone and email for the I-Star system. I-Star (IEP Special Education Tracking and Reporting) is the special education management tool that districts and cooperatives use to report data to the Illinois State Board of Education for reimbursement. Harrisburg Project provides training on the approval and claim portion, as well as the IEP component of the system. All Harrisburg Project services are provided free of charge to special education districts and cooperatives in Illinois.

- Print I-Star 2017 Director's Conference Presentation
- Print Funding & Disbursements Supplemental Presentation

To guide your experience, click the link for the relevant portion of the system. You can always return here by clicking 'Home' in the toolbar.

IEP Topics **Student & Personal Topics**

Have questions? Contact us: support@hbug.k12.il.us (800) 635-5274
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I-Star

Contact:
 Harrisburg Project
 (800) 635-5274
support@hbug.k12.il.us

E-mail!

With I-Star Questions and Feedback

