

# I-Star User Guide Introduction

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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 Student Admin

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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

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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

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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

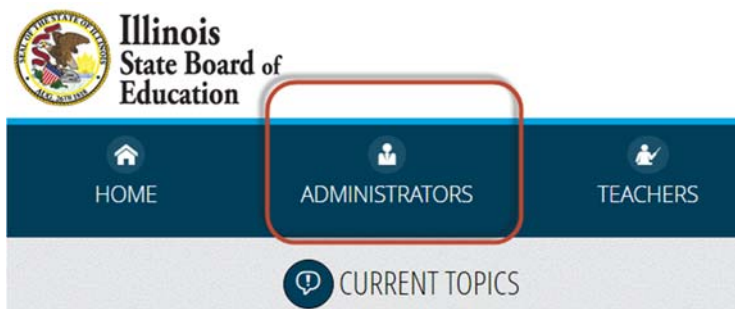
Before being assigned a role in the IEP system, you must create an IWAS account to establish authorization to use ISBE systems.

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>



The screenshot shows the Illinois State Board of Education (ISBE) website. The header features the ISBE logo and the names of the Chairman, James T. Meeks, and the State Superintendent, Tony Smith, Ph.D. Below the header is a navigation bar with the word "IWA STRAIN" repeated. The main content area is divided into two columns. The left column contains a sidebar with links: "ISBE Home", "Home", "Sign Up Now", "Get Password", "Contact Us", "Help", "IWAS User Guide" (highlighted with a red arrow), and "IWAS Training Video". The right column contains a login section titled "Already have an account? Login Here :" with fields for "Login Name" and "Password", a "Remember Login Name" checkbox, and a "LOG IN" button. Below the login section is a link for "Forgot Your Password?". To the right of the login section is a sign-up section titled "New Partner - Sign up Now" with a paragraph explaining the need for electronic signatures and a "Sign Up Now" link. Below the sign-up section is a "Need Help?" section with a paragraph explaining the need for help and a "Help" link. At the bottom of the page, there is a footer with a copyright notice: "Copyright © 2017 Illinois State Board of Education".

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

IWA STRAIN IWA STRAIN IWA STRAIN IWA STRAIN IWA STRAIN IWA STRAIN

**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.

**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](#)**

**[Find Login/Password](#)**

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.

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**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?](#)

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**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?](#)

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**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:



Illinois State  
Board of Education

I-Star

Train09Olivia Gray (Train09IStar) District User  
SESSION  
TIMEOUT 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.


My IEP Students Help


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	★


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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			



## 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 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.

<input checked="" type="radio"/> Save - Please save this request. <input type="radio"/> Cancel - Please exit the wizard.	Step 1	Step 2
<input type="radio"/> Cancel		<input checked="" type="radio"/> 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

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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**.



Users by Name							
User Id	Full Name	Entity	Email	Approval Group	Logged In	Roles	Is Active
		Ohio Valley Sp Ed		District Admin		<b>Role Name</b> 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		<b>Role Name</b> 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
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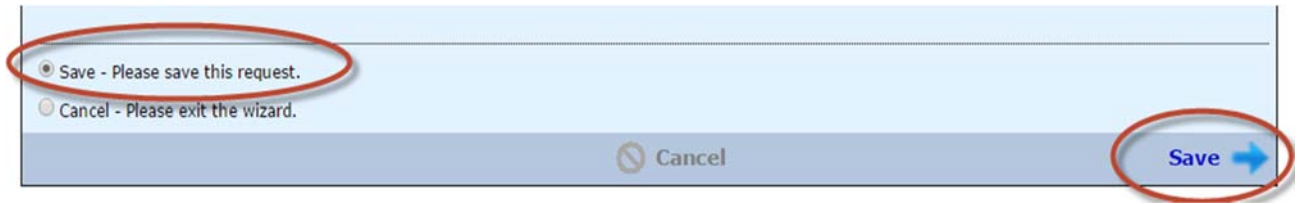
**Step 4:** Select the type of role that you would like this user to have by clicking the appropriate button in the *Current Access* column.

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.

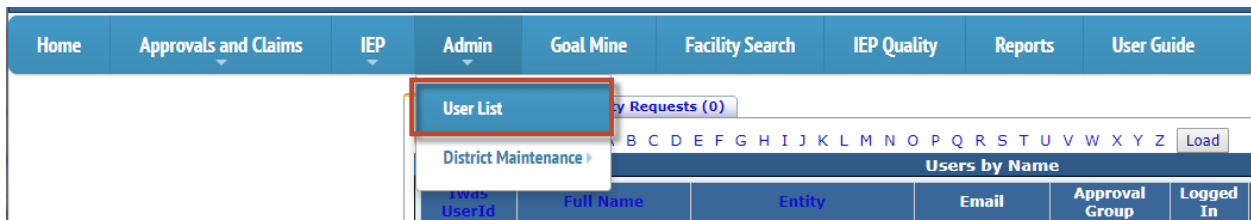
District Security Administrator (Clear)	
Current Access	Role Name
<input checked="" type="radio"/>	District Security Administrator

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



A screenshot of a wizard interface. At the top, there are two radio buttons: 'Save - Please save this request.' (selected) and 'Cancel - Please exit the wizard.' Below these is a 'Cancel' button with a crossed-out circle icon. On the right side, there is a 'Save' button with a blue arrow icon. Both the selected radio button and the 'Save' button are circled in red.

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



A screenshot of a web application's navigation menu. The menu includes 'Home', 'Approvals and Claims', 'IEP', 'Admin', 'Goal Mine', 'Facility Search', 'IEP Quality', 'Reports', and 'User Guide'. The 'Admin' menu is open, showing 'User List' (highlighted with a red box) and 'District Maintenance'. Below the menu, there is a 'Security Requests (0)' link and an alphabetical index (A-Z) with a 'Load' button. A table titled 'Users by Name' is partially visible, with columns for 'UserId', 'Full Name', 'Entity', 'Email', 'Approval Group', and '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

SESSION  
TIMEOUT  
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.


My IEP Students Help


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	★


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View All


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**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	

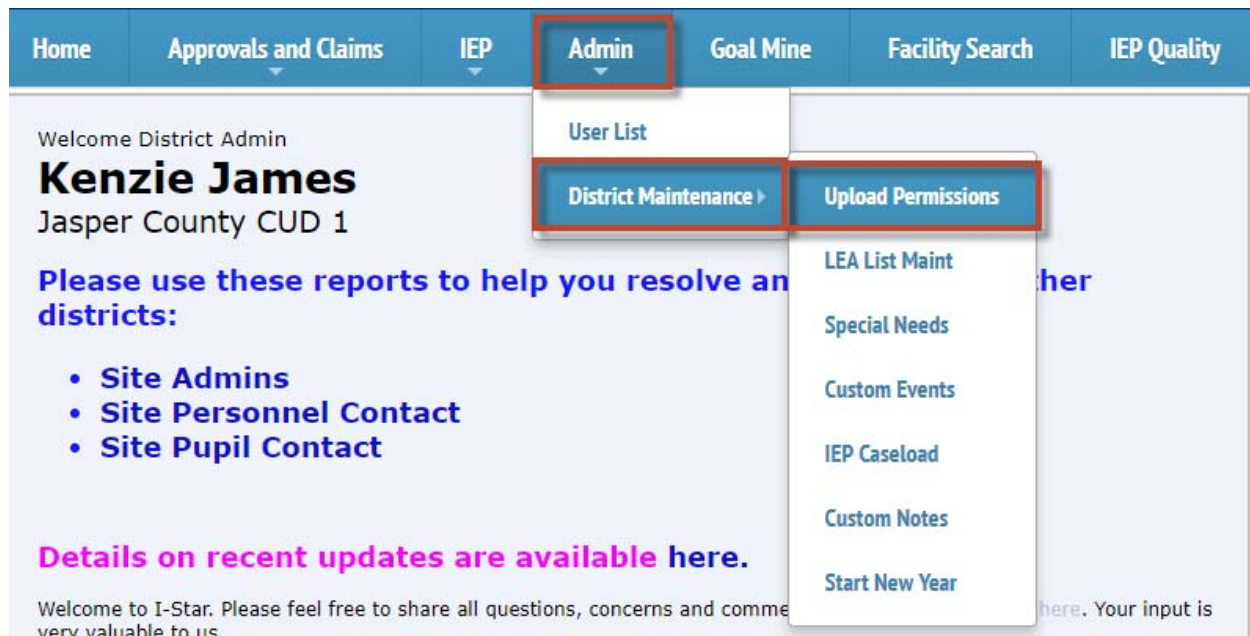
**Reminders** Reminders for: Today  
You will see a list of reminders that you have set up. You can look for future reminders up to 4 weeks by changing the selection in the dropdown that is present in the header.

Name	Subject	Date	Description
No Records Found			

## Upload Permissions

To Access **Upload Permissions**:

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



### 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.





## 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. The 'Submitting Entity' is 'South Eastern Sp Ed Program' and the 'Submitting User' is 'Connie Heinz'. The 'Authorized Entity RCDT' is '12017801060' with a 'Set To Me' button. The 'Authorized Entity Name' is 'South Eastern Sp Ed Program'. All checkboxes are checked: 'Student Approval', 'Student Claim', 'Personnel Approval', 'Personnel Claim', and 'Authorize Upload'. At the bottom are 'Edit', 'Save', and 'Cancel' buttons. A footer contains contact information for ISBE and Harrisburg Project.

Permission Data	
Submitting Entity:	South Eastern Sp Ed Program
Submitting User:	Connie Heinz
Authorized Entity RCDT:	12017801060 <a href="#">Set To Me</a>
Authorized Entity Name:	South Eastern Sp Ed Program
Student Approval:	<input checked="" type="checkbox"/>
Student Claim:	<input checked="" type="checkbox"/>
Personnel Approval:	<input checked="" type="checkbox"/>
Personnel Claim:	<input checked="" type="checkbox"/>
Authorize Upload:	<input checked="" type="checkbox"/>
<a href="#">Edit</a> <a href="#">Save</a> <a href="#">Cancel</a>	

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](mailto:istar@isbe.net). For Student/Personnel component issues please contact Harrisburg Project via email [support@hbug.k12.il.us](mailto: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. The 'Submitting Entity' is 'Richland County High School' and the 'Submitting User' is 'Jeremy Peck'. The 'Authorized Entity RCDT' is '12017801060' with a 'Set To Me' button. The 'Authorized Entity Name' is 'South Eastern Sp Ed Program'. The checkboxes are: 'Student Approval' (checked), 'Student Claim' (checked), 'Personnel Approval' (unchecked), 'Personnel Claim' (unchecked), and 'Authorize Upload' (checked). At the bottom are 'Edit', 'Save', and 'Cancel' buttons. A footer contains contact information for ISBE and Harrisburg Project.

Permission Data	
Submitting Entity:	Richland County High School
Submitting User:	Jeremy Peck
Authorized Entity RCDT:	12017801060 <a href="#">Set To Me</a>
Authorized Entity Name:	South Eastern Sp Ed Program
Student Approval:	<input checked="" type="checkbox"/>
Student Claim:	<input checked="" type="checkbox"/>
Personnel Approval:	<input type="checkbox"/>
Personnel Claim:	<input type="checkbox"/>
Authorize Upload:	<input checked="" type="checkbox"/>
<a href="#">Edit</a> <a href="#">Save</a> <a href="#">Cancel</a>	

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](mailto:istar@isbe.net). For Student/Personnel component issues please contact Harrisburg Project via email [support@hbug.k12.il.us](mailto: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 TWAS login issues, please contact ISBE helpdesk at (217) 558-3600. For IEP Form Completion - Please contact Special Education via email [istar@isbe.net](mailto:istar@isbe.net). For Student/Personnel component issues please contact Harrisburg Project via email [support@hbg.k12.il.us](mailto:support@hbg.k12.il.us) 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-013-0250-26	North Clay CUSD 25	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-013-0350-26	Flora CUSD 35	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-017-0010-26	Hutsonville CUSD 1	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-017-0020-26	Robinson CUSD 2	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-017-0030-26	Palestine CUSD 3	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-017-0040-26	Oblong CUSD 4	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-040-0010-26	Jasper County CUD 1	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-051-0100-26	Red Hill CUSD 10	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-051-0200-26	Lawrence County CUD 20	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-080-0010-26	Richland County CUSD 1	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12-080-0010-26	Richland County CUSD 1	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-080-0010-26	Richland County CUSD 1	Jeremy Peck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## 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 I-Star Admin interface. The top navigation bar includes tabs for 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, and LEA List Maintenance. The LEA List Maintenance option is highlighted. On the left, a welcome message for Kenzie James, Jasper County CUD 1, is displayed. Below the welcome message, there are links to Site Admins, Site Personnel Contact, and Site Pupil Contact. A link for recent updates is also present.

The screenshot shows the LEA List Maintenance page. At the top, there are tabs for Upload Permissions, LEA List Maintenance, Special Needs, Custom Events, and IEP Caseload. The LEA List Maintenance tab is selected. Below the tabs, there is a section for Serving Type with radio buttons for Serving District and Serving School. The Serving District radio button is selected. Below this, there is a table with columns for Actions, Name, Facility Type, Address, City, State, Zip, County, and RCDT. The table lists several districts, including Carrier Mills-Stonefort CUSD 2, Edw/Glt/Hlt/Hdn/Pop/Sln/Wbh/Wn/Wh ROE, Eldorado CUSD 4, Galatia CUSD 1, Harrisburg CUSD 3, and North Boone CUSD 200.

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.

Entity Search

General Search	Additional Search Criteria
Name: <input style="width: 90%;" type="text"/>	County: <input style="width: 90%;" type="text"/>
Address: <input style="width: 90%;" type="text"/>	Facility Type: <input style="width: 90%;" type="text"/>
City: <input style="width: 90%;" type="text"/>	
<input type="checkbox"/> within <input style="width: 50px;" type="text"/> miles of	
Zip Code: <input style="width: 90%;" type="text"/>	
RCDT: <input style="width: 90%;" type="text"/>	
<input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear Search"/> <input type="button" value="Cancel"/>	

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									
<div style="border: 1px solid red; padding: 2px; display: inline-block; margin-bottom: 5px;">Use Selected</div>									
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	Cartersville CUSD 5	Public Districts	306 Virginia Ave	Cartersville	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	Cartersville	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.

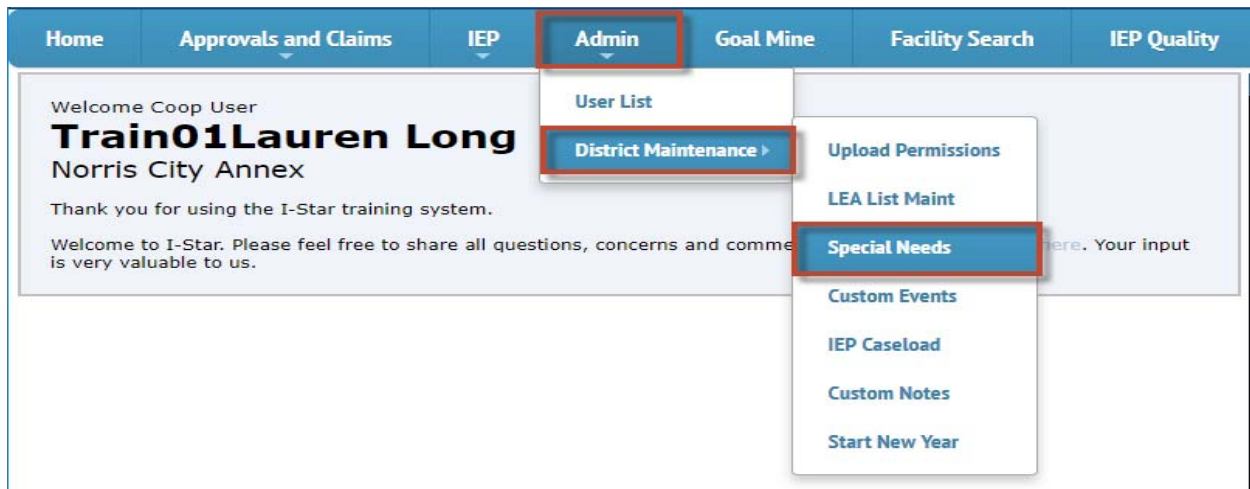
Serving Type								
<input checked="" type="radio"/> Serving District <input type="radio"/> Serving School								
Actions	Name	Facility Type	Address	City	State	Zip	County	RCDT
<input checked="" type="checkbox"/>	Carrier Mills-Stonefort CUSD 2	Public Districts	7071 US 45 S	Carrier Mills	IL	62917	Saline	20083002026
<input checked="" type="checkbox"/>	Cartersville CUSD 5	Public Districts	306 Virginia Ave	Cartersville	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 the 'Special Transportation Needs' table. The 'Add' button is highlighted with a red box. The table lists existing special needs definitions and their associated entities.














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

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

The screenshot shows the 'Special Need' form. The 'Special Need' field contains the text 'Wheel Chair Lift'. The 'Save' button is highlighted with a red box.

Special Need:

**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

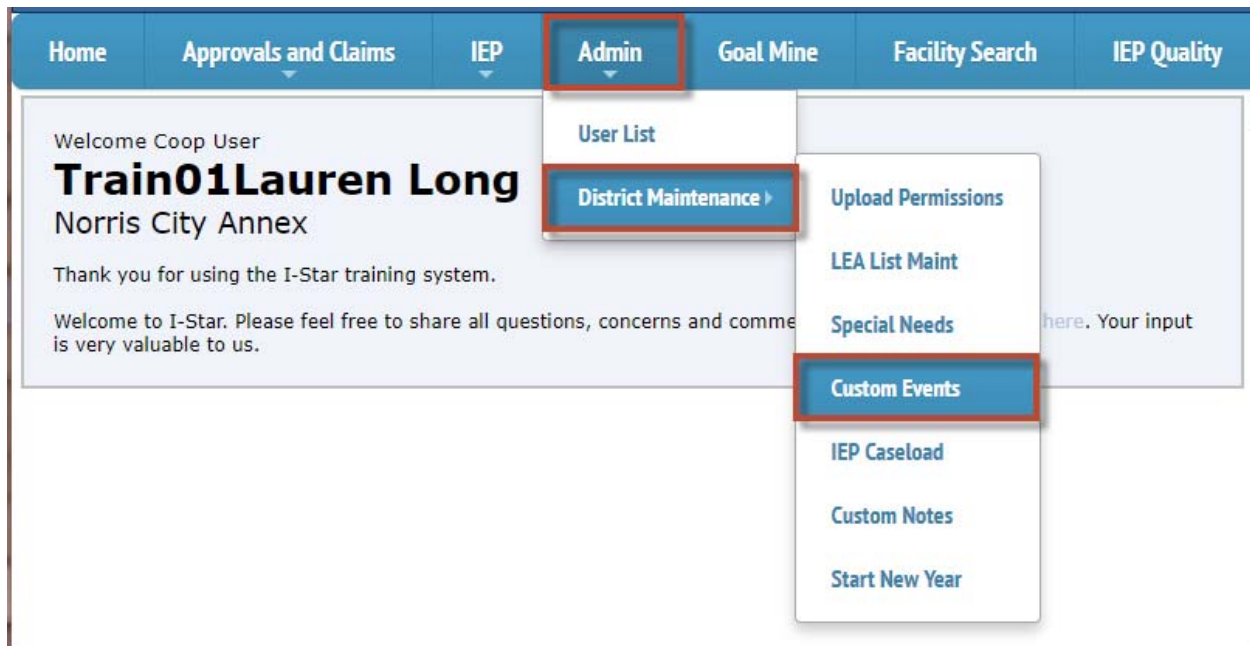


## Custom Events

### 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.

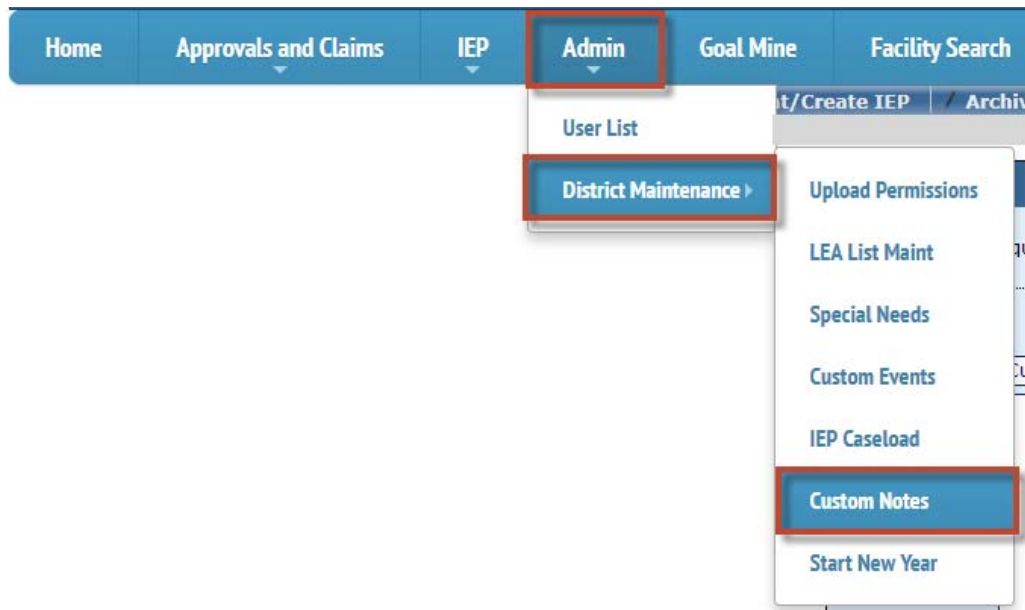
A screenshot of the Custom Events form in the I-Star training system. The form has a header bar with the text 'Custom Events (Add)'. Below the header, there is a text input field labeled 'Event:' with a yellow highlight. At the bottom right of the form, the 'Save' button is highlighted with a red box, next to a 'Cancel' button. The form also includes a 'Custom Event' label and a message: 'Enter the new custom Event Type and click the Save button.'

## Custom Notes

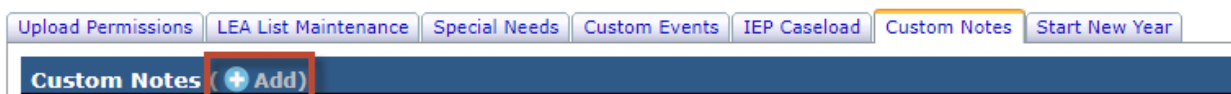
### Custom Notes

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.

A screenshot of the 'Custom Notes' form. The form has a light blue background. At the top, there's a header 'Custom Notes (+ Add)'. Below it, a text input field is labeled 'Note Type:'. The 'Note Type' label and the input field are highlighted with a red box. At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box. Above the form, the 'Custom Notes' tab is selected and highlighted with an orange bar.

## 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**.

This screenshot shows the top navigation bar with tabs: Home, Approvals and Claims, IEP, Admin, Goal Mine, Facility Search, and IEP Quality. The 'Admin' tab is highlighted with a red box. A dropdown menu is open from 'Admin', showing options: User List, District Maintenance (highlighted with a red box), Upload Permissions, LEA List Maint, Special Needs, Custom Events, IEP Caseload, Custom Notes, and Start New Year (highlighted with a red box).

This screenshot shows the 'Mass Change' form. At the top, there are tabs: Upload Permissions, LEA List Maintenance, Special Needs, Custom Events, IEP Caseload, Custom Notes, and Start New Year. The 'Start New Year' tab is active. The form has a 'Roll Data' section with 'From: 2017-2018' and 'To: 2018-2019' dropdowns, and a 'Clear Data' button. Below this is the 'Mass Change' section for the '2018-2019' year. It contains several checkboxes and options: 

- ☒ Change Student Approval Begin Dates
  - ☐ Use School Calendar
  - ☐ By Resident District
  - ☐ By Serving District
  - Begin Date: [dropdown] MM/DD/YYYY [Use For All]
- ☒ Change Caseload Begin Dates
  - ☐ By Class Location
  - Begin Date: [dropdown] MM/DD/YYYY [Use For All]
- ☐ Detach All Programs from FACTS
- ☐ Clear Personnel Salaries
- ☐ Clear Days/Costs
- ☐ Change Student Approval End Dates
  - ☐ By Resident District
  - ☐ By Serving District
  - From End Date: [dropdown] MM/DD/YYYY To End Date: [dropdown] MM/DD/YYYY [Use For All]

On the right side of the form, there is a 'Statuses' section with buttons: Roll Data, Rollback, Print Rollback, and Print Mass Changes.

**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' form with the 'For Year' set to '2018-2019'. The 'Change Student Approval Begin Dates' section is active. It includes a 'Use School Calendar' checkbox (checked) and radio buttons for 'By Resident District' and 'By Serving District' (selected). A 'Begin Date' field is set to 'MM/DD/YYYY' with a 'Use For All' button. Below is a table with three rows: Allendale-Benet Lake, Alpine Academy, and Chaddock, each with a 'Date' field.

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' section. It has radio buttons for 'By Class Location' and 'By Class' (selected). The 'Begin Date' field is set to '08/15/2018' with a 'Use For All' button. There is a 'Check/Uncheck All' checkbox (checked). Below is a table with three rows: CL10 CC C01, CL10 CC C02, and CL10 CC C03, each with a 'Date' field.

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.

**Make Changes**

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

**Refresh** **Print Rollover** **Print Mass Changes**

1542 Student Approval begin date records updated.  
1955 Caseload records updated.  
281Personnel Salary Information Cleared..  
1542 Programs detached from claims..  
1542 Claim days and costs cleared

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

**Approvals** **Claims** **Programs** **Upload Files** **Case Load Definition**

**Reported** **Un-Reported**

**Student Approvals Filter**

Student SIS Id:   
Last Name:   
First Name:   
School Year: **2018-2019** ▼  
Status: ▼  
Grade: ▼  
Term: ▼  
Tuition Status: ▼

**Search** **Clear Search** **Recheck Edits** **Export to Excel**

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" with a purple header and footer. The main content area has a light blue background. On the left, there are input fields for "Student SIS Id:", "Last Name:", "First Name:", "School Year:" (with a dropdown menu showing "2017-2018"), "Status:", "Grade:", "Term:", and "Tuition Status:". On the right, there is a "Show only Out of District:" checkbox and a series of 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 footer contains the text "Student Approvals (Add)" with a small icon.

Student Approvals Filter	
Student SIS Id: <input type="text"/>	Show only Out of District: <input type="checkbox"/>
Last Name: <input type="text"/>	Resident District: <input type="text"/>
First Name: <input type="text"/>	Resident School: <input type="text"/>
School Year: <input type="text" value="2017-2018"/>	Serving District: <input type="text"/>
Status: <input type="text"/>	Serving School: <input type="text"/>
Grade: <input type="text"/>	Disability: <input type="text"/>
Term: <input type="text"/>	Fund: <input type="text"/>
Tuition Status: <input type="text"/>	Class Teacher: <input type="text"/>
	Class Name: <input type="text"/>
	Event: <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear Search"/> <input type="button" value="Recheck Edits"/> <input type="button" value="Export to Excel"/> <input type="button" value="Export using Import Format"/>	
Student Approvals (Add)	

## I-Star Student Approval

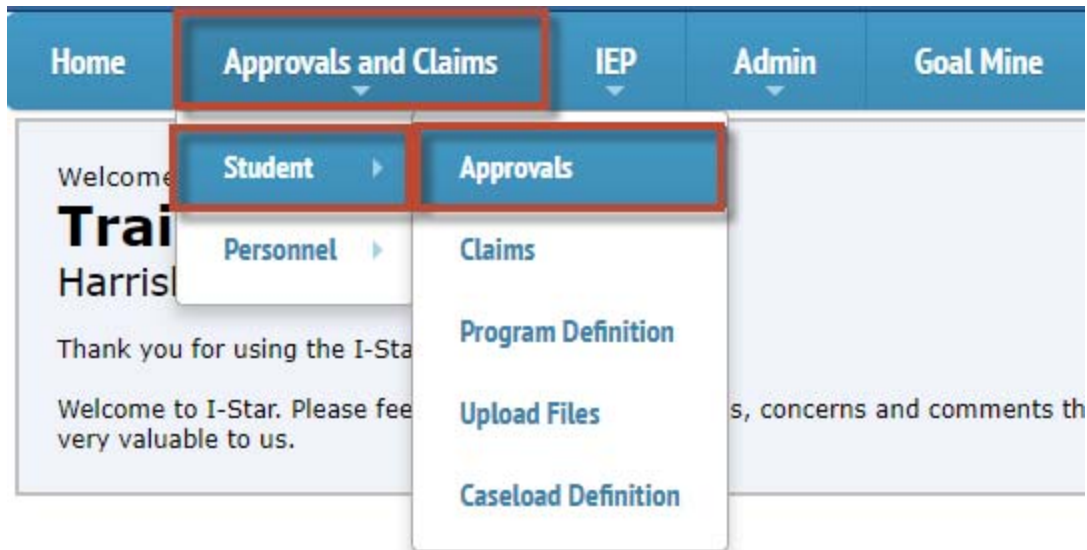
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The topics under this header are related to the I-Star Student Approval.



## Searching for Students

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



You can search for personnel by several different filters such as *Student SIS ID, Last Name, First Name, School Year, Status, Grade, Term, Tuition Status, Resident District, Resident School, Serving District, Serving School, Disability, Fund, Class Teacher, Class Name, and/or Event*.

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

Click **Search**.

A screenshot of the 'Student Approvals Filter' form in the I-Star application. The form is divided into two main sections. The left section contains input fields for 'Student SIS ID', 'Last Name', 'First Name', 'School Year' (a dropdown menu showing '2018-2019'), 'Status', 'Grade', 'Term', and 'Tuition Status'. The right section contains a 'Show only Out of District' checkbox and a series of dropdown menus for 'Resident District', 'Resident School', 'Serving District', 'Serving School', 'Disability', 'Fund', 'Class Teacher', 'Class Name', and 'Event'. At the bottom of the form, there is a row of buttons: 'Search', 'Clear Search', 'Recheck Edits', 'Export to Excel', and 'Export using Import Format'. The 'Search' button is highlighted with a red rectangular box. Above the form, there are tabs for 'Approvals' (selected), 'Claims', 'Programs', 'Upload Files', 'Student Lockout', and 'Case Load Definition'. Below the 'Approvals' tab, there is a sub-tab for 'Un-Reported'.

NOTE: The *Reported* tab will search for students that have an approval record. The *Un-Reported* tab will search for students that are in your SIS upload but do not have an approval record located in your jurisdiction.

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

The screenshot shows the 'Students' application interface. At the top, there is a navigation bar with 'Students' and 'Personnel' tabs. Below this is a sub-navigation bar with 'Approvals', 'Claims', 'Programs', 'Upload Files', 'Student Lockout', and 'Case Load Definition'. The 'Approvals' section is active, showing 'Reported' and 'Un-Reported' tabs. The 'Un-Reported' tab is selected. Below the tabs is a search area with a dropdown menu for 'Entity' (currently showing 'Harrisburg CUSD 3 (2)') and a 'Last Name' field with a search button. To the right of the search area is a 'Filters' section with a list of letters from A to Z for filtering by last name.

If the student you are looking for is not listed under the **Reported** tab or the **Un-Reported** tab, you can add the new student approval record. To do this, see [Adding A Student Approval Record](#).

## Adding Student Approval Record

To add a *Student Approval* record, click **Add** under the filters box.

NOTE: The student must have an SIS ID to be entered into I-Star. To obtain a student SIS ID, you will need to contact your SIS Admin.

The screenshot shows the top navigation bar of the application. It features a dark blue header with the text "Student Approval:" followed by a red-bordered button labeled "+ Add". Below the header, there is a light blue bar containing a "(Page of )" label, a "Page" dropdown menu, an "Items Per Page" dropdown menu, and a set of navigation arrows (back, forward, first, last).

Search for students by using multiple criteria: *Last Name*, *First Name*, *DOB* and *Gender* or search by *SIS ID*. You can add criteria from the *Advanced* section to refine your results. Once your criteria is entered, click **Search**.

The screenshot displays the "Student Search" form. It is divided into two main sections: "SIS Required" and "Advanced". The "SIS Required" section includes fields for "SIS ID:" (with the value "999999007" entered), "Last Name:", "First Name:", "DOB:" (with a date format hint "MM/DD/YYYY"), and "Gender:". The "Advanced" section includes checkboxes for "Exact Name Match:", dropdowns for "Grade:" and "Ethnicity:", and text input fields for "Mother's Maiden Name:", "Guardian Last Name:", and "Guardian First Name:". At the bottom, there are three buttons: "Search" (highlighted with a red box), "Clear Search", and "Cancel". A note at the bottom states: "\* Note: To search for students you must provide either the SIS ID, or the combination of Last Name, First Name, Date of Birth (DOB) and Gender."

To add the student, click the check-mark under the *Select* column or click on the student's name.

The screenshot shows two sections. The top section, "Selected Student Details", displays information for a student: First Name: DemoKaylen, Middle Name: Brady, Last Name: Walker, Home School: Harrisburg CUSD 3, Serving School: Harrisburg CUSD 3, Exit Type: (blank), DOB: 12/28/1999 (18 yrs 4 mos), Gender: Male, Grade: 8th, Enrollment Date: (blank), Exit Date: (blank), Exit Status: (blank), SIS ID: 999999007, Native Language: English, Home Language: English, Mother's Maiden Name: (blank), Ethnicity: White, FTE: (blank). Below this information are buttons for "Select", "New Search", and "Cancel". The bottom section, "Students Search Results", is a table with the following data:

View	Select	SIS Id	Name	Birthdate	Gender	Ethnicity
<input type="radio"/>	<input checked="" type="checkbox"/>	999999007	Walker, DemoKaylen Brady	12/28/1999	Male	White

Once you have selected the student, you will be able to enter the approval record for the desired student.

**Approval:**

Approval Status: N/A

School Year: 2018-2019

Include on Approval: ☒

Dually Enrolled: ☐

Fund: A

% Special Ed:

Display SIS Enrollment

Resident District:

Resident School:

Serving District:

Serving School:

Disabilities:

Related Service:

Education Environment:

% Time inside Reg Classroom:

Term:

Begin Date: \* MM/DD/YYYY

End Date: MM/DD/YYYY

Exit Code:

Local District Id:

Notes

Refresh

Save & Check Errors

☒ Show Audit Trail

☒ Add Approval

☐ Cancel - Please exit the wizard.

Cancel

Add

NOTE: If you click the **Display SIS Enrollment** button, this will show you the enrollment information that is provided in SIS. This will help you correct errors between SIS and I-Star.

**Display SIS Enrollment**

Resident District: Clay City CUSD 10 - 12-013-0100-26 ▼

Resident School: Clay City Elem School - 12-013-0100-26-200 ▼

Serving District: Clay City CUSD 10 - 12-013-0100-26 (2) ▼

Serving School: Clay City Elem School - 12-013-0100-26-200 ▼

After clicking the **Display SIS Enrollment** button, you view the SIS enrollment information. If you choose to minimize the SIS enrollment information, click **Hide SIS Enrollment**.

**Hide SIS Enrollment**

Res RCDTS:12-013-0100-26-1001 Clay City Jr High School  
 Serv RCDTS:12-013-0100-26-1001 Clay City Jr High School  
 Serv Prov:12-013-0100-26-0000 Clay City CUSD 10  
 Beg Date:8/16/2017 End Date:12/11/2017

Resident District: Clay City CUSD 10 - 12-013-0100-26 ▼

Resident School: Clay City Elem School - 12-013-0100-26-200 ▼

Serving District: Clay City CUSD 10 - 12-013-0100-26 (2) ▼

Serving School: Clay City Elem School - 12-013-0100-26-200 ▼

Check for errors on this particular record by clicking the **Save & Check Errors** button at the bottom of the approval record.

**Save & Check Errors**

When the approval record is completed, select the **Add Approval** radio button and then click **Add**.

☒ Add Approval

☐ Cancel - Please exit the wizard.

Cancel

**Add** ➔

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

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:

Search

Clear Search

Recheck Edits

Export to Excel

Export using Import Format

Student Approvals (  )

Approval Status: **Disapproved**

School Year: **2018-2019**

Include on Approval: ☒

Dually Enrolled: ☐

Fund: **A**

% Special Ed: **80**

**Display SIS Enrollment**

Resident District: **Jasper County CUD 1 - 12-040-0010-26**

Resident School: **Newton Elem School - 12-040-0010-26-2002**

Serving District: **Jasper County CUD 1 - 12-040-0010-26 (2)**

Serving School: **Newton Elem School - 12-040-0010-26-2002**

Disabilities: **A-Intellectual Di**

Related Service: **07**

Education Environment: **01-Inside regular classroom 80% or more of day**

% Time inside Reg Classroom: **18**

Term: **Regular**

Begin Date: **08/17/2018** MM/DD/YYYY

End Date: MM/DD/YYYY

Exit Code:

Local District Id:

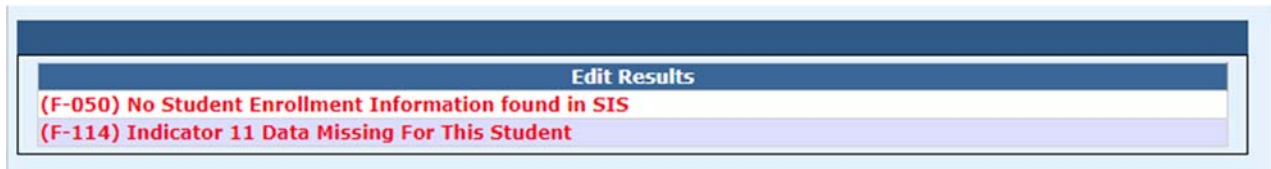
**Notes (0)**

Update Date	Note Type	Note
No Records Found		

**Save & Check Errors**

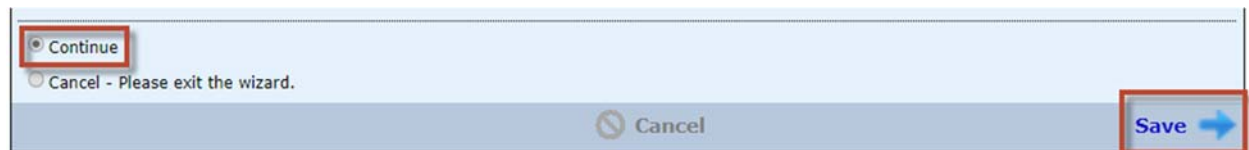


NOTE: Errors will begin with an (F-) and Warnings will begin with a (W-). Only records with errors (F-) will be disapproved. Records with warnings (W-) will be approved and picked up by ISBE



The screenshot shows a software interface with a dark blue header bar labeled "Edit Results". Below this header, there are two lines of red text on a light background. The first line reads "(F-050) No Student Enrollment Information found in SIS" and the second line reads "(F-114) Indicator 11 Data Missing For This Student".

When the student approval record is completed, select the **Continue** radio button and then click **Save**.













The screenshot shows the bottom section of a wizard. It features two radio buttons: "Continue" (which is selected and highlighted with a red box) and "Cancel - Please exit the wizard.". Below these buttons is a "Cancel" button with a circular icon. To the right of the "Cancel" button is a "Save" button with a blue arrow icon, also highlighted with a red box.

## End/Add


NOTE: *End/Add*s are performed including, but not limited to the following:


- Students turning 6
- Student turning 10 with a disability of N
- Students turning 15 and becoming the responsibility of the high school district
- Educational Environment Code Change
- Disability Code Change
- Fund Code Change





In the *Student Approvals* section, click the chain icon under the *Actions* column for the student you wish to perform the *End/Add*.

Student Approvals (  Add )																			
Actions	Ind	Student Name	SIS Id	Resident RCDT	DOB	Fund	Priv Fac	Disab	Rel Svc	Ed Env	% SpEd	% Reg	Term	Begin Date	End Date	Exit Code	Incl on Appr	Status	Errors
  	11 13	Walker, Demokaylen Brady	999999007	20-083-0030-26	12/28/1999	A		D		03	97	13	R	3/2/2017			<input checked="" type="checkbox"/>	D	0
  	11 13	Walker, Demokaylen Brady	999999007	20-083-0030-26	12/28/1999	A		A	07	01	33	96	R	8/23/2018			<input checked="" type="checkbox"/>	D	1
  	11 13	Walker, Demokaylen Brady	999999007	20-083-0030-26	12/28/1999	A		A	07	01	10	96	R	4/24/2018			<input checked="" type="checkbox"/>	D	0

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Edit the *End Date for original Approval* of the current record if what has auto filled is not correct. Choose the *Exit Code* and click **Save**.

Illinois State Board of Education I-Star

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

Students Personnel Room and Board

Approvals Claims Programs Upload Files Student Lockout Case Load Definition

Reported Un-Reported

Student Approvals Filter

Student SIS Id: Last Name: walker First Name: School Year: 2018-2019 Status: Grade: Term: Tuition Status:

Show only Out of District: Resident District: Build/Arch Select: Choose district to load schools

**End/Add Student Approval**

This process will make a copy of the current record. The new record will have a begin date one day after the end date of the original record.

End Date for original Approval: 8/27/2018 MM/DD/YYYY

Exit Code: 20-Changed Name, DOB, Fund, etc.

Save Cancel

Actions	Ind	Student Name	SIS Id	Resident RCDT	DOB	Fund	Priv Fac	Disab	Rel Svc	Ed Env	% SpEd	% Reg	Term	Begin Date	End Date	Exit Code	Incl on Appr	Status	Errors
	11 13	Walker, Demokaylen Brady	999999007	20-083-0030-26	12/28/1999	A		D		03	97	13	R	3/2/2017			<input checked="" type="checkbox"/>	D	0
	11 13	Walker, Demokaylen Brady	999999007	20-083-0030-26	12/28/1999	A		A	07	01	33	96	R	8/23/2018			<input checked="" type="checkbox"/>	D	1
	11 13	Walker, Demokaylen Brady	999999007	20-083-0030-26	12/28/1999	A		A	07	01	10	96	R	4/24/2018			<input checked="" type="checkbox"/>	D	0

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If you encounter IWAS login issues, please contact ISBE helpdesk at (217) 558-3600. For IEP Form Completion - Please contact Special Education via email or at (800) 635-3274. Click here to Contact Us

This process will make a copy of the current record. The new record will have a *Begin Date* one day after the end date of the original record. Edit the new approval record for the student. To check for errors on this student approval record, click **Save & Check Errors**.

Approval Status: Disapproved

School Year: 2018-2019 ▼

Include on Approval: ☒

Dually Enrolled: ☐

Fund: A ▼

% Special Ed: 33

Display SIS Enrollment

Resident District: Harrisburg CUSD 3 - 20-083-0030-26 ▼

Resident School: Harrisburg Middle School - 20-083-0030-26-1 ▼

Serving District: Harrisburg CUSD 3 - 20-083-0030-26 (2) ▼

Serving School: Harrisburg Middle School - 20-083-0030-26-1 ▼

Disabilities: A-Intellectual D ▼

Related Service: 07 ▼

Education Environment: 01-Inside regular classroom 80% or more of day ▼

% Time inside Reg Classroom: 96

Term: Regular ▼

Begin Date: 08/28/2018 ▼ \* MM/DD/YYYY Refresh

End Date: / / ▼ MM/DD/YYYY

Exit Code: ▼

Local District Id:

Notes (0)

Update Date	Note Type	Note
No Records Found		

Save & Check Errors

When the student approval record is completed, select the **Continue** radio button and then click **Save**.

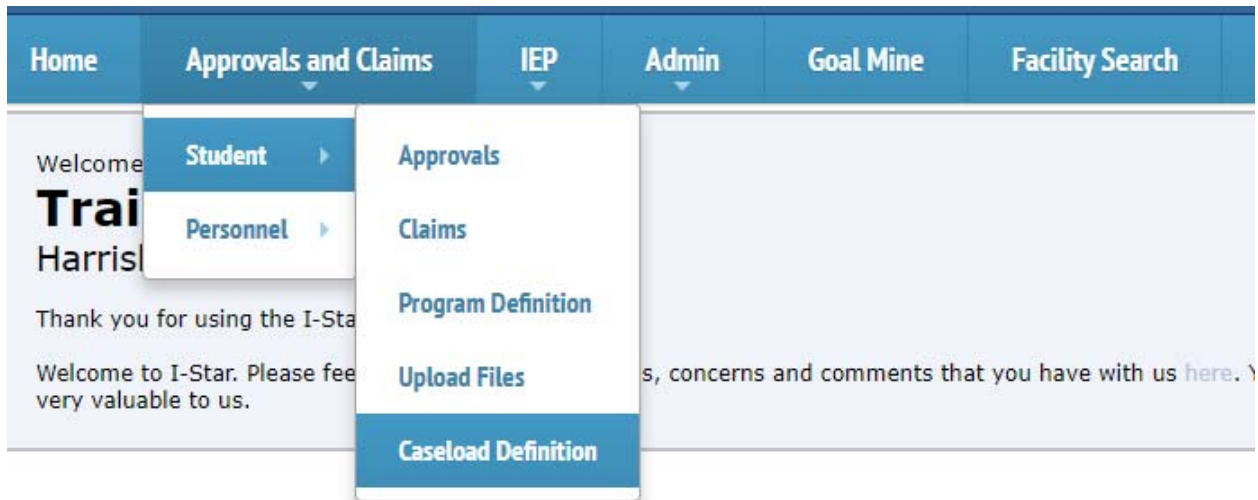


The image shows the footer of a wizard interface. It features a light blue background with a darker blue bar at the bottom. On the left, there are two radio buttons: the first is labeled "Continue" and is selected (indicated by a filled circle), and the second is labeled "Cancel - Please exit the wizard." and is not selected. In the center of the bottom bar is a "Cancel" button with a circular icon containing a diagonal line. On the right side of the bottom bar is a "Save" button with a blue arrow pointing to the right. Red rectangular boxes highlight the "Continue" radio button and the "Save" button.

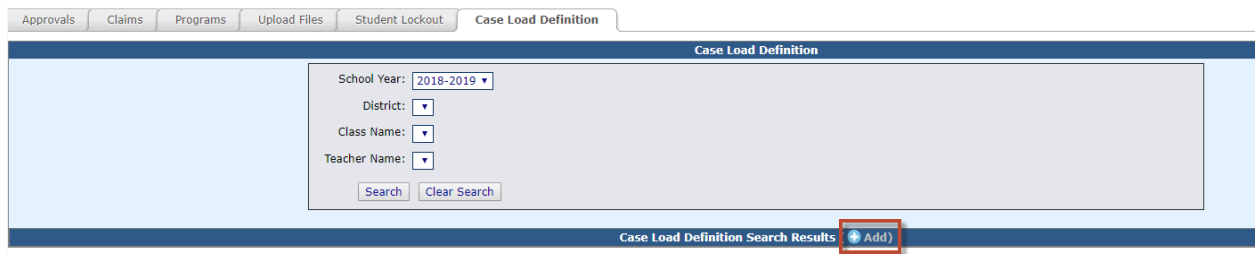
## Case Load Definition

**Case Load Definition is the initial set up process to use the Case Load feature in I-Star.**

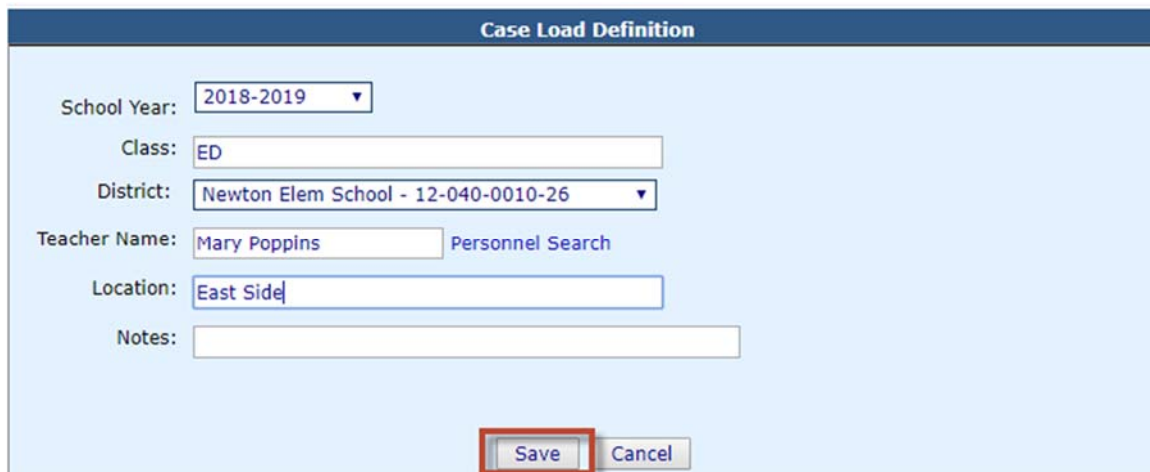
From the **Approvals and Claims** drop-down menu, select **Student** and select **Case Load Definition** tab.



Click **Add**.



Enter the information for this *Case Load Definition* and click **Save**.



**Case Load Definition**

School Year: 2018-2019 ▼

Class: ED

District: Newton Elem School - 12-040-0010-26 ▼

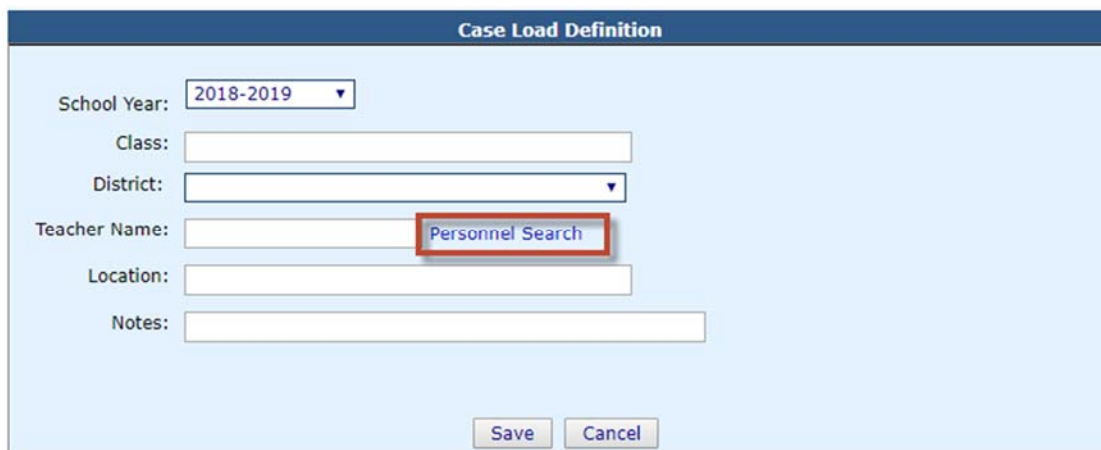
Teacher Name: Mary Poppins Personnel Search

Location: East Side

Notes:

Save Cancel

You can either type in the *Teacher Name* or choose to search the personnel database. To search for personnel, click **Personnel Search**.



**Case Load Definition**

School Year: 2018-2019 ▼

Class:

District: ▼

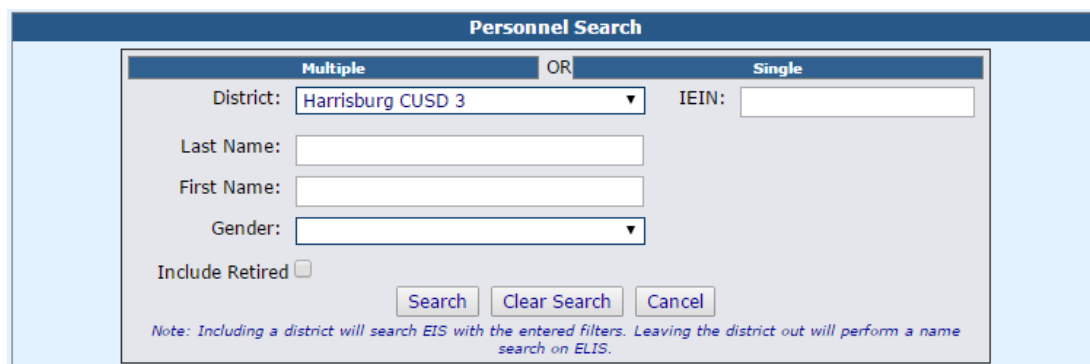
Teacher Name: Personnel Search

Location:

Notes:

Save Cancel

You can search for personnel by using any of the filters. When you have entered criteria in the filters, click **Search**.



**Personnel Search**

Multiple OR Single

District: Harrisburg CUSD 3 ▼ IEIN:

Last Name:

First Name:

Gender: ▼

Include Retired ☐

Search Clear Search Cancel

Note: Including a district will search EIS with the entered filters. Leaving the district out will perform a name search on ELIS.

Click the check-mark beside the person you wish to select.

Personnel Search Results							
Select	IEIN	Name	Gender	Ethnicity	District	Spec Ed Id	Work
✓	9000081	DemoPaloma F Allen	Female	White, Non-Hispanic	Harrisburg CUSD 3		
✓	9000065	DemoTamsin Allen	Female	Hispanic or Latino	Harrisburg CUSD 3		
✓	9000087	DemoBranden A Bailey	Male	White	Harrisburg CUSD 3		
✓	9000179	Train29Hannah J Baker	Female	White	Harrisburg CUSD 3		
✓	9000173	Train23Elaina S Barnes	Female	White	Harrisburg CUSD 3		
✓	9000059	DemoJeanette A Bennett	Female	Unknown	Harrisburg CUSD 3		
✓	9000058	DemoRahul M Bennett	Male	White	Harrisburg CUSD 3		
✓	9000178	Train28Philomena D Brown	Female	White, Non-Hispanic	Harrisburg CUSD 3		

Click **Save** when you have completed entering the information for the *Case Load Definition*.

Case Load Definition	
School Year:	2018-2019 ▼
Class:	ED
District:	Newton Elem School - 12-040-0010-26 ▼
Teacher Name:	Bailey, DemoBranden A <a href="#">Personnel Search</a>
Location:	East Side
Notes:	
<div> <div>Save</div> <div>Cancel</div> </div>	

I-Star will bring you back to your *Case Load Definition Results*.




To edit a *Case Load Definition*, click the pencil icon under the *Edit* column or the name of the *Class* for the appropriate *Case Load Definition*.

Case Load Definition Search Results (Add)				
Edit	Delete	Class	Teacher	District
/	X	ED	Mary Poppins	Harrisburg CUSD 3
/	X	ED	Bailey, DemoBranden A	Harrisburg CUSD 3



## Case Load


Click the **Case Load** button to enter to the student's case load information.

Actions	Ind	Student Name	SIS Id	Resident RCDT	DOB	Fund	Priv Fac	Disab	Rel Srv	Ed Env	% SpEd	% Reg	Term	Begin Date	End Date	Exit Code	Incl on Appr	Status	Errors
  	1113	Martin, DemolAngdon Dwight	99999903520-083-0030-26		12/1/2008	A		D	05	08	100	0	R	8/19/2018			<input checked="" type="checkbox"/>	D	0

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Click **Add** to associate a new class with the student. Click the pencil icon to edit the class information for this student.

School Year: 2018-2019

Case Load 

Edit	Delete	Class / Teacher Name	Start	End	Direct	Consult	Case Mgr?	Note	Note2
		ED/ Mary Poppins	September 4, 2018		60	0	False		

### Add a new record

Enter data on the form. Options in the *Class Name* and *Filter by Teacher* drop-down populate from the *Case Load Definition*. For instruction on how to set these up, see [Case Load Definition](#).

Choose your *Start Date* and *Stop Date*, if applicable. Enter the amount of *Direct* and *Consult* minutes. The *Total* minutes will automatically calculate.

You can also indicate whether or not the class teacher associated with this record is the student's case manager by checking the box beside **Case Mgr** box. Enter any additional *Notes* if desired.

Enter the new case load data and click the Save button.

Class Name:  Filter by Teacher:

Start Date:  MM/DD/YYYY

Stop Date:  MM/DD/YYYY

Direct:

Consult:

Total:

Case Mgr? ☐

Notes:

Notes 2:

When completed, click **Save**.

Notes:

Notes 2:

**Save** **Cancel**

Enter as many **Case Load** records for a student as needed. When finished, simply click **Return**.

School Year: 2018-2019 ▼

Case Load (+ Add)									
Edit	Delete	Class / Teacher Name	Start	End	Direct	Consult	Case Mgr?	Note	Note2
		ED/ Mary Poppins	September 4, 2018		60	0	False		

**Return** ➡

## Student Approval Recheck Edits

To check for errors in your student approval records, click **Recheck Edits** on the *Student Approvals Filter* to recalculate your errors.

The screenshot shows the 'Student Approvals Filter' interface. At the top, there are tabs for 'Approvals', 'Claims', 'Programs', 'Upload Files', 'Student Lockout', and 'Case Load Definition'. Below these, there are 'Reported' and 'Un-Reported' filters. The main area contains various search filters: Student SIS Id, Last Name, First Name, School Year (set to 2018-2019), Status, Grade, Term, Tuition Status, and a 'Show only Out of District' checkbox. On the right, there are dropdown menus for Resident District, Resident School (with a 'Select district to load schools' prompt), Serving District, Serving School, Disability, Fund, Class Teacher, Class Name, and Event. At the bottom, there are buttons for 'Search', 'Clear Search', 'Recheck Edits' (highlighted with a red box), 'Export to Excel', and 'Export using Import Format'. The bottom status bar shows 'Student Approvals (0 Add)'.

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 *Student Approval Error Report*, click on the **Reports** tab.

The screenshot shows a navigation bar 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 **Student** for the *Report Type*, select **Errors** under *Report Categories*, and click *Select Report* for the **Student Approval Error Listing** located under the *Description* column.

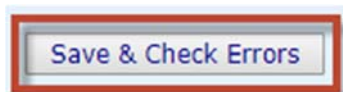
The screenshot shows the 'I-STAR Reports' interface. At the top, there are dropdown menus for 'Report Type' (set to 'Student') and 'Report Categories' (set to 'Errors'). Below these, there is a table with two columns: 'Select Report' and 'Description'. The table lists five reports: 'Student Approval Errors by Resident District and Serving School', 'Student Approval Errors Listing' (highlighted with a yellow background), 'Student Claim Errors By Resident District And Serving School', 'Student Indicator Errors', and 'Student Missing Exit Data'. To the right of the table, there is a 'Report Description' section with a text area for selecting a report to see its description.

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

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



Check for errors click the **Save & Check Errors** button.



When complete, select the **Save** radio button and then click **Save**.

A horizontal bar with a light blue background. On the left, there are two radio buttons. The first is selected and has a red border; it is labeled "Save - Please save the SPP11 data." The second is unselected and labeled "Cancel - Please exit the wizard." In the center, there is a "Cancel" button with a red border. On the right, there is a "Save" button with a blue arrow and a red border.

If Indicator 11 data is not provided, one of the following reason codes must be entered to avoid an error:

- **01** Initial eligibility determination was completed prior to August 1, 2006.
- **02** Initial eligibility determination completed when the student was a resident of another district.
- **03** The student was referred from the Child and Family Connections office and the IEP team determined further evaluation was unnecessary. (This code is only applicable for students transitioning from Early Intervention to Early Childhood Special Education at age 3).

A form with a light blue background. It contains several fields: "Initial Evaluation Start Year" with a text box containing "2019"; "Initial Evaluation Parental Consent Date" with a dropdown menu and "MM/DD/YYYY" text; "Initial Eligibility Determination Date" with a dropdown menu and "MM/DD/YYYY" text; "Evaluating District" with a dropdown menu; "Number of School Days" with a text box and a "Recalculate" button; "Reason Timeline Not Met" with a dropdown menu and a help icon; and "Reason Not Applicable" with a dropdown menu and a help icon. Below these fields is a table with a blue header row labeled "Description". The table contains three rows of text: "01 -Initial eligibility determination was completed prior to August 1, 2006", "02 -Initial eligibility determination completed when child was a resident of another district", and "03 -The child was referred from the CFC (Child and Family Connections office) and the IEP team determined further evaluation was unnecessary. (This code is only applicable for students transitioning from Early Intervention to Early Childhood Special Education at age 3).".

NOTE: Only initial parental consent and eligibility determination dates should be reported. Do not provide re-evaluation dates. For students who had an initial eligibility determination after August 1, 2006, the following information is required to avoid an error:

- Date initial parental consent for evaluation signed (i.e., the date that the parents sign the consent form).
- Date initial eligibility determination completed (i.e., the date of the eligibility determination meeting).
- Evaluating district (i.e., the resident district of the student at the time of eligibility determination).

For students who had initial eligibility determinations completed beyond the 60-school-day timeline, as defined in Illinois School Code (105 ILCS 5/14-8.02), one of the following reason codes for delay must be entered to avoid the error:

The screenshot shows a web form for student evaluation. The form includes the following fields and controls:

- Initial Evaluation Start Year:** Text input with value "2019".
- Initial Evaluation Parental Consent Date:** Date picker with value "08/23/2018" and format "MM/DD/YYYY".
- Initial Eligibility Determination Date:** Date picker with value "12/05/2018" and format "MM/DD/YYYY".
- Evaluating District:** Dropdown menu with value "Jasper County CUD 1 - 12-040-0010-26".
- Number of School Days:** Text input with value "67" (highlighted in yellow).
- Recalculate:** Button next to the Number of School Days field.
- Reason Timeline Not Met:** Dropdown menu.
- Reason Not Applicable:** Dropdown menu.
- Save & Check Errors:** Button at the bottom of the form area.

At the bottom of the page, a red-bordered box contains the following text:

**Edit Results**  
**(05) SPP Indicator 11 days greater than 60, reason cannot be blank.**



Select the *Reason Timeline Not Met*.

Initial Evaluation Start Year:	2019										
Initial Evaluation Parental Consent Date:	08/23/2018 MM/DD/YYYY										
Initial Eligibility Determination Date:	12/05/2018 MM/DD/YYYY										
Evaluating District:	Jasper County CUD 1 - 12-040-0010-26										
Number of School Days:	67 <input type="button" value="Recalculate"/>										
Reason Timeline Not Met:	<input type="button" value="v"/> <input type="button" value="E"/>										
Timeline not met detail	<table border="1"> <thead> <tr> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01 -Parent failure or refusal to produce child for evaluation caused a delay in the eligibility determination timeline</td> </tr> <tr> <td>02 -The child enrolled in district after parental consent was received in another district, but before eligibility could be determined</td> </tr> <tr> <td>03 -Lack of Personnel resources to complete the evaluation caused delay</td> </tr> <tr> <td>04 -District was unable to ensure that eligibility determination procedures and practices were completed in a timely manner</td> </tr> <tr> <td>05 -District failure to complete eligibility determination due to summer break and lack of personnel or resources during the summer</td> </tr> <tr> <td>06 -District failure to complete the eligibility determination due to hearing, vision or other medical issues.</td> </tr> <tr> <td>07 -Eligibility determination delayed due to the parent's unavailability and/or inability to attend the initial eligibility determination meeting when all eligibility assessments, were completed within the 60 school day timeline. (Districts using this code should maintain documentation locally regarding the eligibility assessment completion dates and the attempts made to schedule the eligibility determination meeting with the parent. As necessary, ISBE may request further information from districts.)</td> </tr> <tr> <td>08 -Initial eligibility determination timeline is actually within the 60 school day timeline, but appears to be beyond 60 school days due to changes which have not yet been made to the district's official calendar submitted through IWAS (e.g. emergency or snow days have not been updated in the district's official school calendar)</td> </tr> <tr> <td>09 -Timeline properly extended in accordance with 34 CFR ?300.309(c), where the timeline is extended by mutual written agreement of the child's parents and a group of qualified professionals in the determination of a specific learning disability (SLD).</td> </tr> </tbody> </table>	Description	01 -Parent failure or refusal to produce child for evaluation caused a delay in the eligibility determination timeline	02 -The child enrolled in district after parental consent was received in another district, but before eligibility could be determined	03 -Lack of Personnel resources to complete the evaluation caused delay	04 -District was unable to ensure that eligibility determination procedures and practices were completed in a timely manner	05 -District failure to complete eligibility determination due to summer break and lack of personnel or resources during the summer	06 -District failure to complete the eligibility determination due to hearing, vision or other medical issues.	07 -Eligibility determination delayed due to the parent's unavailability and/or inability to attend the initial eligibility determination meeting when all eligibility assessments, were completed within the 60 school day timeline. (Districts using this code should maintain documentation locally regarding the eligibility assessment completion dates and the attempts made to schedule the eligibility determination meeting with the parent. As necessary, ISBE may request further information from districts.)	08 -Initial eligibility determination timeline is actually within the 60 school day timeline, but appears to be beyond 60 school days due to changes which have not yet been made to the district's official calendar submitted through IWAS (e.g. emergency or snow days have not been updated in the district's official school calendar)	09 -Timeline properly extended in accordance with 34 CFR ?300.309(c), where the timeline is extended by mutual written agreement of the child's parents and a group of qualified professionals in the determination of a specific learning disability (SLD).
Description											
01 -Parent failure or refusal to produce child for evaluation caused a delay in the eligibility determination timeline											
02 -The child enrolled in district after parental consent was received in another district, but before eligibility could be determined											
03 -Lack of Personnel resources to complete the evaluation caused delay											
04 -District was unable to ensure that eligibility determination procedures and practices were completed in a timely manner											
05 -District failure to complete eligibility determination due to summer break and lack of personnel or resources during the summer											
06 -District failure to complete the eligibility determination due to hearing, vision or other medical issues.											
07 -Eligibility determination delayed due to the parent's unavailability and/or inability to attend the initial eligibility determination meeting when all eligibility assessments, were completed within the 60 school day timeline. (Districts using this code should maintain documentation locally regarding the eligibility assessment completion dates and the attempts made to schedule the eligibility determination meeting with the parent. As necessary, ISBE may request further information from districts.)											
08 -Initial eligibility determination timeline is actually within the 60 school day timeline, but appears to be beyond 60 school days due to changes which have not yet been made to the district's official calendar submitted through IWAS (e.g. emergency or snow days have not been updated in the district's official school calendar)											
09 -Timeline properly extended in accordance with 34 CFR ?300.309(c), where the timeline is extended by mutual written agreement of the child's parents and a group of qualified professionals in the determination of a specific learning disability (SLD).											
<input checked="" type="button" value="Show Audit Trail"/>											
<input checked="" type="radio"/> Save - Please save the SPP11											
<input type="radio"/> Cancel - Please exit the wizard.											

NOTE: Per the Illinois School Code (105 ILCS 5/14-8.02), in instances when a student is referred for evaluation with fewer than 60 school days left in the school year, the eligibility determination must be made prior to the first day of the following school year. Initial eligibility determinations that are beyond this timeline will also be required to enter one of the reason codes above to avoid an error.

For reference, I-Star will be calculating this timeline according to the following business rules:

- The date of parental consent will be counted as day 0. The first day of the 60-school-day timeline will be the next pupil attendance day.
- If the parental consent date is not within the last 60 school days of the school year, the number of school days will be reported as the number of school days between the parental consent date and the initial eligibility determination date.

- If the parental consent date is within the last 60 school days of the school year and the initial eligibility determination date is on or before the first day of the next school year, the number of school days will be reported as the number of school days between the parental consent date and the last day of the school year.
- If the parental consent date is during the summer and the initial eligibility determination date is on or before the first day of the next school year, the number of school days will be reported as 0.
- If the parental consent date is during the summer and the initial eligibility determination date is after the first day of the next school year, the number of school days will be reported as the number of school days between the first day of school and the initial eligibility determination date.
- If the parental consent date is within the last 60 school days of the school year and the initial eligibility determination date is after the first day of the next school year, the number of school days will be reported as (60 plus the number of days between the first day of the school year and the initial eligibility determination date). So if the initial eligibility determination date is completed five school days after the first day of the school year, the number of school days will be reported as 65.
- If the parental consent date is not within the last 60 school days of the school year and the initial eligibility determination date is after the first day of the next school year, the number of school days will be reported as (the number of school days between the parental consent date and the last day of the school year plus the number of days between the first day of the next school year and the initial eligibility determination date).
- If the reason for delay Code 09 (Timeline properly extended in accordance with 34 CFR §300.309(c)) is selected, the number of school days will be reported as follows:

o If *Initial Eligibility Determination Date* is **BEFORE** Extended Timeline Date:

Record is in compliance because Initial Eligibility Determination was completed prior to the agreed upon Extended Timeline Date. Calculate School Days between Initial Parental Consent and Initial Eligibility Determination as normal.

o If *Initial Eligibility Determination Date* is **AFTER** Extended Timeline Date:

Record is not in compliance because Initial Eligibility Determination was completed after the agreed upon Extended Timeline Date. Calculate School Days as 60 plus the number of days between the Extended Timeline Date and the Initial Eligibility Determination Date.

When completed, select the **Save** radio button and then click **Save**.



A wizard dialog box with a light blue header and a darker blue footer. The header contains two radio buttons: the first is selected and labeled "Save - Please save the SPP11 data.", and the second is labeled "Cancel - Please exit the wizard." The footer contains a "Cancel" button with a greyed-out icon and a "Save" button with a blue arrow icon. Red rectangular boxes highlight the selected radio button and the "Save" button.

☒ Save - Please save the SPP11 data.

☐ Cancel - Please exit the wizard.

Cancel

Save →



## SPP13 Evaluation Form

Step 1

You are filling out a student's SPP 13 evaluation. Please answer each question, and fill in the appropriate information where necessary. When you are finished click Submit.

## Student Overview

Name: **DemoKaylen Brady Walker**  
Gender: **Male**

SIS Id: **999999007**School Year: **2018**DOB: **12/28/1999 (18 yrs 4 mos)**Ethnicity: **White**

"Percent of youth with IEPs aged 16 and above with an IEP that includes appropriate **measurable postsecondary goals** that are **annually updated** and based upon an **age appropriate transition assessment, transition services, including courses of study**, that will reasonably enable the student to meet those postsecondary goals, and **annual IEP goals related to the student's transition services needs**. There also must be evidence that the **student was invited** to the IEP Team meeting where transition services are to be discussed and evidence that, if appropriate, a representative of any **participating agency was invited to the IEP** Team meeting with the prior consent of the parent or student who has reached the age of majority."  
[20 U.S.C. 1416(a)(3)(B)]

In Illinois transition planning begins at age 14 ½. Districts must enter Indicator 13 data for all students who have an IEP and are aged 14 ½ and above.

## Answer Key

Yes - the requirement is completed

No - the requirement is missing

## Questions

Questions		Yes	No
<b>1.</b>	<b>There are measurable postsecondary goals in the areas of employment, education and / or training, and independent living. 34 CFR 300.320(b)</b>		
<b>a.</b>	Is there a measurable postsecondary goal for <b>employment</b> which will occur after high school/aging out?	<input type="radio"/>	<input type="radio"/>
<b>b.</b>	Is there a measurable postsecondary goal for <b>education and/or training</b> which will occur after high school/aging out?	<input type="radio"/>	<input type="radio"/>
<b>c.</b>	Is there a measurable postsecondary goal for <b>independent living</b> which will occur after high school/aging out? 105ILCS 5/14-8.03(a-5)	<input type="radio"/>	<input type="radio"/>
<b>2.</b>	<b>The postsecondary goals are updated annually. 34 CFR 300.320(b)</b>		
<b>d.</b>	Has the current IEP been updated for <b>employment</b> ?	<input type="radio"/>	<input type="radio"/>
<b>e.</b>	Has the current IEP been updated for <b>education and/or training</b> ?	<input type="radio"/>	<input type="radio"/>
<b>f.</b>	Has the current IEP been updated for <b>independent living</b> ? 105ILCS 5/14-8.03(a-5)	<input type="radio"/>	<input type="radio"/>
<b>3.</b>	<b>There is evidence that the measurable postsecondary goals were based on age appropriate transition assessments and provided information on "the student's needs taking into account strengths, preferences and interests". 34 CFR 300.320(b)</b>		
<b>g.</b>	Was an age appropriate assessment given prior to the IEP meeting that addressed <b>employment</b> ?	<input type="radio"/>	<input type="radio"/>
<b>h.</b>	Was an age appropriate assessment given prior to the IEP meeting that addressed <b>education and/or training</b> ?	<input type="radio"/>	<input type="radio"/>
<b>i.</b>	Was an age appropriate assessment given prior to the IEP meeting that addressed <b>independent living</b> ? 105ILCS 5/14-8.03(a-5)	<input type="radio"/>	<input type="radio"/>
<b>4.</b>	<b>There are transition services in the IEP that will reasonably enable the student to meet his or her postsecondary goals. 34 CFR 300.320(b)</b>		
<b>j.</b>	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary <b>employment</b> goal that will occur during and/or after high school to facilitate movement from school to post-school?	<input type="radio"/>	<input type="radio"/>



k.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary <b>education and/or training</b> goal that will occur during and/or after high school to facilitate movement from school to post-school?	<input type="radio"/> <input type="radio"/> <input type="radio"/>
l.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary <b>independent living</b> goal that will occur during and/or after high school to facilitate movement from school to post-school? 105ILCS 5/14-8.03(a-5)	<input type="radio"/> <input type="radio"/> <input type="radio"/>
5.	<b>The IEP includes a course of study that will reasonably enable the student to meet his/her postsecondary goals. 34 CFR 300.320(b)</b>	Yes No
m.	Does the course of study address the students's current and remaining years in school and lists names of classes, rather than a statement of instructional program that depicts a progression towards meeting the post-secondary goals?	<input type="radio"/> <input type="radio"/> <input type="radio"/>
6.	<b>There are annual IEP goals related to the student's transition service needs. 34 CFR 300.320(2)(i)</b>	Yes No
n.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of <b>employment</b> ?	<input type="radio"/> <input type="radio"/> <input type="radio"/>
o.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of <b>education and/or training</b> ?	<input type="radio"/> <input type="radio"/> <input type="radio"/>
p.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of <b>independent living</b> ? 105ILCS 5/14-8.03(a-5)	<input type="radio"/> <input type="radio"/> <input type="radio"/>
7.	<b>There is evidence that the student was invited to the IEP team meeting where transition services were discussed. 34 CFR 300.321(b)</b>	Yes No
q.	Was the student invited to the IEP meeting by being listed on the Notification of Conference form?	<input type="radio"/> <input type="radio"/> <input type="radio"/>
8.	<b>If appropriate, there is evidence that a representative of any participating agency that is likely to be responsible for providing or paying for transition services was invited to the IEP team meeting with the prior consent of the parent or student who has reached the age of majority. 34 CFR 300.321(b)(3)</b>	Yes No
r.	Is it too early to determine if the student will need outside agency involvement, OR no agency representation needed at this time, OR did the parent/age of majority student provide a written refusal to invite an outside agency? If yes, no further action required. If no, complete s and t.	<input type="radio"/> <input type="radio"/> <input type="radio"/>
s.	If transition services are listed that will be provided by or paid by an outside agency, is there evidence that the agency was listed on the Notification of Conference form?	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
t.	If transition services are listed that will be provided by or paid by an outside agency, is there evidence of current written <b>PRIOR</b> consent obtained from the parent or student who has reached the age of majority?	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
<b>Does the IEP meet the requirement of Indicator 13?</b>		<input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b> <input type="radio"/> <b>Incomplete</b>
<ul style="list-style-type: none"> <li>o <b>Yes:</b> If items 1a through 8r are <b>ALL</b> answered <b>Yes</b>, then the IEP <b>meets</b> Indicator 13 requirements.</li> <li>o <b>Yes:</b> If items 1a through 7q, 8s and 8t are <b>ALL</b> answered <b>Yes AND</b> 8r is answered <b>No</b>, then the IEP <b>meets</b> Indicator 13 requirements.</li> <li>o <b>No:</b> If one or more items were answered <b>No</b>, with the exception of 8r, then the IEP <b>does not meet</b> Indicator 13 requirements.</li> </ul>		
<input type="button" value="Save &amp; Check Errors"/>		

NOTE: In order for an IEP to meet the requirements of State Performance Plan Indicator 13 and to prevent a **WARNING** on the student approval record, the following must be true in the transition data reported for students (with reported I-Star records) ages 14½ or older:

- If items 1a through 8r are all answered Yes, then the IEP meets Indicator 13 requirements. I-Star will automatically default the answers of 8s and 8t with No.
- If items 1a through 7q, 8s, and 8t are ALL answered Yes AND 8r is answered No, then the IEP meets Indicator 13 requirements.
- If one or more items are answered No, with the exception of question 8, then the IEP **does not meet** Indicator 13 requirements.

The final question (*Does the IEP meet the requirements of Indicator 13?*) will be automatically updated by I-Star once all checklist questions have been answered.

For all questions, the answer **Yes** indicates that the requirement is complete in the student's transition plan. The answer **No** indicates that the requirement is missing from the student's transition plan, but should be there since the question is applicable for this student.

A **WARNING** will not prevent the student approval record from being approved by ISBE. This

simply is an alert to the client that the IEP does not meet the requirements of State Performance Plan Indicator 13 and that the IEP should be revised to meet these requirements. Be advised that records not in compliance with State Performance Plan Indicator 13 will be reviewed by ISBE.

To prevent an **ERROR** for State Performance Plan Indicator 13, the following must be entered in

the transition data for students (with reported I-Star records) ages 14½ or older:

- Answer items 1a-8t on the checklist.

An **ERROR** will prevent the student approval record from being approved by ISBE. Clients must complete all questions in order for the **ERROR** to be removed and to allow a successful approval.

Click **Save & Check Errors**.

A screenshot of a software interface. At the top, there is a light blue box containing three bullet points: 'Yes: If items 1a through 8r are ALL answered Yes, then the IEP meets Indicator 13 requirements.', 'Yes: If items 1a through 7q, 8s and 8t are ALL answered Yes AND 8r is answered No, then the IEP meets Indicator 13 requirements.', and 'No: If one or more items were answered No, with the exception of 8r, then the IEP does not meet Indicator 13 requirements.' Below this box is a larger light blue area with a button labeled 'Save & Check Errors' in the center. The button is highlighted with a red rectangular box.

When completed, select the **Save** radio button and then click **Save**.

A screenshot of a software interface showing a wizard completion screen. On the left, there are two radio buttons: 'Save - Please save this evaluation.' (which is selected and highlighted with a red box) and 'Cancel - Please exit the wizard.' Below these is a dark blue bar containing a 'Cancel' button with a red circle icon. On the right side of the bar is a 'Save' button with a blue arrow icon, also highlighted with a red box.







## Student Profile

The student profile information is automatically imported from the Student Information System (SIS). The following information carries over from SIS to I-Star:

- Name
- SIS ID
- Natural Language
- Home Language
- Home School
- Serving School
- Gender
- Birthdate
- Ethnicity

From the student profile you will be able to locate the *events, transportation, notes, additional contact information, and Medicaid number.*

Student Approvals (Add)																						
Actions	Ind	Student Name	SIS Id	Resident RCDT	DOB	Fund	Priv Fac	Disab	Rel Svc	Ed Env	% SpEd	% Reg	Term	Begin Date	End Date	Exit Code	Incl on Appr	Status	Errors			
   	11 53	Martin, DemoLangdon Dwight	999999035	20-083-0030-26	12/1/2008	A		D	05	08	100	0	R	8/19/2018			<input checked="" type="checkbox"/>	D	0			
(Page 1 of 1)				Page 1														Items Per Page 20				
<div>Back to Top</div>																						

## Other Information

**Step 1:** *Other Information* is located in the **Student Profile**.

The screenshot shows the 'Student Profile' page for DemoMckenzie Magda Watson. The page includes a navigation bar with 'Profile', 'Current/Create IEP', 'Archived IEPs', and 'Activity Log'. The student's name, SIS ID (999999081), and DOB (4/7/2002) are displayed. A 'Transportation' section is at the top. The 'Student Profile' section lists personal and school information. The 'Other Information' section, highlighted with a red box, contains fields for Medicaid #, Anticipated Grad Date, and Eligibility Determination Date, with a 'Modify' link. Below this are sections for 'Notes (0)' and 'Events (1)'.

Student Profile		
Name:	DemoMckenzie Magda Watson	
SIS ID:	999999081	
Natural Language:	Spanish	
Home Language:	Spanish	
Home School:	Harrisburg CUSD 3	
Serving School:	Harrisburg CUSD 3	
Grade:	6th	
Gender:	Female	
Birthdate:	4/7/2002	
Ethnicity:	Hispanic or Latino	

Other Information (Modify)		
Medicaid #	Anticipated Grad Date	Eligibility Determination Date

Notes (0)		
Update Date	Note Type	Note
No Records Found		

Events (1)		
Type	Most Recent Date	Next Event Date
Case Study Consent		4/27/2018 12:00:00 AM

Parents/Guardians (Modify)	
Name:	Kenzie Schmitt
Type:	Parent
Gender:	Female
Birthdate:	
Ethnicity:	

Languages (Modify)	
Language	Primary?
English	<input checked="" type="checkbox"/>

Phone Numbers (Modify)	
Type	Number
Home	(618) 272-7470

Addresses (Modify)	
Type	Address
Home	123 Sesame Street Harrisburg, IL 62946

**Step 2:** To enter *Medicaid Number*, *Anticipated Grad Date*, and/or *Eligibility Determination Date*, click **Modify**.

This close-up shows the 'Other Information' section. The 'Modify' link, represented by a crossed wrench icon, is highlighted with a red box. Below it is a table with three columns: Medicaid #, Anticipated Grad Date, and Eligibility Determination Date.

Other Information (Modify)		
Medicaid #	Anticipated Grad Date	Eligibility Determination Date

**Step 3:** Enter the student's *Medicaid Number*, *Anticipated Graduation Date*, and *Eligibility Determination Date*, if known.

Edit the information and click the Save button.

Medicaid #:

Anticipated Grad Date:  MM/DD/YYYY

Eligibility Determination Date:  MM/DD/YYYY

☒ Save - Please Save the Other Information

☐ Cancel - Please exit the wizard.

**Step 4:** When complete, click **Save**.

☒ Save - Please Save the Other Information

☐ Cancel - Please exit the wizard.


## Notes

---


**Step 1: Notes** are located in the **Student Profile**.

**Student Profile**


Name: **DemoMckenzie Magda Watson**  
SIS Id: **999999081**  
Natural Language: **Spanish**  
Home Language: **Spanish**  
Home School: **Harrisburg CUSD 3**  
Serving School: **Harrisburg CUSD 3**  
Gender: **Female**  
Birthdate: **4/7/2002**  
Ethnicity: **Hispanic or Latino**

**Other Information** (  **Modify** )

Medicaid #	Anticipated Grad Date	Eligibility Determination Date


 **Notes (0)**

Update Date	Note Type	Note
No Records Found		

 **Events (0)**

Type	Most Recent Date	Next Event Date
No Records Found		

**Step 2:** To edit/add notes, click **Notes**.

 **Notes (0)**

Update Date	Note Type	Note
No Records Found		

**Step 3:** Click **Add**.

The screenshot shows a web interface for a student profile. At the top, there are tabs: Profile, Current/Create IEP, Archived IEPs, and Activity Log. Below the tabs, the student's name is 'DemoMckenzie Magda Watson', SIS ID is '999999081', and DOB is '4/7/2002 (15 yrs 0 mo)'. A message says 'You are currently viewing Notes for: (0) Student - DemoMckenzie Magda Watson' with a 'Return to Profile' link. Below this is a table with columns: View, Actions, Note Type, Note, and Private?. The 'Add' button in the 'Actions' column is circled in red.

View	Actions	Note Type	Note	Private?
No Records Found				

**Step 4:** Select *Note Type*.

The screenshot shows the 'Note' form. The 'Note Type' dropdown is set to 'General Note' and is circled in red. Below it is a large text area for the note. At the bottom, there are checkboxes for 'Private' and 'Set Reminder'.

Note Type: General Note ▼

Note:

Private: ☐

Set Reminder: ☐

**Step 5:** Enter the description of the *Note*.

The screenshot shows the 'Note' form. The 'Note Type' dropdown is set to 'General Note'. The large text area for the note is highlighted by a red rounded rectangle. At the bottom, there are checkboxes for 'Private' and 'Set Reminder'.

Note Type: General Note ▼

Note:

Private: ☐

Set Reminder: ☐

**Step 6:** To set as *Private* or *Set Reminder*, check the box.



Private: ☐


Set Reminder: ☐

**Step 7:** When complete, click **Save**.



☒ Continue - Please continue the wizard.

☐ Cancel - Please exit the wizard.

 Cancel

Save 


## Events

---


**Step 1: Events** are located in the **Student Profile**.

**Student Profile**


Name: **DemoMckenzie Magda Watson**  
SIS Id: **999999081**  
Natural Language: **Spanish**  
Home Language: **Spanish**  
Home School: **Harrisburg CUSD 3**  
Serving School: **Harrisburg CUSD 3**  
Gender: **Female**  
Birthdate: **4/7/2002**  
Ethnicity: **Hispanic or Latino**

**Other Information** (  **Modify** )

Medicaid #	Anticipated Grad Date	Eligibility Determination Date

 **Notes (0)**

Update Date	Note Type	Note
No Records Found		

 **Events (0)**

Type	Most Recent Date	Next Event Date
No Records Found		

**Step 2:** To edit or add events, click **Events**.

 **Events (0)**

Type	Most Recent Date	Next Event Date
No Records Found		




**Step 3:** Click **Add**.

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

Student: DemoMckenzie Magda Watson SIS ID: 999999081 DOB: 4/7/2002 (15 yrs 0 mo)

You are currently viewing Events for: (0) Student - DemoMckenzie Magda Watson

[Return to Profile](#)

Events 				
Actions	Type	Description	Most Recent Date	Next Event Date
No Records Found				

**Step 4:** Select the *Event Type* from drop-down.

Event Type: Case Study Consent

Description 1:

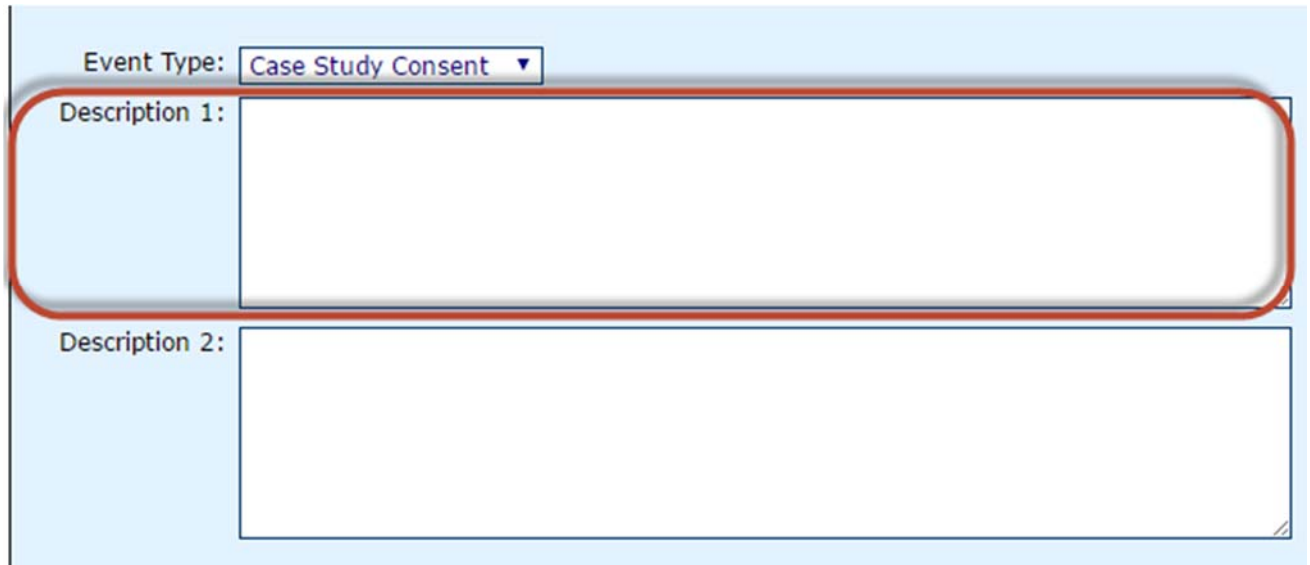
Description 2:

☒ Single Occurrence Event ☐ Recurring Event

**Single Event**

Event Date:  MM/DD/YYYY ☒ All Day Event

**Step 5:** Enter *Description 1* of the event.

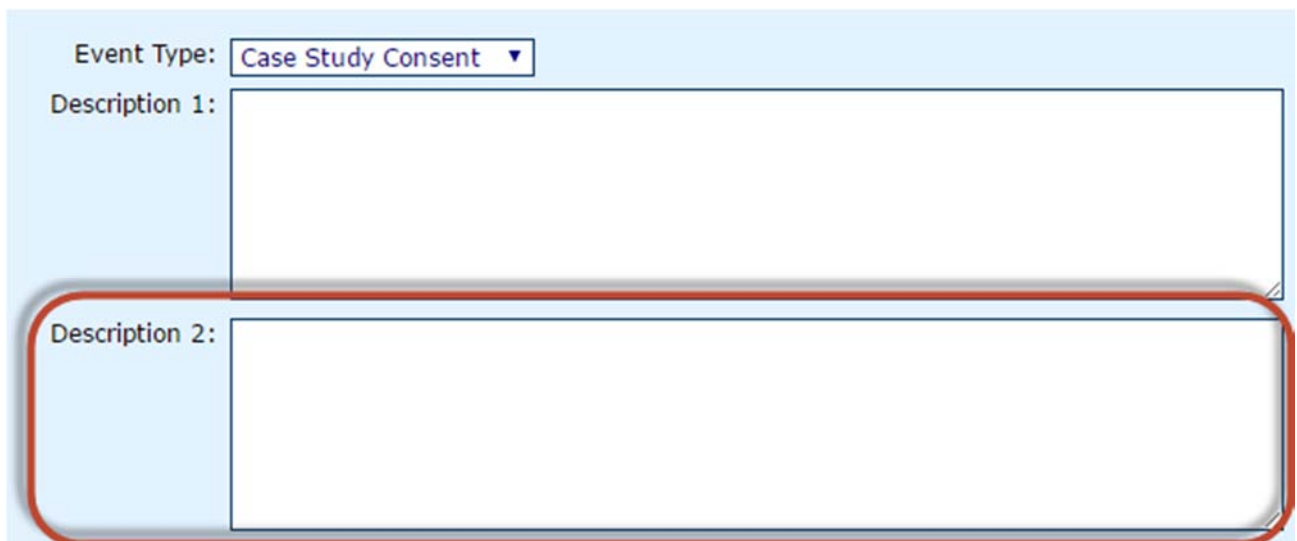


Event Type: Case Study Consent ▼

Description 1:

Description 2:

**Step 6:** If needed, enter *Description 2* of the event.

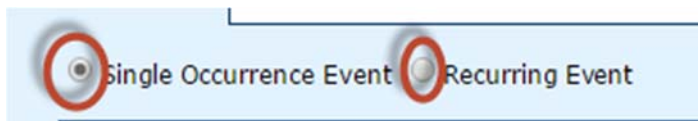


Event Type: Case Study Consent ▼

Description 1:

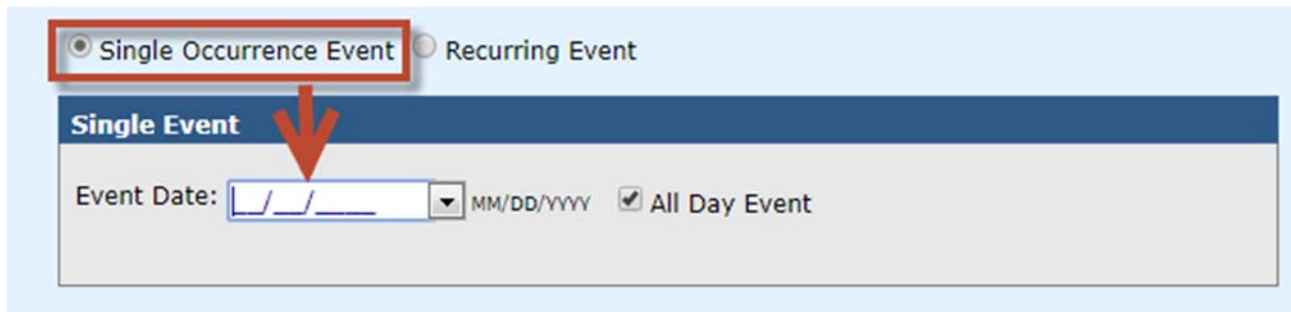
Description 2:

**Step 7:** Select *Single Occurrence Event* or *Recurring Event*.



☒ Single Occurrence Event ☐ Recurring Event

**Step 8:** If *Single Occurrence Event* is selected, enter the *Event Date*, and determine if this will be an *All Day Event* by checking the box.

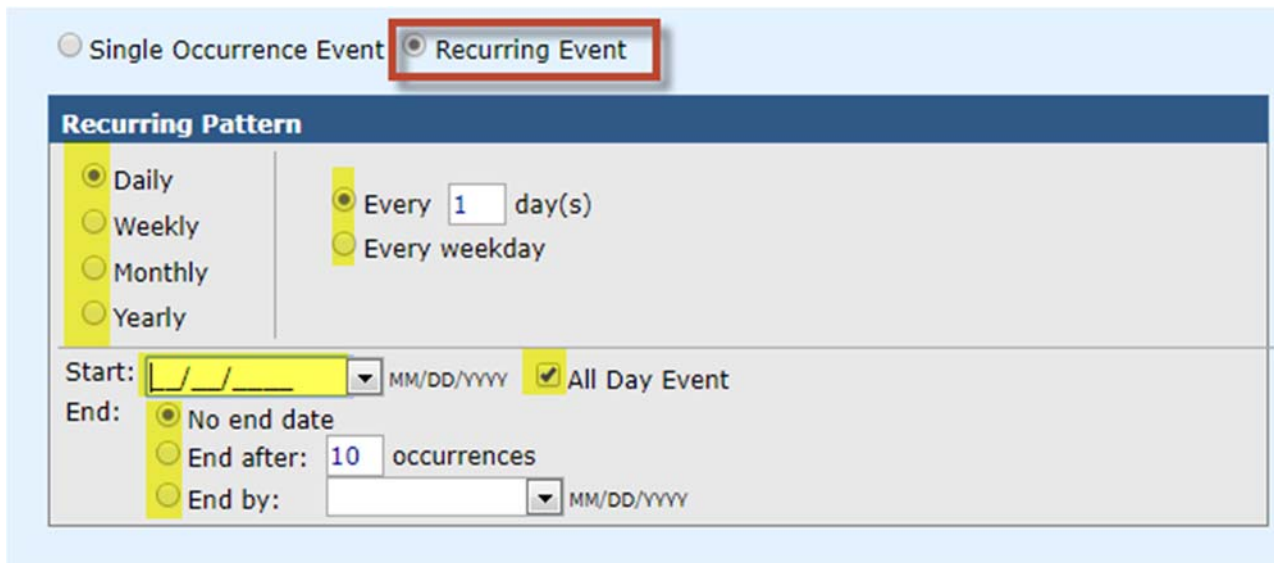


☒ Single Occurrence Event ☐ Recurring Event

**Single Event**

Event Date:  MM/DD/YYYY ☒ All Day Event

**Step 9:** If *Recurring Event* is selected, determine the *Recurring Pattern* below.



☐ Single Occurrence Event ☒ Recurring Event

**Recurring Pattern**

☒ Daily ☐ Weekly ☐ Monthly ☐ Yearly

☒ Every 1 day(s) ☐ Every weekday

Start:  MM/DD/YYYY ☒ All Day Event

End: ☒ No end date ☐ End after: 10 occurrences ☐ End by:  MM/DD/YYYY

**Step 10:** Once complete, click **Continue**.



☒ Continue - Please continue the wizard. ☐ Cancel - Please exit the wizard.

**Step 11:** To return to the **Student Profile**, click **Return to Profile**.

The screenshot shows a web application interface with a blue header bar. The header bar contains four tabs: "Profile" (selected), "Current/Create IEP", "Archived IEPs", and "Activity Log". Below the header bar, there is a grey bar with the text "Student: DemoMckenzie Magda Watson", "SIS ID: 999999081", and "DOB: 4/7/2002 (15 yrs 0 mo)". Below the grey bar, there is a blue bar with the text "You are currently viewing Events for: (1) Student - DemoMckenzie Magda Watson". Below the blue bar, there is a red circle around the text "Return to Profile". At the bottom of the interface, there is a dark blue bar with the text "Events ( + Add)".

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

Student: DemoMckenzie Magda Watson SIS ID: 999999081 DOB: 4/7/2002 (15 yrs 0 mo)


You are currently viewing Events for: (1) Student - DemoMckenzie Magda Watson

[Return to Profile](#)

Events ( + Add)

# Transportation

**Step 1:** Click the **Transportation** button to enter to the student's special transportation information.



## Transportation

Use this to modify transportation for this student.

**Step 2:** Click **Add** next to the section you wish to add a new record.

Student TransportationStep 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)

Edit	Delete	Special Needs
No Records Found		

Billing History (+ Add)

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

☒ Show Audit Trail

Return →

## Transportation Schedule

**Step 3:** Enter the appropriate information and click **Save**.

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

District Entity:

Transportation Type: ☐ Drop-off ☐ Pick-up

Location:

Time:

Driver:

Phone Number:

Notes:

**Step 4:** To edit a transportation schedule record, simply click the pencil icon. To delete, click the red **X**.

School Year: 2018-2019						
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

**Step 5:** Choose the special need from the drop-down and click **Save**.

NOTE: *Special Needs* in this drop-down are populated from the *Special Needs Definition* that required an initial set up. Click [here](#) for instructions to add a *Special Needs Definition*.

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:

**Step 6:** To edit a special needs record, simply click the pencil icon. To delete, click the red **X**.



### **Billing History**

**Step 7:** Enter the appropriate information and click **Save**.

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

Billing District:

Entity:

Start Date:  MM/DD/YYYY

End Date:  MM/DD/YYYY

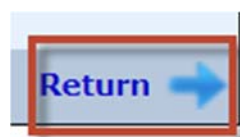
Charge Rate:

Notes:

**Step 8:** To edit a billing history record, simply click the pencil icon. To delete, click the red **X**.

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

**Step 9:** Click **Return** to go back to the student's profile.






## Phone Numbers

---




Phone numbers associated with the student can be entered from the [Student's Profile](#) page.

**Step 1:** Click **Modify** in the *Phone Numbers* box.

Phone Numbers (  Modify )	
Type	Number
Home	(123) 456-7890

**Step 2:** Click **Add** to add a new phone number.

NOTE: You may add, edit, and delete multiple phone numbers using the wizard.

Phone Numbers (  Add )			
Edit	Delete	Type	Number
		Home Phone	(123) 456-7890

**Step 3:** Enter the *Phone Type* and *Phone Number*. If known, provide the *Extension*.

Enter the new phone number and click the Save button.

Phone Type:	<input type="text" value="Home"/>		
Phone Number:	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Extension:	<input type="text" value=""/>		

**Step 4:** Click the **Save** button.

Enter the new phone number and click the Save button.

Phone Type:	<input type="text" value="Home"/>		
Phone Number:	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Extension:	<input type="text" value=""/>		

**Step 5:** If existing phone numbers are listed below that you would like to add, simply click the check-mark.

Existing Phone Numbers	
<input checked="" type="checkbox"/>	<b>Phone Number</b> (123) 456-7890 (Home)

**Step 6:** Click **Return** to get back to the **Student Profile** page.

You may add, edit and delete multiple phone numbers using this wizard.

Phone numbers for **Kenzie Schmitt**

Phone Numbers ( + Add)			
Edit	Delete	Type	Number
		Home Phone	(618) 272-7470

You may choose a phone number from the list below. These phone numbers are from the student's own profile and any other current guardians. Please note, when selecting a phone number below it will be a copy. This means any future changes to one of the phone numbers will not be reflected everywhere the phone number is used.

Existing Phone Numbers	
Select	Phone Number
No Records Found	

Cancel **Return**

## Addresses

---



Addresses associated with the student can be entered from the [Student's Profile](#) page.

**Step 1:** Click **Modify** in the *Addresses* box.

Addresses (✕ Modify)		
Type	Address	Invalid?
Home	16 S. Webster St Harrisburg, IL 62946	<input type="checkbox"/>

**Step 2:** Click **Add** to add a new address.

NOTE: You may add, edit, and delete multiple addresses using the wizard.

Addresses (+ Add)				
Edit	Delete	Type	Address	Invalid?
		Home Address	123 Happy St Harrisburg, IL 62946	<input type="checkbox"/>

**Step 3:** Enter the new address information.

Type: Home ▾

Address:

City:

State: Illinois ▾

Zip:  -

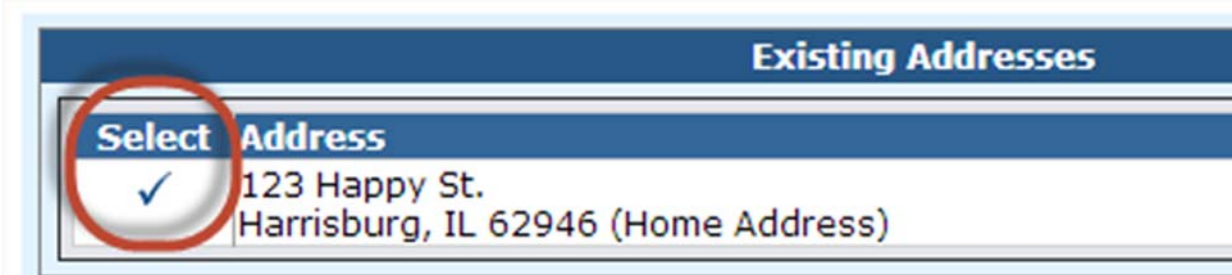
Save Cancel

**Step 4:** Click the **Save** button.



A light blue rectangular form containing address input fields. The fields are labeled: 'Type:' with a dropdown menu showing 'Home'; 'Address:' with two stacked text boxes; 'City:' with a text box; 'State:' with a dropdown menu showing 'Illinois'; and 'Zip:' with two stacked text boxes. At the bottom right, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red.

NOTE: You can also choose from the list of existing addresses. Simply click the check-mark to add the existing address for the student.



A section titled 'Existing Addresses' with a blue header. Below the header is a table with one row. The first column is titled 'Select' and contains a circular button with a checkmark, which is circled in red. The second column is titled 'Address' and contains the text '123 Happy St. Harrisburg, IL 62946 (Home Address)'.

**Step 5:** Click **Return** to get back to the **Student Profile** page.




A blue button with the word 'Return' in white text and a blue arrow pointing to the right. The button is circled in red.

## Parents/Guardians

---

**Step 1:** Click **Modify** to edit the parents and guardians for a student.

**Parents/Guardians** (  **Modify** )


Name: **Kenzie Schmitt**

Type: **Parent**


Gender: **Female**

Birthdate:


Ethnicity:

**Languages** (  **Modify** )

Language	Primary?
English	<input checked="" type="checkbox"/>


**Phone Numbers** (  **Modify** )

Type	Number
Home	(618) 272-7470

**Addresses** (  **Modify** )

Type	Address
Home	123 Happy Lane Harrisburg, IL 62976

**Step 2:** Click **Add** to add a new parent/guardian.

**Current Parent/Guardian(s)** (  **Add** )

**Step 3:** To add a new parent/guardian, click **Add a New Parent/Guardian**.

**Create Parent/Guardian** Step 1 of 1

Search for or add a parent/guardian. At any time you may cancel the search by clicking the Return button and going back to the student's guardians page.

You are setting up a student's parent and/or guardian. You may tie the student to an existing parent/guardian if you are aware of a sibling for this student. If you do not know of a sibling you will need to create a new parent/guardian.

**Add a New Parent/Guardian**  
The Student is His/Her Own Guardian  
Search for a Sibling's Parent/Guardian

**NOTE:** This wizard allows you to add a new parent/guardian information, his/her own guardian, and/or search for a sibling's parent/guardian info

**Return**

NOTE: You can also add *The Student is His/Her Own Guardian* or *Search for a Sibling's Parent/Guardian*.

**Step 4:** Enter the required information and click **Continue**.

**Person Profile** Step 1 of 4

Please enter the required information and click Continue.

Prefix:

First Name:  \*

Middle Name:

Last Name:  \*

Suffix:

Maiden Name:

Gender:  \*

Birthdate:  MM/DD/YYYY

Ethnicity:

Email:

Interpreter Needed: ☐

☒ Continue - Please continue the wizard.  
☐ Cancel - Please exit the wizard.

**Continue**

**Step 5:** To add *Phone Number(s)*, click **Add**.

NOTE: Phone numbers can also be selected from existing phone numbers associated with this student. Click the check-mark to select an existing phone number.

**Person Profile**Step 2 of 4

You may add, edit and delete multiple phone numbers using this wizard. When you are completed click the Continue button.

---

Phone numbers for **Kenzie Schmitt**

**Phone Numbers ( + Add)**

Type	Number
No Records Found	

You may choose a phone number from the list below. These phone numbers are from the student's own profile and any other current guardians. Please note, when selecting a phone number below it will be a copy. This means any future changes to one of the phone numbers will not be reflected everywhere the phone number is used.




**Existing Phone Numbers**

Select	Phone Number
No Records Found	

---

☒ Continue - Please continue the wizard.

☐ Cancel - Please exit the wizard.

 **Previous**  **Cancel** **Continue** 



**Step 6:** Enter the new phone number and click **Save**.

**Person Profile** Step 2 of 4

You may add, edit and delete multiple phone numbers using this wizard. When you are completed click the Continue button.

Phone numbers for **Kenzie Schmitt**

**Phone Numbers** ( + Add)

Type	Number
No Records Found	

Enter the new phone number and click the Save button.

Phone Type: Home

Phone Number: 618 272 7470

Extension:

Save Cancel

You may choose a phone number from the list below. These phone numbers are from the student's own profile and any other current guardians. Please note, when selecting a phone number below it will be a copy. This means any future changes to one of the phone numbers will not be reflected everywhere the phone number is used.



**Existing Phone Numbers**

Select	Phone Number
No Records Found	

**Step 7:** To add more phone numbers, repeat steps 5-6.

Phone numbers for **Kenzie Schmitt**

**Phone Numbers** ( + Add)

Edit	Delete	Type	Number
		Home	(618) 272-7470

**NOTE:** You can edit or delete the phone number by clicking the correct icon

You may choose a phone number from the list below. These phone numbers are from the student's own profile and any other current guardians. Please note, when selecting a phone number below it will be a copy. This means any future changes to one of the phone numbers will not be reflected everywhere the phone number is used.

**Existing Phone Numbers**

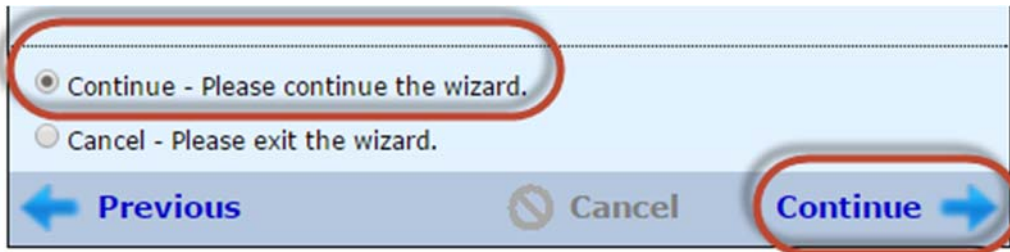
Select	Phone Number
No Records Found	

☒ Continue - Please continue the wizard.  
☐ Cancel - Please exit the wizard.

← Previous ⊘ Cancel Continue →



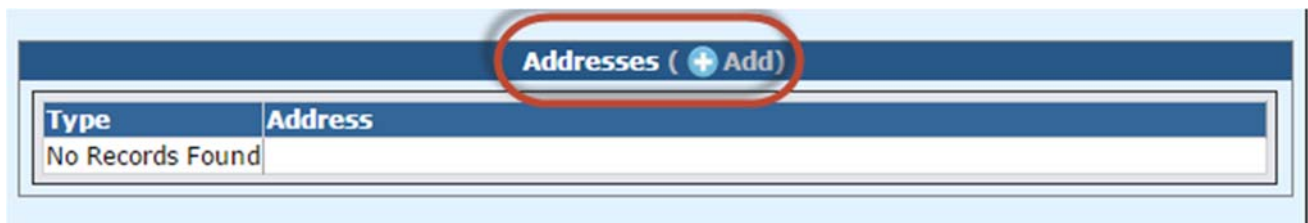
**Step 8:** When complete, click **Continue**.



A horizontal navigation bar with a light blue background. It contains two radio buttons: the first is selected and labeled "Continue - Please continue the wizard.", and the second is unselected and labeled "Cancel - Please exit the wizard.". Below the radio buttons are three buttons: "Previous" with a left arrow, "Cancel" with a crossed-out circle, and "Continue" with a right arrow. The "Continue" button is highlighted with a red rounded rectangle.

**Step 9:** To add a new address, click **Add**.

NOTE: Addresses can also be selected from the list of existing addresses associated with this student. Click the check-mark to add the existing address.



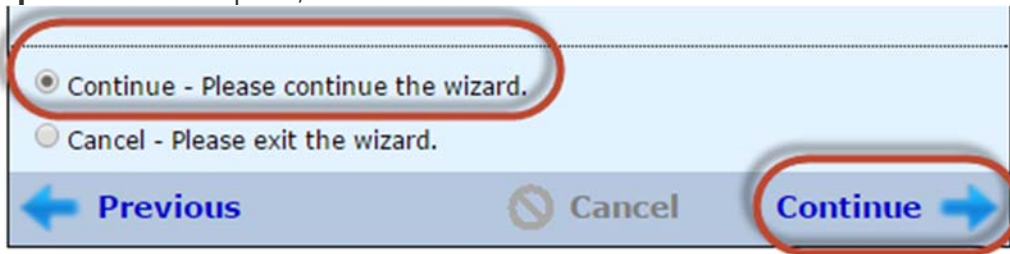
A table titled "Addresses ( + Add)". The table has two columns: "Type" and "Address". The first row of the table contains the text "No Records Found". The "+ Add" button in the title bar is highlighted with a red rounded rectangle.

**Step 10:** Enter the new address and click **Save**.



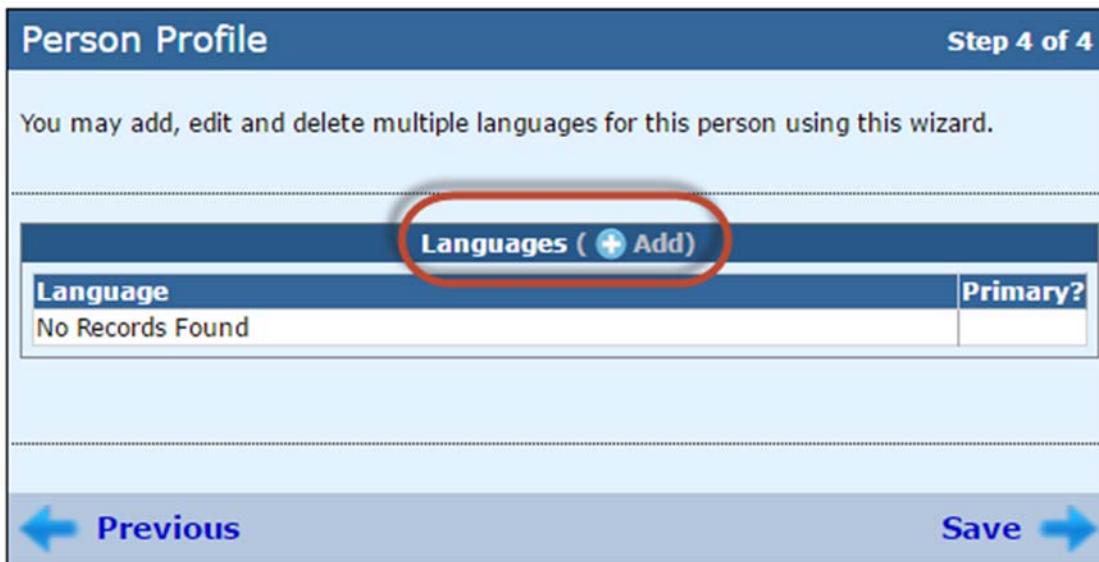
A form for entering a new address. It includes the following fields: "Type" (a dropdown menu with "Home" selected), "Address" (a text box with "123 Happy Lane" entered), "City" (a text box with "Harrisburg" entered), "State" (a dropdown menu with "Illinois" selected), "Zip" (a text box with "62976" entered), and an "Invalid?" checkbox which is unchecked. At the bottom of the form are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rounded rectangle.

**Step 11:** When complete, click **Continue**.



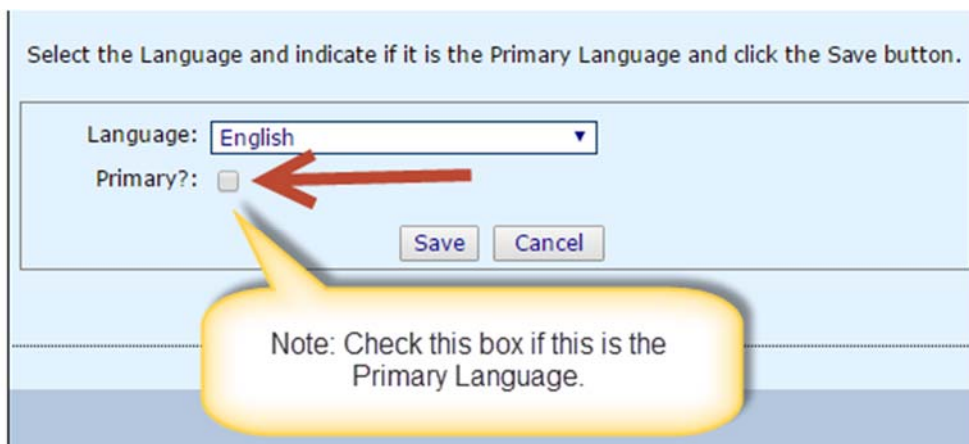
A wizard navigation screen with a light blue background. At the top, there are two radio button options: "Continue - Please continue the wizard." (selected) and "Cancel - Please exit the wizard." Below these options is a navigation bar with three buttons: "Previous" with a left arrow, "Cancel" with a crossed-out circle, and "Continue" with a right arrow. The "Continue" button is highlighted with a red oval.

**Step 12:** To add *Languages*, click **Add**.



A "Person Profile" screen titled "Step 4 of 4". It contains the text: "You may add, edit and delete multiple languages for this person using this wizard." Below this is a table with the header "Languages ( + Add)". The table has two columns: "Language" and "Primary?". The first row shows "No Records Found" in the "Language" column and an empty cell in the "Primary?" column. At the bottom of the screen are two buttons: "Previous" with a left arrow and "Save" with a right arrow. The "Add" button in the table header is highlighted with a red oval.

**Step 13:** Select the *Language* and indicate if it is the *Primary* language.



A screen for selecting a language and indicating if it is the primary language. It contains the text: "Select the Language and indicate if it is the Primary Language and click the Save button." Below this is a form with two fields: "Language:" with a dropdown menu showing "English" and "Primary?:" with an unchecked checkbox. A red arrow points to the checkbox. Below the form are "Save" and "Cancel" buttons. A yellow callout box with a pointer to the checkbox contains the text: "Note: Check this box if this is the Primary Language."

**Step 14:** Click **Save**.

Select the Language and indicate if it is the Primary Language and click the Save button.

Language:

Primary?: ☒

**Step 15:** When complete, click **Save**.

**Person Profile** Step 4 of 4

You may add, edit and delete multiple languages for this person using this wizard.

Languages ( + Add)			
Edit	Delete	Language	Primary?
		English	True

**Step 16:** Enter the *Begin Date* when he/she became this student's guardian, confirm *Relationship* to the student, and click **Save**.

NOTE: The date defaults to the student's date of birth.

**Student Guardians** Step 1 of 1

You may add and remove the student's guardians using this wizard. You may also add and remove parents using this wizard. You also have the ability to select from historical guardians associated with this student.

Please enter the date that **Kenzie Schmitt** began being this student's guardian.

**Kenzie Schmitt**

Begin Date:  \* MM/DD/YYYY

Relationship:

**Step 17:** To add additional parent/guardian to this student, repeat steps 2-15.

Current Parent/Guardian(s) (+ Add)							
Edit	Remove	Parent/Guardian	Addresses		Phones		Languages
		<b>Kenzie Schmitt</b> Mother Begin: 4/7/2002 Interpreter Needed: <input type="checkbox"/>	Type	Address (Modify)	Type	Number (Modify)	Language (Modify) Primary?
			Home	123 Happy Lane Harrisburg, IL 62976	Home	(618) 272-7470	English <input checked="" type="checkbox"/>

You may select guardians from the Historical Guardians list below for this student.

Historical Guardian(s)			
Relationship	Name	Begin Date	End Date
No Records Found			

Note: You may not add, edit, remove or select surrogate parents. Surrogates may only be assigned by ISBE staff and are shown here for informational purposes only.

**Return**

**Step 18:** When complete, click **Return**.



## I-Star File Formats

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Select the link below to view the **I-Star File Formats** provided by *Harrisburg Project*.

<http://www.hbug.k12.il.us/resources.aspx>

## I-Star Student Reimbursement

---

The topics under this header are related to the I-Star Student Reimbursement.

## Adding Reimbursement Record

Once an approval record is saved for a student, an accompanying claim record will be made under the **Claims** tab.

Student Claims 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:

Program:

Reimbursement Status:

Class Teacher:

Class Name:

Event:

Select a student to complete the claim data by clicking his/her name or click **Add**.

Actions	Student Name	RCDT	Fund	Priv Fac	Approval Term	Claim Term	Begin Date	End Date	Program Name	Student ADE	Est. Reimb.	Reimb Status	Tuition Bill	Errors
<input type="button" value="Add"/>	Martin, DemoLangdon Dwight	R: 20-083-0030-26 S: 20-083-0030-26	A	R	R	8/19/2017								0

(Page 1 of 1) Page 1 Items Per Page 20

Enter the applicable information for this claim record.

NOTE: Ask yourself these questions to determine which *Method of Computing Days* you should choose:

### 1. Are you receiving a bill from another public district?

YES = Calendar Method or Manual Method

### 2. Are you receiving a bill from a special ed cooperative that has an official calendar?

YES = Calendar Method

NO = Manual Method

### 3. Are you receiving a bill from a private facility?

YES = Manual Method

**4. Do you have any fund code E students, fund code X students, or do you have any bills to create for student that your district or coop serves from another district?**

YES = You can create a program using the Program Method in I-Star to be used as a tool to calculate the student costs. However, please remember the program method is an optional tool in I-Star. Using the program method of computing days is NOT required.

Claim Term: <span>Regular</span>		<input type="checkbox"/> Include Claim	
<b>Tuition</b>			
Tuition Bill: <input type="checkbox"/>			
<b>Method of Computing Days</b>			
Manual	<input type="radio"/>		
Calendar	<input type="radio"/>	<span></span>	
Program	<input checked="" type="radio"/>	<span>HBUG Program</span>	<input type="checkbox"/> Show Coop Programs
<b>Participation Rates</b>			
% Regular Ed:	<span>0</span>	FTE:	<span>1</span>
		ADE:	<span>0</span>
<b>Participation Days</b>			
	Enrolled	In Session	
Regular	<span>0</span>	<span>0</span>	
Total	<span>0</span>	<span>0</span>	
<b>Costs</b>			
		Regular	Total
Cost Per Pupil:	<span></span>	Equip Cost:	<span>0</span>
		Aide Cost:	<span>0</span>
		Contract:	<span>0</span>
<b>Errors</b>			
Code		Description	
No Records Found			
<span>Save &amp; Check Errors</span>			



You can edit the student's approval record from this screen by clicking the **double arrows** at the top of the record.

Student Overview	
SIS Id: 999999035	Name: DemoLangdon Dwight Martin
Ethnicity: Black or African American	DOB: 12-01-2008
Gender: Male	Language: English
Grade:	
FACTs Approval: <span>▼ Edit Approval</span>	
Claim Data	
The 2018-2019 Student Claims Data is Open.	
Claim Term: Regular ▼	<input type="checkbox"/> Include Claim
Tuition	
Tuition Bill: <input type="checkbox"/>	
Method of Computing Days	
Manual <input type="radio"/>	
Calendar <input type="radio"/>	▼
Program <input checked="" type="radio"/>	HBUG Program ▼ <input type="checkbox"/> Show Coop Programs
Participation Rates	
% Regular Ed: 0	FTE: 1
	ADE: 0
Participation Days	
	Enrolled In Session
Regular	0 0
Total	0 0
Costs	
	Regular Total
Cost Per Pupil:	
Equip Cost:	0
Aide Cost:	0
Contract:	0


You can check for errors on this particular claim record by clicking the **Check Errors** button at the bottom.


<span>Save &amp; Check Errors</span>
<input checked="" type="checkbox"/> Show Audit Trail

When completed, select the **Continue** radio button and then click **Save**.

☒ Continue - Please continue the wizard.

☐ Cancel - Please exit the wizard.

 Cancel

**Add** 

NOTE: You can also add *some* claim information from the *Student Approval* record.

Name: **DemoLangdon Dwight Martin** SIS Id: **999999035** DOB: **12/1/2008 (9 yrs 8 mos)** Ethnicity: **Black or African American**  
Gender: **Male** Home Language: **English** Native Language: **English/No** Grade:

**Approval:**

The 2018-2019 Student Approvals Data is Open.

Approval Status: Disapproved

School Year: **2018-2019**

Include on Approval: ☒

Dually Enrolled: ☐

Fund: **A**

% Special Ed: **100**

[Display SIS Enrollment](#)

Resident District: **Harrisburg CUSD 3 - 20-083-0030-26**

Resident School: **Harrisburg High School - 20-083-0030-26-00**

Serving District: **Harrisburg CUSD 3 - 20-083-0030-26 (2)**

Serving School: **Harrisburg High School - 20-083-0030-26-00**

Disabilities: **D-Specific Learr**

Related Service: **05**

Education Environment: **08-Private Day School or Out-of-State Public Day Pro**

Term: **Regular**

Begin Date: **08/19/2018** MM/DD/YYYY [Refresh](#)

End Date: MM/DD/YYYY

Exit Code:

Local District Id:

**Notes (0)**

Update Date	Note Type	Note
No Records Found		

[Save & Check Errors](#)

**Regular Term Claim**

**Method of Computing Days**

Manual ☐

Calendar ☐

Program ☒ **HBUG Program**

☐ Show Coop Programs

**Participation Rates**

% Regular Ed: **0**

FTE: **1**

ADE: **0**

**Participation Days**

	Enrolled	In Session
Regular	<b>0</b>	<b>0</b>
Total	<b>0</b>	<b>0</b>

## Student Claim Recheck Edits

To check for errors in your student claim file, click **Recheck Edits** on the *Student Claims Filter* to recalculate your errors.

The screenshot shows the 'Student Claims Filter' interface. At the top, there are tabs: 'Approvals', 'Claims' (selected), 'Programs', 'Upload Files', and 'Case Load Definition'. Below the tabs, there are two columns of filters. The left column includes fields for 'Student SIS Id', 'Last Name', 'First Name', 'School Year' (set to 2018-2019), 'Status', 'Grade', 'Term', and 'Tuition Status'. The right column includes a 'Show only Out of District' checkbox and dropdowns for 'Resident District', 'Resident School', 'Serving District', 'Serving School', 'Disability', 'Fund', 'Program', 'Reimbursement Status', 'Class Teacher', 'Class Name', and 'Event'. At the bottom, there are buttons: 'Search', 'Clear Search', 'Recheck Edits' (highlighted with a red box), 'Export to Excel', 'Export using Import Format', and 'Recalc Cal Days'.

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 report.

Click on the **Reports** tab.

The screenshot shows a navigation bar 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 **Student** for the *Report Type*, select **Errors** under *Report Categories*, and click *Select Report* for the **Student Claim Errors by Resident District and Serving School** located under the *Description* column.

The screenshot shows the 'I-STAR Reports' interface. At the top, there are dropdowns for 'Report Type' (set to 'Student') and 'Report Categories' (set to 'Errors'). Below these, there is a table with two columns: 'Select Report' and 'Description'. The table lists five reports, with the third one, 'Student Claim Errors by Resident District and Serving School', highlighted in yellow. To the right of the table, there is a 'Report Description' section with a text area that says 'Select a report to see description here...'.

Select Report	Description
<input type="radio"/>	Student Approval Errors by Resident District and Serving School
<input type="radio"/>	Student Approval Errors Listing
<input checked="" type="radio"/>	Student Claim Errors by Resident District and Serving School
<input type="radio"/>	Student Indicator Errors
<input type="radio"/>	Student Missing Exit Data

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

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

# Student Reports

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



Under *I-STAR Reports*, select **Student** for the *Report Type*.

A form titled 'I-STAR Reports'. It has two dropdown menus. The first is labeled 'Report Type' and has 'Student' selected. The second is labeled 'Report Categories' and has 'Approvals' selected. Both dropdown menus are highlighted with red rectangular boxes.

Select either **Approvals, Class Lists, Contacts, Errors, Events, Reimbursement/Claims, Reminders, Rollover Status, Statistics, or Transportation** from the drop-down menu for the *Report Categories*.

NOTE: Depending on your *Report Categories* selection, this will populate different reports.

A screenshot of the I-STAR Reports interface. At the top, the 'Report Type' is 'Student' and 'Report Categories' is 'Approvals'. Below this is a table with two columns: 'Select Report' and 'Description'. The table lists 12 reports, each with a radio button. To the right of the table is a 'Report Description' box with the text 'Select a report to see description here...'.

Select Report	Description
<input type="radio"/>	Alphabetic List of Student Approvals
<input type="radio"/>	Approvals by Serving School
<input type="radio"/>	Approvals Not Reported
<input type="radio"/>	Approvals Reported
<input type="radio"/>	Approvals Reported for Child Count
<input type="radio"/>	Indicator 11 Report by Resident District
<input type="radio"/>	Indicator 13 NOT Meeting Requirements
<input type="radio"/>	Medicaid Students*
<input type="radio"/>	Student Grades 9-12 Active on Child Count
<input type="radio"/>	Student Grades KG-12 Active on Child Count
<input type="radio"/>	Student Grades KG-8 Active on Child Count

A screenshot of the I-STAR Reports interface. At the top, the 'Report Type' is 'Student' and 'Report Categories' is 'Class Lists'. Below this is a table with two columns: 'Select Report' and 'Description'. The table lists 8 reports, each with a radio button. To the right of the table is a 'Report Description' box with the text 'Select a report to see description here...'.

Select Report	Description
<input type="radio"/>	Case Load Student Listing
<input type="radio"/>	Class List
<input type="radio"/>	Class List by Case Manager
<input type="radio"/>	Class List with Approvals and Events
<input type="radio"/>	Class List Without Address
<input type="radio"/>	Enrollment With Total Minutes Per Week
<input type="radio"/>	Enrollment With Total Minutes Per Week by Serving School
<input type="radio"/>	Total Number Enrolled by Location

I-STAR Reports	
Report Type: <input type="text" value="Student"/>	Report Categories: <input type="text" value="Contacts"/>

Select Report	Description
<input type="radio"/>	Alpha List of Students w/Address & Phone Numbers by Res District
<input type="radio"/>	Alpha List of Students w/Address & Phone Numbers by Serving School
<input type="radio"/>	Alpha List of Students w/Phone Numbers by Res District
<input type="radio"/>	Alpha List of Students w/Phone Numbers by Serving School
<input type="radio"/>	Parent Information by Resident District
<input type="radio"/>	Parent Information by Serving School

**Report Description:**

Select a report to see description here...

I-STAR Reports	
Report Type: <input type="text" value="Student"/>	Report Categories: <input type="text" value="Errors"/>

Select Report	Description
<input type="radio"/>	Student Approval Errors by Resident District and Serving School
<input type="radio"/>	Student Approval Errors Listing
<input type="radio"/>	Student Claim Errors By Resident District And Serving School
<input type="radio"/>	Student Indicator Errors
<input type="radio"/>	Student Missing Exit Data

**Report Description:**

Select a report to see description here...

I-STAR Reports	
Report Type: <input type="text" value="Student"/>	Report Categories: <input type="text" value="Events"/>

Select Report	Description
<input type="radio"/>	All Students by Event
<input type="radio"/>	Annual Review In Date Order
<input type="radio"/>	Current IEP In Date Order
<input type="radio"/>	Initial Eval In Date Order
<input type="radio"/>	Reevaluation In Date Order
<input type="radio"/>	Students Notes

**Report Description:**

Select a report to see description here...

I-STAR Reports	
Report Type: <input type="text" value="Student"/>	Report Categories: <input type="text" value="Reimbursement / Claim"/>

Select Report	Description
<input type="radio"/>	Excess Cost Computation Sheet
<input type="radio"/>	Orphanage Computation Sheet
<input type="radio"/>	Private Tuition Computation Sheet
<input type="radio"/>	Programs By Resident District
<input type="radio"/>	Student Reimbursement Blank Data Form
<input type="radio"/>	Student Reimbursement Fund B
<input type="radio"/>	Student Reimbursement Funds DEF Regular Term
<input type="radio"/>	Student Reimbursement Funds DEF Summer Term
<input type="radio"/>	Student Reimbursement Funds X and J
<input type="radio"/>	Student Tuition Summary Page
<input type="radio"/>	Students with Days Enrolled By Resident District And Fund Code
<input type="radio"/>	Summer Orphanage Computation Sheet

**Report Description:**

Select a report to see description here...

I-STAR Reports	
Report Type: <input type="text" value="Student"/>	Report Categories: <input type="text" value="Reminders"/>

Select Report	Description
<input type="radio"/>	Age of Majority
<input type="radio"/>	Alpha Students Turning 10 This School Year
<input type="radio"/>	Alpha Students Turning 14 1/2 This School Year
<input type="radio"/>	Alpha Students Turning 15 This School Year
<input type="radio"/>	Alpha Students Turning 6 This School Year
<input type="radio"/>	Customized Students turning X

**Report Description:**

Select a report to see description here...

I-STAR Reports	
Report Type: <span style="border: 1px solid #ccc; padding: 2px;">Student</span>	Report Categories: <span style="border: 2px solid #ff0000; padding: 2px;">Statistics</span>

Select Report	Description
<input type="radio"/>	EE and Disability by Res District Age 3-5
<input type="radio"/>	EE and Disability by Res District Age 6-21
<input type="radio"/>	EE and Ethnicity by Res District Age 3-5
<input type="radio"/>	EE and Ethnicity by Res District Age 6-21
<input type="radio"/>	EE and Gender by Res District Age 3-5
<input type="radio"/>	EE and Gender by Res District Age 6-21
<input type="radio"/>	EE and Grade by Res District Age 3-5
<input type="radio"/>	EE and Grade by Res District Age 6-21
<input type="radio"/>	EE by Resident District and School Age 3-5
<input type="radio"/>	EE by Resident District and School Age 6-21
<input type="radio"/>	EE, Ethnic, Primary Disability, Gender, Language by Grade
<input type="radio"/>	Ethnic and Gender Count by Serving School
<input type="radio"/>	Primary Disability Count 3-5 by District/Age
<input type="radio"/>	Primary Disability Count by District/Age
<input type="radio"/>	Serving School Count
<input type="radio"/>	Students by Age & Fund

**Report Description:**

Select a report to see description here...

I-STAR Reports	
Report Type: <span style="border: 1px solid #ccc; padding: 2px;">Student</span>	Report Categories: <span style="border: 2px solid #ff0000; padding: 2px;">Transportation</span>

Select Report	Description
<input type="radio"/>	Student Transportation By Private Facility
<input type="radio"/>	Student Transportation Report
<input type="radio"/>	Student Transportation Special Needs
<input type="radio"/>	Transportation Billing History

**Report Description:**

Select a report to see description here...

Choose the report filters you'd like for this report by clicking the drop-down under *Reports Filters*.

Reports Filters	
Student SIS Id: <input style="width: 150px;" type="text"/> School Year: <span style="border: 1px solid #ccc; padding: 2px;">2018-2019</span> Gender: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Grade: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Term: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Ethnicity: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Private Facility: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Class Name: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Teacher Name: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Location Name: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Age: <input style="width: 80px;" 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: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Resident District: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Serving District: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Serving School: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Disability: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Fund: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Indicator Errors: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Include on Approval: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Error Type: <span style="border: 1px solid #ccc; padding: 2px;">▼</span> Active Enrollment <input type="checkbox"/> Future Enrollment <input type="checkbox"/>

Run Report
Clear Filters

When finished, you can either click **Run Report** or **Export Report**. A separate tab will open in your internet browser to preview the report. From there, you can print the report.





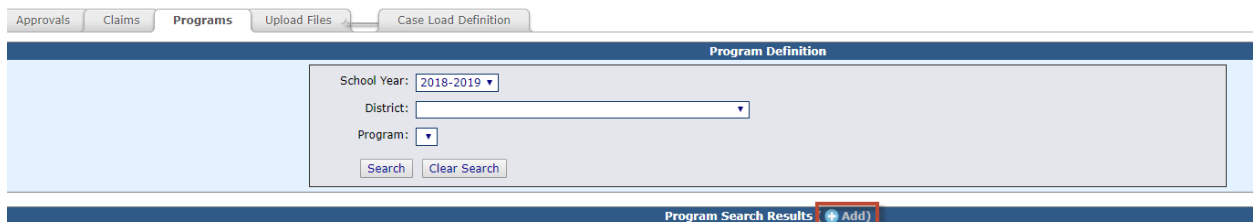
## Program Definition/Program Method

To access the program definition, click the **Programs** tab in the student section.

NOTE: The Program Method in I-Star is an optional tool. You should only use the program method if you have any fund code E, fund code X students, or out of district students you need to create a bill for. However, students in a cost center must have common educational needs.

### Add New

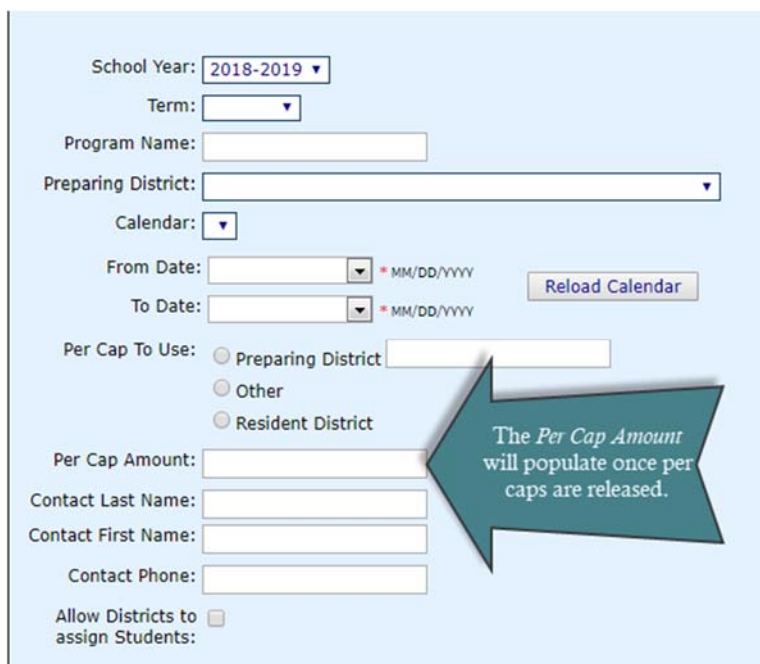
To add a new program, simply click **Add** beside *Program Search Results*.



The screenshot shows the 'Program Definition' section of a web application. At the top, there are tabs: 'Approvals', 'Claims', 'Programs' (which is selected), 'Upload Files', and 'Case Load Definition'. Below the tabs, there is a search area with the following fields: 'School Year' (set to 2018-2019), 'District' (a dropdown menu), and 'Program' (a dropdown menu). There are 'Search' and 'Clear Search' buttons. Below the search area, there is a 'Program Search Results' section with an 'Add' button highlighted by a red box.

Fill in the appropriate information and click **Save**.

NOTE: The *Allow Districts to assign Students* check box should be used for Coop use only.



The screenshot shows the 'Program Definition' form. The fields are: 'School Year' (2018-2019), 'Term' (dropdown), 'Program Name' (text input), 'Preparing District' (dropdown), 'Calendar' (dropdown), 'From Date' (dropdown with MM/DD/YYYY format), 'To Date' (dropdown with MM/DD/YYYY format), 'Per Cap To Use' (radio buttons for Preparing District, Other, Resident District), 'Per Cap Amount' (text input), 'Contact Last Name' (text input), 'Contact First Name' (text input), 'Contact Phone' (text input), and 'Allow Districts to assign Students' (checkbox). A blue callout arrow points to the 'Per Cap Amount' field with the text: 'The Per Cap Amount will populate once per caps are released.'

This will take you to the created *Program Definition* where you can begin adding personnel to the program.

To add personnel, click **Add Multiples**.

[Return to Program Search](#)  
Use this to return to Program Search.

---

**Program Definition** ( [Modify](#) ) ( [Copy](#) ) ( [Add](#) ) ( [Delete](#) )

School Year: 2019 Name: HBUS Program Term: Regular District: Harrisburg CUSD 3 Dates: 8/18/2018 - 5/31/2019	Contact: Harley Davidson Phone: 6186186186 Calendar: 20-083-0030-26 - Harrisburg CUSD 3 Attend Days: 0 Allow District to Assign Students: NO
---	--

Total Cost per 1.0 ADE: 16174    [Recalc Program](#)

---

**Program Personnel Approval / Claim Data** ( [Add Multiples](#) )

Delete	Personnel	Ed Ed Approval	Spec Id	Term	Function	Alloc. Ratio	Salary + Benefits	Salary Allocation	Evidence Based Funding	Evidence Based Funding Allocation	Total Fed Funds	Fed Funds Alloc.	Other Salary	Other Salary Alloc.
--------	-----------	----------------	---------	------	----------	--------------	-------------------	-------------------	------------------------	-----------------------------------	-----------------	------------------	--------------	---------------------

You can search for personnel by any of the search criteria listed. You can select one at a time by clicking the check mark beside the name or multiples by checking the box under the *Multi Select* column of the personnel you wish to add. When all personnel are checked, click **Use Selected**.

**Personnel Search**

Multiple OR Single

District: Wabash & Ohio Valley Sp Ed Dist (6) IEIN:

Last Name:

First Name:

Gender:

Include Retired ☐

Note: Including a district will search EIS with the entered filters. Leaving the district out will perform a name search on EIS.

**Personnel Search Results**

Select	Multi Select	IEIN	Name	Gender	Ethnicity	District	Spec Ed Id	Work
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9000081	DemoPaloma F Allen	Female	White, Non-Hispanic		A	AUT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9000028	DemoAngie D Baker	Female	White, Non-Hispanic	Wabash & Ohio Valley Sp Ed Dist	C	PA3
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9000034	DemoMarisa Bell	Female	Native Hawaiian or Other Pacific Islander	Wabash & Ohio Valley Sp Ed Dist	B	SL_SL
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9000038	DemoArlene Ortiz	Female	White, Non-Hispanic	Wabash & Ohio Valley Sp Ed Dist	A	ECT

You will see the list of personnel you have added. To edit the *Allocation Ratio* in that grid, simply click on the name of the staff member.

Program Personnel Approval / Claim Data ( <a href="#">Add Multiples</a> )													
Delete	Personnel	Spec Id	Term	Function	Alloc. Ratio	Salary+Benefits	Salary Allocation	Evidence Based Funding	Evidence Based Funding Allocation	Total Fed Funds	Fed Funds Alloc.	Other Salary	Other Salary Alloc.
<input checked="" type="checkbox"/>	DemoPaloma Allen	A	Regular	1200	1.000	\$9,000	\$9,000	\$0	\$0	\$0	\$0	\$0	\$0
<input checked="" type="checkbox"/>	DemoAngie Baker	C	Regular	1200	1.000	\$15,500	\$15,500	\$3,500	\$3,500	\$0	\$0	\$0	\$0
<input checked="" type="checkbox"/>	DemoMarisa Bell	B	Regular	1200	1.000	\$65,000	\$65,000	\$9,000	\$9,000	\$3,000	\$3,000	\$1,000	\$1,000

You can edit any of the white fields available on this screen.

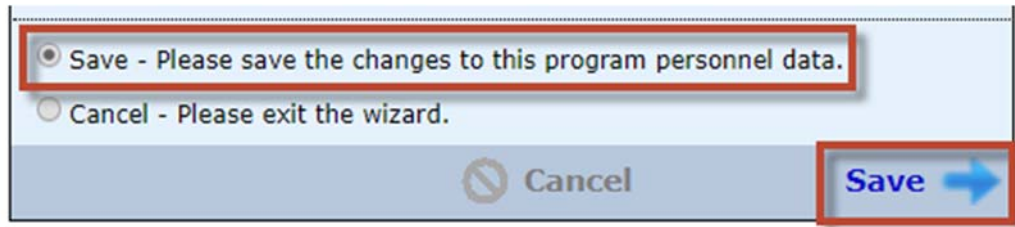
NOTE: Even though the *Function Value* is an editable field, the *Function Value* should not be changed. However, you may edit the *Allocation Ratio* if needed.

Personnel Information	
Name:	DemoMarisa Bell
SpecEd Id:	B
Function Value:	1200
Allocation Ratio:	1.0000
Salary + Benefits:	65000.00
Salary Allocation:	65000.00
Evidence Based Funding Offset:	9000.00
Evidence Based Funding Offset Allocation:	9000.00
Total Federal Offset:	3000.00
Federal Allocation:	3000.00
Total Other Offset:	1000.00
Other Allocation:	1000.00

The gray fields are carried over from the individual *Personnel Approval* Record located in the *Salary Information/Offsets* section. If the amount in the gray field is incorrect, you can edit it from the personnel approval record.

Personnel Information	
Name:	DemoMarisa Bell
SpecEd Id:	B
Function Value:	1200
Allocation Ratio:	1.0000
Salary + Benefits:	65000.00
Salary Allocation:	65000.00
Evidence Based Funding Offset:	9000.00
Evidence Based Funding Offset Allocation:	9000.00
Total Federal Offset:	3000.00
Federal Allocation:	3000.00
Total Other Offset:	1000.00
Other Allocation:	1000.00

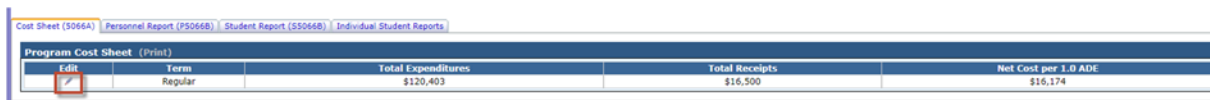
Click **Save** when completed.



A wizard dialog box with a light blue background. It contains two radio button options: 'Save - Please save the changes to this program personnel data.' and 'Cancel - Please exit the wizard.'. The 'Save' option is selected. Below the options are two buttons: 'Cancel' with a grey icon and 'Save' with a blue arrow icon. Both buttons are highlighted with red rectangular boxes.

Once all the information is entered for this program, you can view the ISBE reports by clicking the appropriate tab.

The *Cost Sheet (5066A)* is an editable form. Click the pencil to edit the form.



A screenshot of the 'Program Cost Sheet (5066A)' report. The table has a blue header and a white body. The header row is 'Program Cost Sheet (Print)'. The body row has five columns: 'Edit' (with a pencil icon), 'Term', 'Total Expenditures', 'Total Receipts', and 'Net Cost per 1.0 ADE'. The values in the body row are: 'Regular', '\$120,403', '\$16,500', and '\$16,174'.

Program Cost Sheet (Print)				
Edit	Term	Total Expenditures	Total Receipts	Net Cost per 1.0 ADE
	Regular	\$120,403	\$16,500	\$16,174

NOTE: Figures for lines 1-7, 33, 34, and 34a will automatically populate for the cost sheet, but will remain editable if changes need to be made. To enter line 24, click the box for *Enter other function*.

### Cost Sheet

School Year

Program

Term

### Special Education Data

1. Total ADE this program - from Student form

2. Days in session this program

3. Total number Sp.Ed. Students enrolled in this district

### Regular Education Data

4. Total number Students enrolled in this district

5. Days in Session - from district calendar

6. District per capita tuition charge

### Expenditures

Line #	Functions	Special Education	Regular Education	Cost Acct	Total
7	1200 - Instruction	<input type="text" value="93,500"/>		<input checked="" type="checkbox"/>	93,500
8	2112 - Attendance	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0
9	2113 - Social work Services	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0
10	2120 - Guidance Services	<input type="text"/>	<input type="text" value="240,961"/>	<input type="checkbox"/>	757
11	2130 - Health Services	<input type="text"/>	<input type="text" value="75,729"/>	<input type="checkbox"/>	238
12	2140 - Psychological Services	<input type="text" value="116,601"/>	<input type="text"/>	<input type="checkbox"/>	1,792
13	2150 - Speech Pathology and Audiology Services	<input type="text" value="211,224"/>	<input type="text"/>	<input type="checkbox"/>	3,246
14	2210 - Imprv. of Instruction	<input type="text"/>	<input type="text" value="214,906"/>	<input type="checkbox"/>	675
15	2220 - Educational Media Serv.	<input type="text"/>	<input type="text" value="422,022"/>	<input type="checkbox"/>	1,326
16	2310 - Board of Education Serv.	<input type="text"/>	<input type="text" value="152,914"/>	<input type="checkbox"/>	480
17	2320 - Executive Administration	<input type="text"/>	<input type="text" value="208,541"/>	<input type="checkbox"/>	655
18	2330 - Special Area Admin.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0
19	2410 - Office of Principal	<input type="text"/>	<input type="text" value="1,089,459"/>	<input type="checkbox"/>	3,422
20	2510 - Direction of Business	<input type="text"/>	<input type="text" value="98,987"/>	<input type="checkbox"/>	311
21	2520 - Fiscal Services	<input type="text"/>	<input type="text" value="430,315"/>	<input type="checkbox"/>	1,352
22	2570 - Internal Services	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0
23	2600 - Support Serv. - Central	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	0

### Other Function and Depreciation

Line #	Functions	Special Education	Regular Education	Cost Acct	Total
24	2110		160,747	<input type="checkbox"/>	505

24. ☒ Enter other function

Other Total

505

Function

Education Type ☒ Special Education ☐ Regular Education

Amount  [Add Other](#)

Cost Acct ☐

25. Equipment Depreciation (Special Education)

0

### Operation and Maintenance

26. All 2540 expenditures

27. Number of district-owned classrooms

28. Cost / Classroom (line 26/27)

29. Number of district owned classrooms used in this program  x Line 28 =

30. ☒ Depreciation (Line 1 \* \$200) ☐ Rent

31. Other (Description)

Total

32. Total Expenditures

### Offsets [Reload](#)

33. Evidence Based Funding - Personnel

34. Federal Funds IDEA Part B

34 A. Other State and Federal

35. Total Offsets

### Net Expenditures

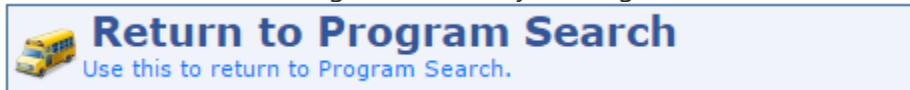
36. Line 32 minus (-) line 35

37. Line 36 divided (/) by line 1 (Total cost per 1.0 ADE)

When all the lines that apply to this program have been entered, click the red **Calculate & Save** button at the bottom to get line 37.



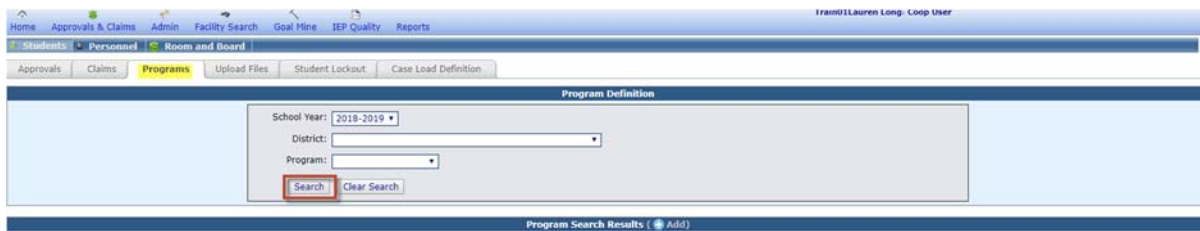
You can return to the Program Search by clicking



at the top of the screen.

### **Edit Existing**

You can search for an existing program by using the drop-down for *School Year*, *District*, and/or *Program* and then click **Search**.





A list of your programs will appear in the results grid.

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

---

**Program Definition**

School Year: 2018-2019 ▼

District: ▼

Program: ▼

Search Clear Search

---

**Program Search Results (Add)**

School Year	Program Name	Preparing Entity	Preparing RCDT	Begin Date	End Date
2018-2019	HBUG Program	Harrisburg CUSD 3	20-083-0030-26	8/18/2018	5/31/2019
2018-2019	HBUG Program	Harrisburg CUSD 3	20-083-0030-26	8/18/2018	5/31/2019
2018-2019	Kenzie's Program	Harrisburg CUSD 3	20-083-0030-26	8/18/2018	5/31/2019
2018-2019	Kenzie's Program	Harrisburg CUSD 3	20-083-0030-26	8/18/2018	5/31/2019

To edit the program, simply click the *Program Name* to open the desired program.

Program Search Results (Add)					
School Year	Program Name	Preparing Entity	Preparing RCDT	Begin Date	End Date
2018-2019	HBUG Program	Harrisburg CUSD 3	20-083-0030-26	8/18/2018	5/31/2019
2018-2019	HBUG Program	Harrisburg CUSD 3	20-083-0030-26	8/18/2018	5/31/2019

From here, you can edit the *Program Definition* information as described above.

**Program Definition** Modify (Copy) (Add) (Delete)

School Year: 2019

Name: HBUG Program

Term: Regular

District: Harrisburg CUSD 3

Dates: 8/18/2018 - 5/31/2019

Contact: Harley Davidson

Phone: 6186186186

Calendar: 20-083-0030-26 - Harrisburg CUSD 3

Attend Days: 0

Allow District to Assign Students: NO