

I-Star User Guide Introduction

The Illinois State Board of Education has developed a web-based special education reporting system called I-Star. This database system is a management tool for districts in Illinois. A web-based IEP is integrated with the new personnel and pupil reporting systems, which are currently in pilot testing. The student demographic data is pulled directly from the Student Information System (SIS). Instant error checking in I-Star will help your district achieve federal and State Performance Plan Indicators compliance. The web-based IEP, Student Approval and Personnel Approval reporting tools will be available to school districts, free of charge.

I-Star Personnel Admin

This portion of the User Guide is for administrators who will be managing security for I-Star users. This part of the guide should be completed before staff training.

The admin section of I-Star houses the security management and district maintenance management.

Click the **Admin** button at the top of the screen.



NOTE: To gain access of the **Admin** tab see [I-Star User Roles/Requests](#).

Checklist to Prepare

Before receiving an I-Star training the following steps need to be performed for a successful experience:

- All staff that will require access to I-Star must have an IWAS account.
- All District Superintendents or Coop Administrators must assign security roles.
- All students must have a SIS ID, including PreK students and other students served in a community.
- SIS ID's batch uploads must be done daily.
- Personnel must have IEIN number. Social Security numbers will not be accepted.

IWAS Account

There are two layers of security when using the I-Star system.

1. The first layer is provided by IWAS (ISBE Web Application System)
2. The second layer is provided inside the I-Star System

Before being assigned a role in the IEP system, you must create an IWAS account to establish authorization to use ISBE systems.

Many ISBE web applications are accessed through IWAS for security and convenience.

Access IWAS using Steps 1-4 below:

Step 1: Click the link <https://www.isbe.net/> to access the Illinois State Board of Education Website.

Step 2: Click on the **Administrators** tab.



Step 3: Click **Log in to IWAS**.



Step 4: For guidance on setting up an IWAS account you may access the *IWAS User Guide* located in the link below OR select **IWAS User Guide** from the IWAS page:

<https://sec1.isbe.net/iwas/documents/pdf/IWASUserGuide.pdf>

Illinois State Board of Education
James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent

ISBE Home
Home
Sign Up Now
Get Password
Contact Us
Help
[IWAS User Guide](#)
[IWAS Training Video](#)

Already have an account? Login Here :

Login Name
Password

Remember Login Name

LOG IN

Forgot Your Password?
If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

New Partner - Sign up Now

Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

[Sign Up Now](#)

Need Help?
If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.

Copyright © 2017 Illinois State Board of Education

Step 5: Once the IWAS account is obtained, the user will follow the instructions in the **IWAS User Guide** to request access to I-Star Application.

I-Star Application

Step 1: After requesting access to I-Star application in IWAS, *I-Star* can be accessed under **System Listing > Reporting > Annual > I -Star (Special Education)**.

Illinois State Board of Education
James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent

login: TRAIN091STAR

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it. [Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
Reporting	
Annual	
I - Star (Special Education) - Training	Authorized

Legend: ⓘ : System Description - Detailed 📅 : Due Dates 👤 : Profile

[Want to Signup for Other Systems?](#)

Copyright © 2017 Illinois State Board of Education

Step 2: The user will notice the I-Star application authorization will be *Pending*. Once the user is *Authorized* to access I-Star, simply click on the system name to use it.

Illinois State Board of Education
James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent

login: TRAIN091STAR

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it. [Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
Reporting	
Annual	
I - Star (Special Education) - Training	Authorized

Legend: ⓘ : System Description - Detailed 📅 : Due Dates 👤 : Profile

[Want to Signup for Other Systems?](#)

Copyright © 2017 Illinois State Board of Education

Step 3: This will redirect the user to the I-Star Landing Page.

NOTE: The Landing Page will differ for users based on their security role in the system. Some users may have access to administrative portions of the system while others may not. Below is an example of what the Landing Page may look like:

The screenshot shows the I-Star system interface. At the top, there is a header with the Illinois State Board of Education logo, the text "I-Star", and user information: "Train09Olivia Gray (Train09IStar) District User" with session and timeout details. Below the header is a navigation menu with items: Home, Approvals and Claims, IEP, Admin, Goal Mine, Facility Search, IEP Quality, Reports, and User Guide.

The main content area is divided into several sections:

- Welcome District User:** A message for "Train09Olivia Gray" from "Harrisburg CUSD 3", thanking the user for using the I-Star training system and providing a link for feedback.
- My IEP Students:** A table listing IEP students with columns for SISID, Name, IEP Status / Start, Home School, and IEP Case Manager. The table shows 5 rows of data, including students like DemoRiley Saffron Bennett and DemoTucker Gregor Nelson.
- Request Access:** A link for users not seeing a list of students to request a change to their I-Star security settings.
- Search for an IEP Student:** A quick link to go to the Student Search.
- Approvals and Claims:** A quick link to go to Claims.
- 2019 School year Student records with fatal errors: 7:** A quick link to go to Student records.
- Current Child Count Status:** A link to get updated Child Count numbers.
- SPP 14: Post School Outcome Surveys:** A link to access surveys.
- Meetings:** A section for upcoming meetings, currently set to "Today". It includes a table with columns for Subject and Date, showing "No Records Found".
- Reminders:** A section for reminders, currently set to "Today". It includes a table with columns for Name, Subject, Date, and Description, showing "No Records Found".


I-Star User Roles/Requests

NOTE: District or cooperative administrators can assign security roles to all users OR the users can request the type of role they desire for approval/denial.

Option A: If you are a district or cooperative administrator and would like to assign security roles to all users please see [Assign Security Roles](#) tab.

Option B: If you know the level of access that you need in I-Star, you can submit a security request and the request will be reviewed and approved/denied by your district or coop administrator. Submit a security request within I-Star by clicking on the **Request Access** link on the Landing Page. See instructions below for Option B:

Step 1: From the Landing Page click **Request Access**.

**Request Access**
Are you not seeing a list of students? Use this link to request a change to your I-Star security settings.

Step 2: Click **Modify**.

User's Assigned System Roles ( Modify)

Step 3: You will be able to see your current access, if any, and request access if needed.

NOTE: Security administration can be designated by the Superintendent or Coop Administrator to another user(s).

District Security Administrator (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	District Security Administrator

District Security Administrator (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input checked="" type="radio"/>	District Security Administrator

IEP Case Management Tool (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	IEP Basic Access ?
<input type="radio"/>	<input checked="" type="radio"/>	IEP Administrator Access ?
<input type="radio"/>	<input type="radio"/>	IEP Read-Only Access ?

Personnel Approvals (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input checked="" type="radio"/>	Personnel Approvals Full Access
<input type="radio"/>	<input type="radio"/>	Personnel Approvals Read Only

Personnel Approvals / Claims Import (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	Import Personnel Claims Full Access

Personnel Claims (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input checked="" type="radio"/>	Personnel Claims Full Access
<input type="radio"/>	<input type="radio"/>	Personnel Claims Read Only

Program Maintenance (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input checked="" type="radio"/>	Program Maintenance Full
<input type="radio"/>	<input type="radio"/>	Program Maintenance Read Only

Student Approvals (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input checked="" type="radio"/>	Student Approvals Full Access
<input type="radio"/>	<input type="radio"/>	Student Approvals Read Only

Student Approvals / Claims Import (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input checked="" type="radio"/>	Import Student Data Full Access

Student Claims (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input checked="" type="radio"/>	Student Claims Full Access
<input type="radio"/>	<input type="radio"/>	Student Claims Read Only

Step 4: Once you have selected the desired access level, select the **Save** radio button.

Save - Please save this request.
 Cancel - Please exit the wizard.

Step 1

Step 2

Cancel

Save →

Step 5: Once a security request is submitted, the message on your landing page will change from Request Access to Review Your Security Request.



Review Your Security Request

You recently submitted a request to modify your access. Use this link to view/modify your request.

Step 6: Security request approval is performed by a district or cooperative administrator. See instructions at [Approve/Deny a Security Request](#).

Approve/Deny a Security Request

From the Landing Page of I-Star, the district or cooperative administrator will take the following steps below to approve/deny a security request:

Step 1: Click **Approve/Deny a Security Request**.



Step 2: Click the **Security Requests** tab.



Step 3: Click the icon to review the request.



Step 4: Review the request and click **Approve** or **Deny**.



Step 5: Click the **Save** radio button and then click **Save**.



Assign Security Roles

This layer of security allows a district or coop administrator to assign specific roles to I-Star users.

Once all of your I-Star users have established IWAS accounts and **logged into I-Star at least once**, the district or cooperative administrator can assign security roles to all the users on their behalf.

To assign specific roles to I-Star users follow the steps below:

Step 1: From the Landing Page, click **Manage Security**.



NOTE: The User List will have two tabs:

1. Manage Security

a. This tab will show all users assigned to your district(s).

2. Security Request

a. This tab shows any users who have requested a user role. See **Approve/Deny a Security Request**.

b. If a district or coop administrator has not assigned a security role to a user, see **I-Star User Roles/Requests**.

User Id	Full Name	Email	Approval Group	Logged In	Roles	Is Active
	Ohio Valley Sp Ed		District Admin	<input type="checkbox"/>	Role Name Personnel Approvals Full Access Personnel Claims Full Access IEP Administrator Access District Security Administrator Import Personnel Claims Full Access	True
	Norris City Annex		Document Author	<input type="checkbox"/>	Role Name Personnel Approvals Full Access Personnel Claims Full Access Student Approvals Full Access Student Claims Full Access IEP Administrator Access District Security Administrator Import Personnel Claims Full Access	True

Step 2: Select a user in the *IWAS UserID* list.

Iwas UserId
wovsedDistDoc1
wovsedDistDoc2
wovsedDistDoc3

Step 3: Click **Modify** to edit the security role for the user.

User's Assigned System Roles (Modify)

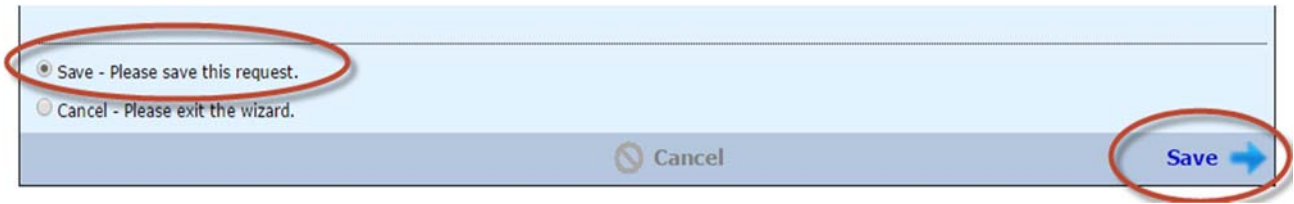
Step 4: Select the type of role that you would like this user to have by clicking the appropriate button in the *Current Access* column.

Current Access
<input type="radio"/>
<input checked="" type="radio"/>
<input type="radio"/>

Step 5: District superintendents and/or cooperative directors are the only IWAS users that can manage security in the IWAS system. Since this may be a time-consuming task, they may delegate this responsibility to another user or users in their district or cooperative for I-Star. Select the button under the current access column under the *District Security Administrator* box.

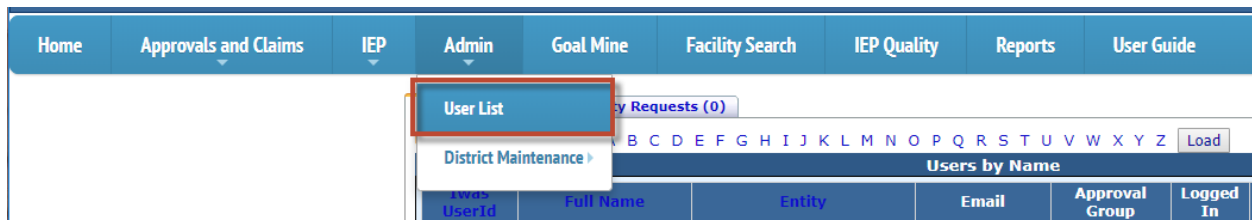
District Security Administrator (Clear)	
Current Access	Role Name
<input checked="" type="radio"/>	District Security Administrator

Step 6: Click the **Save** radio button and click **Save**.



A screenshot of a wizard interface. At the top, there are two radio buttons: the first is selected and labeled "Save - Please save this request.", and the second is unselected and labeled "Cancel - Please exit the wizard." Below these is a "Cancel" button with a circular icon. On the right side, there is a "Save" button with a blue arrow icon. Red circles highlight the selected radio button and the "Save" button.

Step 7: Click **User List** to continue managing security for other users.



A screenshot of a navigation menu with several tabs: Home, Approvals and Claims, IEP, Admin, Goal Mine, Facility Search, IEP Quality, Reports, and User Guide. The "Admin" tab is active, and a dropdown menu is open showing "User List" (highlighted with a red box) and "District Maintenance". Below the menu, there is a "Security Requests (0)" section with a search bar and a "Load" button. Below that is a "Users by Name" section with a table header.

Users	Full Name	Entity	Email	Approval Group	Logged In
-------	-----------	--------	-------	----------------	-----------

NOTE: To request a security role, see [I-Star User Roles](#).

Landing Page

Once you have logged into IWAS, requested access to I-Star and established your security role in I-Star, you will see the I-Star Landing Page.

The system menu at the top of the Landing Page is used throughout the entire I-Star system and will be similar for all users.

NOTE: The Landing Page will differ for users based on their security role in the system. This is an example of what the Landing Page may look like. Some users may have access to administrative portions of the system while others may not.

Illinois State Board of Education | **I-Star** | Train09Olivia Gray (Train09IStar) District User | 59:36

Home | Approvals and Claims | IEP | Admin | Goal Mine | Facility Search | IEP Quality | Reports | User Guide

Welcome District User
Train09Olivia Gray
 Harrisburg CUSD 3

Thank you for using the I-Star training system.

Welcome to I-Star. Please feel free to share all questions, concerns and comments that you have with us [here](#). Your input is very valuable to us.

SISID	Name	IEP Status / Start	Home School	IEP Case Manager
999999021	DemoRiley Saffron Bennett	Draft		
999999067	DemoTucker Gregor Nelson	Draft	Harrisburg CUSD 3	
999999002	DemoOcean Teresa Rodriguez	Draft	Harrisburg CUSD 3	
999999081	DemoMckenzie Magda Watson	Official 5/16/2018	Harrisburg CUSD 3	★
999999003	DemoWilliam Roy Young	Draft	Harrisburg CUSD 3	★

(Page 1 of 1) | Page 1 | Items Per Page 20 | View All

Request Access
 Are you not seeing a list of students? Use this link to request a change to your I-Star security settings.

Search for an IEP Student
 Use this quick link to go to the Student Search.

Approvals and Claims
 Use this quick link to go to Claims

2019 School year Student records with fatal errors: 7
 Use this quick link to go to Student

Current Child Count Status
 Use this link to get updated Child Count numbers

SPP 14: Post School Outcome Surveys

Meetings | Meetings for: Today
 You will see a list of upcoming meetings here if you were listed as a meeting attendee. You can look for upcoming meetings up to 4 weeks by changing the selection in the dropdown that is present in the header.

Subject	Date
No Records Found	

Reminders | Reminders for: Today
 You will see a list of reminders that you have set up. You can look for future reminders up to 4 weeks by changing the selection in the dropdown that is present in the header.

Name	Subject	Date	Description
No Records Found			

Upload Permissions

To Access **Upload Permissions**:

1. Click **Admin**
2. Click **District Maintenance**
3. Click **Upload Permissions**

The screenshot shows the I-Star system interface. The top navigation bar includes links for Home, Approvals and Claims, IEP, Admin, Goal Mine, Facility Search, and IEP Quality. The Admin link is highlighted with a red box. A dropdown menu is open under Admin, showing User List, District Maintenance, and Upload Permissions. The Upload Permissions link is also highlighted with a red box. The main content area displays a welcome message for Kenzie James, Jasper County CUD 1, and lists several reports for resolving issues in districts: Site Admins, Site Personnel Contact, and Site Pupil Contact. There is also a link for details on recent updates and a welcome message from I-Star.

Coop Permissions:

By default, permissions are set to give coops authorization to manage and roll data. Permissions will roll forward from 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.

RCDT	Name	Submitting Name	Student Approval	Student Claims	Personnel Approval	Personnel Claims	Authorize
20-024-0010-26	Edwards County CUSD 1	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-030-0070-26	Gallatin CUSD 7	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-035-0010-26	Hardin County CUSD 1	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-076-0010-26	Pope Co CUD 1	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-083-0010-26	Galatia CUSD 1	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-083-0020-20	Carlier Hills-Stunfort CUSD 2	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-083-0030-26	Harrisburg CUSD 3	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-083-0040-26	Eldorado CUSD 4	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-093-0170-24	Allendale CCSD 17	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-093-3480-26	Wabash CUSD 348	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-096-0060-04	New Hope CCSD 6	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-096-0140-04	Geff CCSD 14	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-096-0170-04	Jasper CCSD 17	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-096-1000-26	Wayne City CUSD 100	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-096-1120-04	Fairfield PSD 112	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-096-2000-26	North Wayne CUSD 200	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-096-2250-16	Fairfield Comm H S Dist 225	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-097-0010-26	Grayville CUSD 1	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-097-0030-26	Norris City-Omaha-Enfield CUSD 3	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20-097-0050-26	Carmi-White County CUSD 5	Jeremy Peck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.

The screenshot shows the 'Permission Data' form with the following fields and values:

- Submitting Entity: South Eastern Sp Ed Program
- Submitting User: Connie Heinz
- Authorized Entity RCDT: 12017801060 (with a 'Set To Me' button)
- Authorized Entity Name: South Eastern Sp Ed Program
- Student Approval:
- Student Claim:
- Personnel Approval:
- Personnel Claim:
- Authorize Upload:

Buttons at the bottom: Edit, Save, Cancel.

Footer text: If you encounter IWAS login issues, please contact ISBE helpdesk at (217) 558-3600. For IEP Form Completion - Please contact Special Education via email istar@isbe.net. For Student/Personnel component issues please contact Harrisburg Project via email support@hbug.k12.il.us or at (800) 635-5274. Click here to Contact Us.

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.

The screenshot shows the 'Permission Data' form with the following fields and values:

- Submitting Entity: Richland County High School
- Submitting User: Jeremy Peck
- Authorized Entity RCDT: 12017801060 (with a 'Set To Me' button)
- Authorized Entity Name: South Eastern Sp Ed Program
- Student Approval:
- Student Claim:
- Personnel Approval:
- Personnel Claim:
- Authorize Upload:

Buttons at the bottom: Edit, Save, Cancel.

Footer text: If you encounter IWAS login issues, please contact ISBE helpdesk at (217) 558-3600. For IEP Form Completion - Please contact Special Education via email istar@isbe.net. For Student/Personnel component issues please contact Harrisburg Project via email support@hbug.k12.il.us or at (800) 635-5274. Click here to Contact Us.

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.

Permission Data

Submitting Entity: Richland County High School

Submitting User: Jeremy Peck

Authorized Entity RCDT:

Authorized Entity Name: South Eastern Sp Ed Program

Student Approval:

Student Claim:

Personnel Approval:

Personnel Claim:

Authorize Upload:

If you encounter IWAS login issues, please contact ISBE helpdesk at (217) 558-3600. For IEP Form Completion - Please contact Special Education via email istar@isbe.net. For Student/Personnel component issues please contact Harrisburg Project via email projectharrisburg@isbe.net or at (800) 635-5274. [Click here to Contact Us](#)

Coop Access:

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

Member district authorizations							
RCDT	Name	Submitting Name	Student Approval	Student Claims	Personnel Approval	Personnel Claims	Authorize
12-013-0100-26	Clay City CUSD 10	Connie Heinz	✓	✓	✓	✓	✓
12-013-0250-26	North Clay CUSD 25	Connie Heinz	✓	✓	✓	✓	✓
12-013-0350-26	Flora CUSD 35	Connie Heinz	✓	✓	✓	✓	✓
12-017-0010-26	Hutsonville CUSD 1	Connie Heinz	✓	✓	✓	✓	✓
12-017-0020-26	Robinson CUSD 2	Connie Heinz	✓	✓	✓	✓	✓
12-017-0030-26	Palestine CUSD 3	Connie Heinz	✓	✓	✓	✓	✓
12-017-0040-26	Oblong CUSD 4	Connie Heinz	✓	✓	✓	✓	✓
12-040-0010-26	Jasper County CUD 1	Connie Heinz	✓	✓	✓	✓	✓
12-051-0100-26	Red Hill CUSD 10	Connie Heinz	✓	✓	✓	✓	✓
12-051-0200-26	Lawrence County CUD 20	Connie Heinz	✓	✓	✓	✓	✓
12-080-0010-26	Richland County CUSD 1	Jeremy Peck	✓	✓	☐	☐	✓
12-080-0010-26	Richland County CUSD 1	Jeremy Peck	✓	✓	✓	✓	✓
12-080-0010-26	Richland County CUSD 1	Jeremy Peck	☐	☐	☐	☐	☐

If you encounter IWAS login issues, please contact ISBE helpdesk at (217) 558-3600. For IEP Form Completion - Please contact Special Education via email istar@isbe.net. For Student/Personnel component issues please contact Harrisburg Project via email projectharrisburg@isbe.net or at (800) 635-5274. [Click here to Contact Us](#)

LEA List Maintenance

LEA List Maintenance

LEA List Maintenance is where you can set up your serving districts and serving schools for the drop-downs on the student approval record.

From the **Admin** tab, click **District Maintenance** and **LEA List Maintenance**.

The screenshot shows the IEP Star Admin interface. The top navigation bar includes Home, Approvals and Claims, IEP, Admin, Goal Mine, Facility Search, and IEP Quality. The Admin tab is selected, and its dropdown menu is open, showing options like User List, District Maintenance, Upload Permissions, LEA List Maint, Special Needs, Custom Events, IEP Caseload, Custom Notes, and Start New Year. The LEA List Maint option is highlighted. Below the navigation, the user is identified as Kenzie James, Jasper County CUD 1. A message prompts the user to use reports to resolve issues with districts, listing Site Admins, Site Personnel Contact, and Site Pupil Contact. A link for recent updates is provided.

The screenshot shows the LEA List Maintenance configuration page. The page title is "LEA List Maintenance (+ Add)". Below the title, there are radio buttons for "Serving District" (selected) and "Serving School". A table lists the serving districts and schools with columns for Actions, Name, Facility Type, Address, City, State, Zip, County, and RCDT.

Actions	Name	Facility Type	Address	City	State	Zip	County	RCDT
✗	Carrier Mills-Stonefort CUSD 2	Public Districts	7071 US 45 S	Carrier Mills	IL	62917	Saline	20083002026
✗	Edw/Glt/Hlt/Hdn/Pop/Sln/Wbh/Wn/Wh ROE	ROE	512 N Main St	Harrisburg	IL	62946	Saline	20000000000
✗	Eldorado CUSD 4	Public Districts	2200A Illinois Ave	Eldorado	IL	62930	Saline	20083004026
✗	Galatia CUSD 1	Public Districts	200 N Hickory St	Galatia	IL	62935	Saline	20083001026
✗	Harrisburg CUSD 3	Public Districts	40 S Main St	Harrisburg	IL	62946	Saline	20083003026
✗	North Boone CUSD 200	Public Districts	6248 N Boone School Rd	Poplar Grove	IL	61065	Boone	04004200026

Click the **Serving District** radio button to see which districts you have chosen to appear in your drop-down. Click the **Serving School** radio button to see what schools you have chosen to appear in the drop-down.

To add a new district or school, make sure the radio button is on the option in which you wish to search and click **Add** next to *LEA List Maintenance*.

You can search by a variety of filters. Click **Search** when ready.

The form is titled "Entity Search" and is divided into two sections: "General Search" and "Additional Search Criteria".

General Search:

- Name:
- Address:
- City:
- within miles of
- Zip Code:
- RCDT:

Additional Search Criteria:

- County:
- Facility Type:

Buttons: (highlighted with a red box), ,

Once the results grid has appeared, you can select one district/school by clicking the checkmark under the *Select* column or *Multi Select* districts/schools by checking the box next to the RCDTS code and clicking **Use Selected** at the top.

Entity Search Results										
Use Selected										
Select	Multi Select All / None	RCDTS	Name	Facility Type	Address	City	State	Zip	County	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21-100-001X-10-0000	Our Lady Mt Carmel School	Non-Public Districts/Schools	300 W Monroe St	Herrin	IL	62948	Williamson	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21-100-0050-26-0000	Carterville CUSD 5	Public Districts	306 Virginia Ave	Carterville	IL	62918	Williamson	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21-100-019P-00-0000	The Yellow Brick Rd	Misc Payees	1104 E Main St	Marion	IL	62959	Williamson	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21-100-014X-25-0000	The Academy of Excellance	Non-Public Districts/Schools	PO Box 850	Marion	IL	62959	Williamson	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21-100-011Z-26-0000	Unity Christian School	Non-Public Districts/Schools	PO Box 310	Energy	IL	62933	Williamson	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21-100-028P-00-0000	Heartland Kids Early Learning	Misc Payees	3902 W Ernestine Dr	Marion	IL	62959	Williamson	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21-100-015P-00-0000	Malones Early Lrng Ctr Inc	Misc Payees	204 Prairie Rd	Carterville	IL	62918	Williamson	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21-100-0010-26-0000	Johnston City CUSD 1	Public Districts	PO Box 147	Johnston City	IL	62951	Williamson	

The districts/schools chosen will then show up in your list.

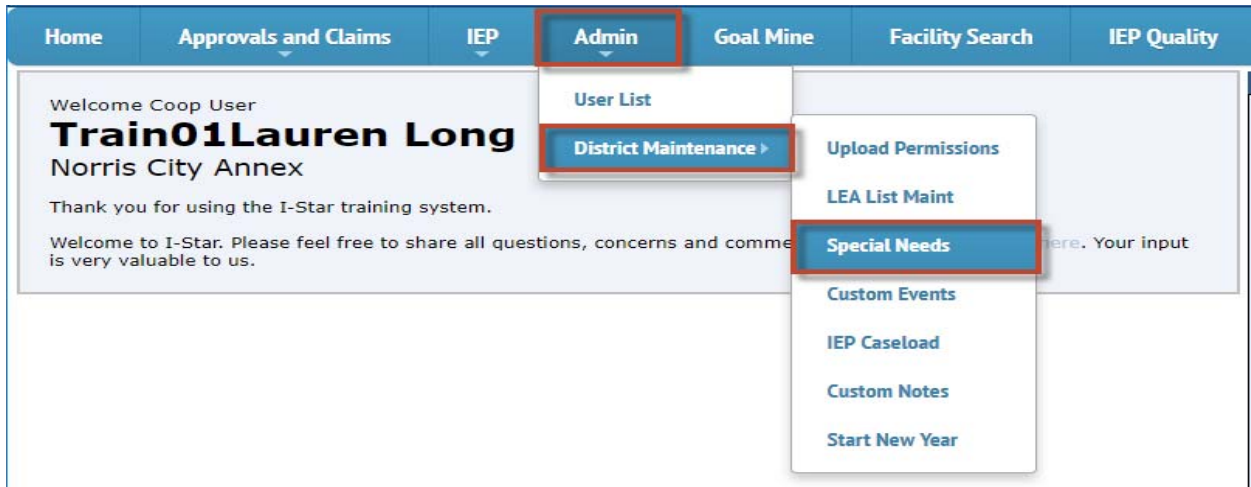
Serving Type									
<input checked="" type="radio"/> Serving District <input type="radio"/> Serving School									
Actions	Name	Facility Type	Address	City	State	Zip	County	RCDT	
<input checked="" type="checkbox"/>	Carrier Mills-Stonefort CUSD 2	Public Districts	7071 US 45 S	Carrier Mills	IL	62917	Saline	20083002026	
<input checked="" type="checkbox"/>	Carterville CUSD 5	Public Districts	306 Virginia Ave	Carterville	IL	62918	Williamson	21100005026	
<input checked="" type="checkbox"/>	Edw/Glt/Hlt/Hdn/Pop/Sln/Wbh/Wn/Wh ROE	ROE	512 N Main St	Harrisburg	IL	62946	Saline	20000000000	
<input checked="" type="checkbox"/>	Eldorado CUSD 4	Public Districts	2200A Illinois Ave	Eldorado	IL	62930	Saline	20083004026	
<input checked="" type="checkbox"/>	Galatia CUSD 1	Public Districts	200 N Hickory St	Galatia	IL	62935	Saline	20083001026	
<input checked="" type="checkbox"/>	Harrisburg CUSD 3	Public Districts	40 S Main St	Harrisburg	IL	62946	Saline	20083003026	
<input checked="" type="checkbox"/>	Johnston City CUSD 1	Public Districts	PO Box 147	Johnston City	IL	62951	Williamson	21100001026	
<input checked="" type="checkbox"/>	North Boone CUSD 200	Public Districts	6248 N Boone School Rd	Poplar Grove	IL	61065	Boone	04004200026	

Special Needs Definition

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.

Step 1: To add a *Special Needs Definition* from the **Admin** drop-down menu, click **District Maintenance** and **Special Needs**.



Step 2: To add a new special needs definition, click **Add** next to *Special Transportation Needs*.














The screenshot shows a table titled 'Special Transportation Needs' with an 'Add' button highlighted in red. The table has columns for 'Special Need' and 'Entity'. The following table represents the data shown in the screenshot:

Special Need	Entity
Bus Aide	Wabash & Ohio Valley Sp Ed Dist
Seat Belt Harness	Wabash & Ohio Valley Sp Ed Dist
Child Safety Restraint System	Wabash & Ohio Valley Sp Ed Dist
Needs Assistance On/Off Bus	Wabash & Ohio Valley Sp Ed Dist
Closest, Safest Stop	Wabash & Ohio Valley Sp Ed Dist
Wheel Chair Lift	Wabash & Ohio Valley Sp Ed Dist

Step 3: Enter the new *Special Need* and click **Save**.

The screenshot shows a form titled 'Special Need'. The 'Special Need' field contains the text 'Wheel Chair Lift'. Below the field are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.

Step 4: The new definition will show up in your list. To edit a definition, click the pencil icon. To delete, click the red **X**.

Special Transportation Needs ( Add)			
Edit	Delete	Special Need	Entity
		Bus Aide	Wabash & Ohio Valley Sp Ed Dist
		Seat Belt Harness	Wabash & Ohio Valley Sp Ed Dist
		Child Safety Restraint System	Wabash & Ohio Valley Sp Ed Dist
		Needs Assistance On/Off Bus	Wabash & Ohio Valley Sp Ed Dist
		Closest, Safest Stop	Wabash & Ohio Valley Sp Ed Dist
		Wheel Chair Lift	Wabash & Ohio Valley Sp Ed Dist

Custom Events

Custom Events

The *Custom Events* tab is where you can set up your custom events for the drop-downs on the *Event Type* section of the student's profile.

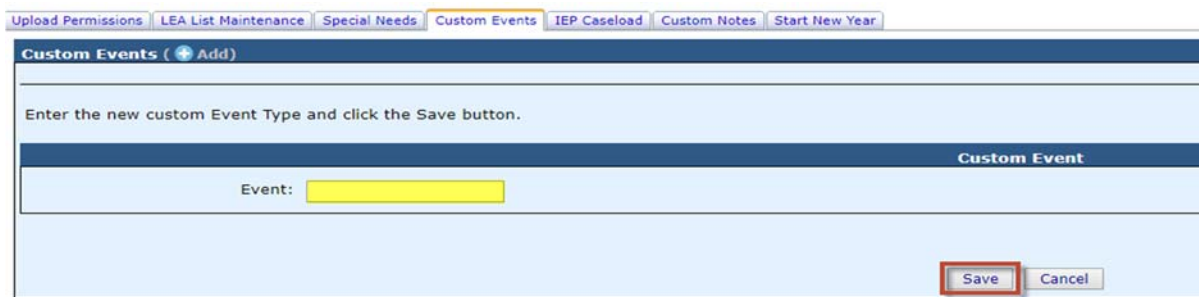
Step 1: To add a Custom Event from the **Admin** drop-down menu, click **District Maintenance** and **Custom Events**.



Step 2: To add a new *Event Type*, click **Add** next to *Custom Events*.



Step 3: Enter the new custom *Event Type* and click the **Save** button.

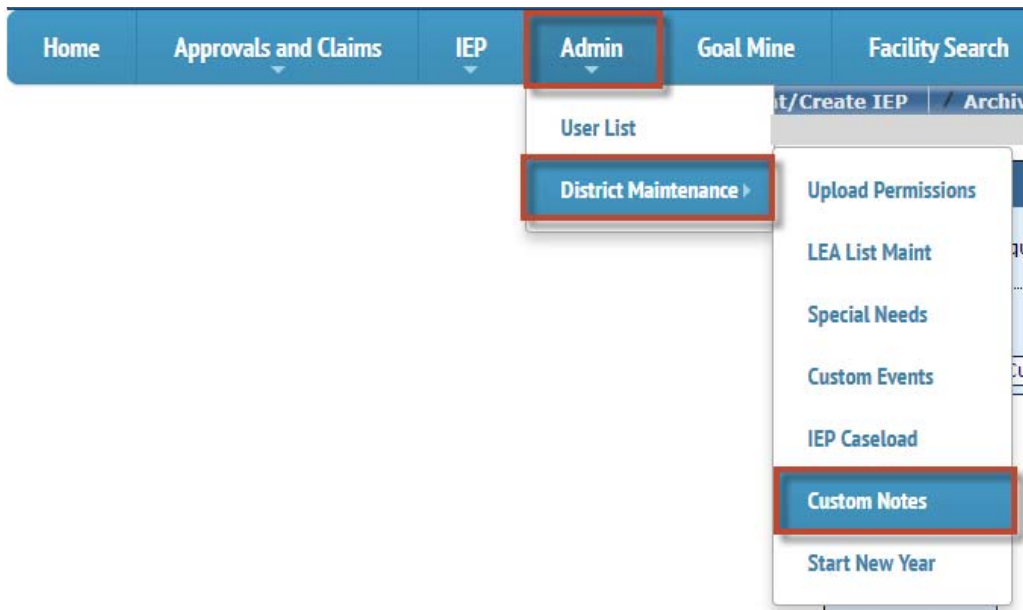


Custom Notes

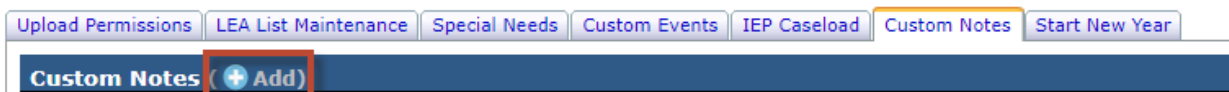
Custom Notes

The *Custom Events* tab is where you can set up your custom events for the drop-downs on the *Note Type* section of the student's profile.

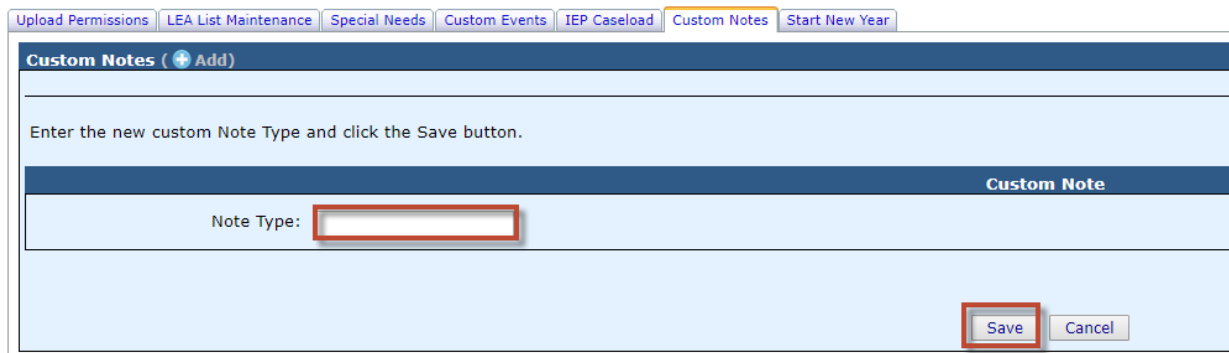
Step 1: To add a Custom Event from the **Admin** drop-down menu, click **District Maintenance** and **Custom Notes**.



Step 2: To add a new *Note Type*, click **Add** next to *Custom Notes*.



Step 3: Enter the new custom *Note Type* and click the **Save** button.

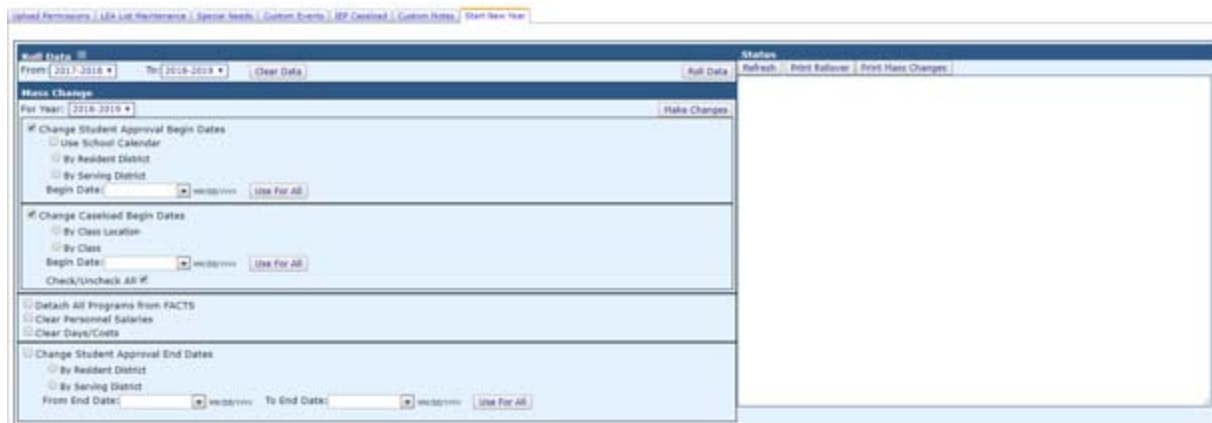
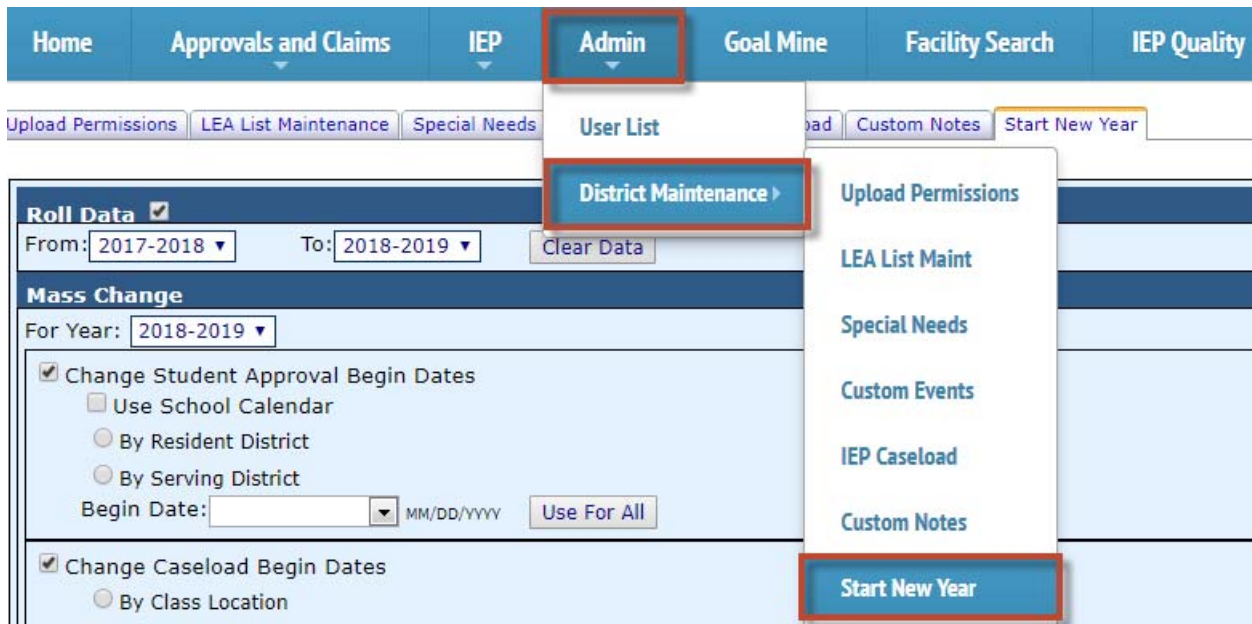


Start New Year (Rollover) / Mass Change

ISBE will be performing the "Start New Year (Rollover)" for you this school year. However, it is your district and/or cooperatives responsibility to perform the mass change options below. The *Mass Change* option will allow you to edit your new school year data in mass as well as detach programs from FACTS, clear Personnel salaries, and clear days/costs if you choose to do so.

To Access Mass Change:

1. Click **Admin**.
2. Click **District Maintenance**.
3. Click **Start New Year**.



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.

The screenshot shows the 'Mass Change' interface for 'Change Student Approval Begin Dates'. The 'For Year' is set to '2018-2019'. The 'Change Student Approval Begin Dates' section is checked. Under this section, 'Use School Calendar' is checked, and 'By Serving District' is selected. The 'Begin Date' is set to a dropdown menu, and the 'Use For All' button is visible. Below this, a table lists districts with their respective begin dates.

Select	District	Date
<input checked="" type="checkbox"/>	Allendale-Benet Lake	08/14/2018
<input checked="" type="checkbox"/>	Alpine Academy	08/01/2018
<input checked="" type="checkbox"/>	Chaddock	08/23/2018

- e. Mass change caseload begin dates by Class Location or by Class.
- f. Enter the begin date you'd like to use.
- g. Choose whether or not to use that date for all locations or classes selected in the list by clicking Use For All.

The screenshot shows the 'Change Caseload Begin Dates' interface. The 'Change Caseload Begin Dates' section is checked. Under this section, 'By Class' is selected. The 'Begin Date' is set to '08/15/2018', and the 'Use For All' button is visible. Below this, a table lists classnames with their respective begin dates.

Select	Classname	Date
<input checked="" type="checkbox"/>	CL10 CC C01	08/15/2018
<input checked="" type="checkbox"/>	CL10 CC C02	08/15/2018
<input checked="" type="checkbox"/>	CL10 CC C03	08/15/2018

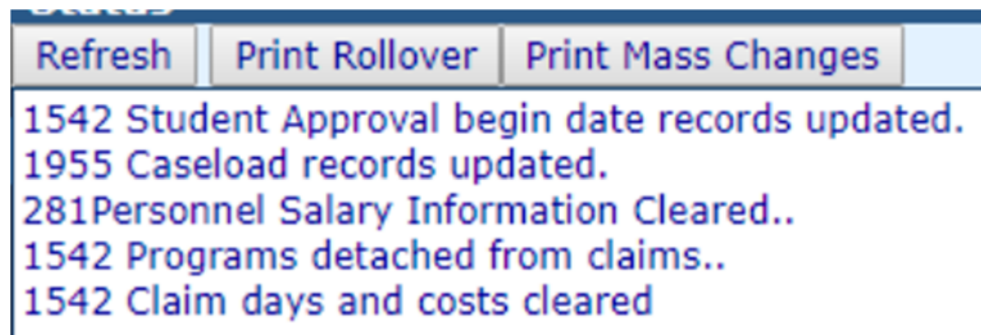
Check the options below to clear the programs from the Student Approval records, zero out the personnel salaries, and clear the days/costs on the Student Approval record:

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

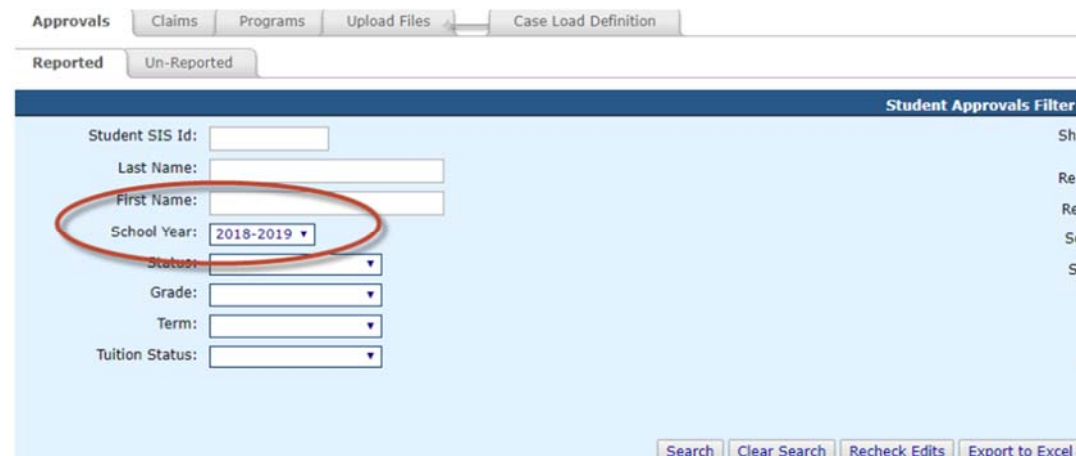
After all Mass Change options have been addresses click Make Changes.



After the request processes, you will see all the actions performed in the Status box to the right.



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



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

The screenshot shows a web application interface titled "Student Approvals Filter". The interface is divided into two main columns of search criteria. The left column includes fields for "Student SIS Id", "Last Name", "First Name", "School Year" (highlighted with a red circle and showing "2017-2018"), "Status", "Grade", "Term", and "Tuition Status". The right column includes a "Show only Out of District" checkbox and dropdown menus for "Resident District", "Resident School", "Serving District", "Serving School", "Disability", "Fund", "Class Teacher", "Class Name", and "Event". At the bottom, there are buttons for "Search", "Clear Search", "Recheck Edits", "Export to Excel", and "Export using Import Format". The top and bottom of the interface have a purple background with the text "Student Approvals (Add)" and a small icon.

I-Star Personnel Approval

The topics under this header are related to the I-Star Personnel Approval.

Searching for Personnel

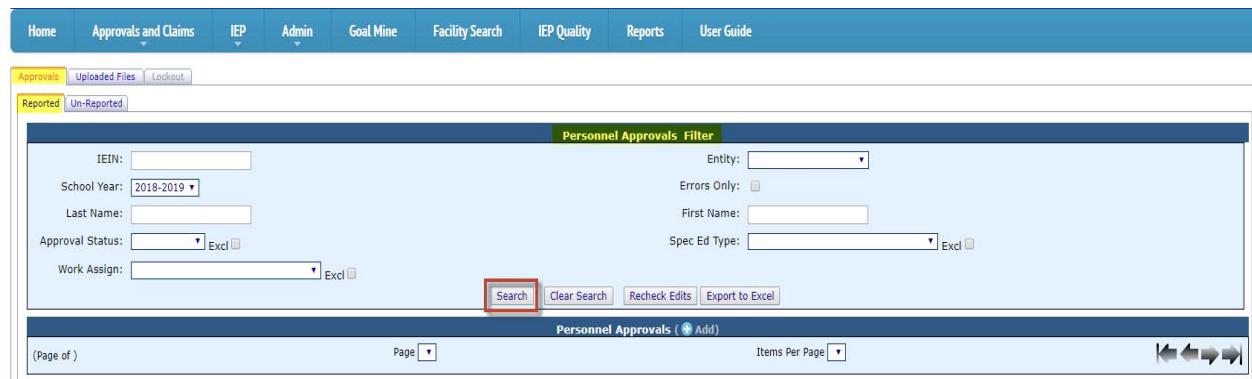
From the **Approval and Claims** drop-down menu, select **Personnel** and **Approvals**.



Under the *Personnel Approvals Filter*, can search for personnel by several different filters such as *IEIN*, *Last Name*, *Approval Status*, *Work Assignment*, *Entity*, *Errors Only*, *First Name*, and/or *Special Ed Type*.

NOTE: Make sure to click the **Expand/Collapse** button to see all filter options.

Click **Search**.

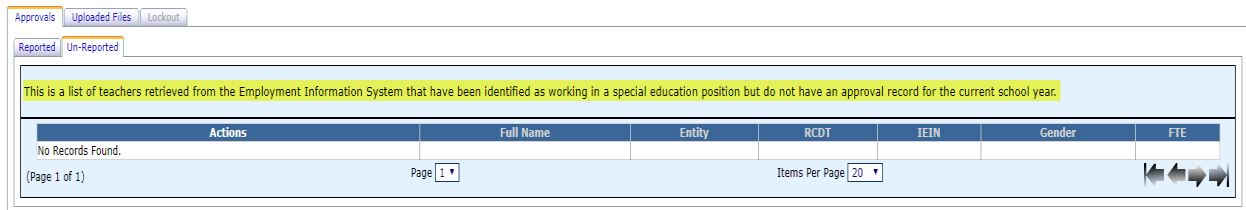


If found during the search, the personnel approval record will be populate in the search grid below.



NOTE: If you cannot find the staff member you are looking for from the **Reported** tab, you can check the **Un-Reported** tab. The **Un-Reported** tab is a list of teachers retrieved from the Employment Information System that have been identified as working in a special education position but do not have an approval record for the current school year.

If you find the staff member you are looking for located under the **Un-Reported** tab, you can immediately add a personnel approval record. Once you add the approval record from the **Un-Reported** tab, the staff member will then be moved from the **Un-Reported** tab to the **Reported** tab.



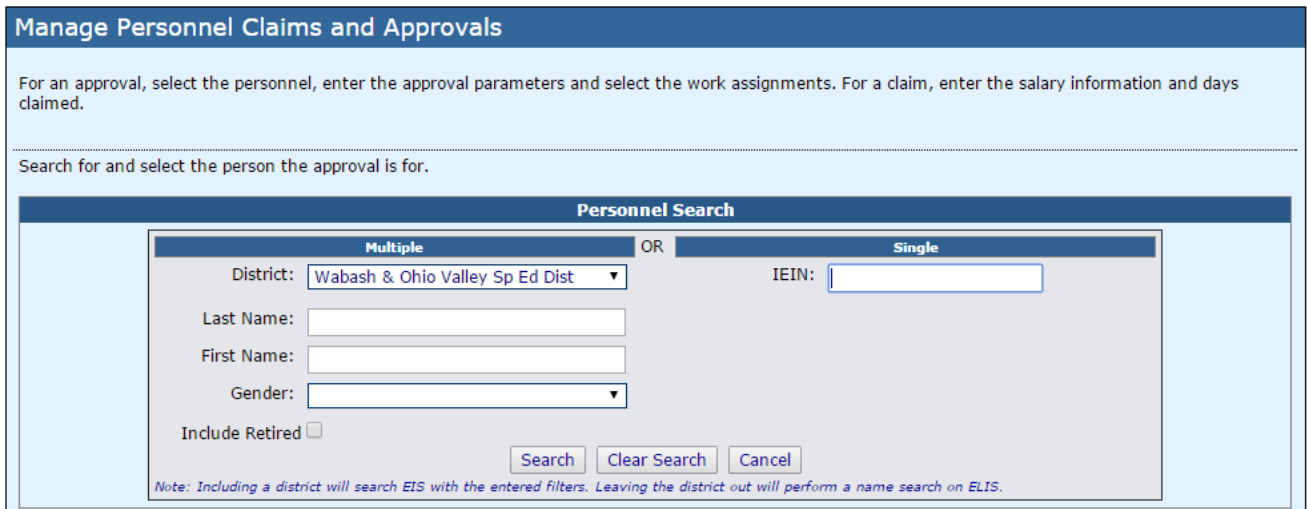
However, if the staff member you are looking for is not listed under the **Reported** tab or the **Un-Reported** tab, you can add a new personnel approval record. To do this, see [Adding Personnel Approval Record](#).

Adding Personnel Approval Record

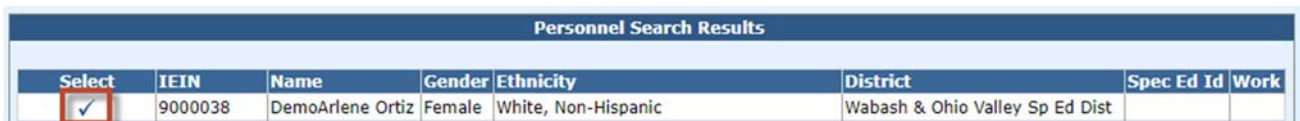
To add a new *Personnel Approval* record, click **Add** under the *Personnel Approvals* filters box.



Search for personnel by using multiple criteria, *District*, *Last Name*, *First Name*, and *Gender*. Click the check box to *Include Retired* personnel, OR you can search by entering just the personnel's *IEIN*. Then click **Search**.

A screenshot of a web form titled "Manage Personnel Claims and Approvals". The form contains instructions: "For an approval, select the personnel, enter the approval parameters and select the work assignments. For a claim, enter the salary information and days claimed." Below this, it says "Search for and select the person the approval is for." The main search area is titled "Personnel Search" and has two tabs: "Multiple" (selected) and "Single". Under "Multiple", there are fields for "District" (with a dropdown menu showing "Wabash & Ohio Valley Sp Ed Dist"), "Last Name", "First Name", and "Gender" (with a dropdown menu). There is also an "Include Retired" checkbox. Under "Single", there is an "IEIN" input field. At the bottom of the search area are "Search", "Clear Search", and "Cancel" buttons. A note at the bottom reads: "Note: Including a district will search EIS with the entered filters. Leaving the district out will perform a name search on ELIS."

Your results will appear in the *Personnel Search Results* box. To select the personnel from the results grid, click the check-mark located under the **Select** column.

A screenshot of a table titled "Personnel Search Results". The table has columns: "Select", "IEIN", "Name", "Gender", "Ethnicity", "District", "Spec Ed Id", and "Work". The first row of data shows a checkmark in the "Select" column, IEIN "9000038", Name "DemoArlene Ortiz", Gender "Female", Ethnicity "White, Non-Hispanic", and District "Wabash & Ohio Valley Sp Ed Dist".

Select	IEIN	Name	Gender	Ethnicity	District	Spec Ed Id	Work
<input checked="" type="checkbox"/>	9000038	DemoArlene Ortiz	Female	White, Non-Hispanic	Wabash & Ohio Valley Sp Ed Dist		

From here, you can add personnel approval information. Select the *year* and *entity*. Check the box next to *Employed as of 12/1* if it applies.

NOTE: The *Employed as of 12/1* box will default to be checked unless the record is created after December 1 in a school year. All special education staff who work during the current regular school term should be entered into I-Star even if they were hired after December 1. This allows ISBE to report special education data to the Department of Education as of December 1. Districts/Cooperatives will

indicate a staff person being *Employed as of December 1* with a check box on the approval record.

Personnel Approval Information	
Year: <input type="text" value="2018-2019"/>	Employed as of 12/1: <input type="checkbox"/>
Entity: <input type="text"/>	Total FTE: 0
Special Ed Type: Undetermined	Term: Regular

NOTE: The *Special Ed Type* will no longer be selected. This code will be determined once a work assignment is selected. I-Star will automatically match the appropriate Special Education ID code as one of the following:

- A- Special Education Teacher
- B- Related Services
- C- Paraprofessional
- D- Administrative

To add a *Work Assignment*, click **Add**.

Work Assignment(s) (Add)							
Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
No Records Found							

Choose the *Work Assignment* and *FTE* from the drop-down.

NOTE: *Full Time Equivalency (FTE)* is required for all personnel. Choose the *FTE* from the drop-down box to select the numerical value that best estimates the amount of time spend in that *work assignment*.

NOTE: *Full Time Equivalency (FTE)* is NOT required for the *Work Assignment A – Administrator of a Special School*.

Work Assignment

Edit	Delete	Move Up	Move Down	Code	Assignment
				ECT	Early Childhood Teacher

Edit the work assignment and click the Save button.

Work Assignment:

FTE:

- Select FTE
- 0.1
- 0.2
- 0.3
- 0.4
- 0.5
- 0.6
- 0.7
- 0.8
- 0.9
- 1.0

(72) Disapproved work assignments will be reported as "Not Qualified"

Click **Save**.

Edit the work assignment and click the Save button.

Work Assignment:

FTE:

The *work assignment(s)* will be added for that personnel record. You can add up to three (3) work assignments for one personnel approval record.

(Show current credentials)

Personnel Approval Information

Year: Employed as of 12/1/2017:

Entity: Total FTE: 1.0

Special Ed Type: A-Special Education Teachers Term: Regular

Work Assignment(s) (+ Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				ECT	Early Childhood Teacher		1.0

Notes (0)

NOTE: You can click **Show current credentials** located under the personnel name to expand the summary information for personnel. This will show you the current credentials from ELIS (Educator Licensure Information System).

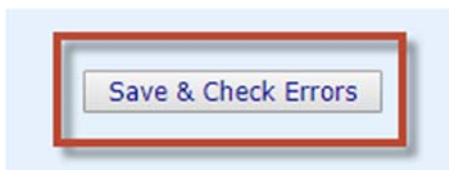
Name: **DemoArlene Ortiz** IEIN: **9000038** [Change Person](#)

Certificates/Endorsements							
Certificate Number	Certificate Code	Status	Issued Date	Expire Date	Endorsement Code	Endorsement Status	Endorsement Issue Date
	PEL	DR					
	PEL	EX					

Approvals							
Code	Description	Status	Issue Date	End Date	Dist. Specific	RCDT	Supervisor
No Records Found							

[\(Hide current credentials\)](#)

When you have completed the approval record, you can check for errors by clicking **Save and Check Errors** below the *work assignment* information.



If this record is considered, *Not Qualified*, you will receive a red warning message that will appear at the bottom of the approval record.

Description
(72) Disapproved work assignments will be reported as "Not Qualified"

Available Status Codes Include:

Qualified - replaced Approved

Time Specific - Qualified, replaced Approved

Not Qualified - replaces Disapproved (I-Star Generates a warning message indicating the record status is not qualified. This does NOT cause an error and the record will be submitted as "Not Qualified".)

Temporary Approval - Qualified, replaced Approved.

To save the record, select the **Save** radio button and click **Save** at the bottom right of the screen.

- Save - Please save this Approval / Claim
- Cancel - Please exit the wizard.

 Cancel

Save 

Once you exit the record, you will be taken back to the *Personnel Approvals Reported* tab.

Approvals | [Uploaded Files](#) | [Logout](#)

Reported | [Un-Reported](#)

Personnel Approvals Filter

IEIN: Entity:

School Year: Errors Only:

Last Name: First Name:

Approval Status: Excl Spec Ed Type: Excl

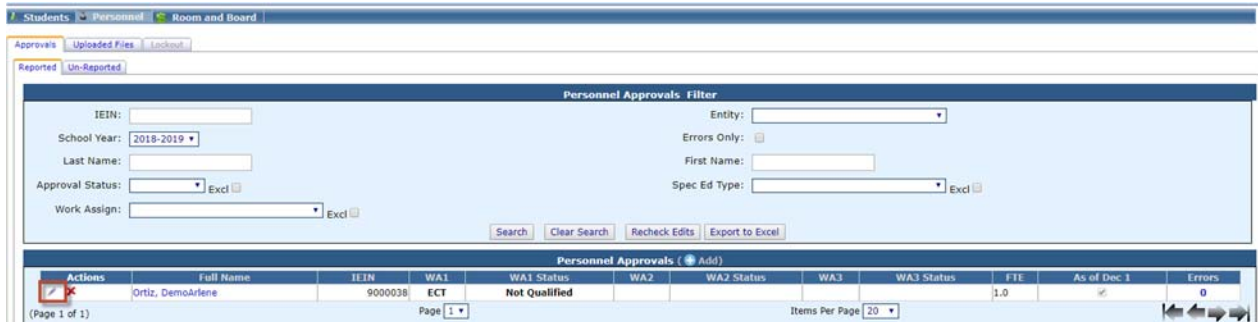
Work Assign: Excl

Personnel Approvals (<input type="button" value="Add"/>)												
Actions	Full Name	IEIN	WA1	WA1 Status	WA2	WA2 Status	WA3	WA3 Status	FTE	As of Dec. 1	Errors	
<input checked="" type="checkbox"/>	Ortiz, DemoArlene	9000038	ECT	Not Qualified					1.0	<input checked="" type="checkbox"/>	0	

(Page 1 of 1) Page Items Per Page

Editing/Deleting Personnel Approval Record

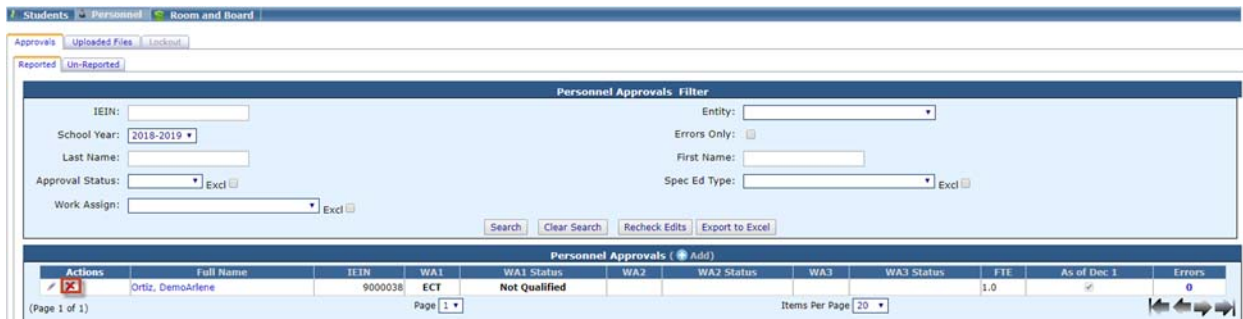
To edit a Personnel Approval record, click on the name of the personnel or the pencil icon located under the Actions column.



The screenshot shows the 'Personnel Approvals Filter' section with the following fields: IEIN (9000038), School Year (2018-2019), Last Name (Ortiz), Approval Status (Not Qualified), Work Assign (ECT), Entity, Errors Only (unchecked), First Name, Spec Ed Type, and Excl (checked). Below the filter is a table with the following data:

Actions	Full Name	IEIN	WA1	WA1 Status	WA2	WA2 Status	WA3	WA3 Status	FTE	As of Dec 1	Errors
	Ortiz, DemoArlene	9000038	ECT	Not Qualified					1.0		0

To delete a Personnel Approval record, click on the red X located under the Actions column.



The screenshot shows the 'Personnel Approvals Filter' section with the same fields as the previous screenshot. Below the filter is a table with the following data:

Actions	Full Name	IEIN	WA1	WA1 Status	WA2	WA2 Status	WA3	WA3 Status	FTE	As of Dec 1	Errors
	Ortiz, DemoArlene	9000038	ECT	Not Qualified					1.0		0

Personnel Approval Recheck Edits

To check for errors in your personnel file, click **Recheck Edits** on the *Personnel Approvals Filter* to recalculate your errors.

The screenshot shows the 'Personnel Approvals Filter' interface. It includes fields for IEIN, School Year (set to 2018-2019), Last Name, Approval Status, and Work Assign. There are also dropdowns for Entity, Errors Only, First Name, and Spec Ed Type. At the bottom, there are buttons for Search, Clear Search, Recheck Edits (highlighted with a red box), and Export to Excel. The interface also shows pagination controls and a 'Personnel Approvals (Add)' indicator.

NOTE: You will receive a series of emails on the status of the error check. You will receive a final email informing you that the process is complete. Once you receive the final email, you can run the error report.

To run the *Personnel Error Listing*, click on the **Reports** tab.

The screenshot shows a navigation menu with the following tabs: Home, Approvals and Claims, IEP, Admin, Goal Mine, Facility Search, IEP Quality, Reports (highlighted with a red box), and User Guide.

Select **Personnel** for the *Report Type*, select **Personnel Approval** under *Report Categories*, select the **Personnel Errors Listing**.

The screenshot shows the 'I-STAR Reports' selection screen. It has dropdowns for Report Type (set to Personnel) and Report Categories (set to Personnel Approval). Below is a table of report options:

Select Report	Description
<input type="radio"/>	All Personnel
<input type="radio"/>	Personnel Blank Data Entry
<input type="radio"/>	Personnel Blank Data Entry With Salary
<input checked="" type="radio"/>	Personnel Errors Listing
<input type="radio"/>	Personnel Not Reported Employed as of 12/01
<input type="radio"/>	Personnel Reported Employed as of 12/01

Select any desired the filters and click either **Run Report** or **Export Report**.

The screenshot shows the 'Reports Filters' interface. It includes fields for IEIN, School Year (set to 2018-2019), Approval Status, and Work Assign. There are also dropdowns for Entity, Errors Only, and Spec Ed Type. At the bottom, there are buttons for Clear Search, Run Report (highlighted with a red box), and Export Report (highlighted with a red box).

Adding Personnel Note(s)

To add a personnel note on the approval record, you will need to search the desired personnel from the *Personnel Approval Filter*.

Personnel Approvals Filter

TEIN: 9000038
School Year: 2018-2019
Last Name:
Approval Status: [dropdown] Exd
Work Assign: [dropdown] Exd

Entity: [dropdown]
Errors Only: [checkbox]
First Name: [text]
Spec Ed Type: [dropdown] Exd

Search Clear Search Refresh Edits Export to Excel

Personnel Approvals (Add)

(Page of) Page Items Per Page

NOTE: Click the **Expand/Collapse** button to see all filter options.

When you find the personnel that you would like to select, click on their name or the pencil icon under the *Actions* column.

To add any additional Personnel Data Note(s) from the approval record, click **Notes**.

Save & Check Errors

Notes (0)

Update Date	Note Type	Note
No Records Found		

Click **Add**.

View	Actions	Note Type	Note	Private?
No Records Found	Add			

Enter the *Note Type*, *Note*, and determine if the note should be *Private* or if you need to *Set Reminder* by checking the appropriate check box.

The screenshot shows a form with the following elements:

- Note Type:** A dropdown menu with "Current IEP" selected.
- Note:** A large, empty text area for entering the note content.
- Private:** A checkbox that is currently unchecked.
- Set Reminder:** A checkbox that is currently unchecked.

Click the **Continue** radio button and then click **Save**.

The screenshot shows a wizard step with the following elements:

- Continue - Please continue the wizard.** This radio button is selected and highlighted with a red box.
- Cancel - Please exit the wizard.** This radio button is unselected.
- Cancel** button: A button with a greyed-out icon and the text "Cancel".
- Save** button: A button with the text "Save" and a blue arrow icon, highlighted with a red box.

When ready, click the **Save** radio button and then click **Save**.


The screenshot shows a wizard step with the following elements:

- Save - Please save this Approval / Claim** This radio button is selected and highlighted with a red box.
- Cancel - Please exit the wizard.** This radio button is unselected.
- Cancel** button: A button with a greyed-out icon and the text "Cancel".
- Save** button: A button with the text "Save" and a blue arrow icon, highlighted with a red box.

Personnel Reports

To access personnel reports, click the **Reports** tab located in the upper left hand corner of the screen.

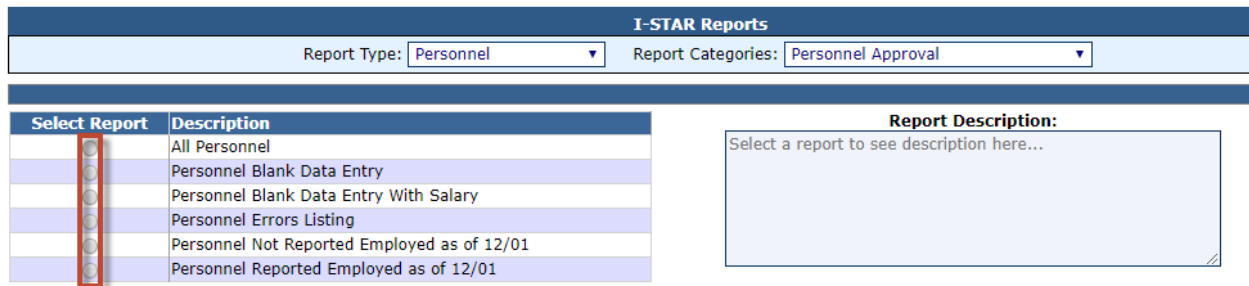
Select the desired *Report Type* and *Report Categories* from the drop-down.



I-STAR Reports

Report Type: Personnel Report Categories: Personnel Approvals

Choose the report you wish to run/export by clicking the radio button under the *Select Report* column.



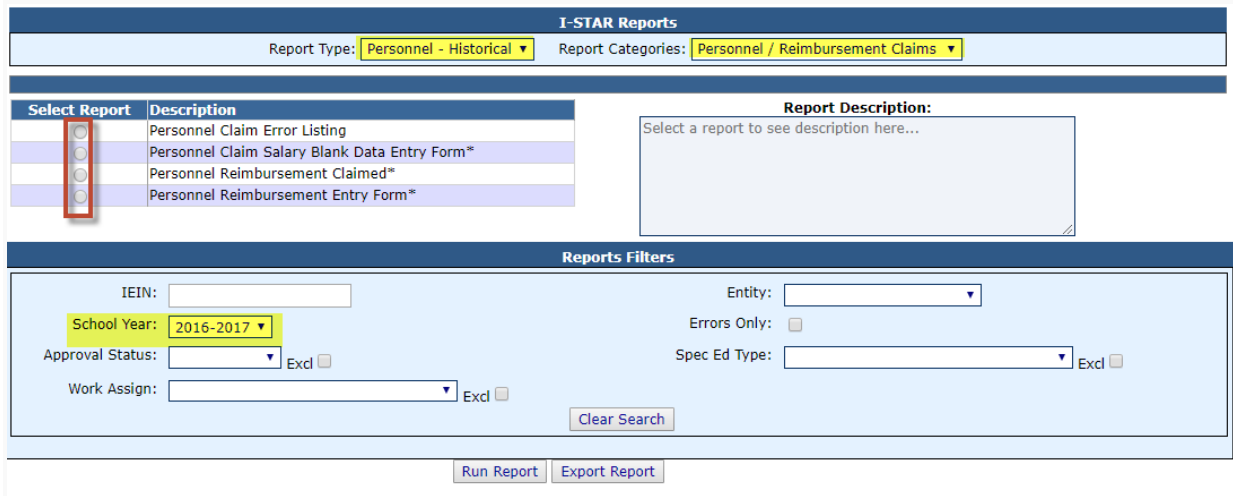
I-STAR Reports

Report Type: Personnel Report Categories: Personnel Approval

Select Report	Description
<input checked="" type="radio"/>	All Personnel
<input type="radio"/>	Personnel Blank Data Entry
<input type="radio"/>	Personnel Blank Data Entry With Salary
<input type="radio"/>	Personnel Errors Listing
<input type="radio"/>	Personnel Not Reported Employed as of 12/01
<input type="radio"/>	Personnel Reported Employed as of 12/01

Report Description:
Select a report to see description here...

NOTE: You can also run *Personnel- Historical* reports from the 2016-2017 School Year. To view the report, select **Personnel-Historical** Report Type, **Personnel/Reimbursement Claims** for Report Categories, then select the desired report.



I-STAR Reports

Report Type: Personnel - Historical Report Categories: Personnel / Reimbursement Claims

Select Report	Description
<input checked="" type="radio"/>	Personnel Claim Error Listing
<input type="radio"/>	Personnel Claim Salary Blank Data Entry Form*
<input type="radio"/>	Personnel Reimbursement Claimed*
<input type="radio"/>	Personnel Reimbursement Entry Form*

Report Description:
Select a report to see description here...

Reports Filters

IEIN: Entity:

School Year: 2016-2017 Errors Only:

Approval Status: Excl Spec Ed Type: Excl

Work Assign: Excl

Clear Search

Run Report Export Report

Select any desired filters and click either **Run Report** or **Export Report**.

Reports Filters

IEIN: <input type="text"/>	Entity: <input type="text"/>
School Year: <input type="text" value="2018-2019"/>	Errors Only: <input type="checkbox"/>
Approval Status: <input type="text"/> Excl <input type="checkbox"/>	Spec Ed Type: <input type="text"/> Excl <input type="checkbox"/>
Work Assign: <input type="text"/> Excl <input type="checkbox"/>	

I-Star Personnel Attached to a Student Program

The topics under this header are related to the I-Star Personnel whom are attached to a student program.

Adding Personnel Salary Information/Offsets

NOTE: Salary fields are not required to be completed if personnel are being reported for approval only (not included on a program).

Evidence-Based Funding (EBF) for Student Success Act became law on August 31, 2017. As a result, specific state reimbursement for special education will now be made through EBF.

See the link below to view the EBF offset example:

<https://www.isbe.net/documents/ebf-sp-ed-personnel-offset-examples.pdf>

See the link below to view the video on how to locate your BFM:

<https://player.vimeo.com/video/269256805>

To add *Salary Information/Offsets* to the personnel approval record that will be included in the student reimbursement program, you can search on the *Personnel Approvals Filter* by the *IEIN*, *Last Name*, *Approval Status*, *Work Assignment*, *Entity*, *First Name*, *Term*, or *Special Ed Type*.

Approvals | Uploaded Files | Logout

Reported | Un-Reported

Personnel Approvals Filter

IEIN:

School Year: 2018-2019

Last Name:

Approval Status: Excl

Work Assign: Excl

Entity:

Errors Only:

First Name:

Spec Ed Type: Excl

Search | Clear Search | Recheck Edits | Export to Excel

NOTE: Click the **Expand/Collapse** button to see all filter options.

When you find the personnel that you would like to select, click on their name or the pencil icon under the *Actions* column.

Personnel Approvals (+ Add)											
Actions	Full Name	TEIN	WA1	WA1 Status	WA2	WA2 Status	WA3	WA3 Status	FTE	As of Dec 1	Errors
 	Ortiz, Demetrius	9000038	ECT	Not Qualified					1.0		1

Click the **Show Salary Info** button to view and enter amount into the *Salary Information/Offsets* section.

(Show current credentials)




Personnel Approval Information

Year: 2018-2019 Employed as of: 12/1/2018:

Entity: Jasper County CUD 1 (2) Total FTE: 1.0

Special Ed Type: A-Special Education Teachers Term: Regular

Work Assignment(s) (+ Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				SLD	Specific Learning Disability	Qualified	1.0

Show Salary Info Save & Check Errors

Notes (0)

Update Date	Note Type	Note
No Records Found		

[Show Audit Trail](#)

NOTE: Once an approval record is added, you can edit the *Salary Information/Offsets* at a later time if the personnel is attached to a student program.

(Show current credentials)





Personnel Approval Information

Year: 2018-2019 Employed as of: 12/1/2018:

Entity: Jasper County CUD 1 (2) Total FTE: 1.0

Special Ed Type: A-Special Education Teachers Term: Regular

Work Assignment(s) (+ Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				SLD	Specific Learning Disability	Qualified	1.0

Hide Salary Info

Salary Information / Offsets

Local Salary & Benefits: IDEA Discretionary/Flow Through Salary & Benefits:

IDEA Preschool Salary and Benefits:

Orphanage Salary and Benefits:

Other Salary and Benefits:

Evidence Based Funding - Personnel:

Save & Check Errors

Notes (0)

Update Date	Note Type	Note
No Records Found		

When you have completed the *Salary Information/Offsets* information in the personnel record, you can check for warnings on this record. Simply click the **Save & Check Errors** button. If warnings are present, they will be shown in the *Description* section below.

(Show current credentials)

Personnel Approval Information

Year: Employed as of: 12/1/2018:

Entity: Total FTE: 1.0

Special Ed Type: A-Special Education Teachers Term: Regular

Work Assignment(s) (+ Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				SLD	Specific Learning Disability	Qualified	1.0

Salary Information / Offsets

Local Salary & Benefits: IDEA Discretionary/Flow Through Salary & Benefits:

IDEA Preschool Salary and Benefits:

Orphanage Salary and Benefits:

Other Salary and Benefits:

Evidence Based Funding - Personnel:

NOTE: Salary fields are not required to be completed if personnel are being reported for approval only (not included on a program).

Notes (0)

Update Date	Note Type	Note
No Records Found		