I-Star User Guide Introduction

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

I-Star Student Admin

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

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

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

NOTE: To gain access of the **Admin** tab see **I-Star User Roles/Requests**.

Checklist to Prepare

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

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

IWAS Account

There are two layers of security when using the I-Star system.
1. The first layer is provided by IWAS (ISBE Web Application System)
2. The second layer is provided inside the I-Star System

Before being assigned a role in the IEP system, you must create an IWAS account to establish authorization to use ISBE systems.
Many ISBE web applications are accessed through IWAS for security and convenience.

Access IWAS using Steps 1-4 below:

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

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

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

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

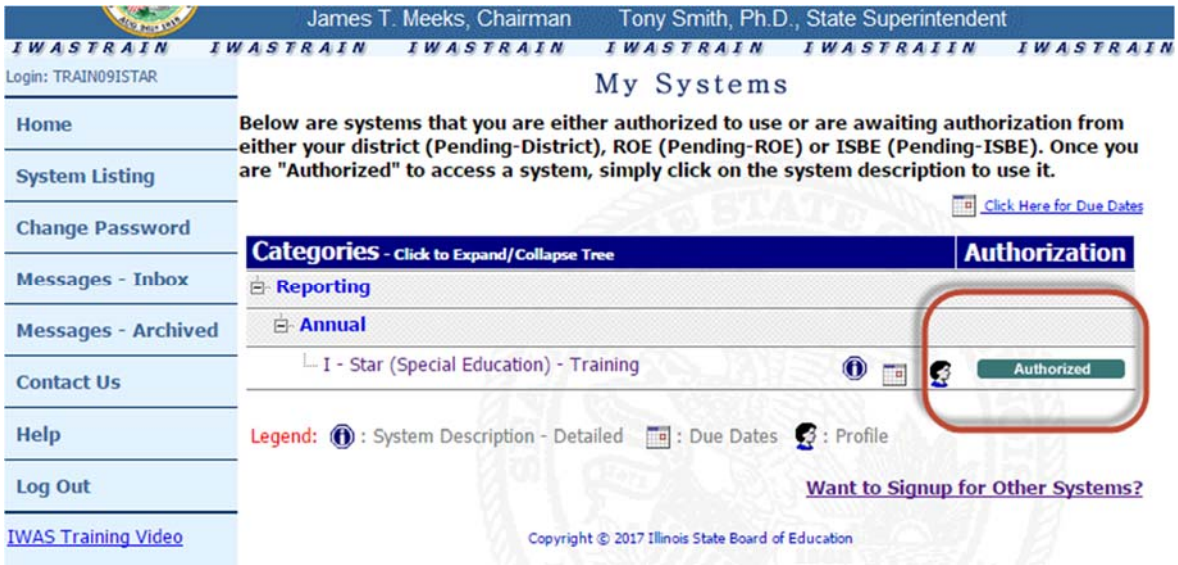
https://sec1.isbe.net/iwas/documents/pdf/IWASUserGuide.pdf

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

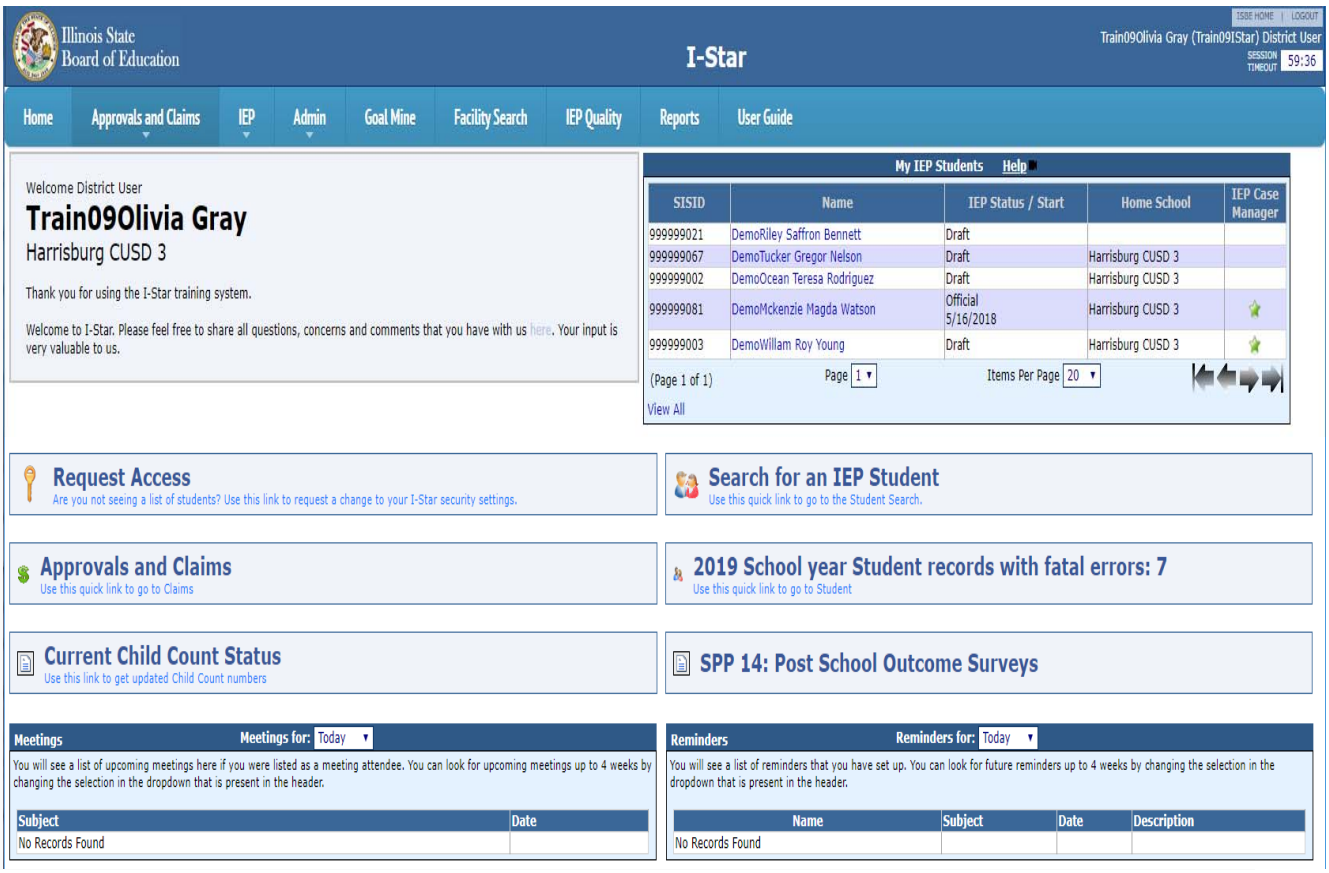
Step 1: After requesting access to I-Star application in IWAS, *I-Star* can be accessed under **System Listing > Reporting > Annual > I -Star (Special Education).**

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.



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:



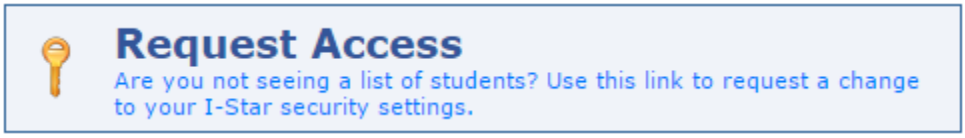
I-Star User Roles/Requests

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:

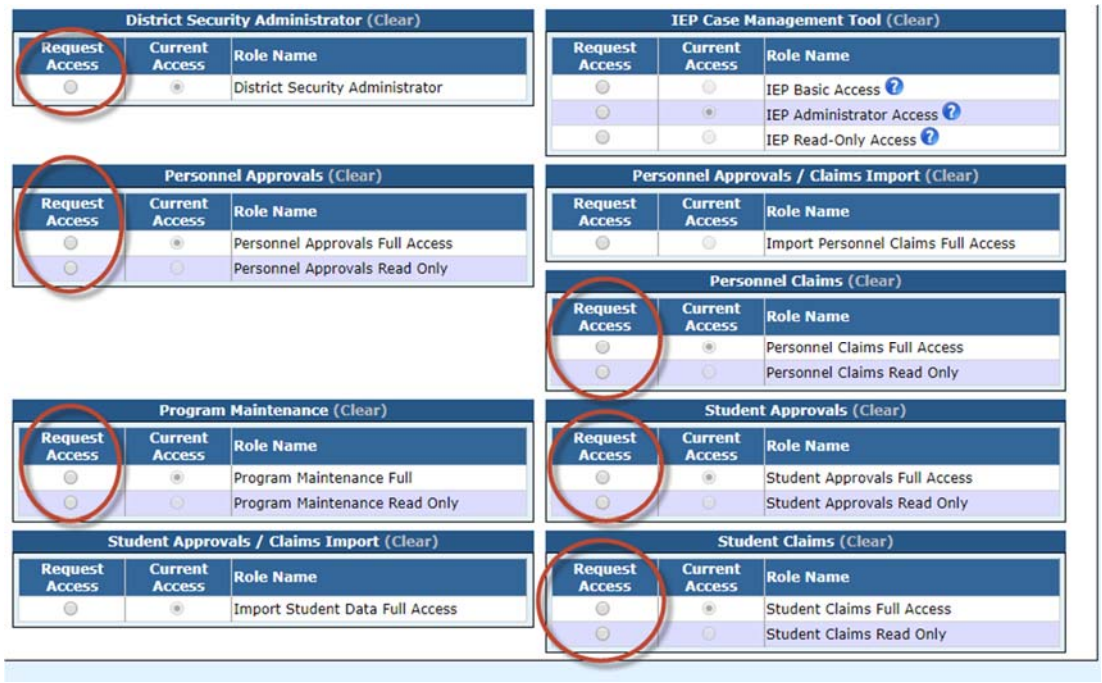
Step 1: From the Landing Page click **Request Access**.



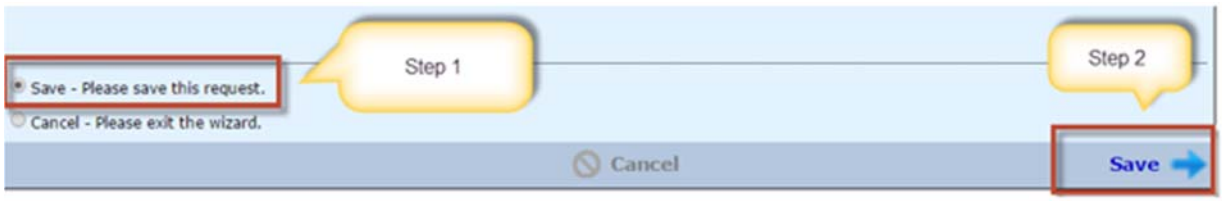
Step 2: Click **Modify.**

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).



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



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

Step 6: Security request approval is performed by a district or cooperative administrator. See instructions at **Approve/Deny a Security Request.**

Approve/Deny a Security Request

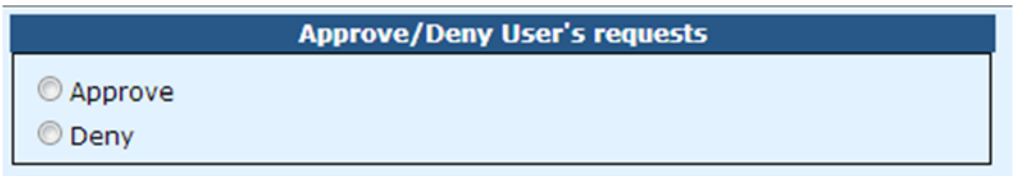
From the Landing Page of I-Star, the district or cooperative administrator will take the following steps below to approve/deny a security request:

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

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

Step 3: Click the icon to review the request.

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



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

Assign Security Roles

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

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

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

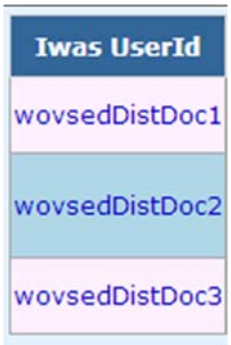
Step 1: From the Landing Page, click **Manage Security.**

NOTE: The User List will have two tabs:

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

2. Security Request
a. This tab shows any users who have requested a user role. See **Approve/Deny a Security Request.**
b. If a district or coop administrator has not assigned a security role to a user, see **I-Star User Roles/Requests.**

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

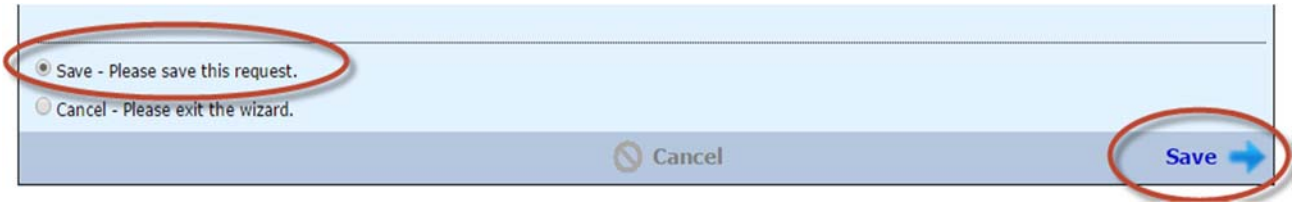


Step 3: Click **Modify** to edit the security role for the user.

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.

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.

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



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

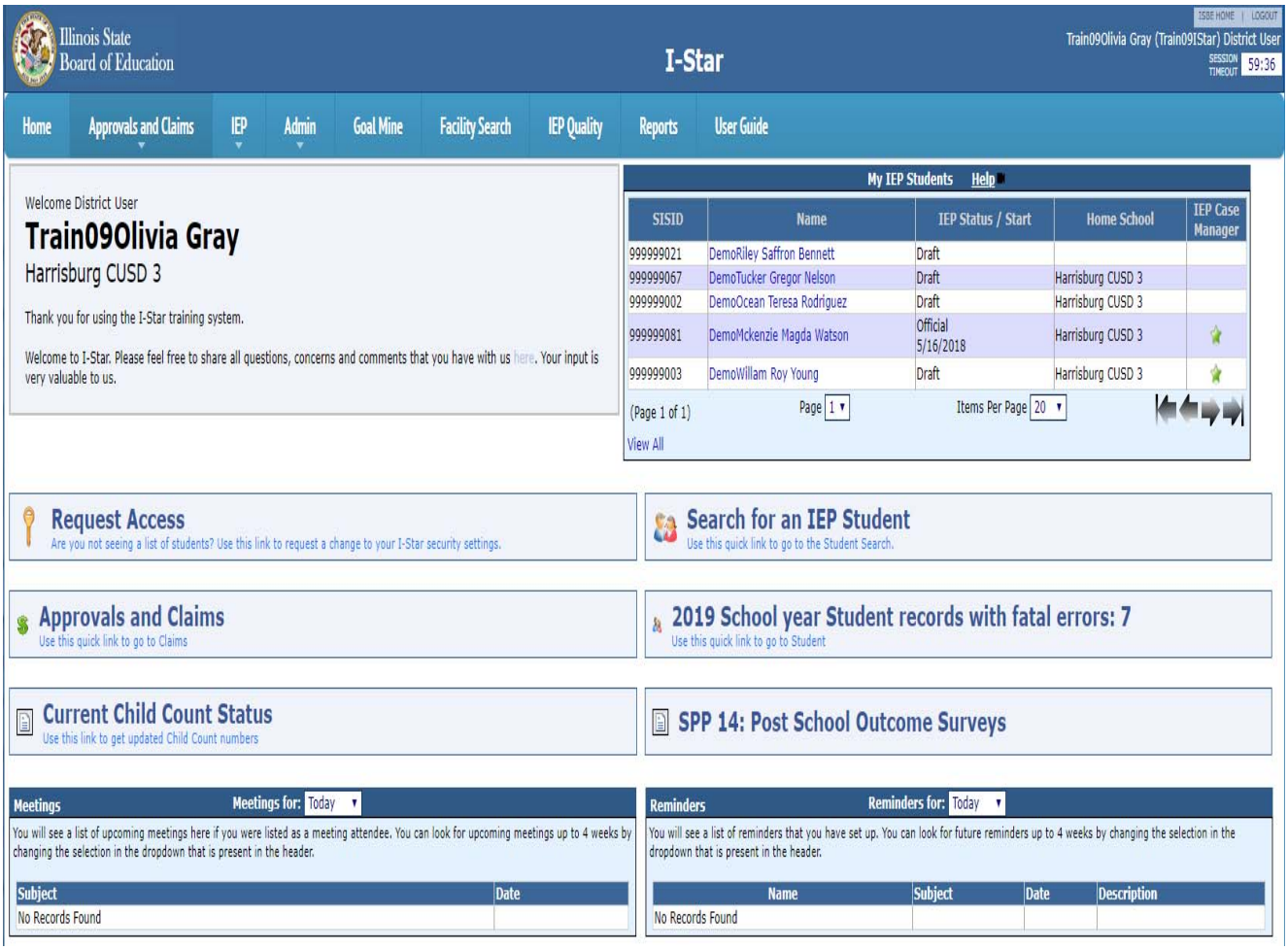
NOTE: To request a security role, see **I-Star User Roles**.

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.

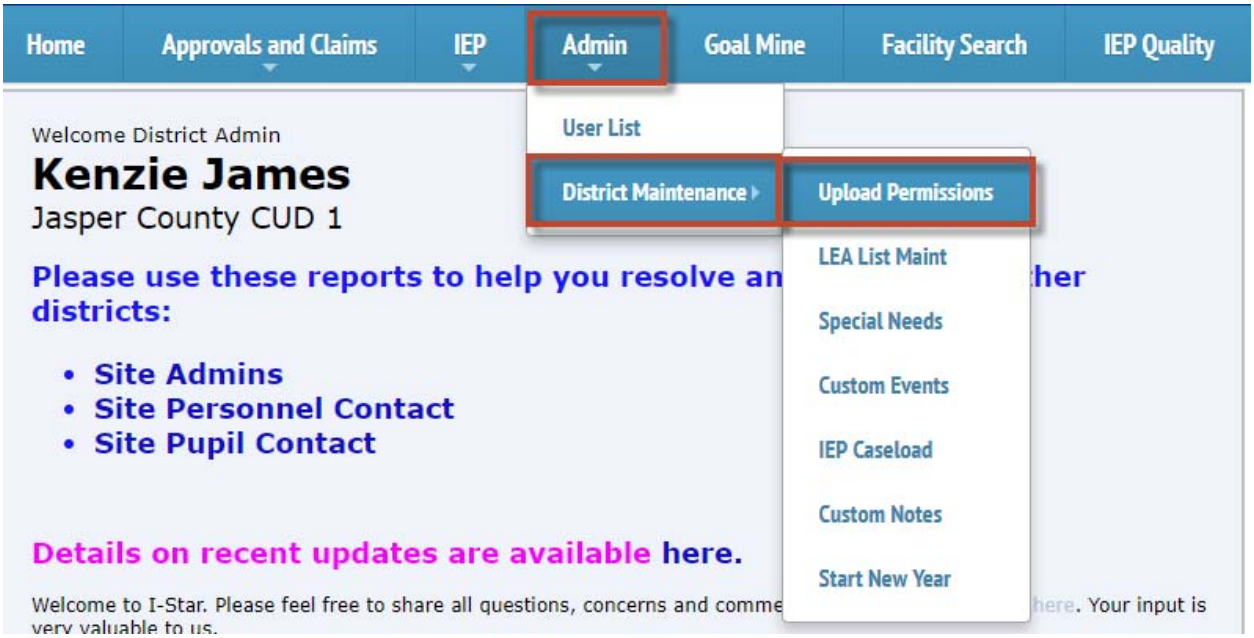
NOTE: The Landing Page will differ for users based on their security role in the system. This is an example of what the Landing Page may look like. Some users may have access to administrative portions of the system while others may not.



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 to year, but should be reviewed by the district each year. The following permissions may be given by the district to the authorized coop.

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

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

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

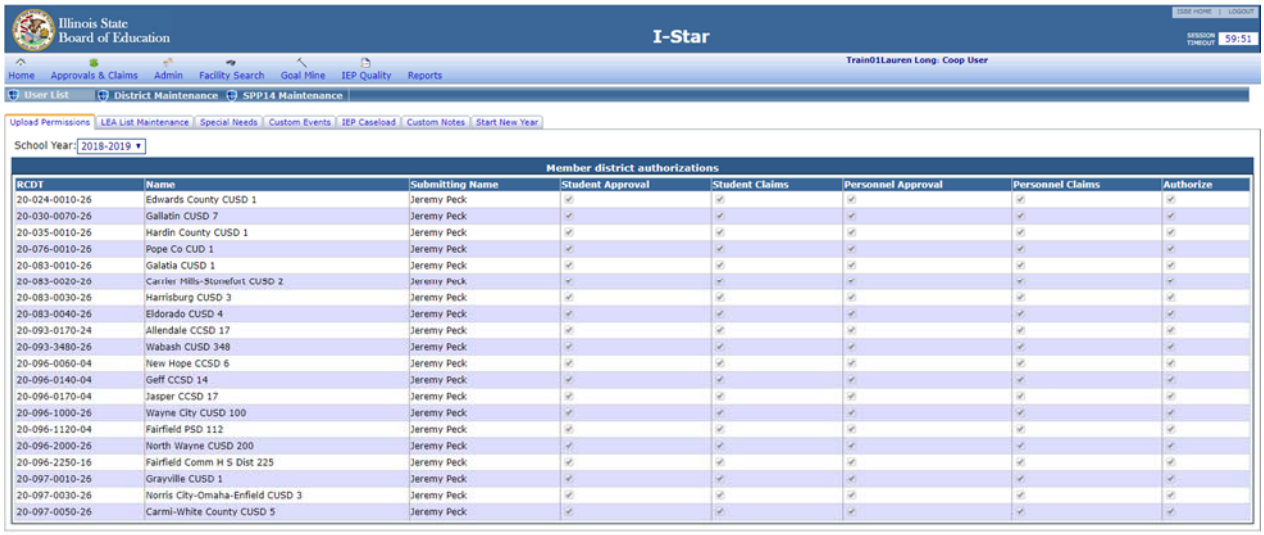
Permissions may be changed by the District Administrator as needed. Press the Edit button in order to enable fields and make changes. Press the Save button to save changes.

Stand-alone districts:

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

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

On the Permission Data entry page, the Authorized Entity RCDT should be the RCDT code for the District. Use the "Set to Me" button to pull the district RCDT automatically.



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

Districts where coops manage data:

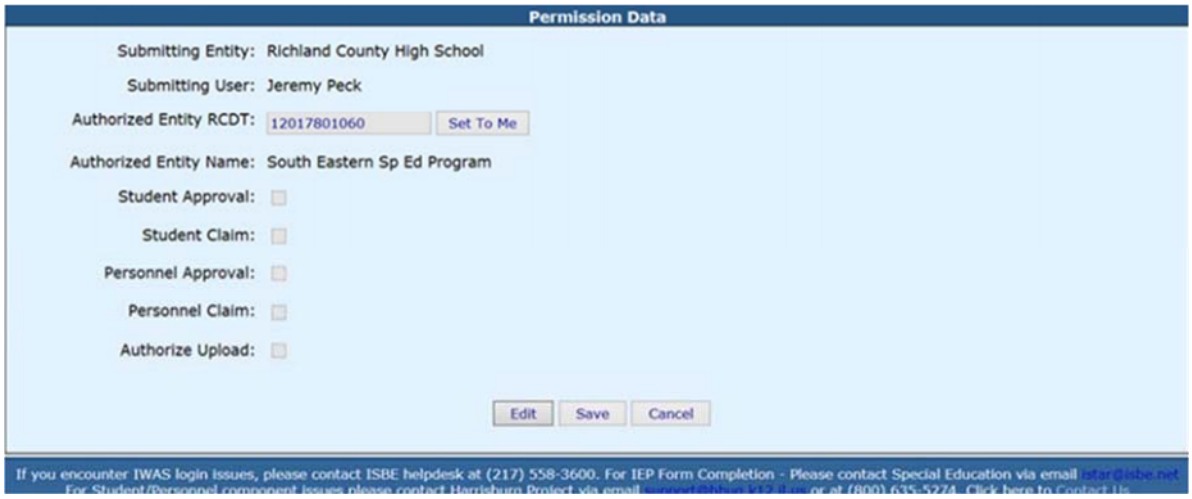
On the Permission Data entry page, the Authorized Entity RCDT should be the RCDT code for the Coop. If the Coop will manage all data, select all the checkboxes.

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

On the Permission Data entry page, give permissions for Student Approvals and Claims and remove permissions for Personnel Approvals and Claims.

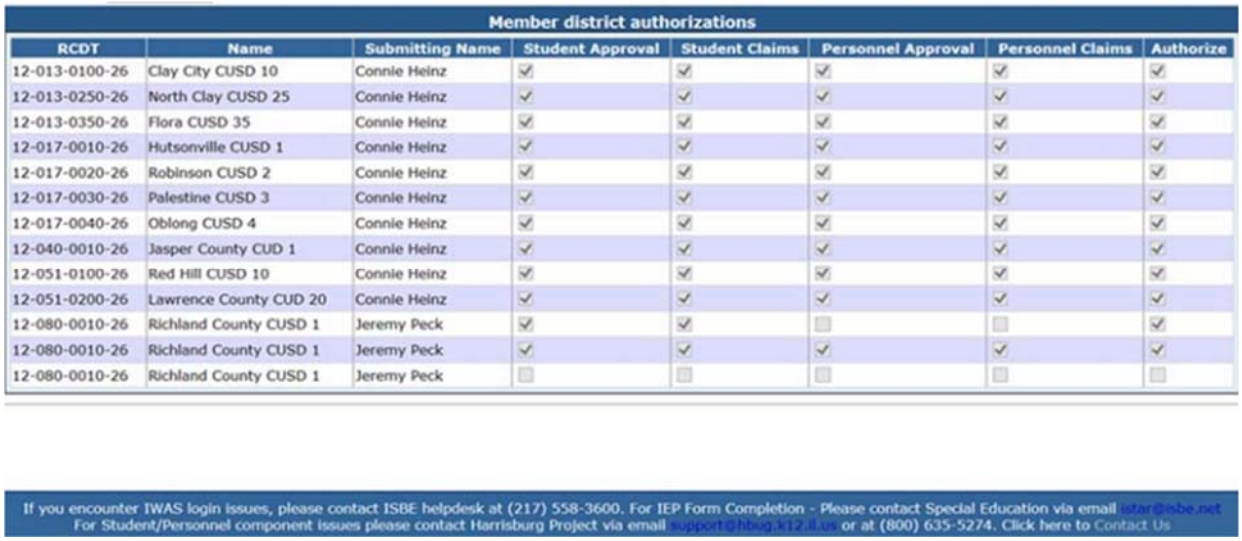
Districts where coops do not manage data:

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



Coop Access:

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



Member district authorizations

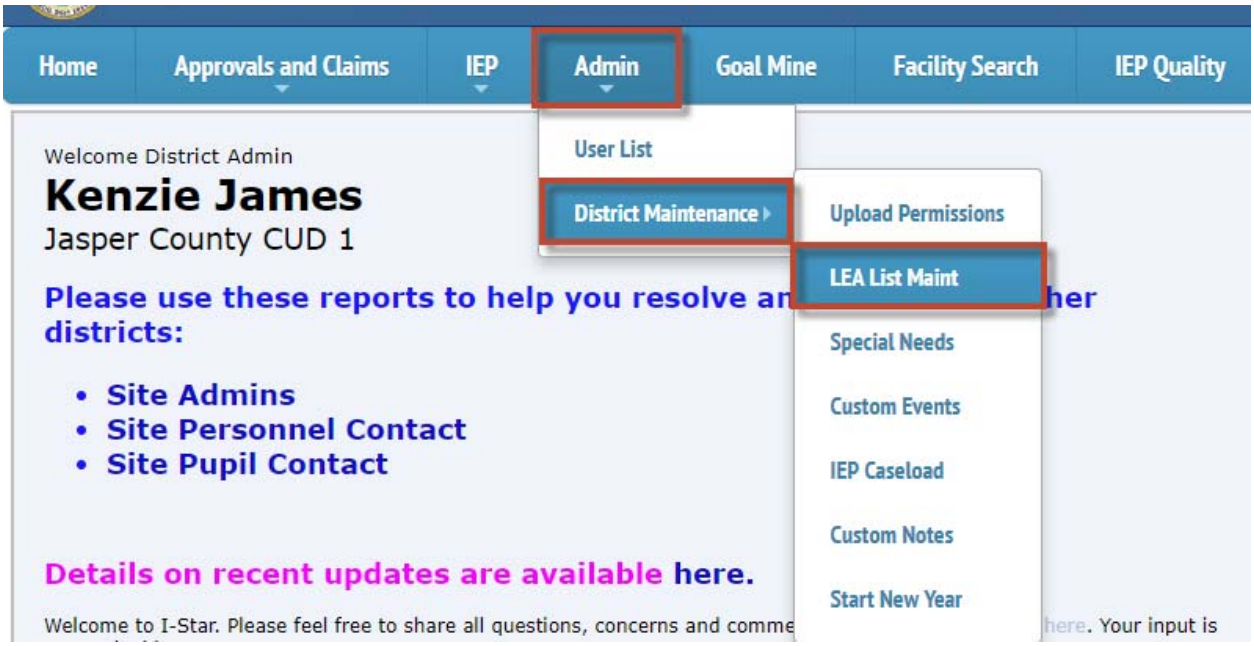
RCDT	Name	Submitting Name	Student Approval	Student Claims	Personnel Approval	Personnel Claims	Authorize
12-013-0100-26	Clay City CUSD 10	Connie Heinz	✓	✓	✓	✓	✓
12-013-0250-26	North Clay CUSD 25	Connie Heinz	✓	✓	✓	✓	✓
12-013-0350-26	Flora CUSD 35	Connie Heinz	✓	✓	✓	✓	✓
12-017-0010-26	Hutsonville CUSD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

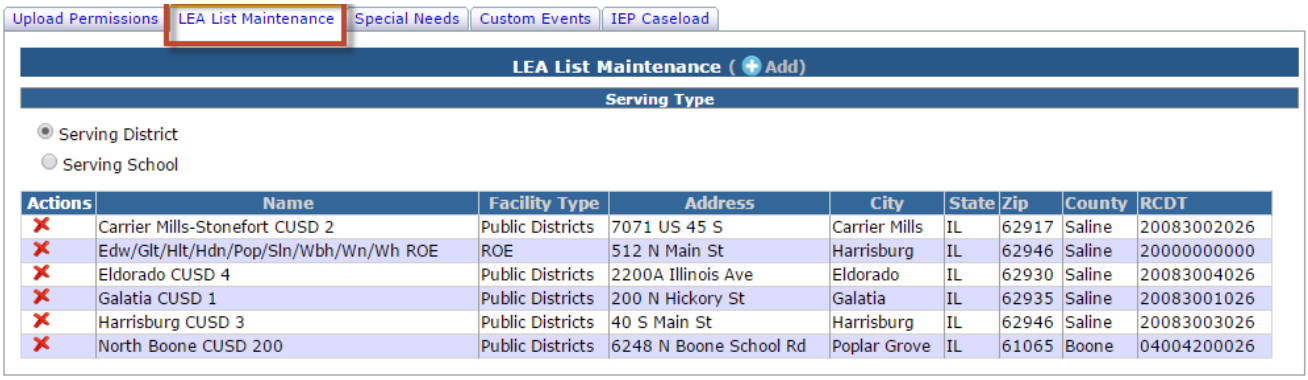
LEA List Maintenance

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**.



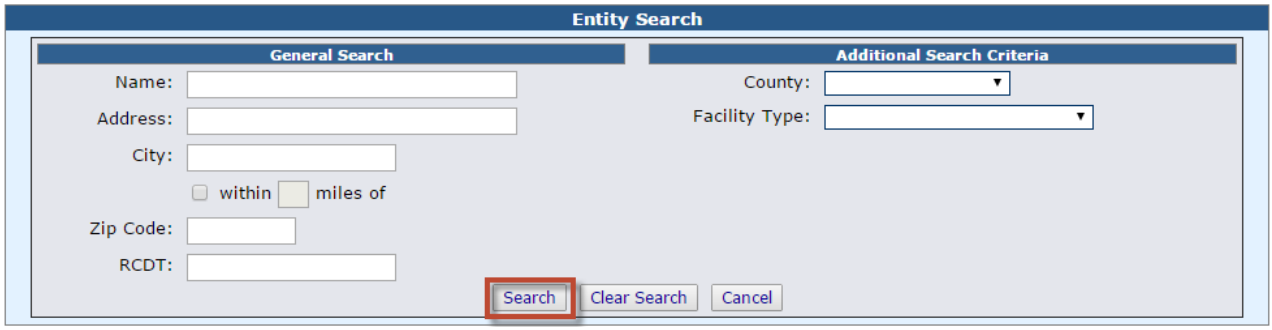


Actions	Name	Facility Type	Address	City	State	Zip	County	RCDT
✘	Carrier Mills-Stonefort CUSD 2	Public Districts	7071 US 45 S	Carrier Mills	IL	62917	Saline	20083002026
✘	Edw/Glt/Hlt/Hdn/Pop/Sln/Wbh/Wn/Wh ROE	ROE	512 N Main St	Harrisburg	IL	62946	Saline	20000000000
✘	Eldorado CUSD 4	Public Districts	2200A 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

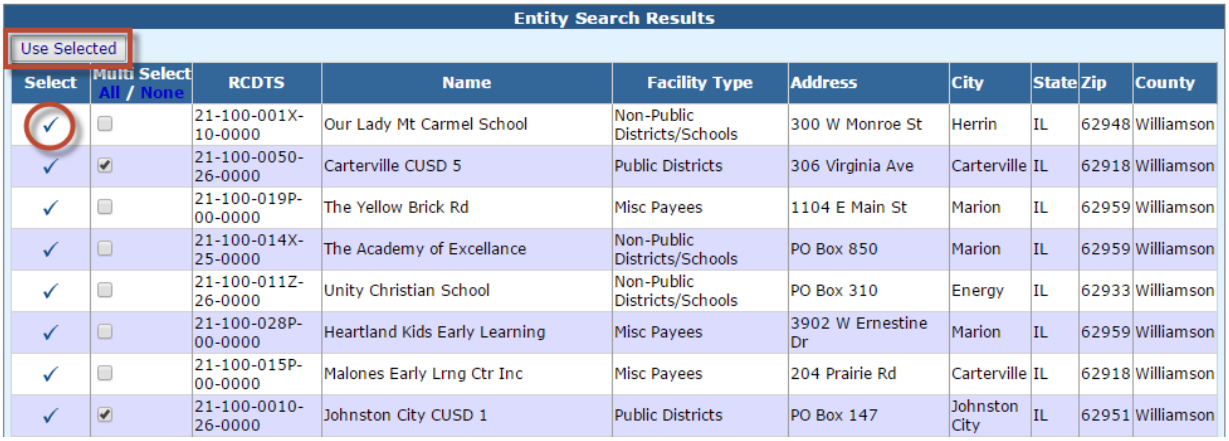
Click the **Serving District** radio button to see which districts you have chosen to appear in your drop-down. Click the **Serving School** radio button to see what schools you have chosen to appear in the drop-down.

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.

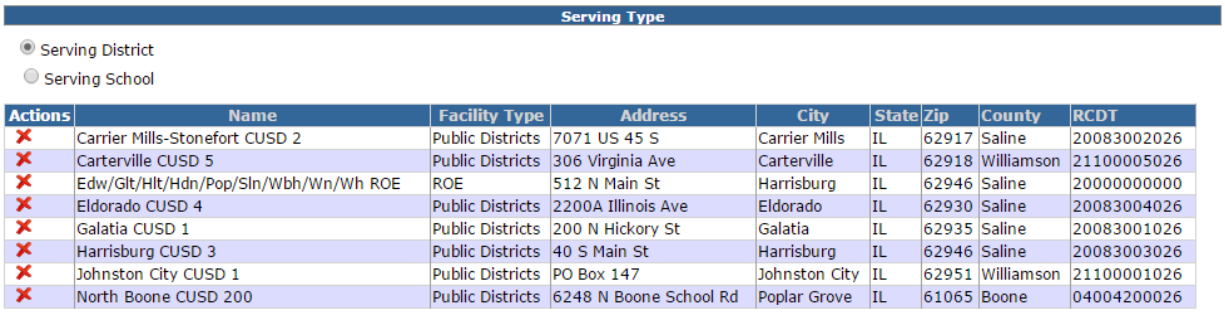


Once the results grid has appeared, you can select one district/school by clicking the checkmark under the *Select* column or *Multi Select* districts/schools by checking the box next to the RCDTS code and clicking **Use Selected** at the top.



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



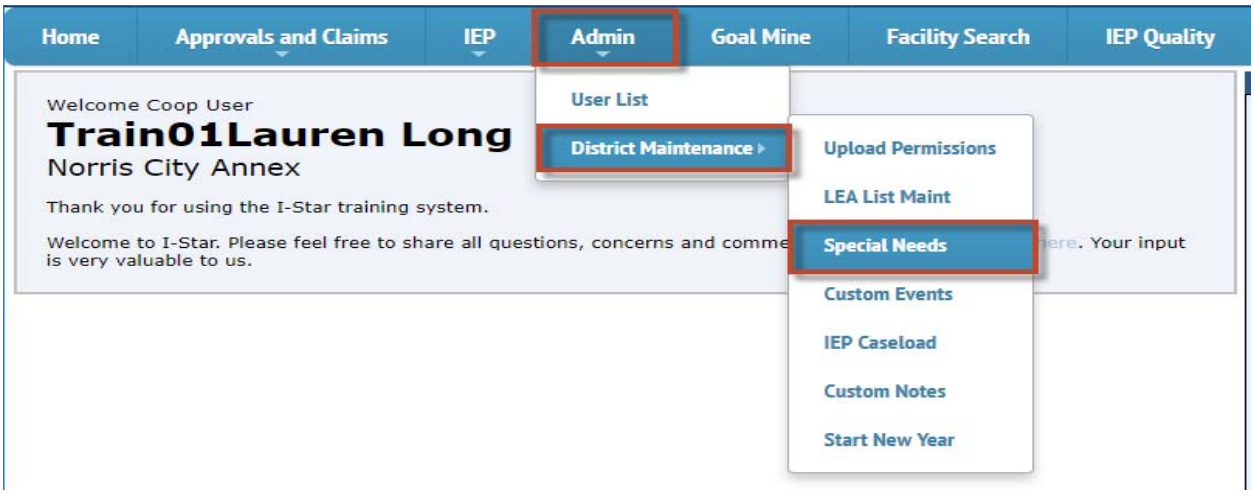
Actions	Name	Facility Type	Address	City	State	Zip	County	RCDT
✗	Carrier Mills-Stonefort CUSD 2	Public Districts	7071 US 45 S	Carrier Mills	IL	62917	Saline	20083002026
✗	Carterville CUSD 5	Public Districts	306 Virginia Ave	Carterville	IL	62918	Williamson	21100005026
✗	Edw/Glt/Hlt/Hdn/Pop/Sln/Wbh/Wn/Wh 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
✗	Johnston City CUSD 1	Public Districts	PO Box 147	Johnston City	IL	62951	Williamson	21100001026
✗	North Boone CUSD 200	Public Districts	6248 N Boone School Rd	Poplar Grove	IL	61065	Boone	04004200026

Special Needs Definition

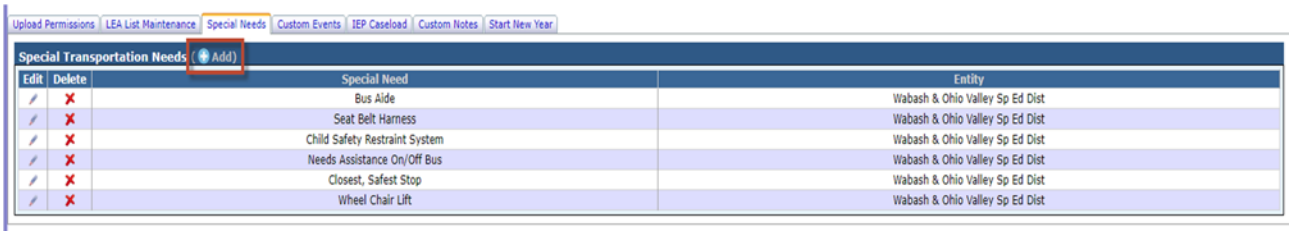
Special Needs Definition

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.

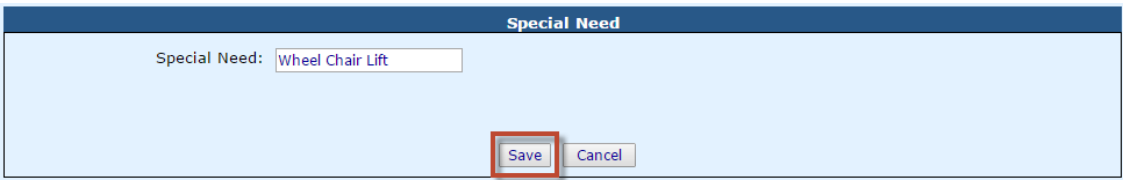
Step 1: To add a *Special Needs Definition* from the **Admin** drop-down menu, click **District Maintenance** and **Special Needs**.



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



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



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

Special Transportation Needs (Add)

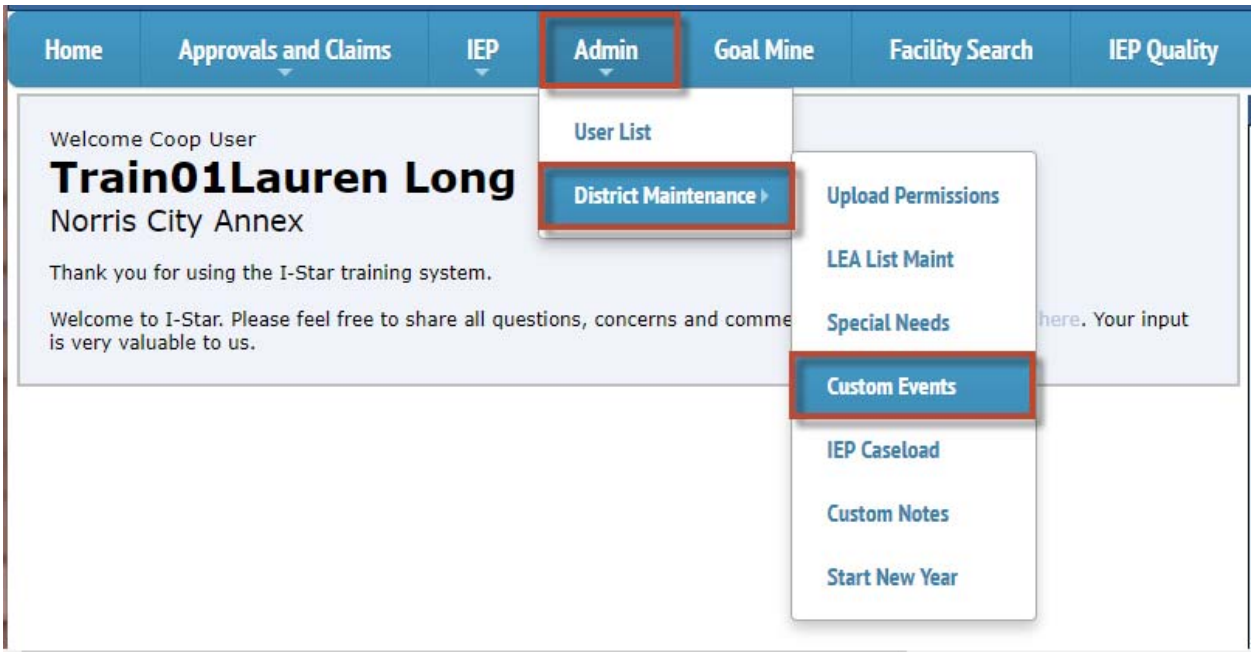
Edit	Delete	Special Need	Entity
		Bus Aide	Wabash & Ohio Valley Sp Ed Dist
		Seat Belt Harness	Wabash & Ohio Valley Sp Ed Dist
		Child Safety Restraint System	Wabash & Ohio Valley Sp Ed Dist
		Needs Assistance On/Off Bus	Wabash & Ohio Valley Sp Ed Dist
		Closest, Safest Stop	Wabash & Ohio Valley Sp Ed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

Custom Events

Custom Events

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

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



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

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

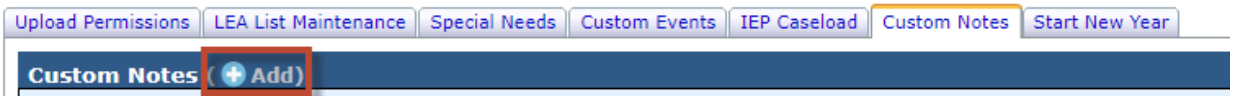
Custom Notes

Custom Notes

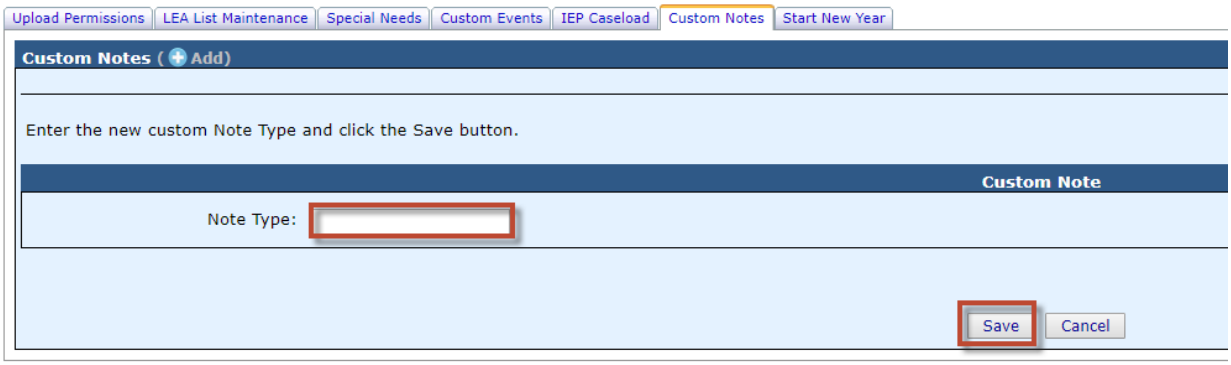
The *Custom Events* tab is where you can set up your custom events for the drop-downs on the *Note Type* section of the student's profile.

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

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



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

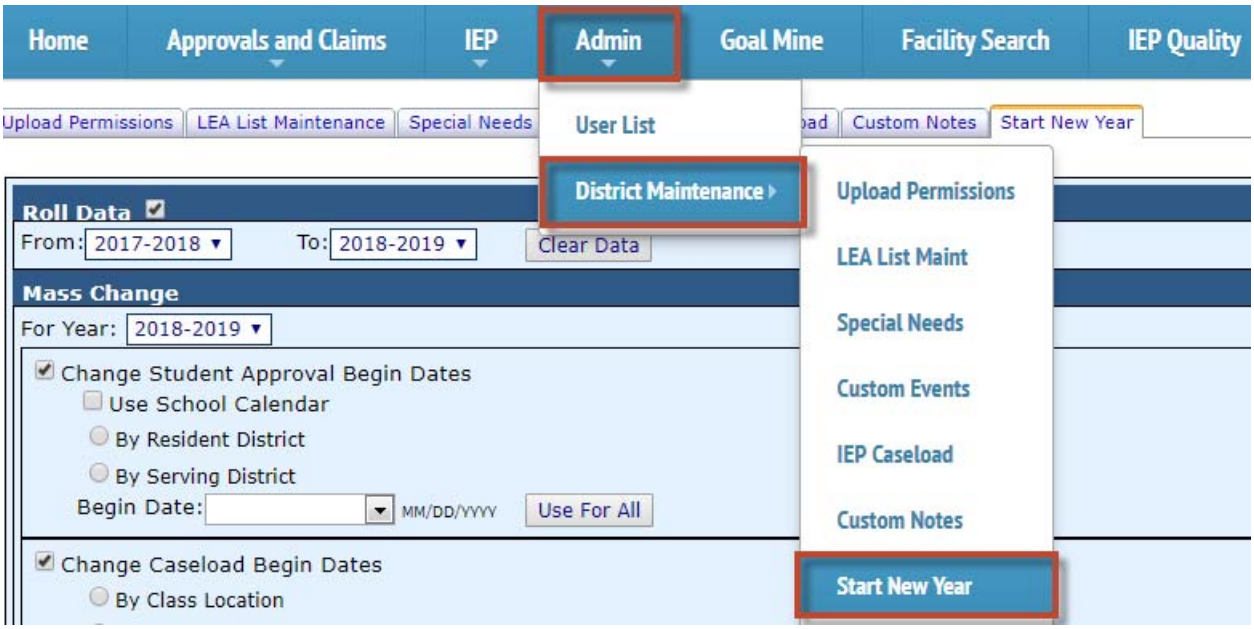


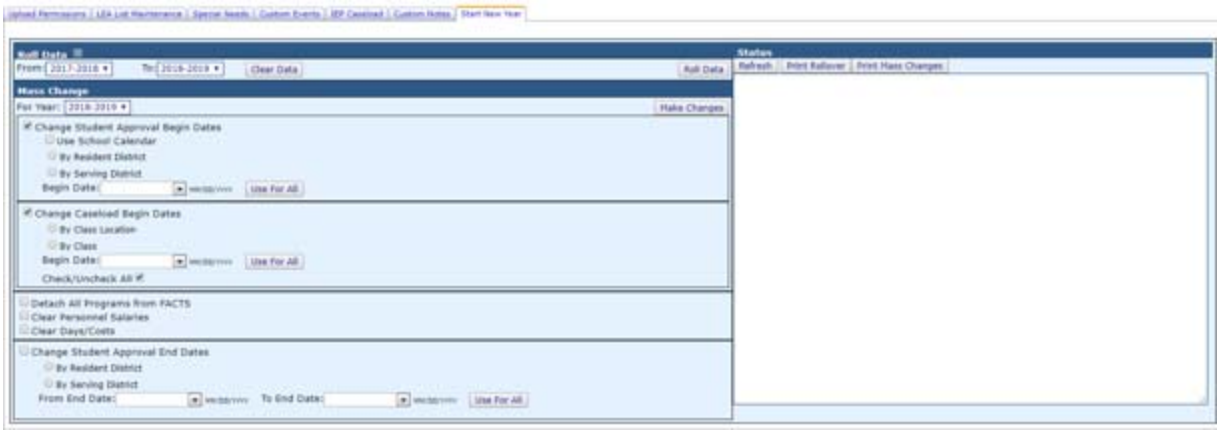
Start New Year (Rollover) / Mass Change

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

To Access Mass Change:

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



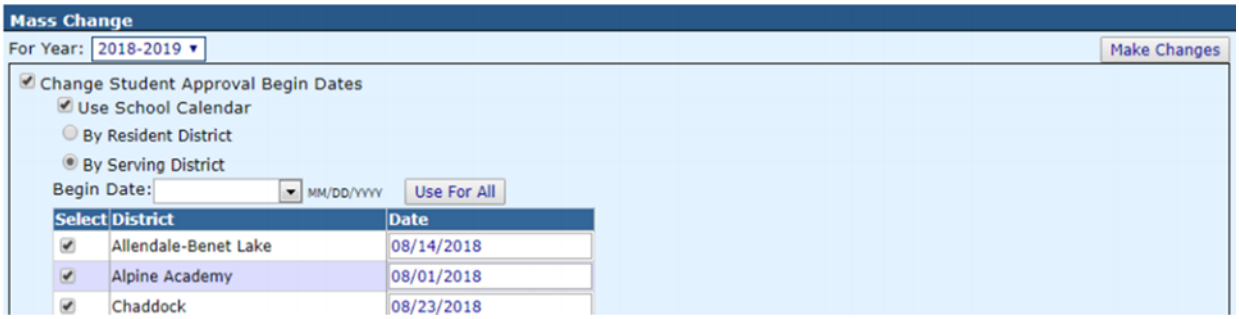


To mass change data, choose from the options below:

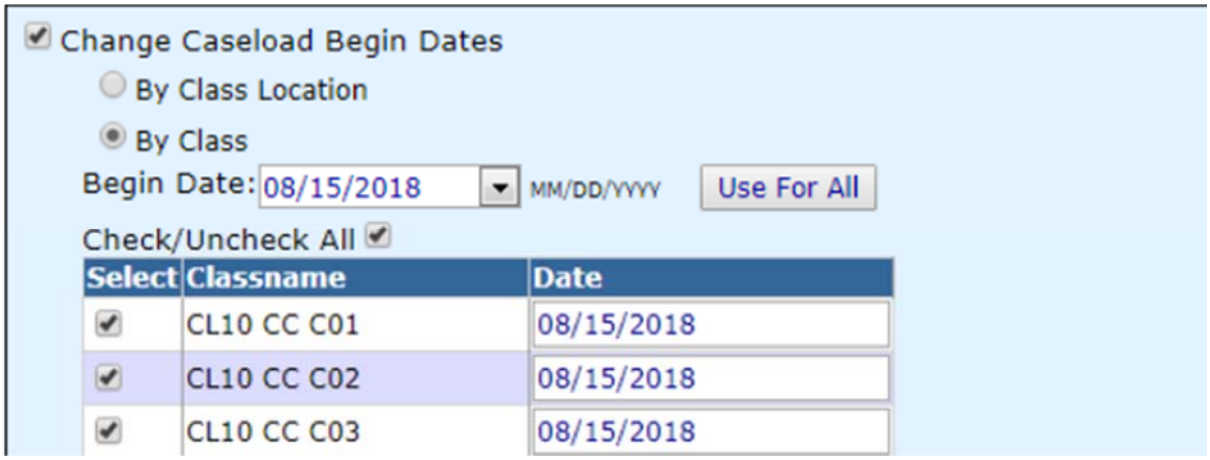
a. Choose to mass change student approval begin dates by Resident District or Serving District.
b. Choose whether or not to use the school calendar for your begin dates by clicking the box

-OR-

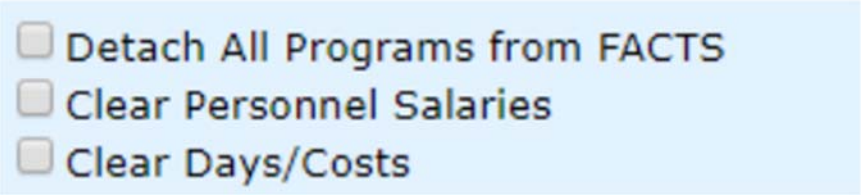
c. Simply enter the begin date you'd like to use.
d. If date is manually entered, choose whether or not to use that date for all districts selected in the list by clicking Use For All.



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.



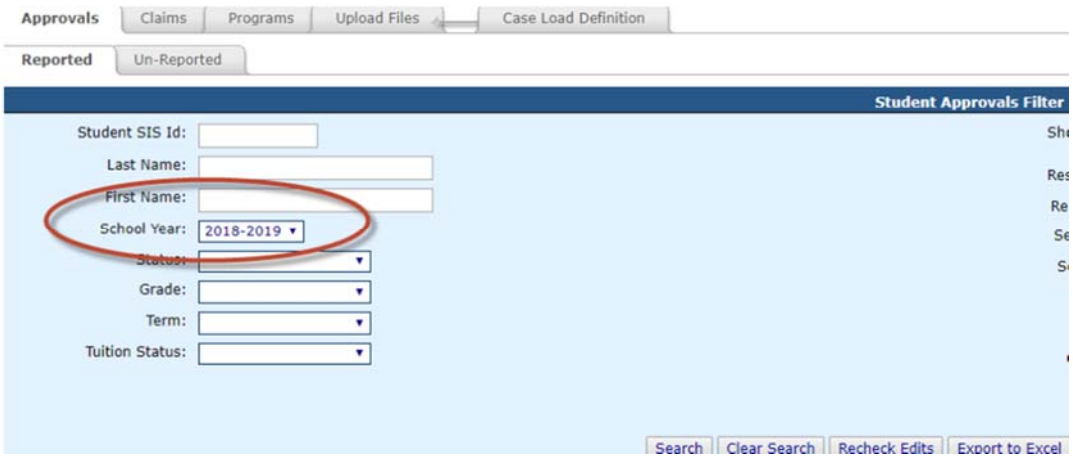
Check the options below to clear the programs from the Student Approval records, zero out the personnel salaries, and clear the days/costs on the Student Approval record:



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

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

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



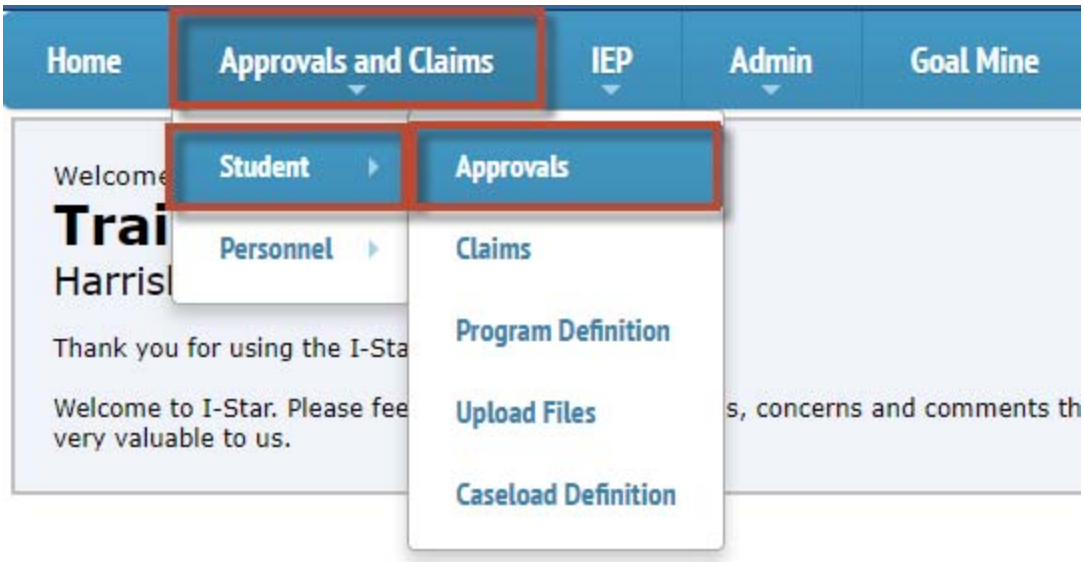
Notice that if you choose any year other than the current school year, the color scheme is changed to purple. This is to alert you that you are NOT in the current school year.

I-Star Student Approval

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

Searching for Students

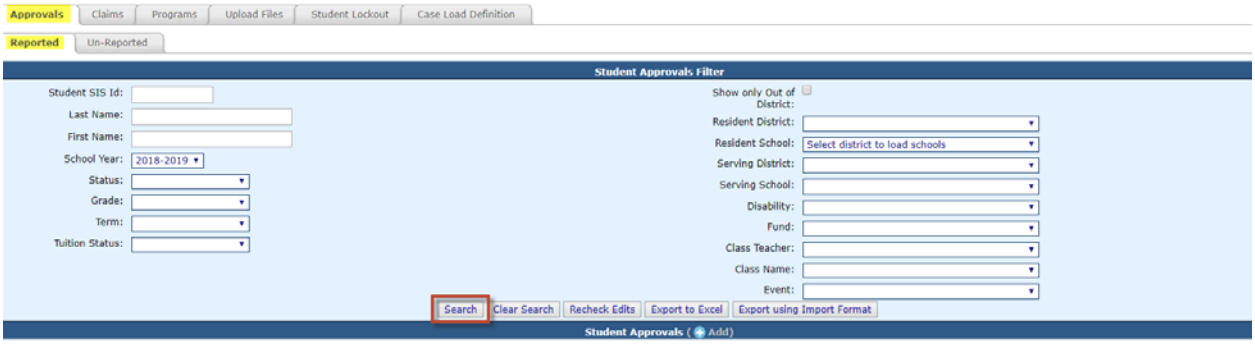
From the **Approval and Claims** drop-down menu, select **Student** and **Approvals.**



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.**



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.

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.**

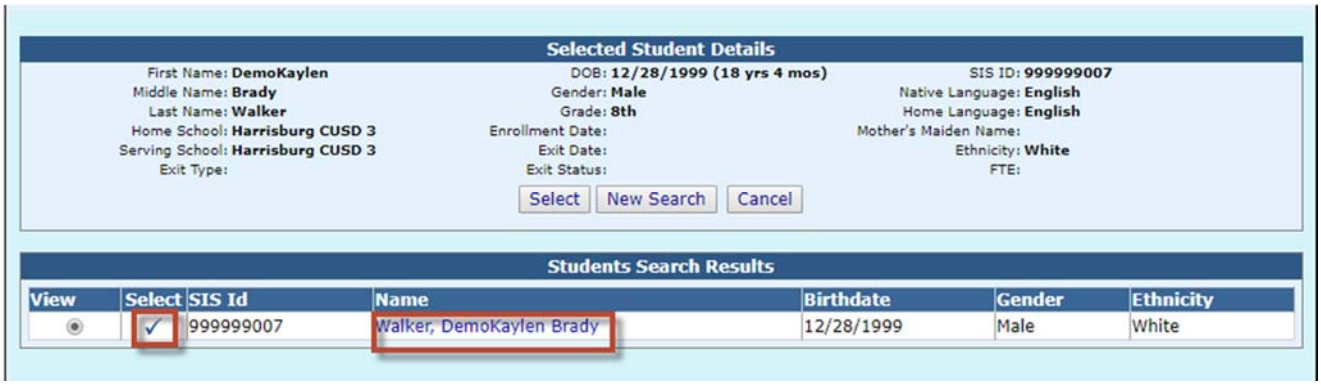
Adding Student Approval Record

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

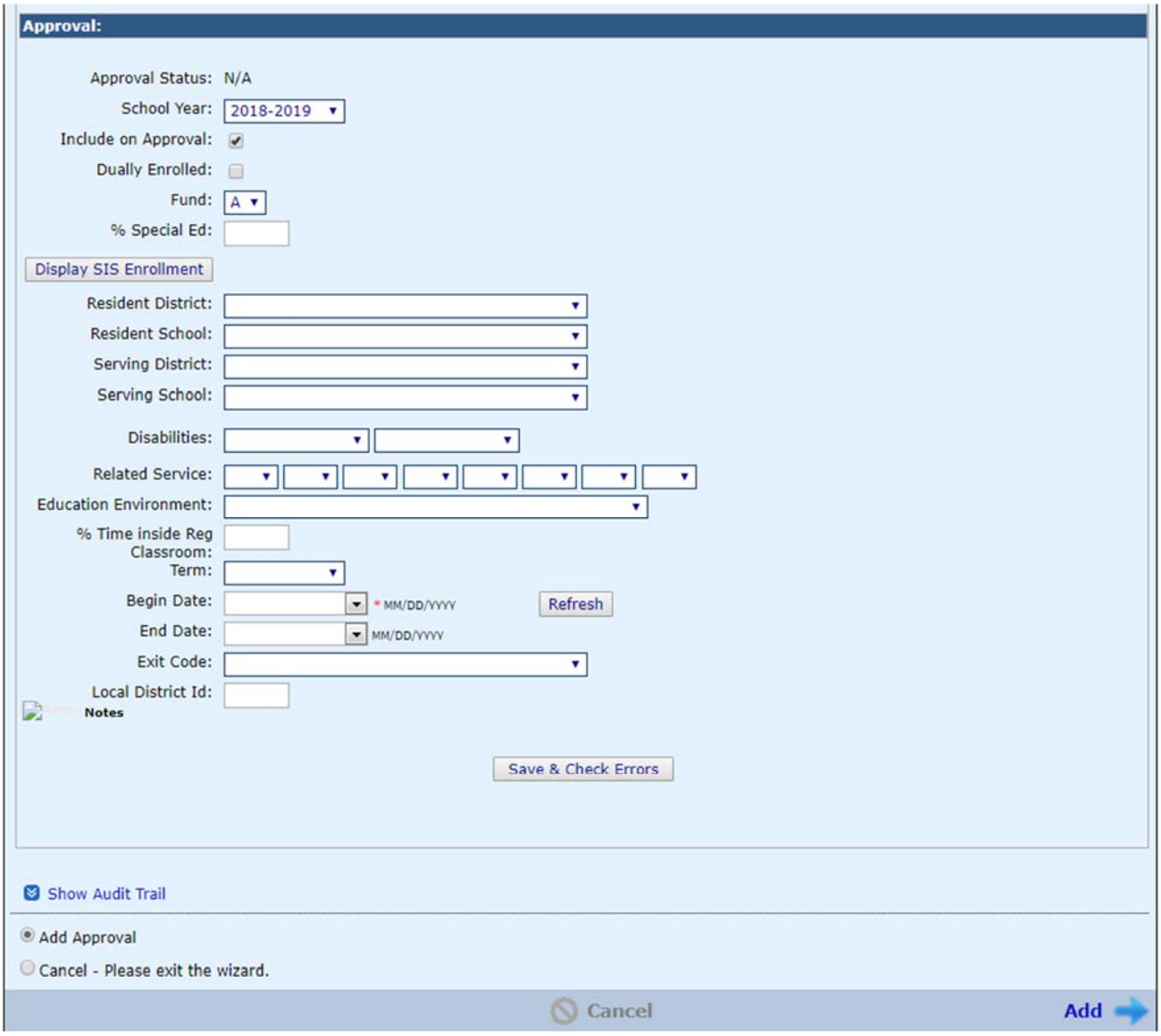
NOTE: The student must have an SIS ID to be entered into I-Star. To obtain a student SIS ID, you will need to contact your SIS Admin.

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**.

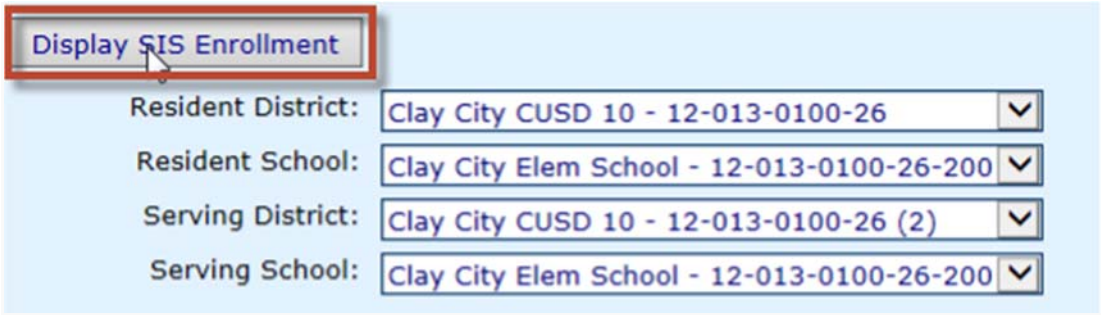
To add the student, click the check-mark under the *Select* column or click on the student's name.



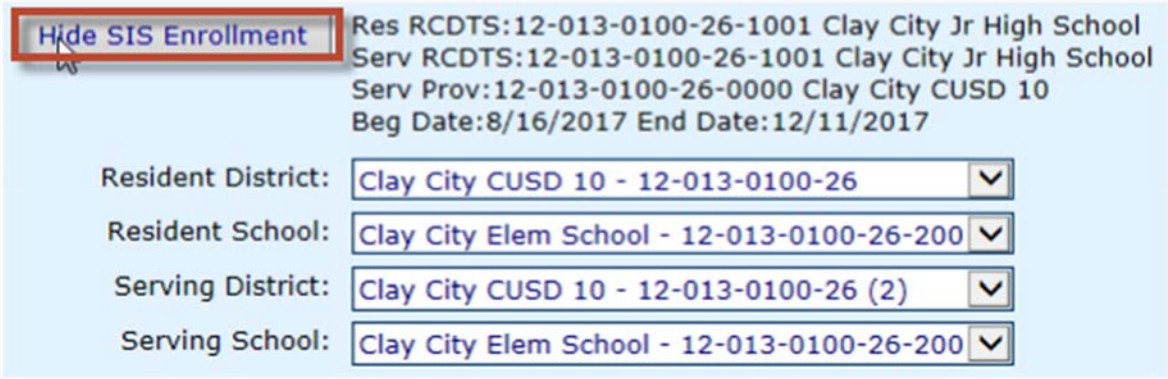
Once you have selected the student, you will be able to enter the approval record for the desired student.



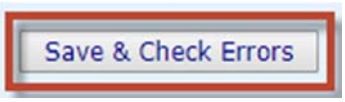
NOTE: If you click the **Display SIS Enrollment** button, this will show you the enrollment information that is provided in SIS. This will help you correct errors between SIS and I-Star.



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**.

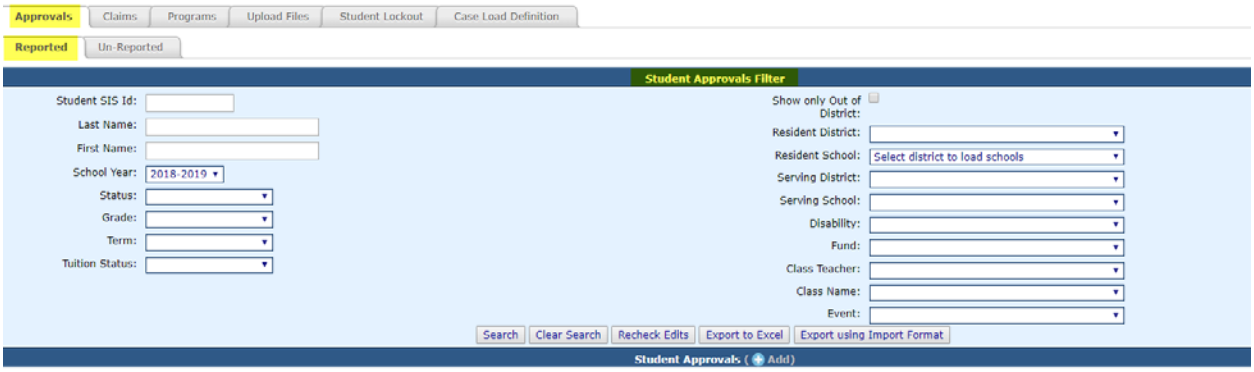


Check for errors on this particular record by clicking the **Save & Check Errors** button at the bottom of the approval record.



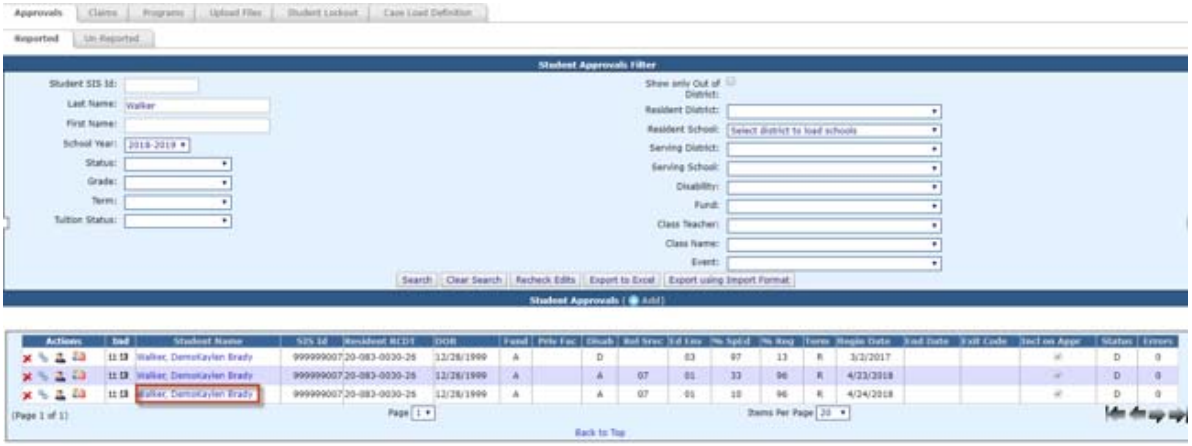
When the approval record is completed, select the **Add Approval** radio button and then click **Add**.

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



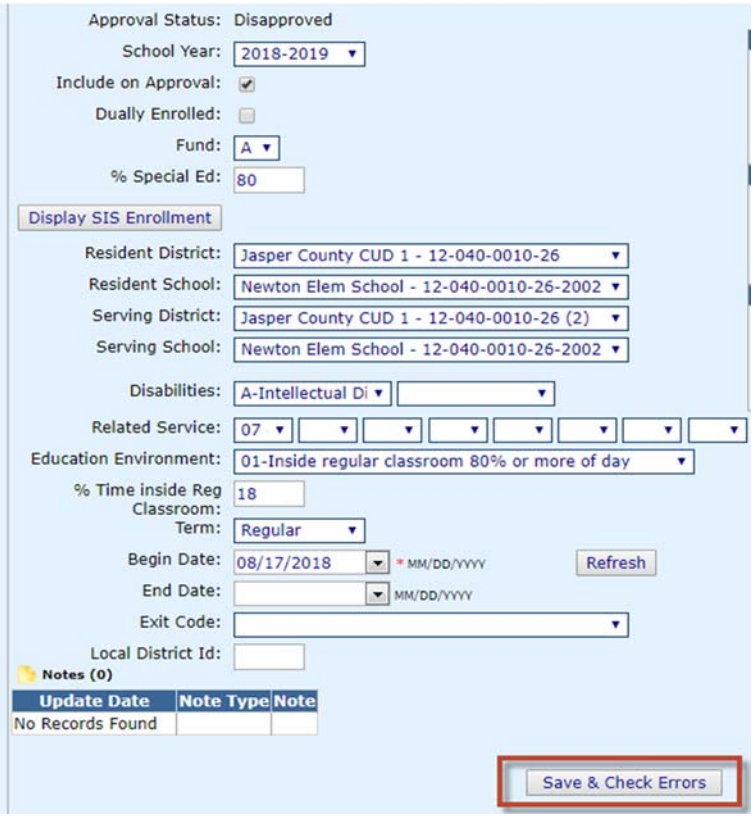
Editing Student Approval Record

To edit a *Student Approval* record, simply click on the name of the student located below the *Student Search Filter*.



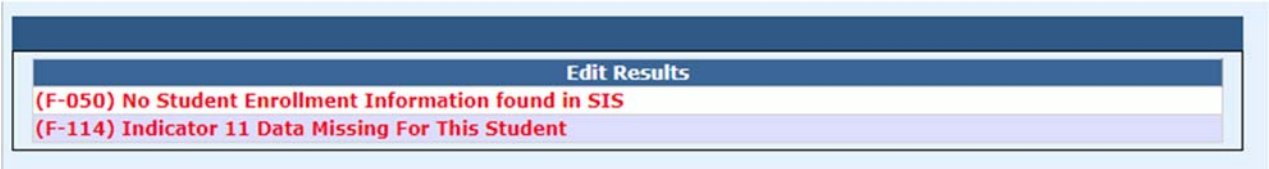
Complete the approval fields that are required for the student.

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



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

.



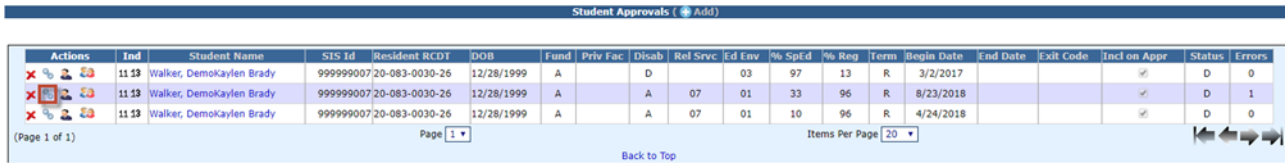
When the student approval record is completed, select the **Continue** radio button and then click **Save**.

End/Add

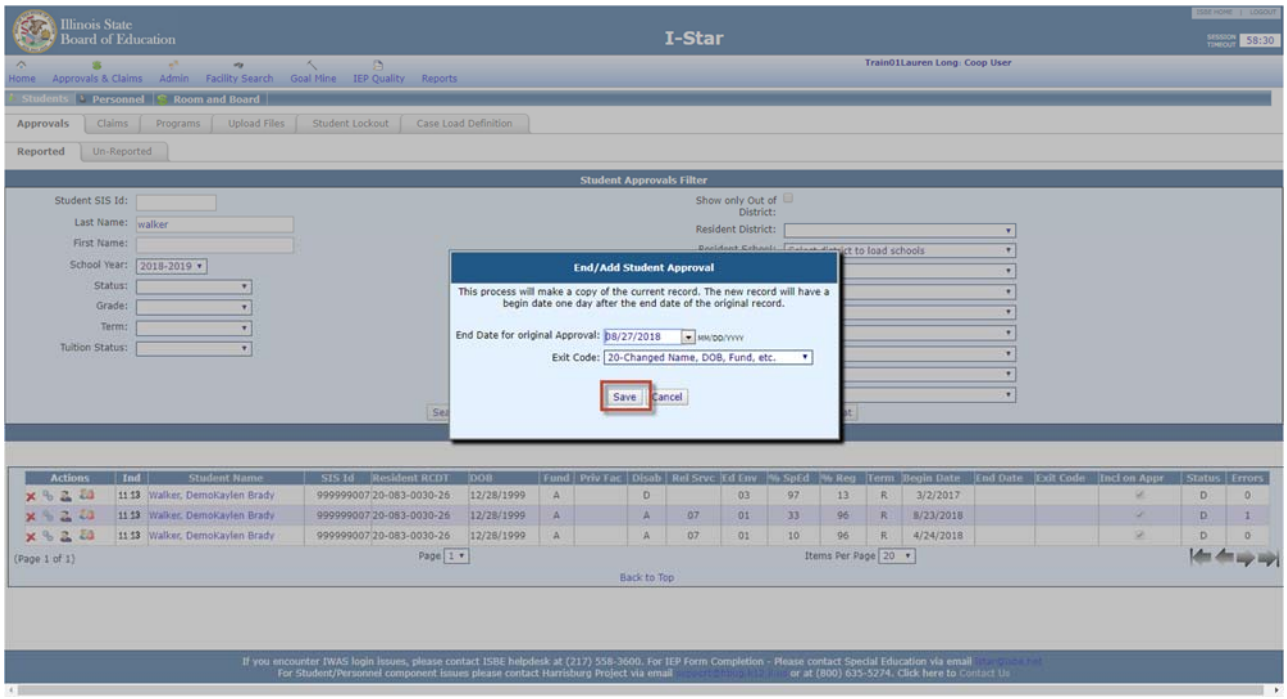
NOTE: *End/Adds* are performed including, but not limited to the following:

- 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

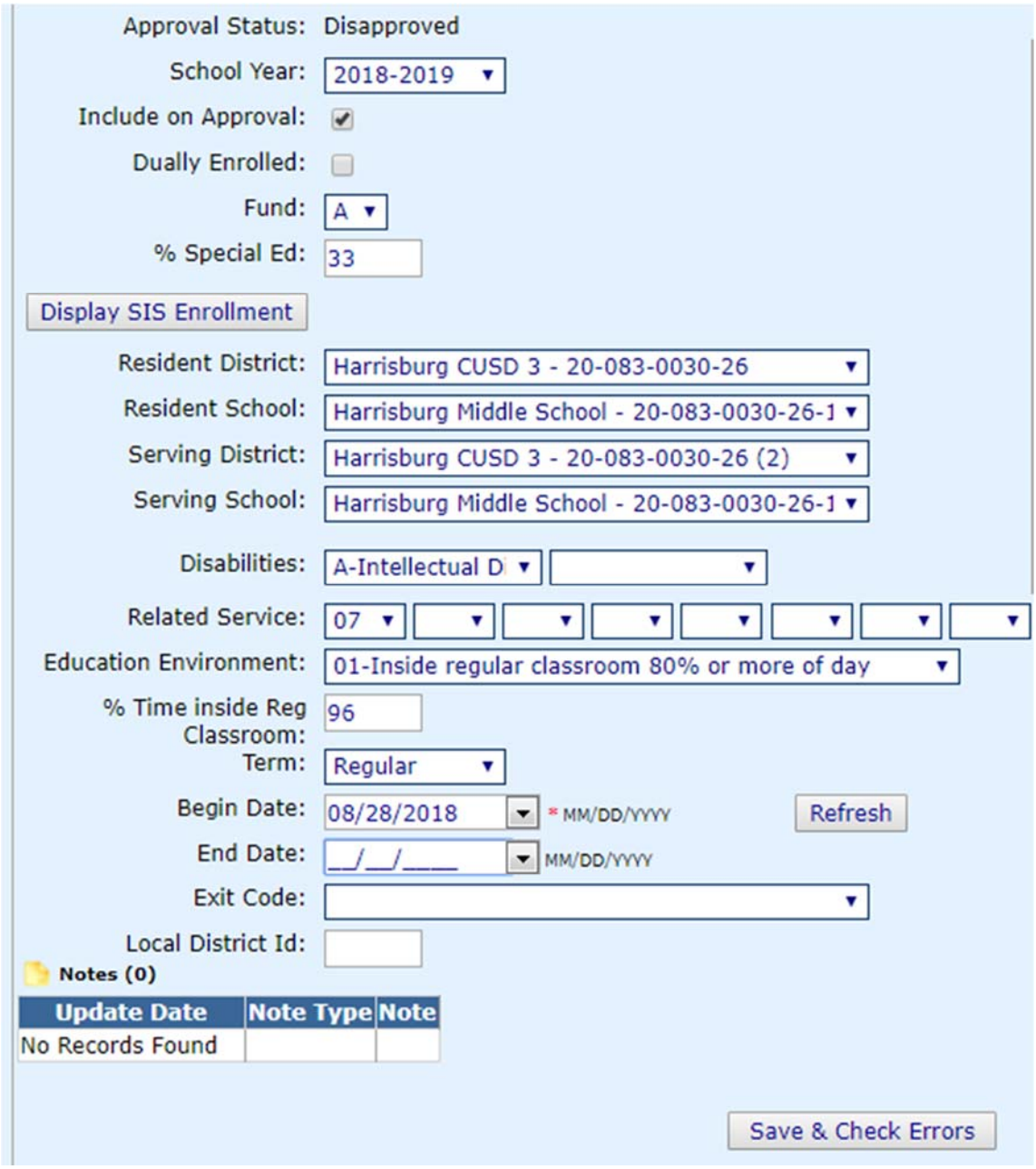
In the *Student Approvals* section, click the chain icon under the *Actions* column for the student you wish to perform the *End/Add*.



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**.



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**.

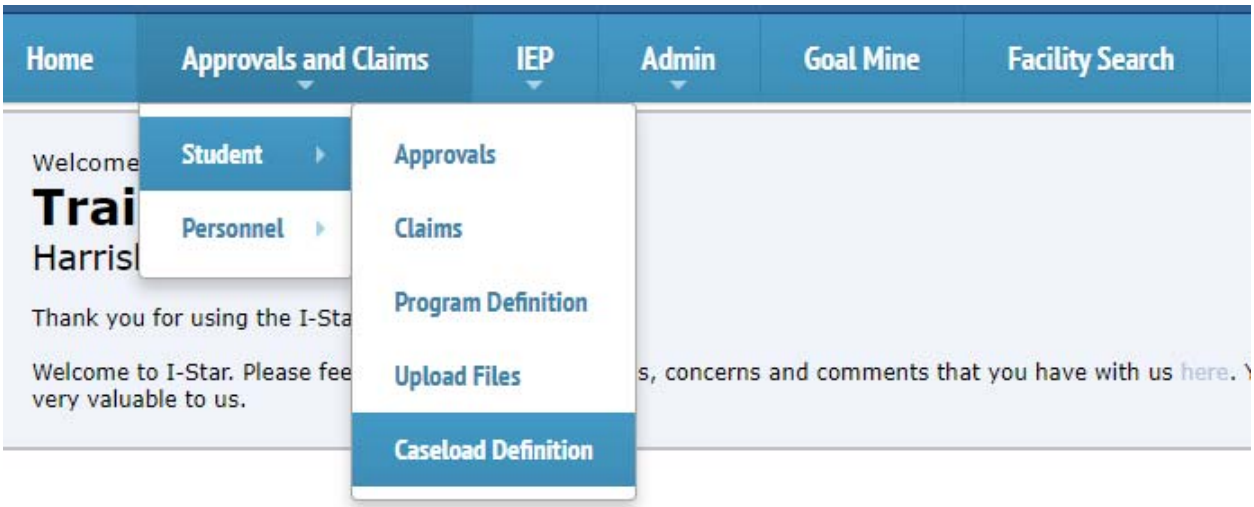


When the student approval record is completed, select the **Continue** radio button and then click **Save**.

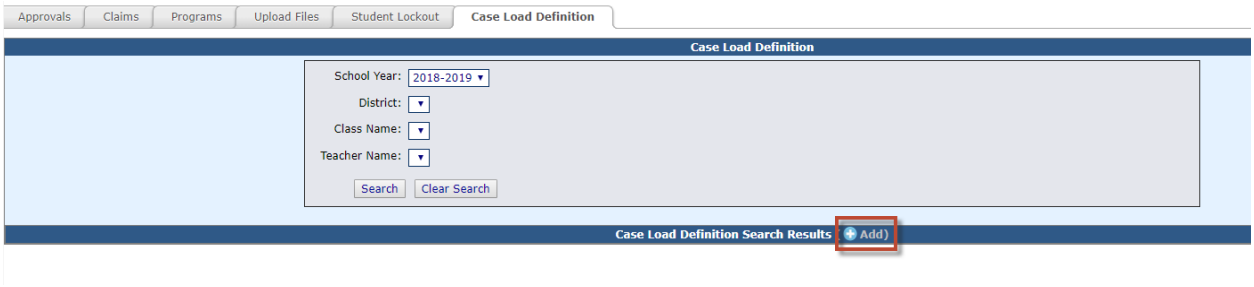
Case Load Definition

<u>Case Load Definition is the initial set up process to use the Case Load feature in I-Star.</u>

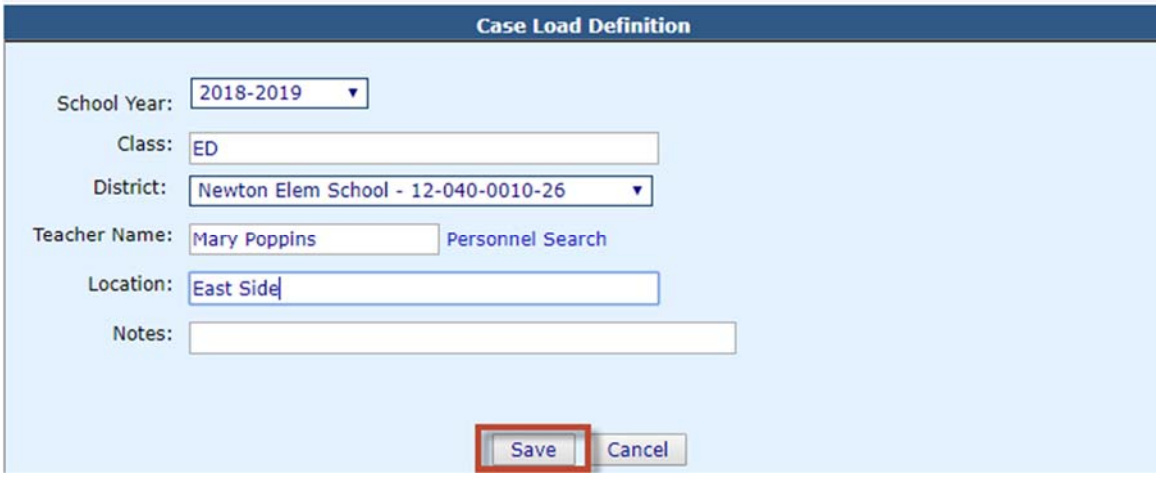
From the **Approvals and Claims** drop-down menu, select **Student** and select **Case Load Definition** tab.



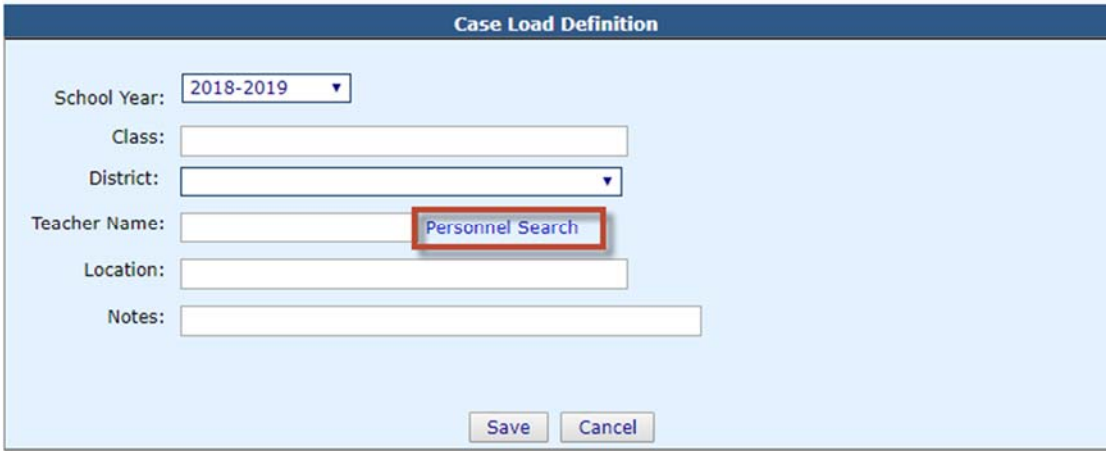
Click **Add**.



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



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



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

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 Personnel Search

Location: East Side

Notes:

Save Cancel

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	Notes
/	✗	ED	Mary Poppins	Harrisburg CUSD 3	
/	✗	ED	Bailey, DemoBranden A	Harrisburg CUSD 3	

Case Load

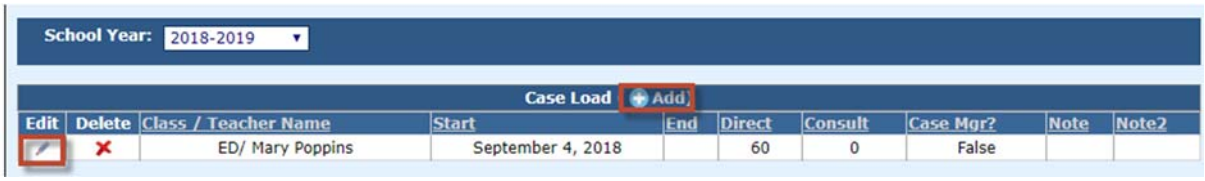
Click the **Case Load** button to enter to the student's case load information.

Actions	Ind	Student Name	SIS Id	Resident RCDT	DOB	Fund	Priv Fac	Disab	Rel Srvc	Ed Env	% SpEd	% Reg	Term	Begin Date	End Date	Exit Code	Incl on Appr	Status	Errors
	11 13	Martin, DemoLangdon Dwight	999999035	20-083-0030-26	12/1/2008	A		D	05	08	100	0	R	8/19/2018			✓	D	0

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

Back to Top

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 Add

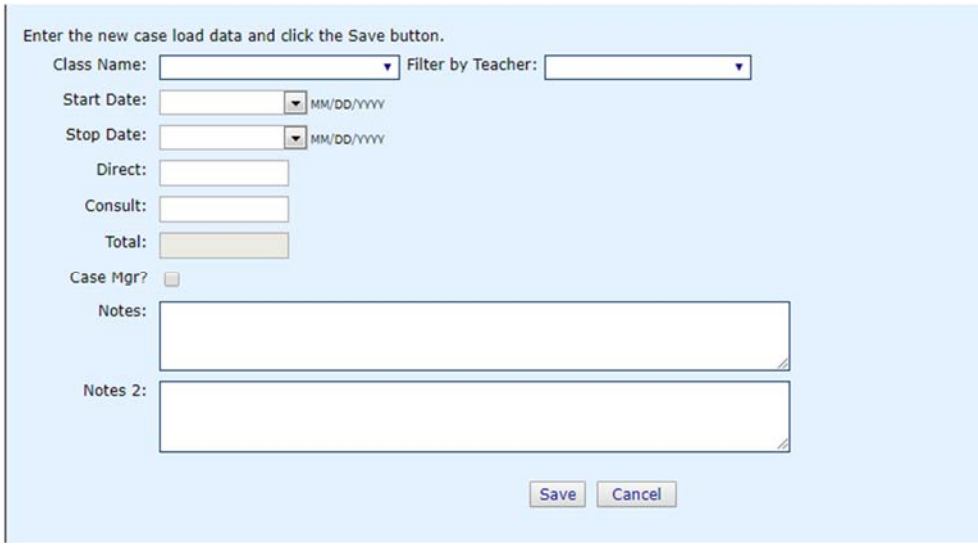
Edit	Delete	Class / Teacher Name	Start	End	Direct	Consult	Case Mgr?	Note	Note2
	✕	ED/ Mary Poppins	September 4, 2018		60	0	False		

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:

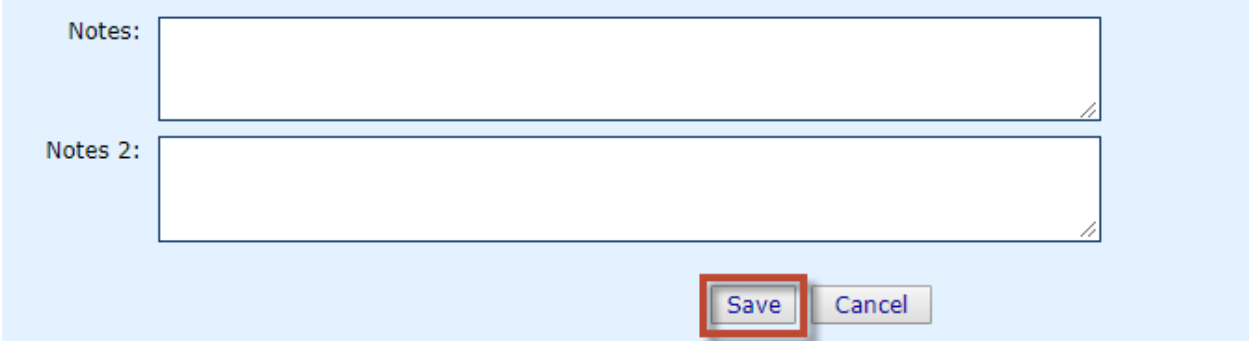
Case Mgr?

Notes:

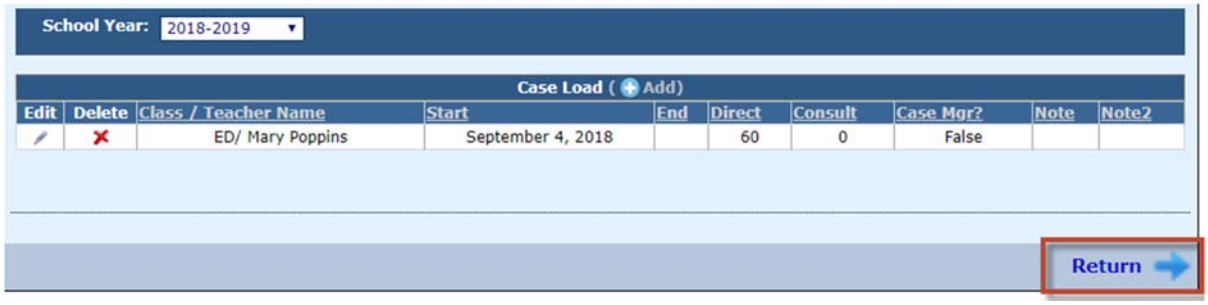
Notes 2:

Save Cancel

When completed, click **Save**.

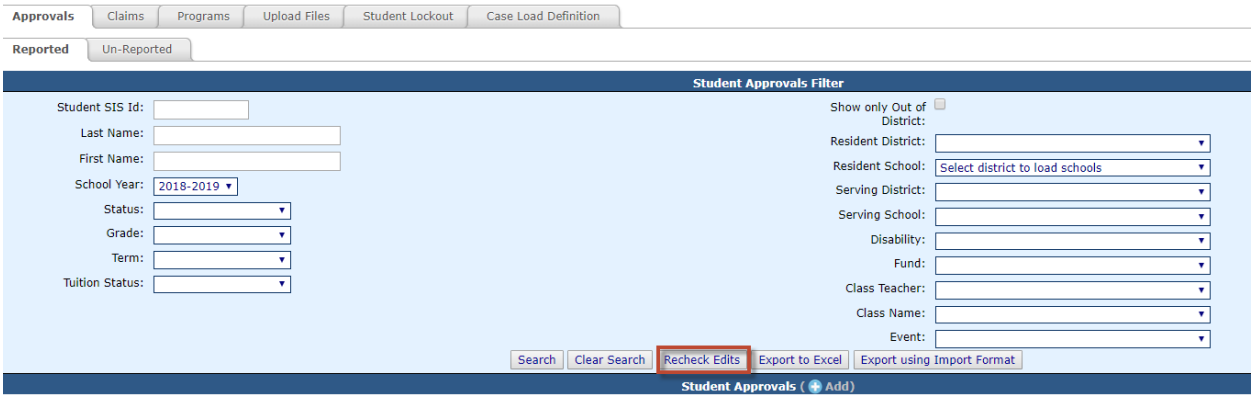


Enter as many **Case Load** records for a student as needed. When finished, simply click **Return**.



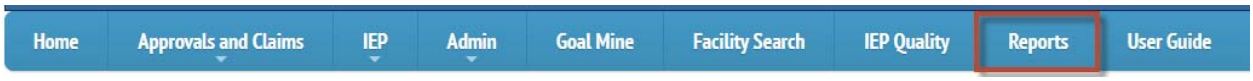
Student Approval Recheck Edits

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

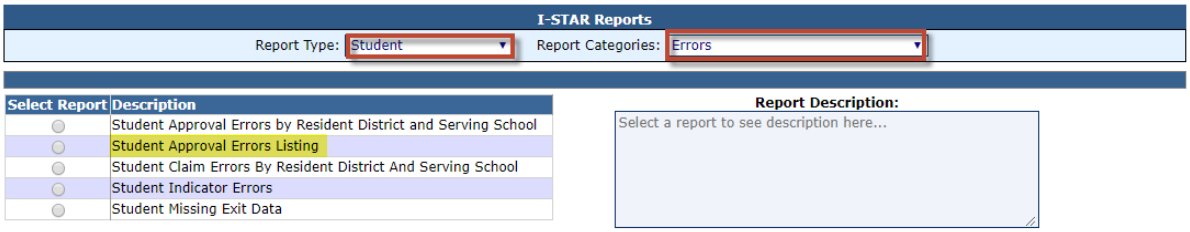


NOTE: You will receive a series of emails on the status of the error check. You will receive a final email informing you that the process is complete. Once you receive the final email, you can run the error report.

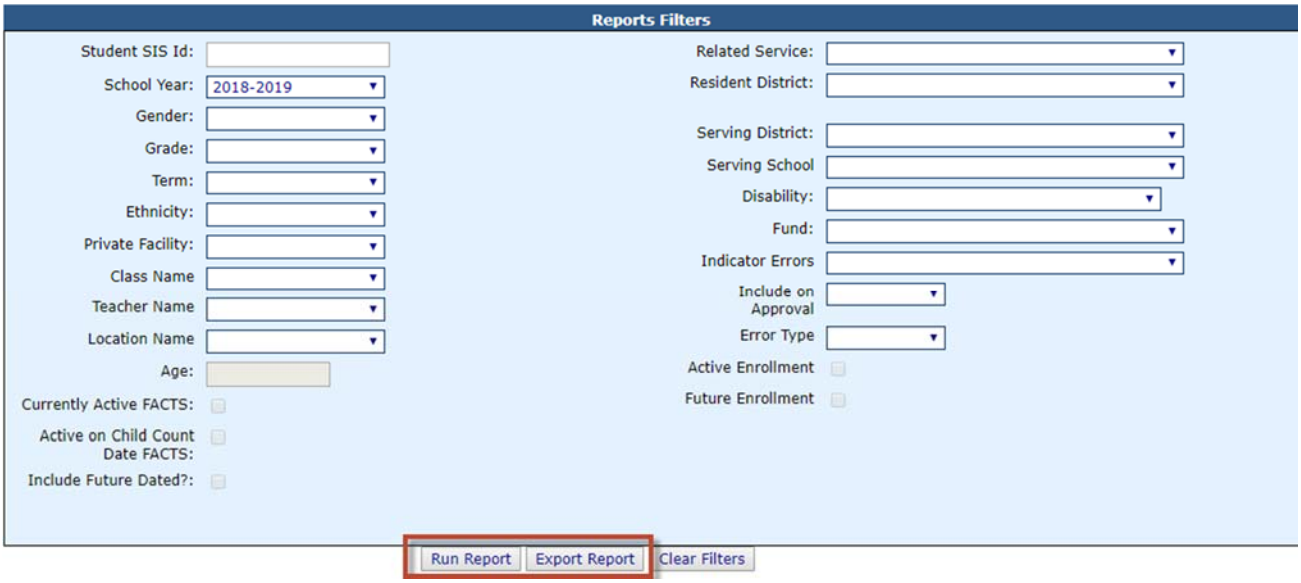
To run the *Student Approval Error Report*, click on the **Reports** tab.



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.



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

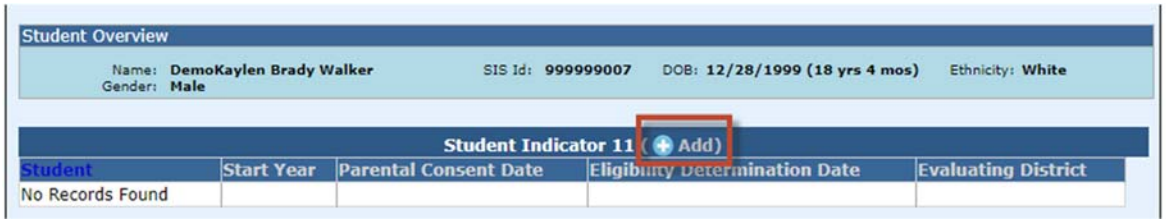


Indicator 11

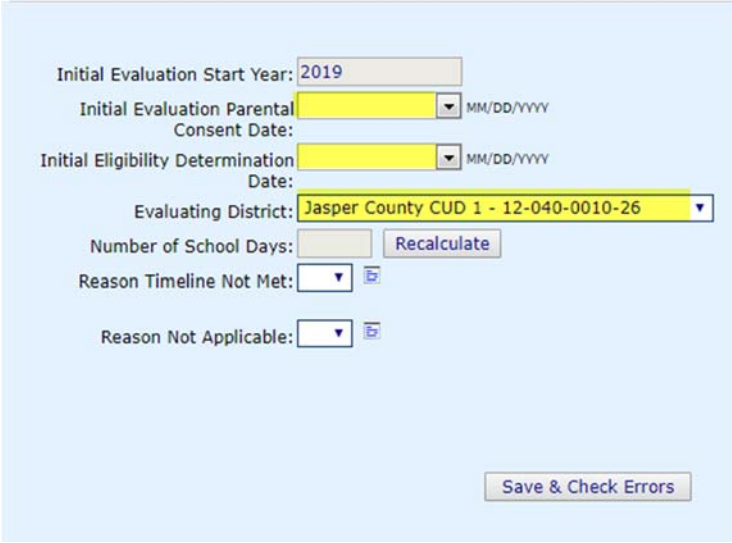
Indicator 11 measures the percentage of students with initial parental consent to evaluate who were evaluated and had eligibility determined within 60 school days. A school day is defined as a pupil attendance day based on the evaluating district's official calendar submitted annually to ISBE. The evaluating district is the resident district of the student at the time of the initial eligibility determination, unless the student has been parentally placed in a nonpublic school (Fund Code L or P). The evaluating district for students parentally placed in a nonpublic school (Fund Code L or P) is the district whose boundaries include the area where the nonpublic school is physically located. Indicator 11 data is required for all student records. I-Star records without *Indicator 11* data will result in errors. If *Indicator 11* data is not provided, you will need to enter the desired code to avoid an error.

To add/edit *Indicator 11* data, click the **11** box in the *Student Approvals* grid.

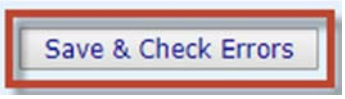
Click **Add**.



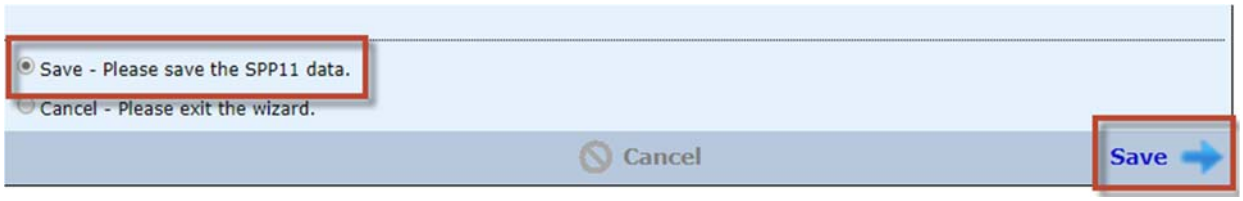
Enter evaluating information and dates for the student.



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

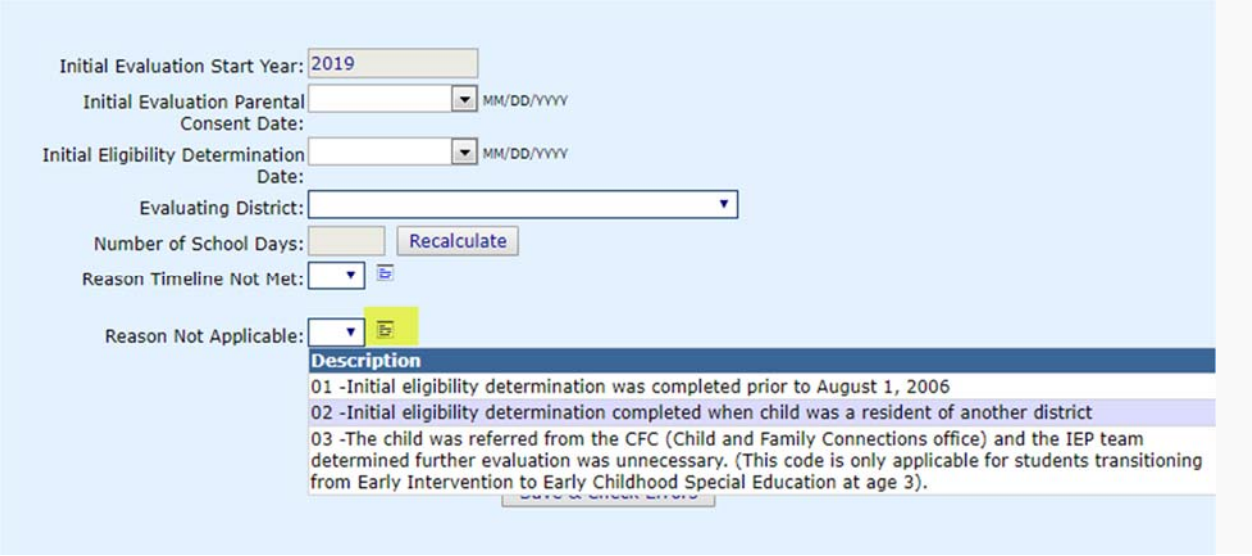


When complete, select the **Save** radio button and then click **Save**.



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

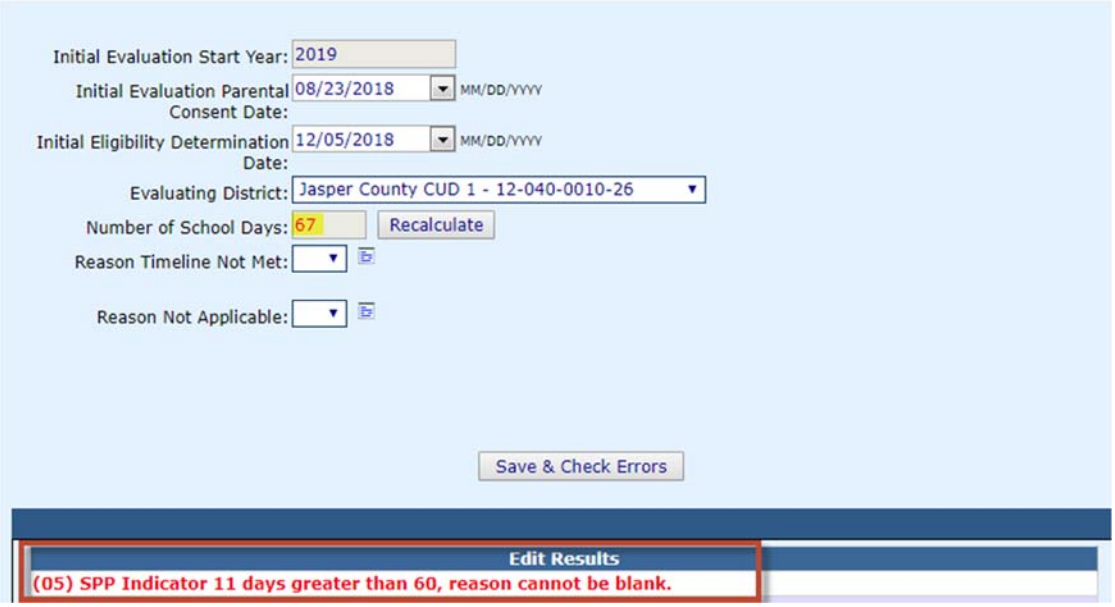
- **01** Initial eligibility determination was completed prior to August 1, 2006.
- **02** Initial eligibility determination completed when the student was a resident of another district.
- **03** The student was referred from the Child and Family Connections office and the IEP team
determined further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



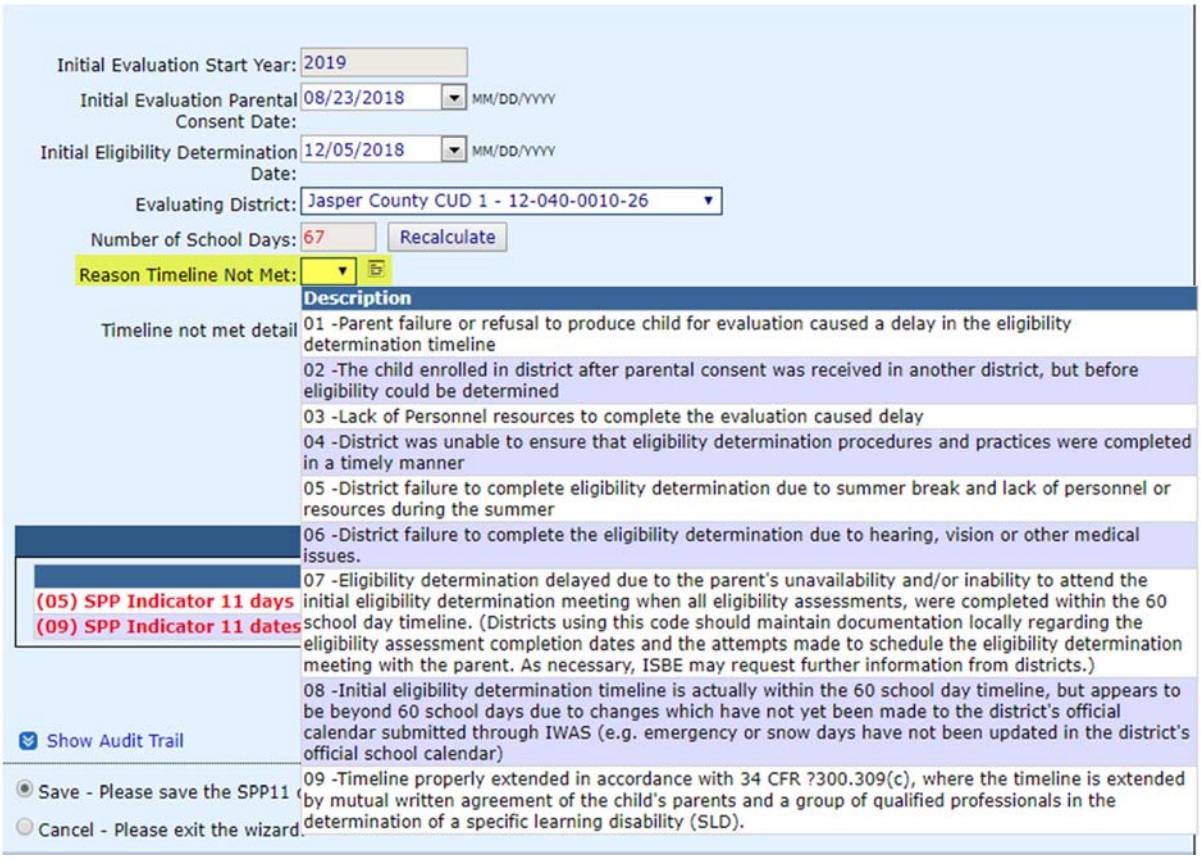
NOTE: Only initial parental consent and eligibility determination dates should be reported. Do not provide re-evaluation dates. For students who had an initial eligibility determination after August 1, 2006, the following information is required to avoid an error:

- 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:



Select the *Reason Timeline Not Met*.



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.

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

- 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**.

Indicator 13

Indicator 13 measures the percentage of students who are 16 years of age and older with an IEP that includes appropriate measurable post secondary goals that are annually updated and based upon an age-appropriate transition assessment and transition services, including course of study, that will reasonably enable the student to meet those post secondary goals. There also must be evidence that the student was invited to the IEP team meeting where transition services are to be discussed and 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)).

Ill. Adm. Code, Section 226.230(c) requires that the student's IEP must contain a transition plan by the time the student is 14½ years of age, so clients must report Indicator 13 data for all students with IEPs ages 14½ or older. *Indicator 13* information is not required for students reported under Fund Codes L, P, N, and U and *Indicator 13* data for these records will not be transmitted to ISBE; I-Star clients may still enter this data if they wish to track it locally. Errors and warnings will not be generated for students with Fund Codes L, P, N, or U (despite the indication of an error/warning on the Transition screen in I-Star) since these data are not required for these fund codes.

The collection of this data has been incorporated into I-Star under the Secondary Transition/*Indicator 13*
button. I-Star will produce warnings for all students who are 14½ or older with transition data that do not meet the requirements of *Indicator 13*.

To add/edit *Indicator 13* data, click the **13** box in the *Student Approvals* grid.

Click **Add**.

Enter data in the transition form.

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

*"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

		Yes	No
1.	**There are measurable postsecondary goals in the areas of employment, education and / or training, and independent living. 34 CFR 300.320(b)**		
a.	Is there a measurable postsecondary goal for **employment** which will occur after high school/aging out?	○	○
b.	Is there a measurable postsecondary goal for **education and/or training** which will occur after high school/aging out?	○	○
c.	Is there a measurable postsecondary goal for **independent living** which will occur after high school/aging out? 105ILCS 5/14-8.03(a-5)	○	○
2.	**The postsecondary goals are updated annually. 34 CFR 300.320(b)**	**Yes**	**No**
d.	Has the current IEP been updated for **employment**?	○	○
e.	Has the current IEP been updated for **education and/or training**?	○	○
f.	Has the current IEP been updated for **independent living**? 105ILCS 5/14-8.03(a-5)	○	○
3.	**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)**	**Yes**	**No**
g.	Was an age appropriate assessment given prior to the IEP meeting that addressed **employment**?	○	○
h.	Was an age appropriate assessment given prior to the IEP meeting that addressed **education and/or training**?	○	○
i.	Was an age appropriate assessment given prior to the IEP meeting that addressed **independent living**? 105ILCS 5/14-8.03(a-5)	○	○
4.	**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)**	**Yes**	**No**
j.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary **employment** goal that will occur durinig and/or after high school to facilitate movement from school to post-school?	○	○

k.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary **education and/or training**goal that will occur durinig and/or after high school to facilitate movement from school to post-school?	
l.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary **independent living**goal that will occur durinig and/or after high school to facilitate movement from school to post-school? 105ILCS 5/14-8.03(a-5)	
5.	**The IEP includes a course of study that will reasonably enable the student to meet his/her postsecondary goals. 34 CFR 300.320(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?	
6.	**There are annual IEP goals related to the student's transition service needs. 34 CFR 300.320(2)(i)**	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 **employment**?	
o.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of **education and/or training**?	
p.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of **independent living**? 105ILCS 5/14-8.03(a-5)	
7.	**There is evidence that the student was invited to the IEP team meeting where transition services were discussed. 34 CFR 300.321(b)**	Yes No
q.	Was the student invited to the IEP meeting by being listed on the Notification of Conference form?	
8.	**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)**	Yes No
r.	Is it too early to determine if the student will need outside agency invovlement, **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.	
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?	
t.	If transition services are listed that will be provided by or paid by an outside agency, is there evidence of current written **PRIOR** consent obtained from the parent or student who has reached the age of majority?	

Does the IEP meet the requirement of Indicator 13? Yes No Incomplete

- **Yes:** If items 1**a** through 8**r** are **ALL** answered **Yes**, then the IEP **meets** Indicator 13 requirements.
- **Yes:** If items 1**a** through 7**q**, 8**s** and 8**t** are **ALL** answered **Yes AND** 8**r** is answered **No**, then the IEP **meets** Indicator 13 requirements.
- **No:** If one or more items were answered **No**, with the exception of 8**r**, then the IEP **does not meet** Indicator 13 requirements.

Save & 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.

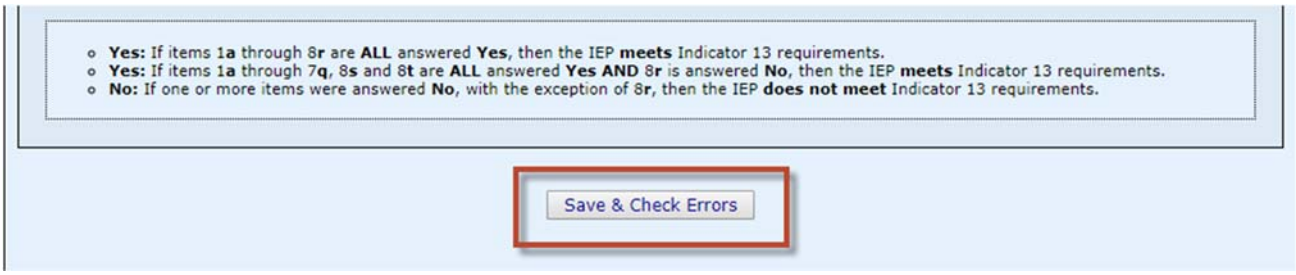
For all questions, the answer **Yes** indicates that the requirement is complete in the student's transition plan. The answer **No** indicates that the requirement in missing from the student's transition plan, but should be there since the question is applicable for this student.

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**.



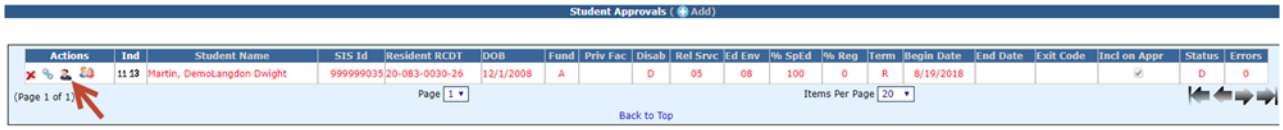
When completed, select the **Save** radio button and then click **Save**.

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:

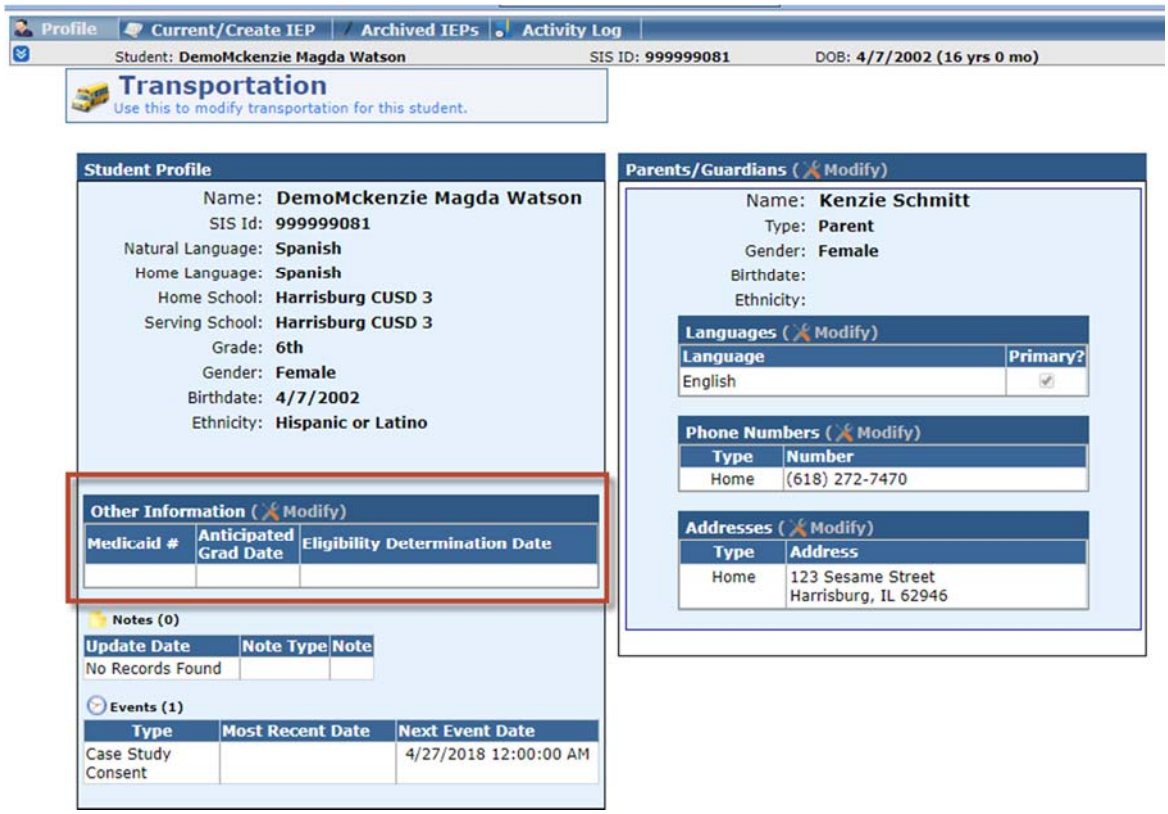
- Name
- SIS ID
- Natural Language
- Home Language
- Home School
- Serving School
- Gender
- Birthdate
- Ethnicity

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



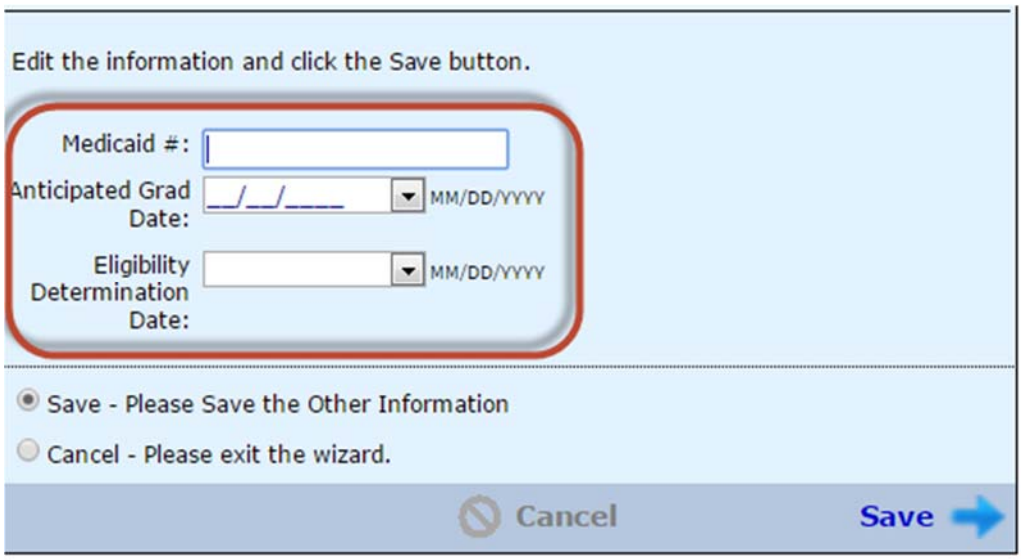
Other Information

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

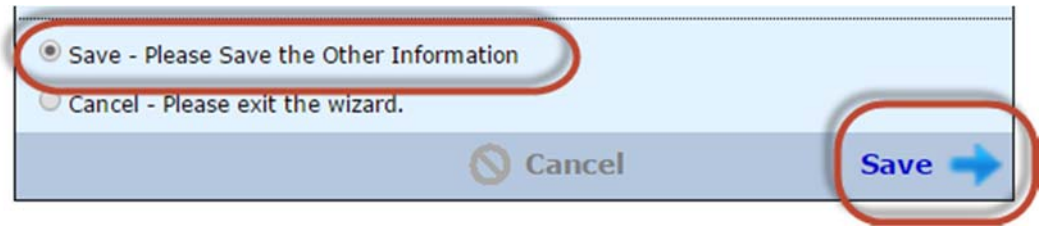


Step 2: To enter *Medicaid Number*, *Anticipated Grad Date,* and/or *Eligibility Determination Date*, click **Modify.**

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

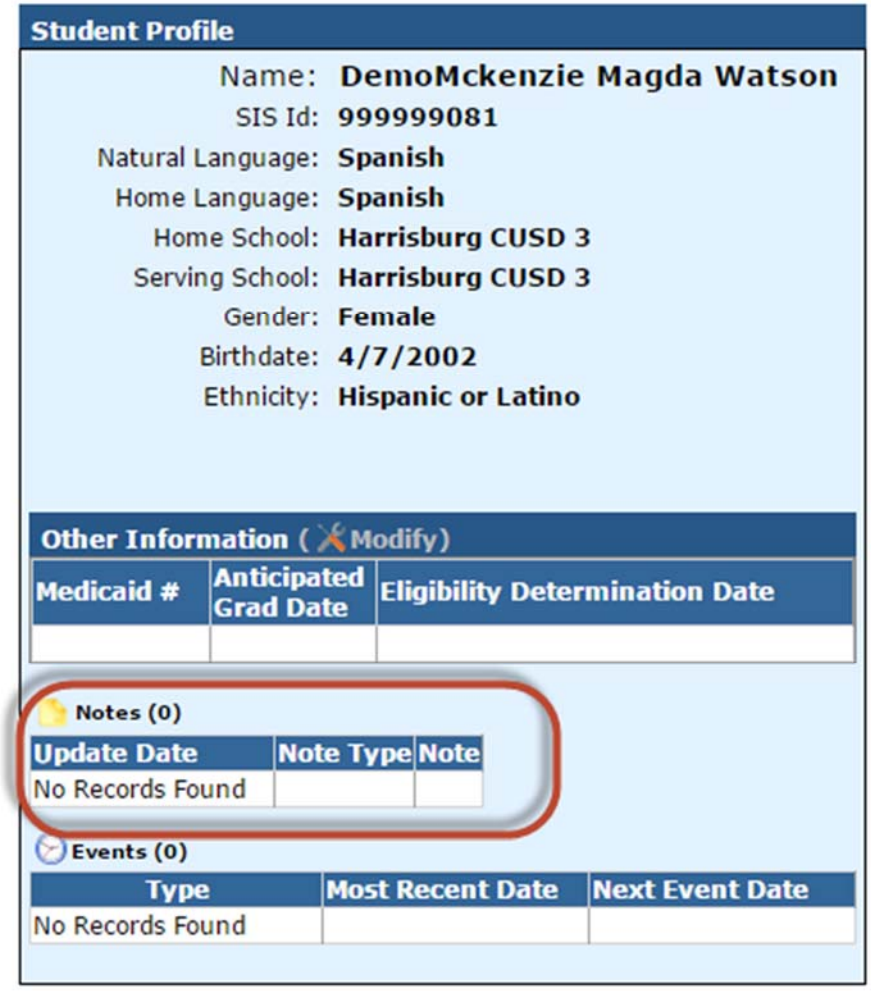


Step 4: When complete, click **Save.**

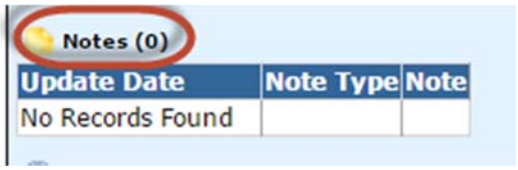


Notes

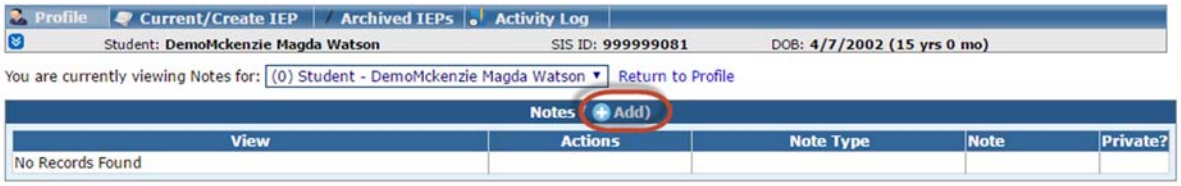
Step 1: Notes are located in the **Student Profile.**



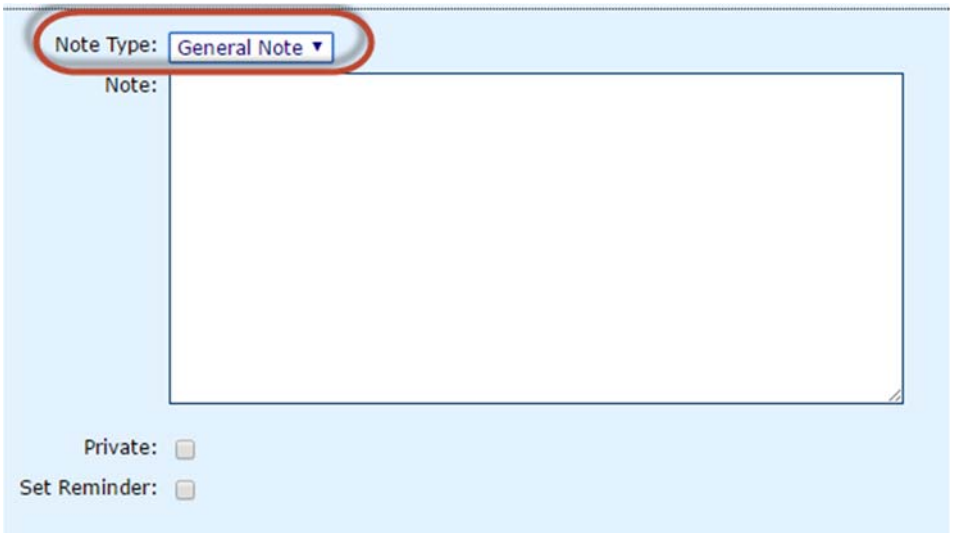
Step 2: To edit/add notes, click **Notes.**



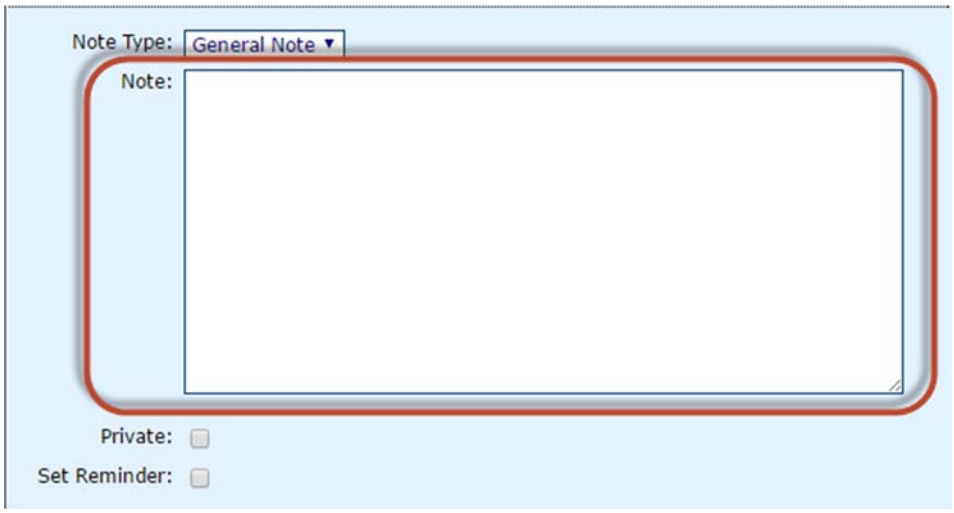
Step 3: Click **Add.**



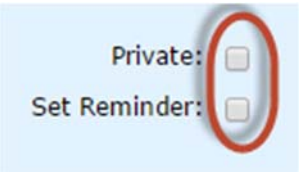
Step 4: Select *Note Type.*



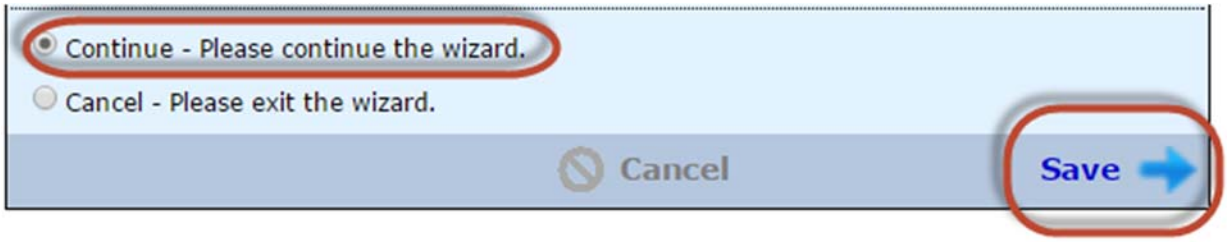
Step 5: Enter the description of the *Note.*



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

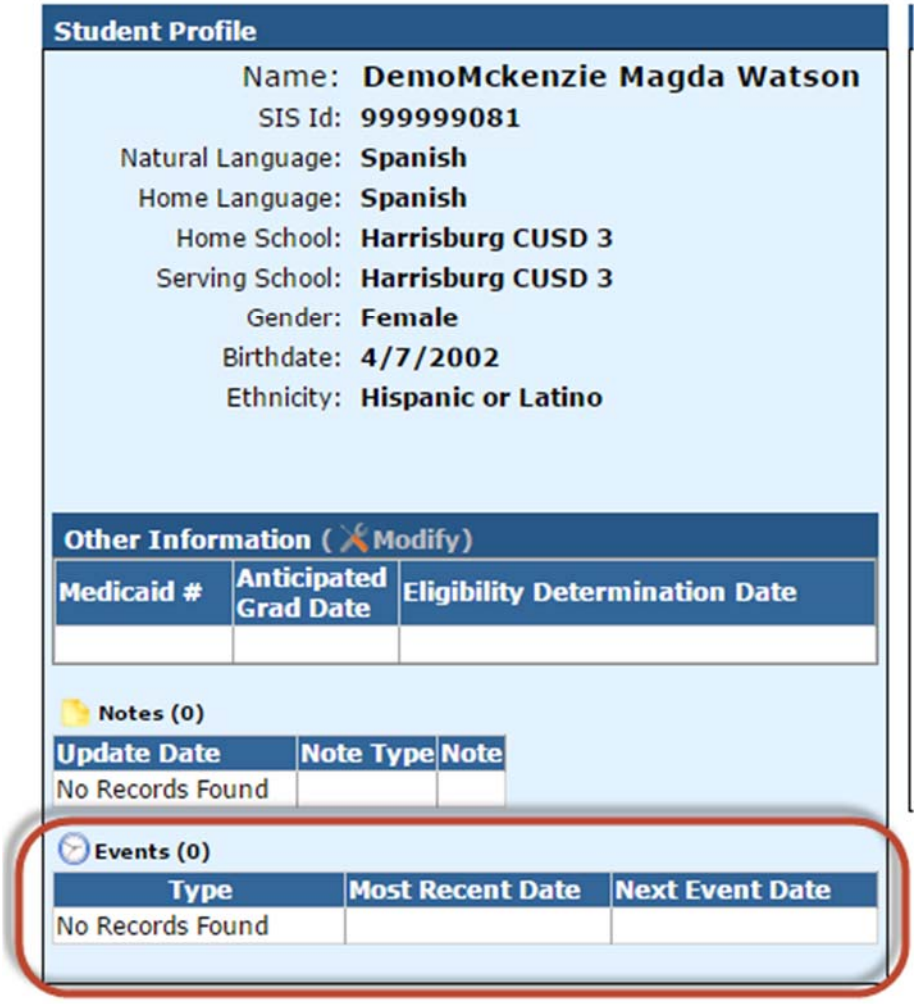


Step 7: When complete, click **Save.**

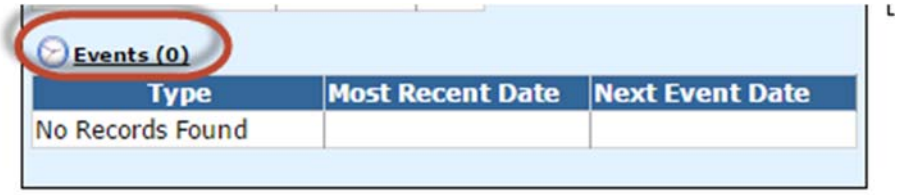


Events

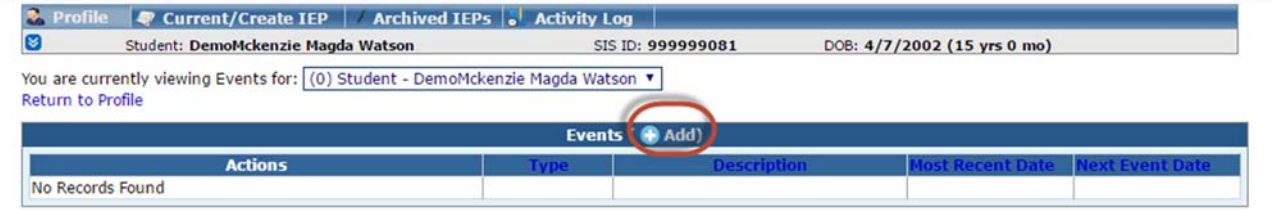
Step 1: Events are located in the **Student Profile.**



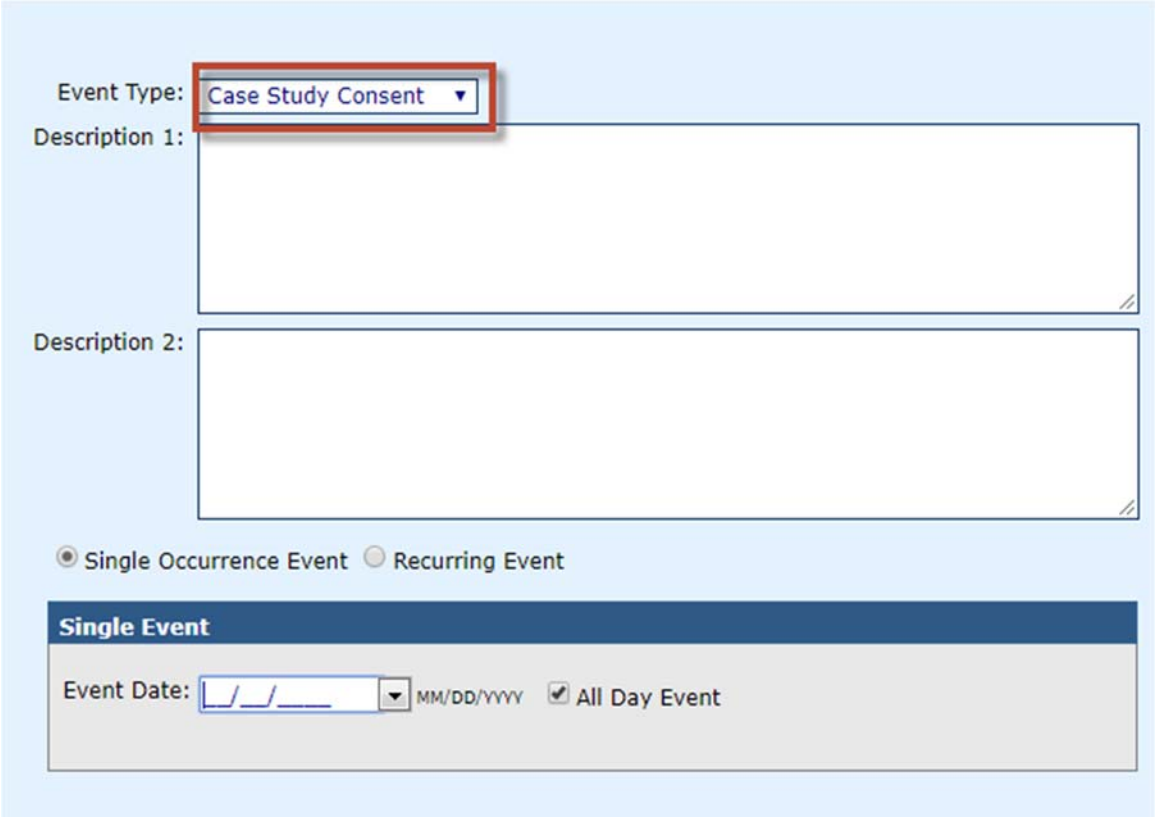
Step 2: To edit or add events, click **Events.**



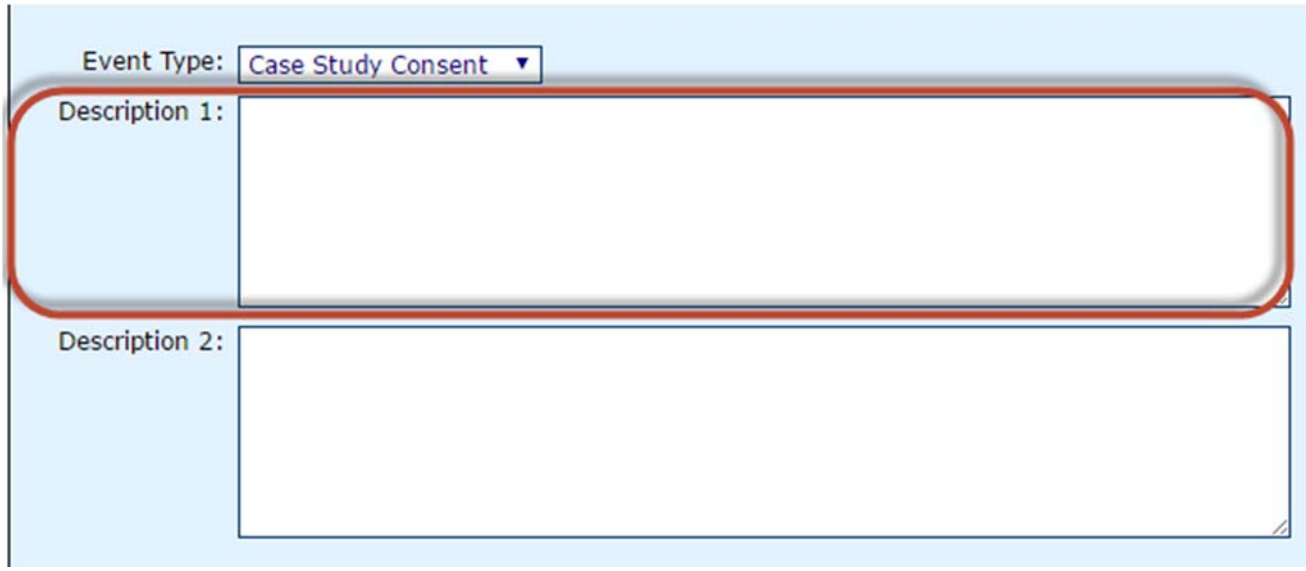
Step 3: Click **Add.**



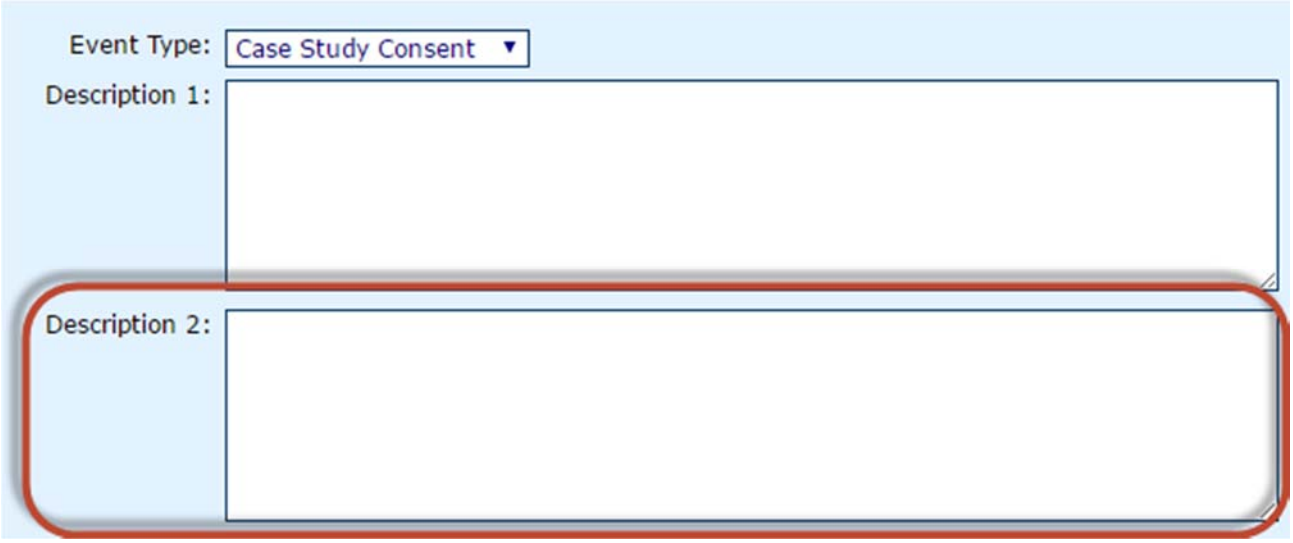
Step 4: Select the *Event Type* from drop-down.



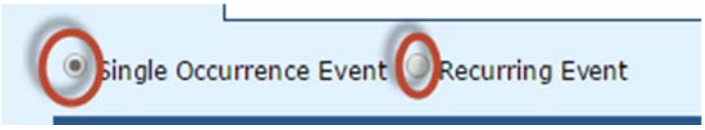
Step 5: Enter *Description 1* of the event.



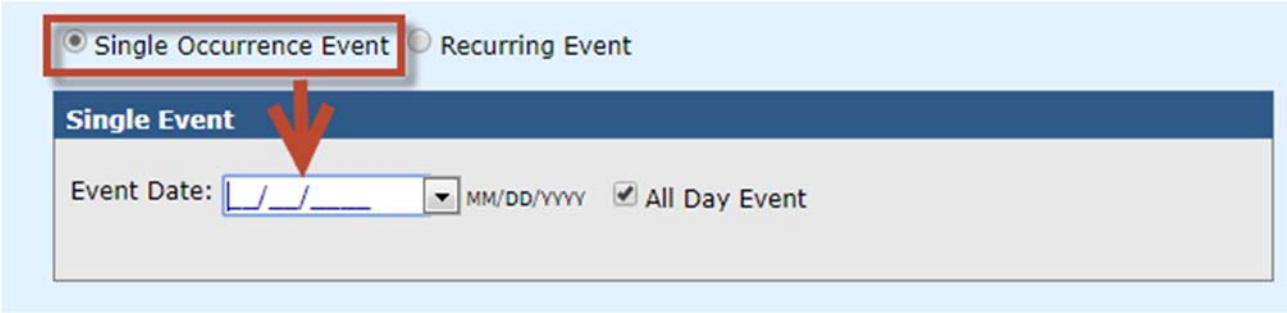
Step 6: If needed, enter *Description 2* of the event.



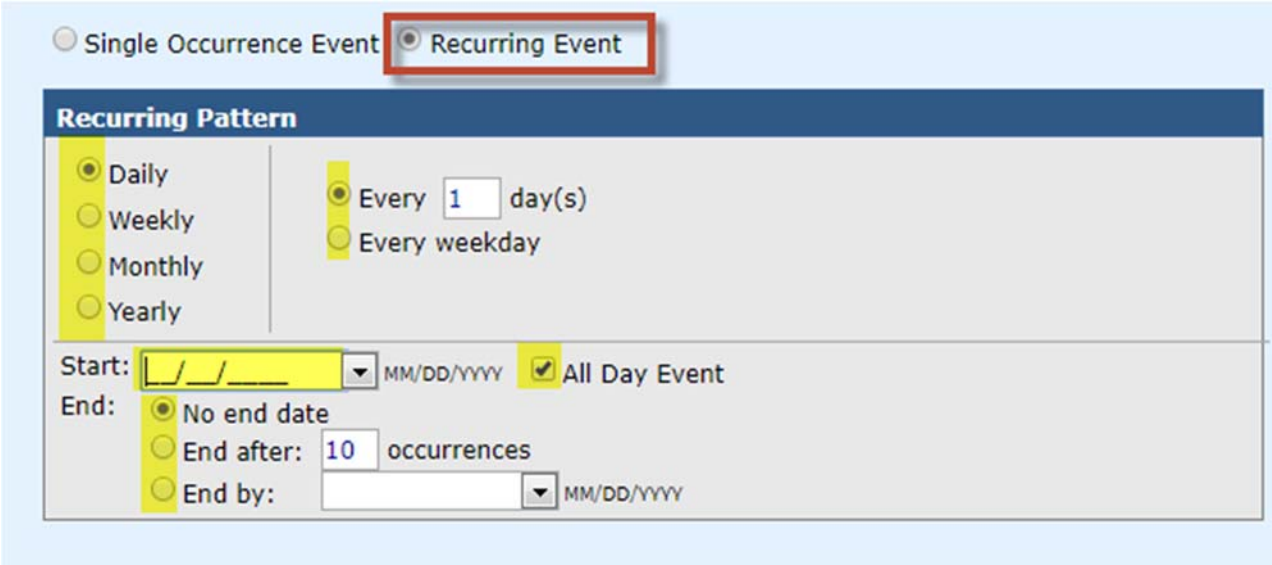
Step 7: Select *Single Occurrence Event* or *Recurring Event.*



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.



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



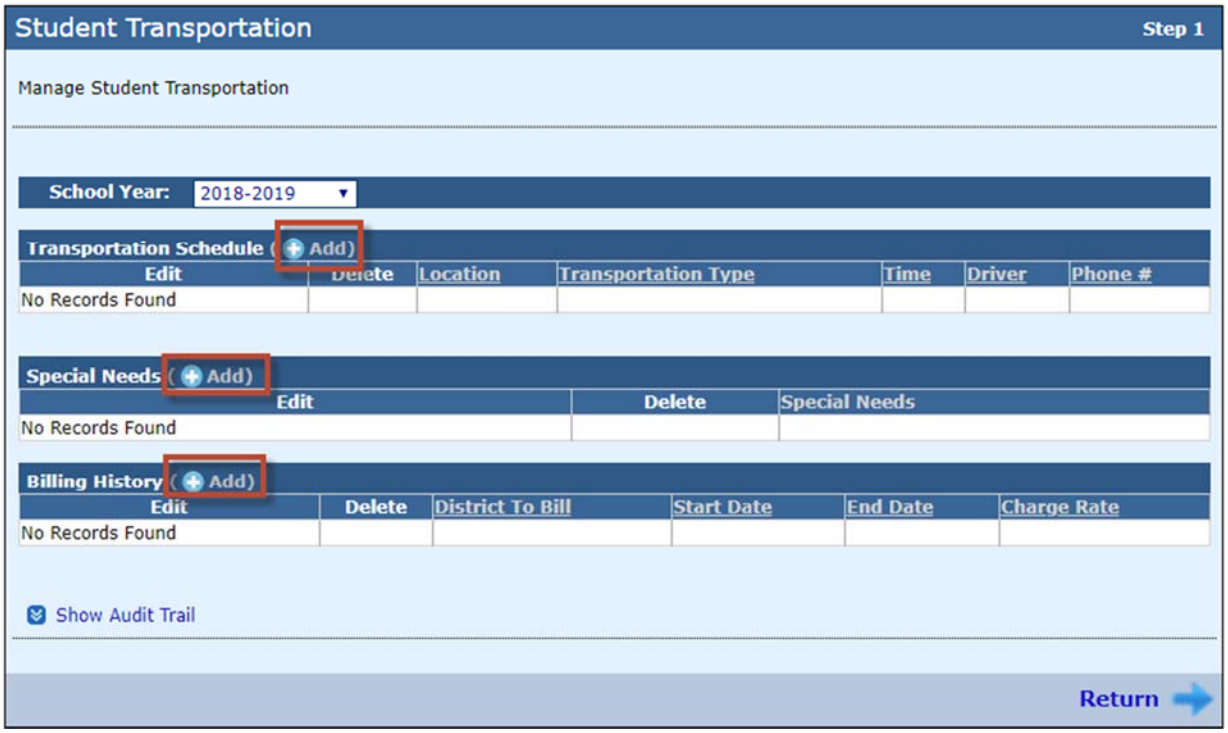
Step 10: Once complete, click **Continue.**

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

Transportation

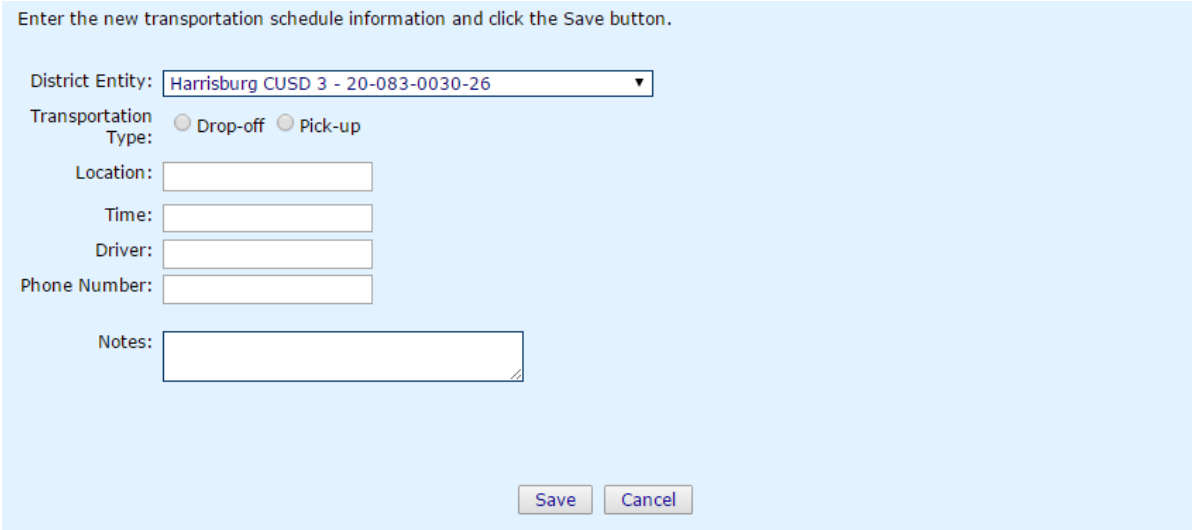
Step 1: Click the **Transportation** button to enter to the student's special transportation information.

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



Transportation Schedule

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



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

Special Needs

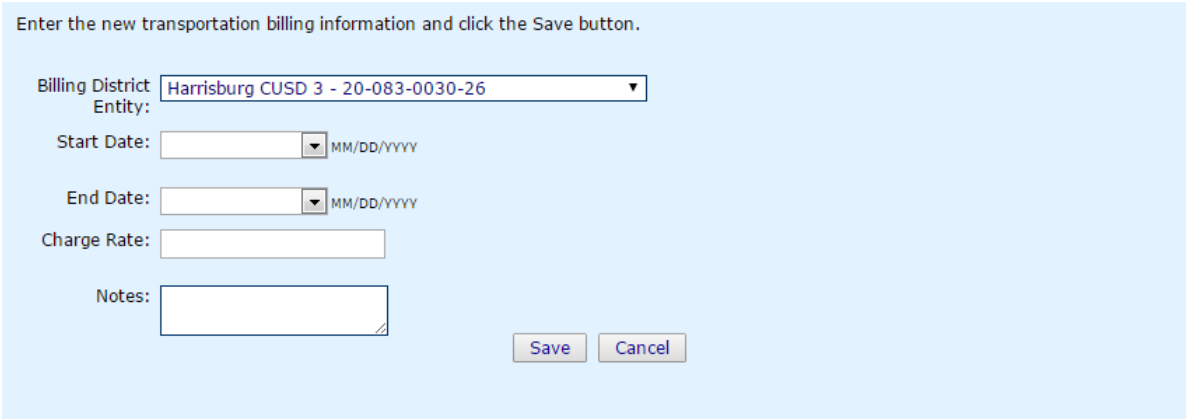
Step 5: Choose the special need from the drop-down and click **Save**.

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*.

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**.



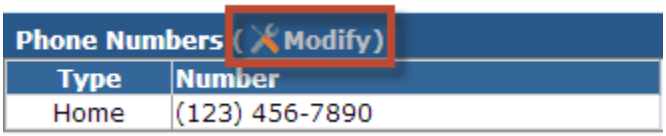
Step 8: To edit a billing history record, simply click the pencil icon. To delete, click the red **X.**

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

Phone Numbers

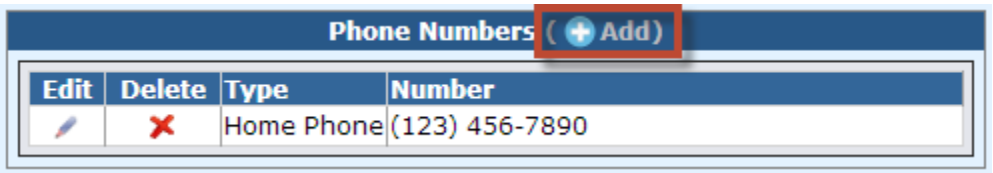
Phone numbers associated with the student can be entered from the **Student's Profile** page.

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

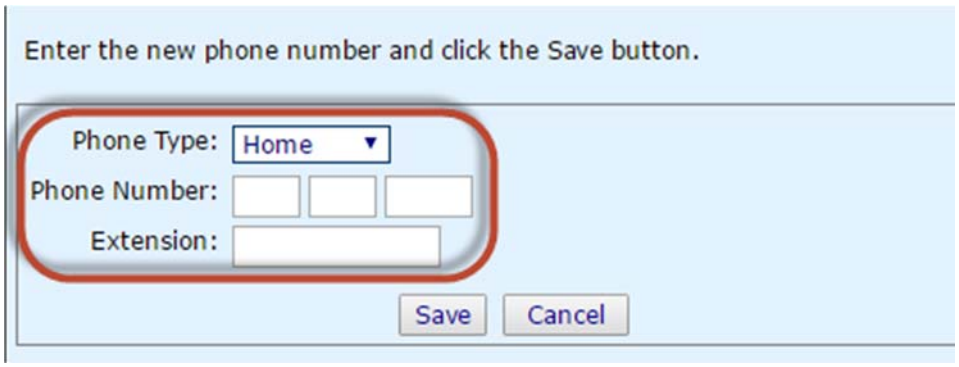


Step 2: Click **Add** to add a new phone number.

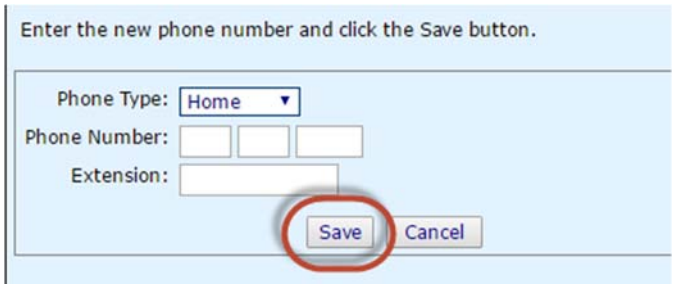
NOTE: You may add, edit, and delete multiple phone numbers using the wizard.



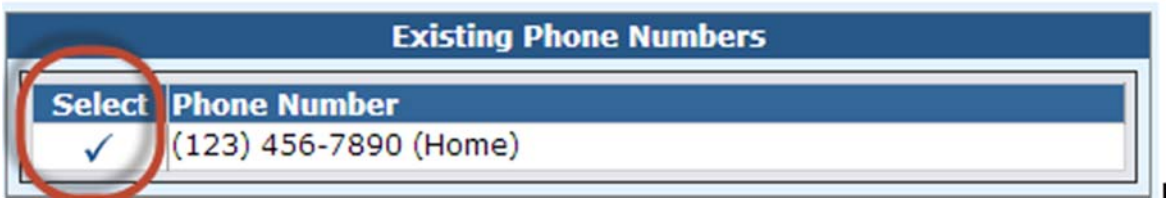
Step 3: Enter the *Phone Type* and *Phone Number*. If known, provide the *Extension*.



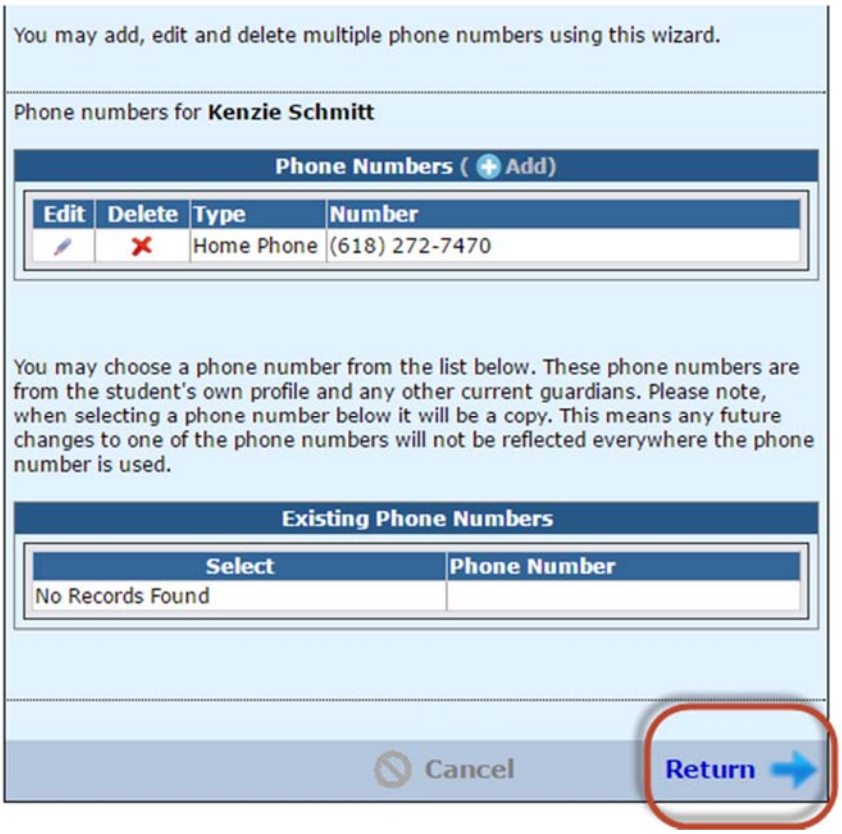
Step 4: Click the **Save** button.



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



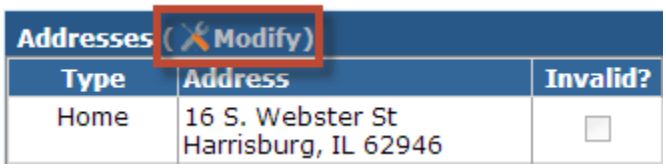
Step 6: Click **Return** to get back to the **Student Profile** page.



Addresses

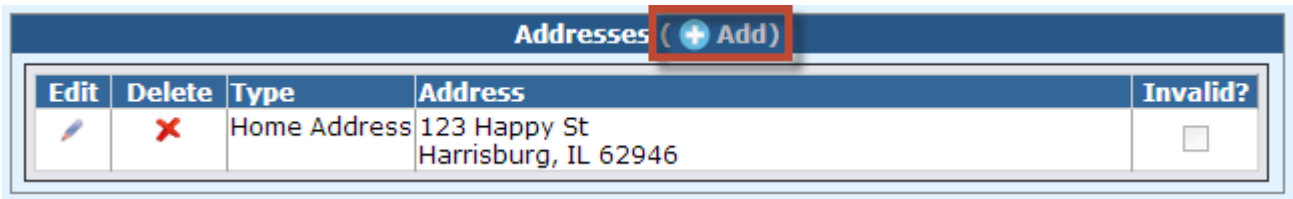
Addresses associated with the student can be entered from the **Student's Profile** page.

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

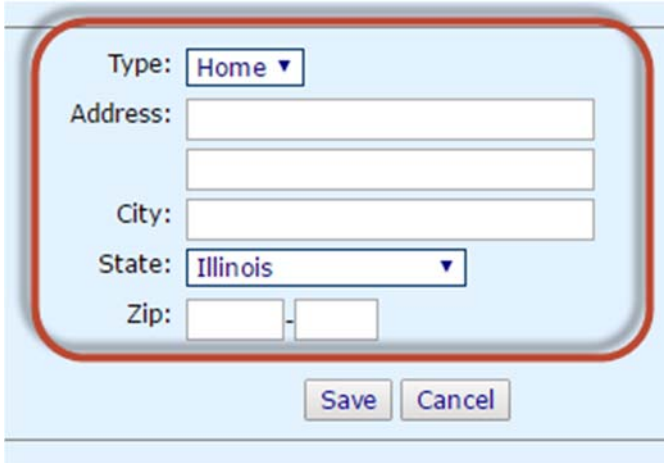


Step 2: Click **Add** to add a new address.

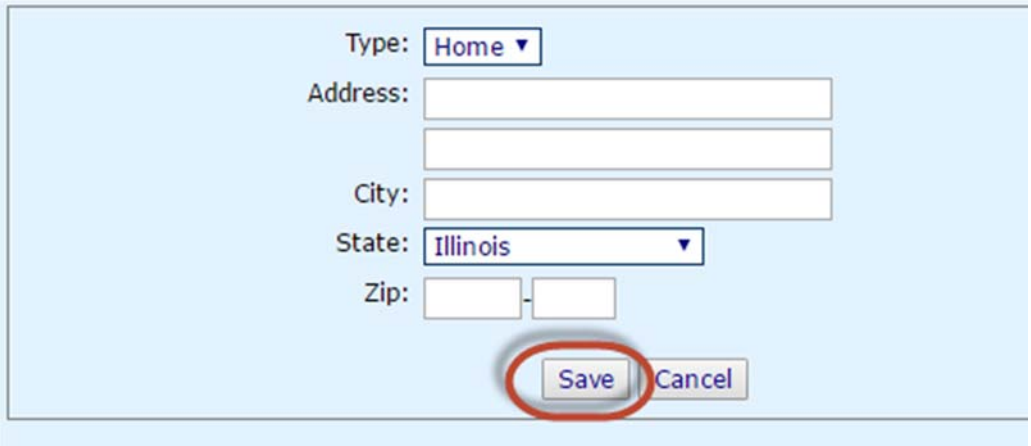
NOTE: You may add, edit, and delete multiple addresses using the wizard.



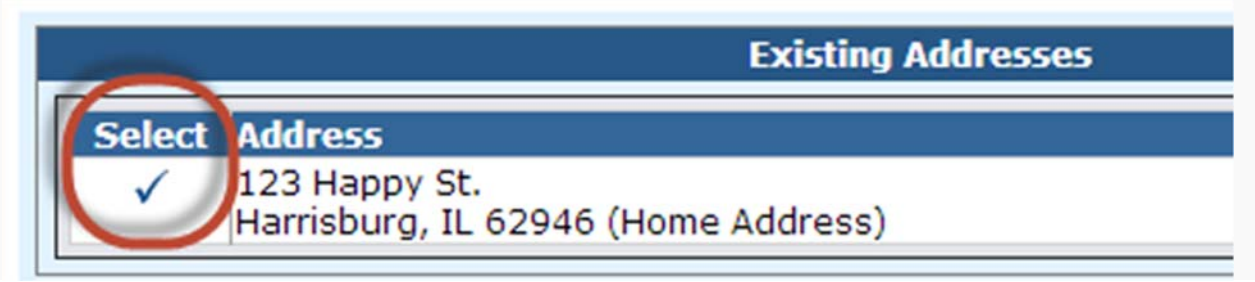
Step 3: Enter the new address information.



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



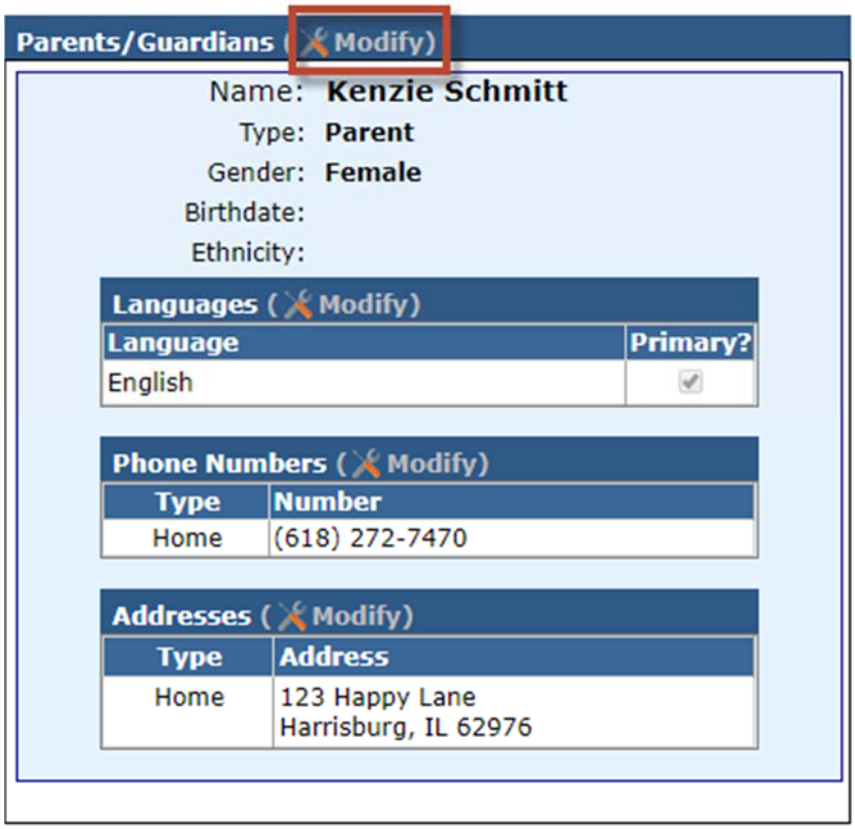
NOTE: You can also choose from the list of existing addresses. Simply click the check-mark to add the existing address for the student.



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

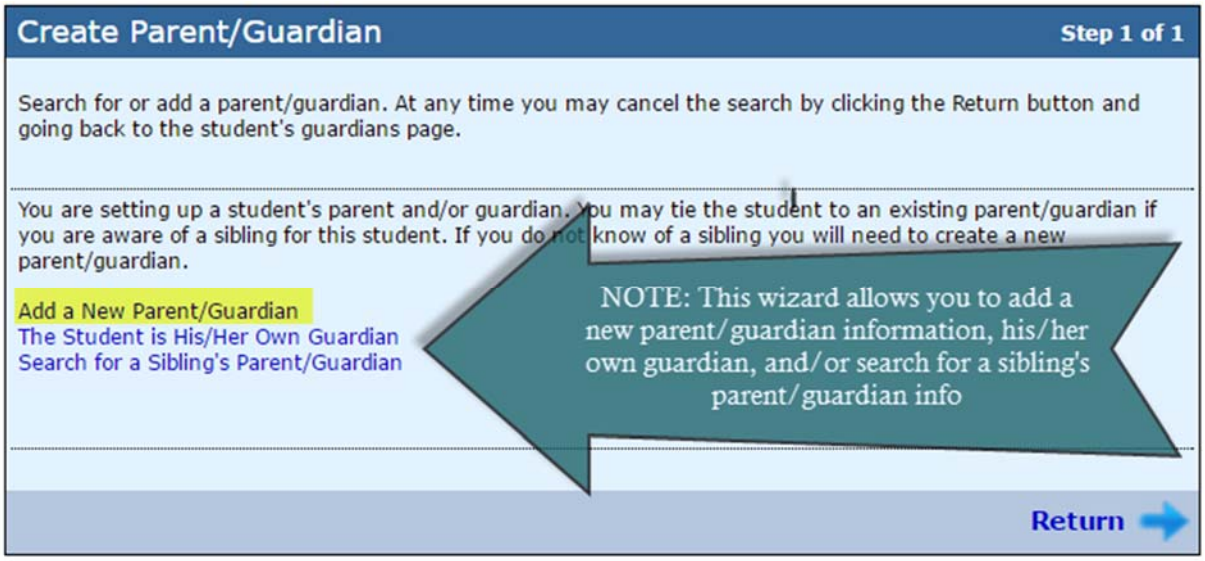
Parents/Guardians

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



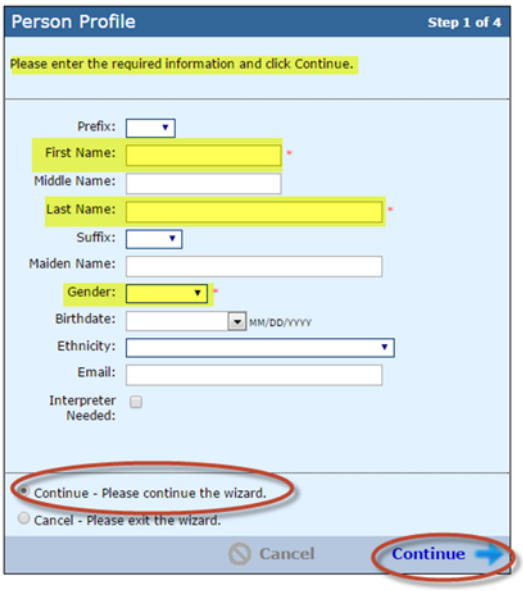
Step 2: Click **Add** to add a new parent/guardian.

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



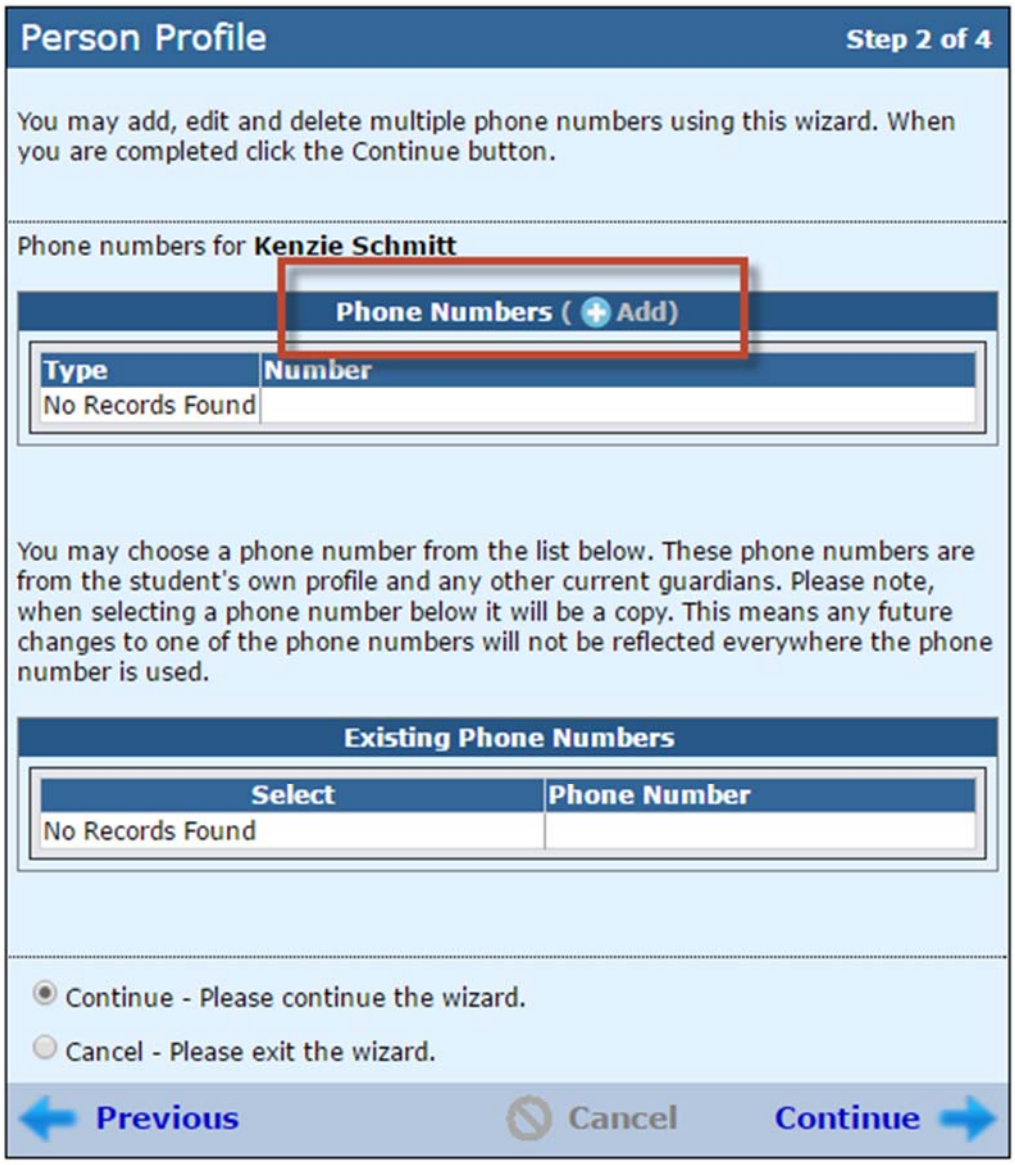
NOTE: You can also add *The Student is His/Her Own Guardian* or *Search for a Sibling's Parent/Guardian.*

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

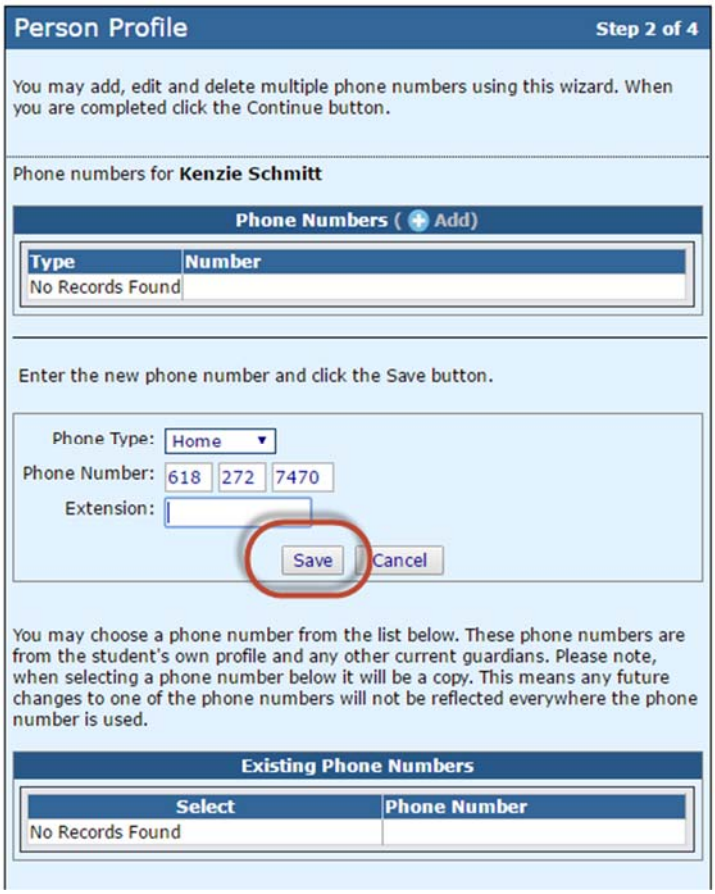


Step 5: To add *Phone Number(s)*, click **Add.**

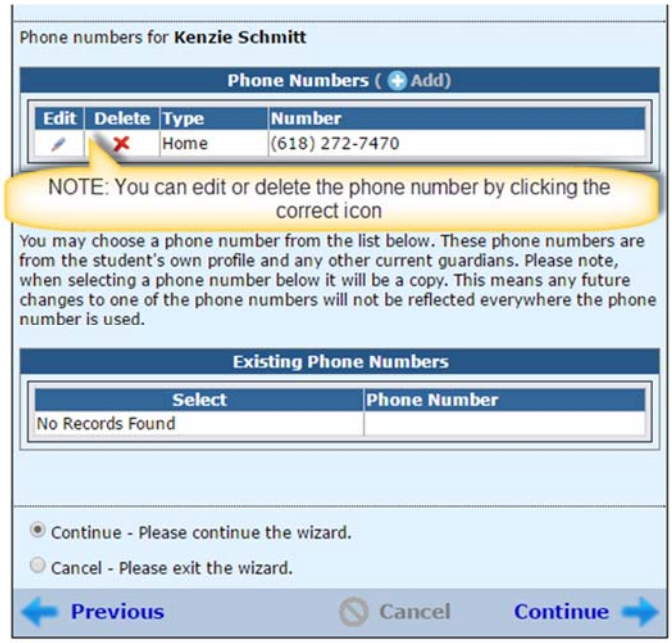
NOTE: Phone numbers can also be selected from existing phone numbers associated with this student. Click the check-mark to select an existing phone number.



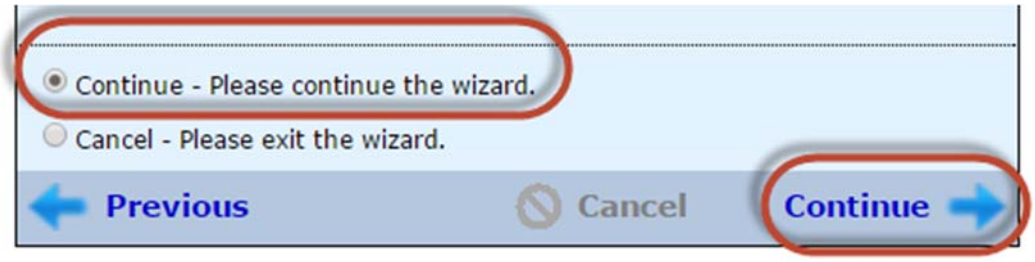
Step 6: Enter the new phone number and click **Save.**



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

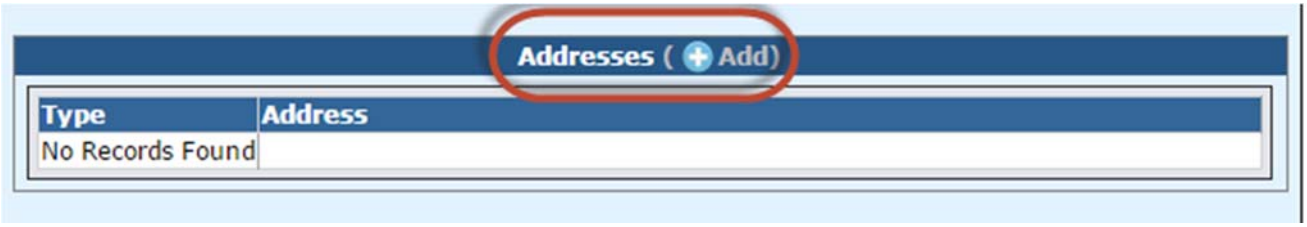


Step 8: When complete, click **Continue.**



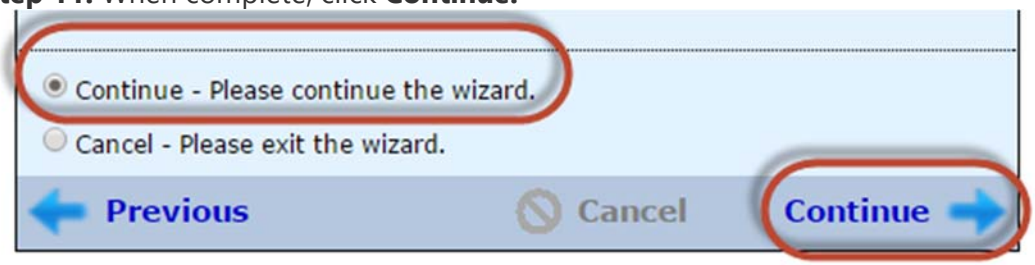
Step 9: To add a new address, click **Add.**

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.

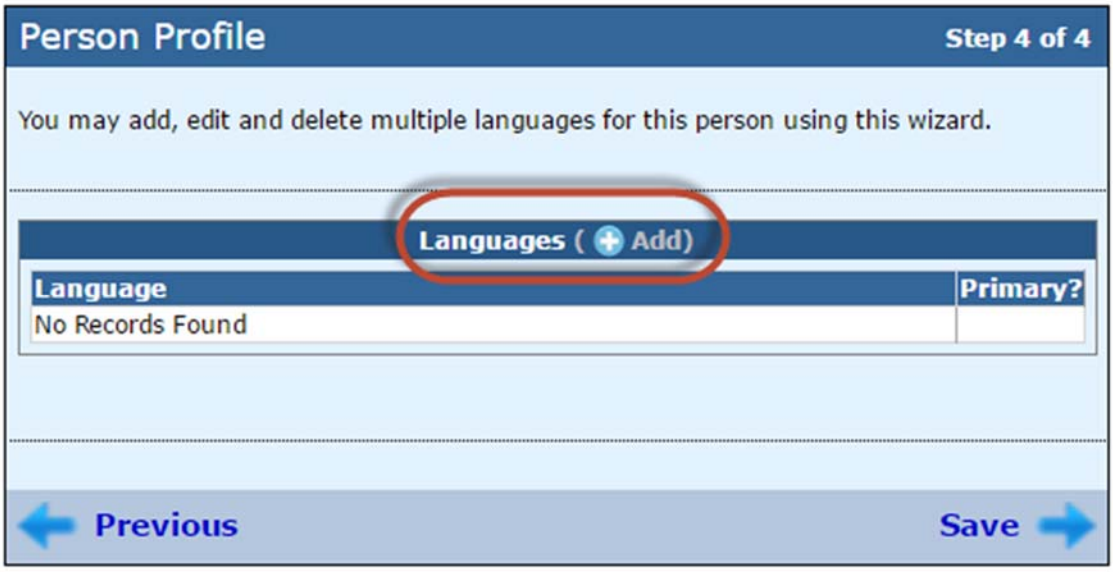


Step 10: Enter the new address and click **Save.**

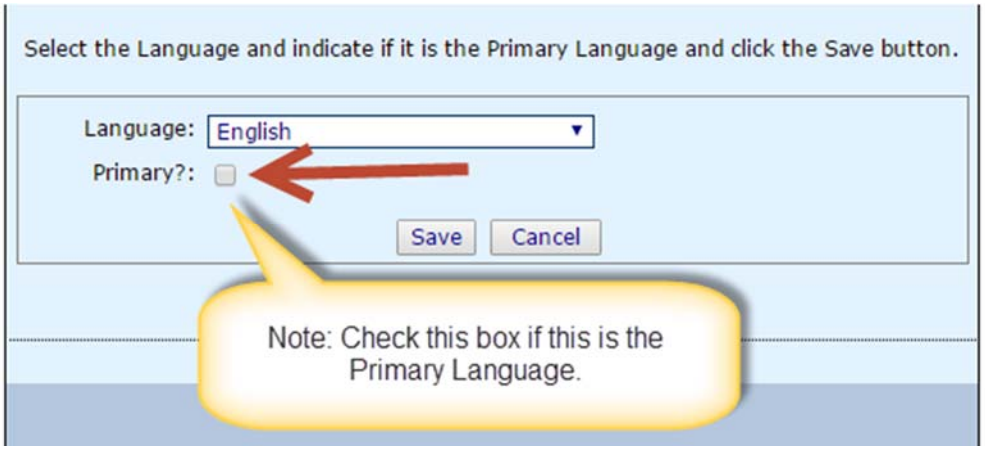
Step 11: When complete, click **Continue.**



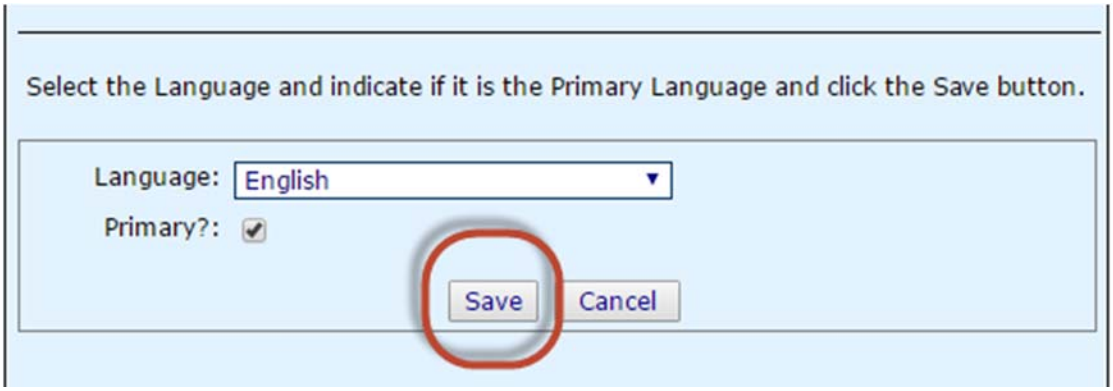
Step 12: To add *Languages*, click **Add.**



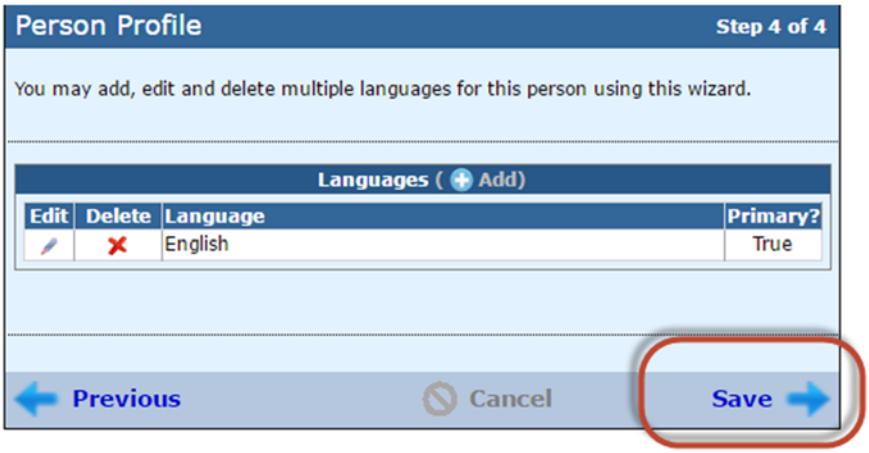
Step 13: Select the *Language* and indicate if it is the *Primary* language.



Step 14: Click **Save.**

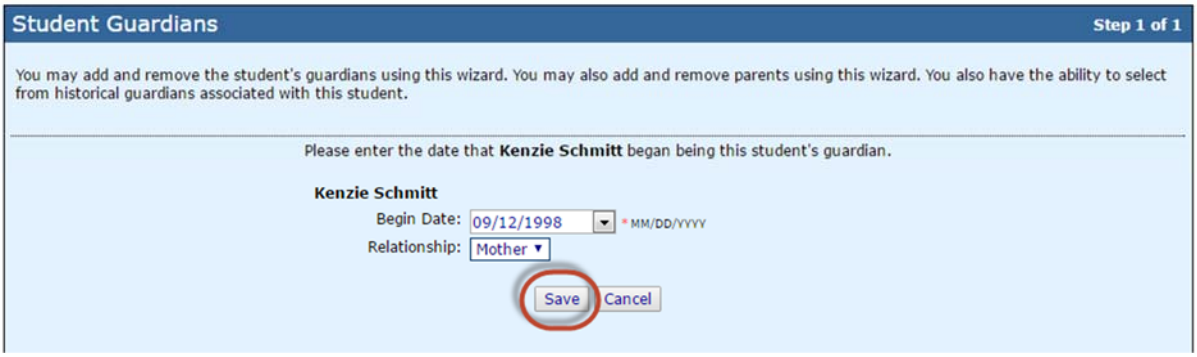


Step 15: When complete, click **Save.**

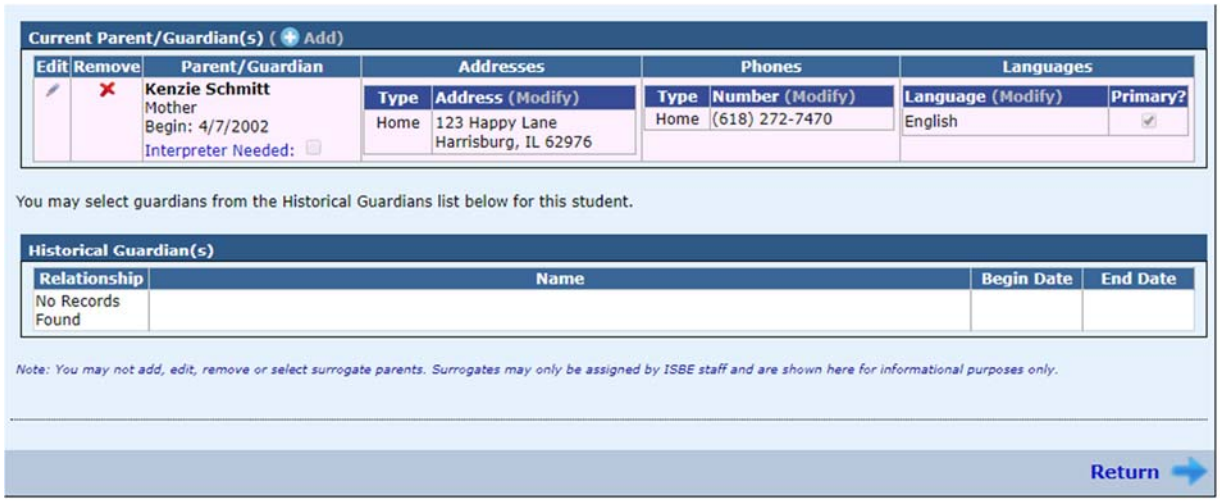


Step 16: Enter the *Begin Date* when he/she became this student's guardian, confirm *Relationship* to the student, and click **Save**.

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



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



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

I-Star File Formats

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

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

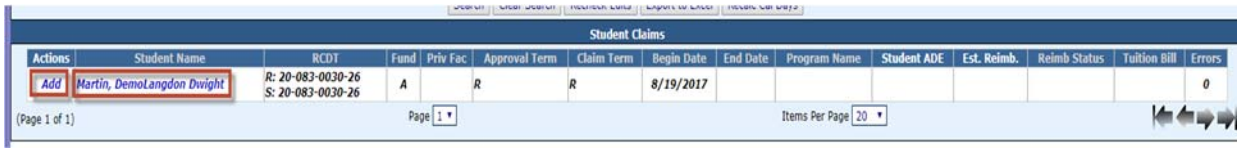
I-Star Student Reimbursement

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.

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



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?

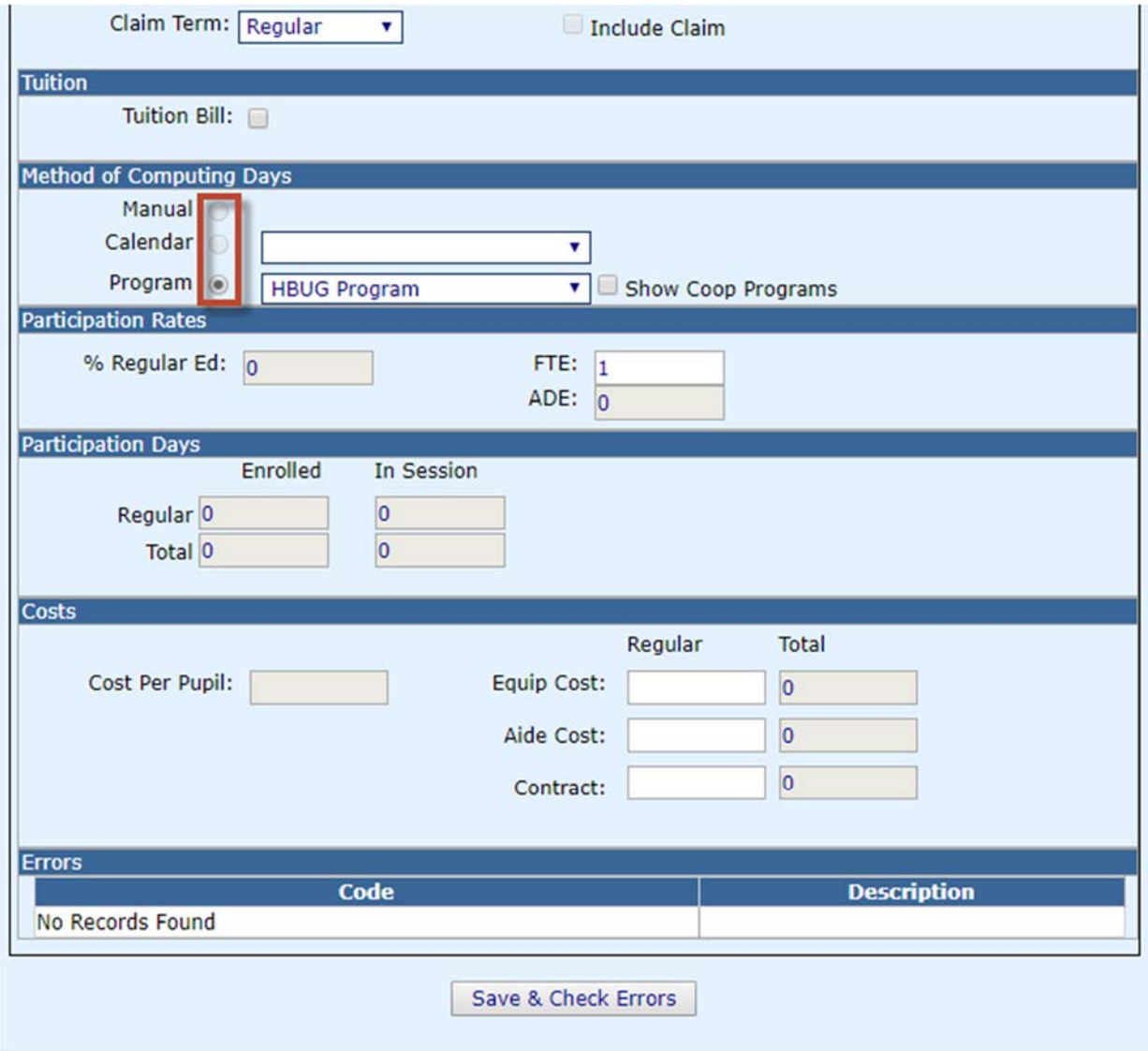
YES = Calendar Method
NO = Manual Method

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

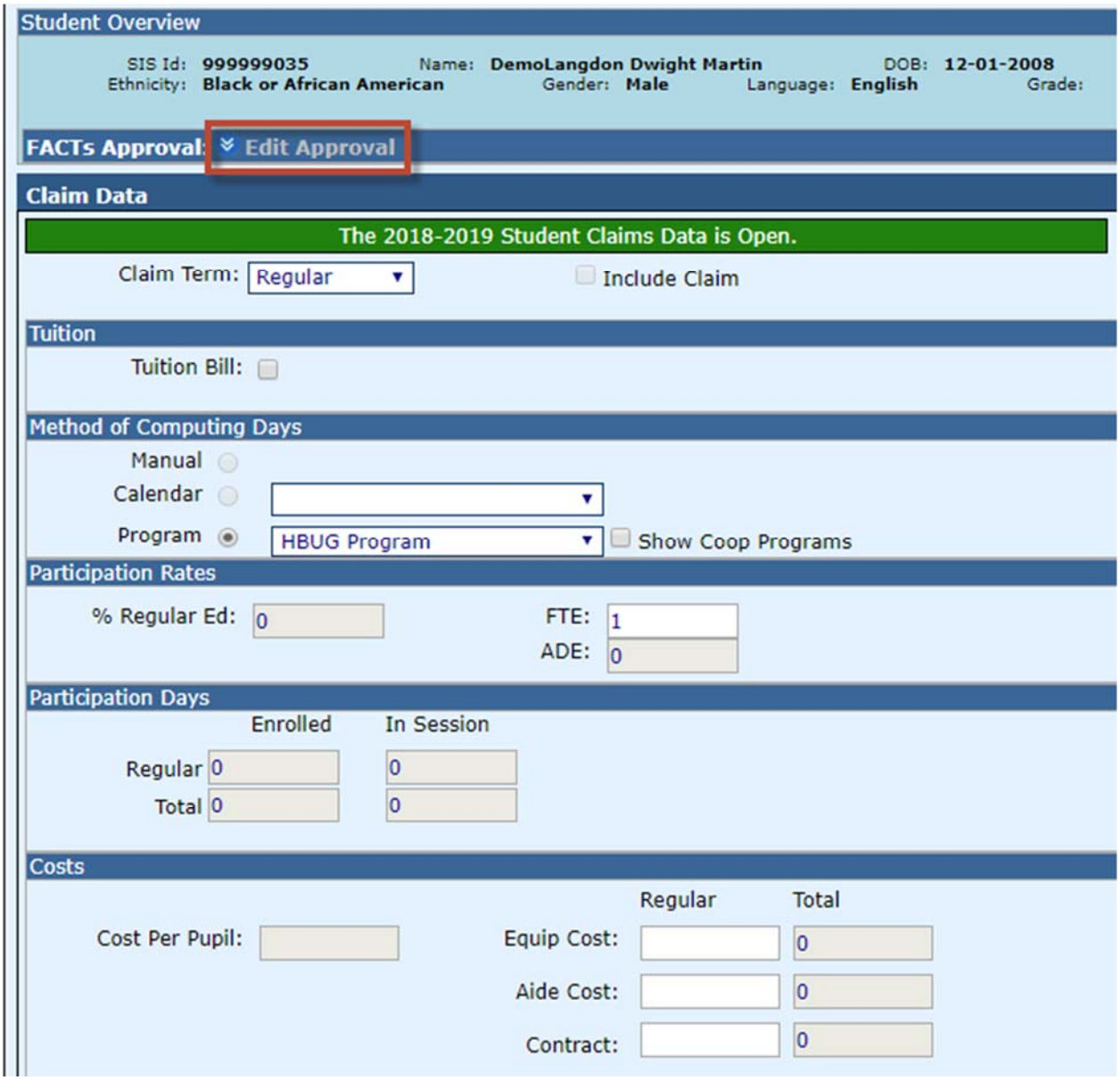
YES = Manual Method

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.



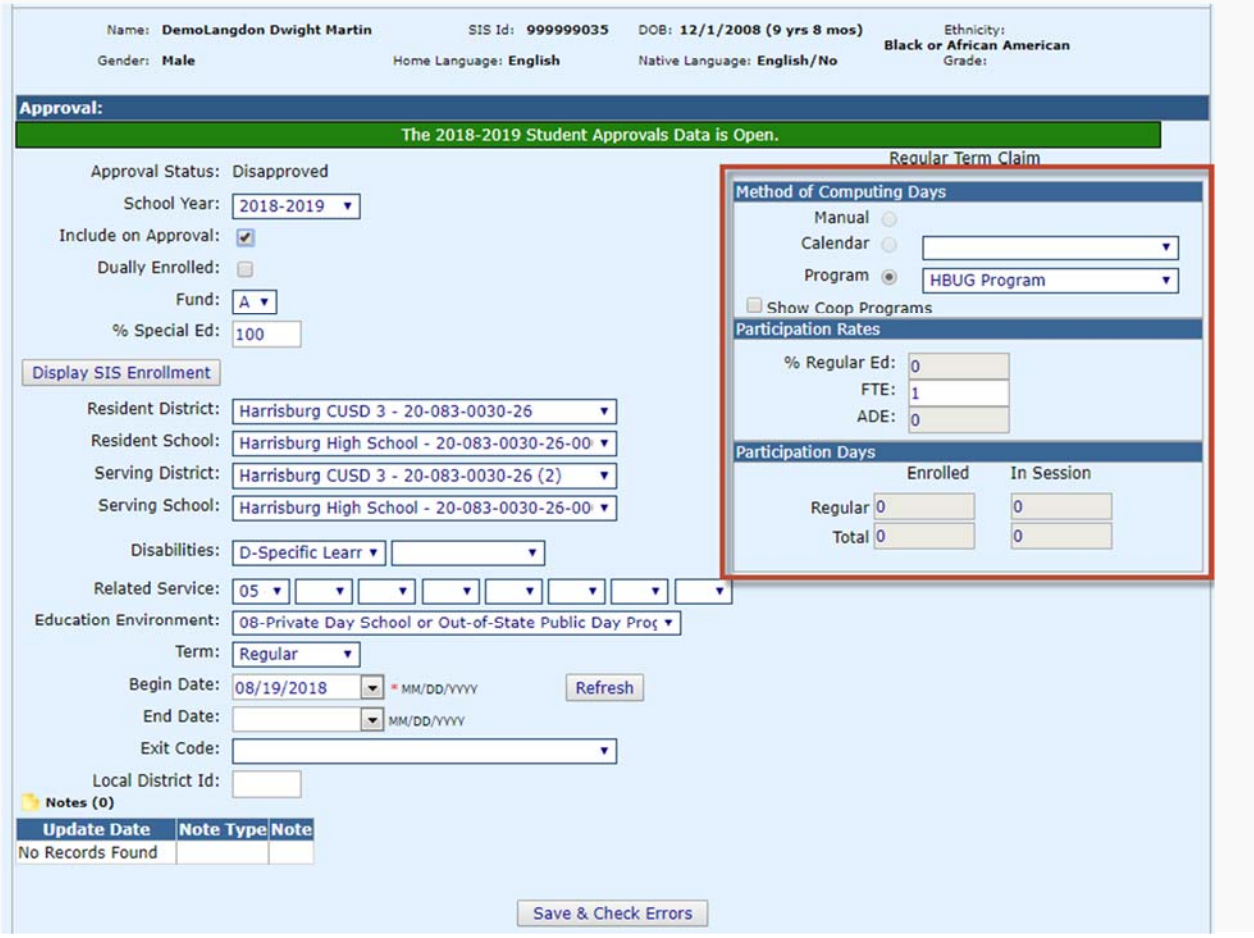
You can edit the student's approval record from this screen by clicking the **double arrows** at the top of the record.



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

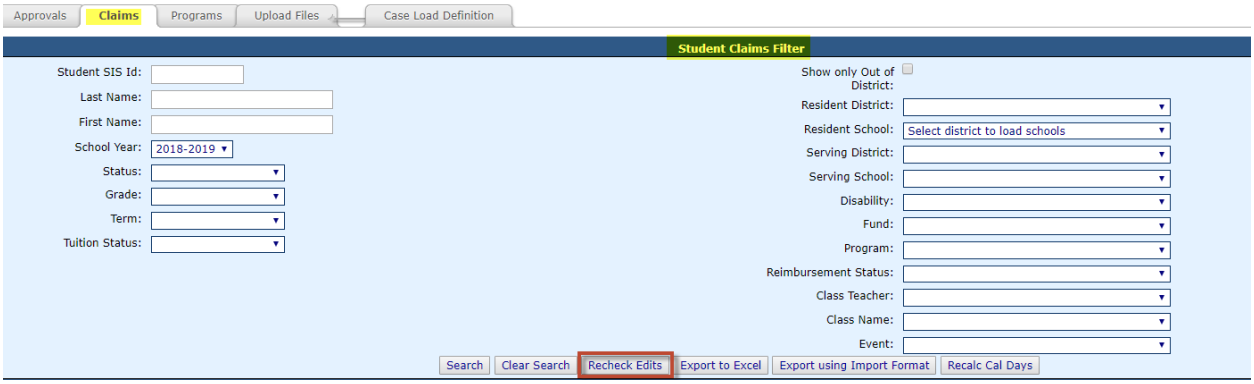
When completed, select the **Continue** radio button and then click **Save**.

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



Student Claim Recheck Edits

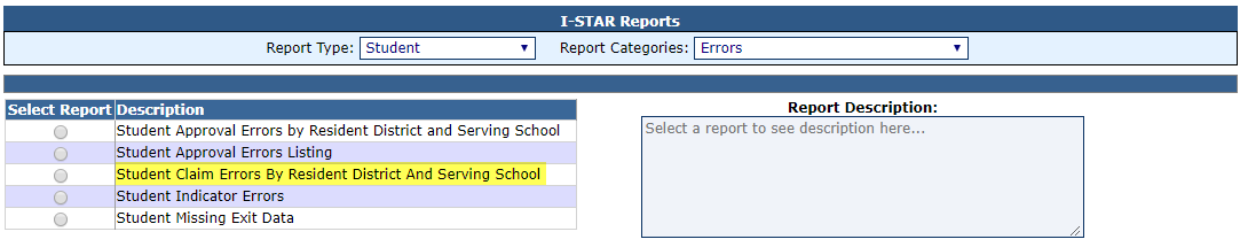
To check for errors in your student claim file, click **Recheck Edits** on the *Student Claims Filter* to recalculate your errors.



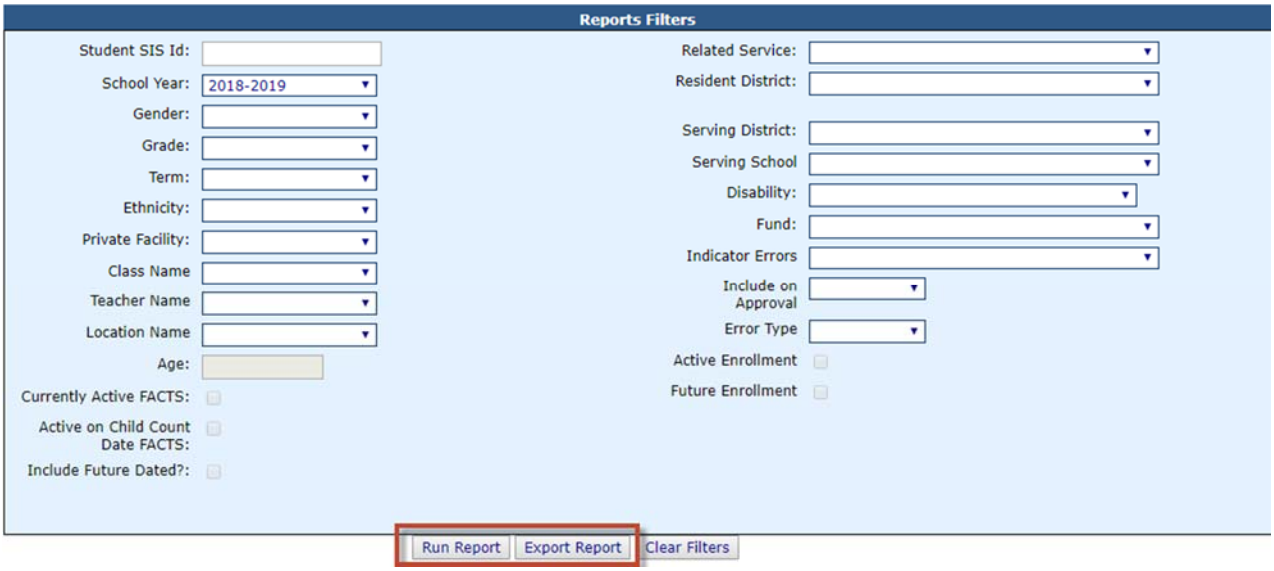
NOTE: You will receive a series of emails on the status of the error check. You will receive a final email informing you that the process is complete. Once you receive the final email, you can run the report.

Click on the **Reports** tab.

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.



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



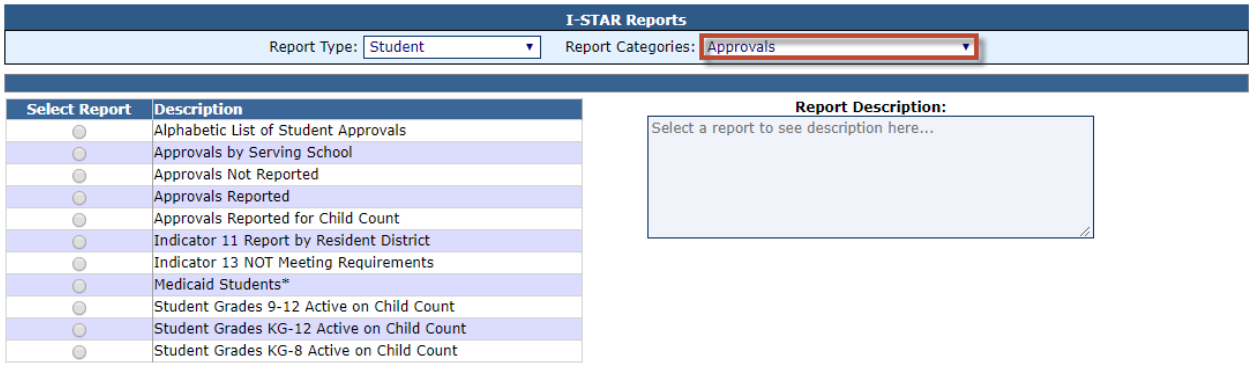
Student Reports

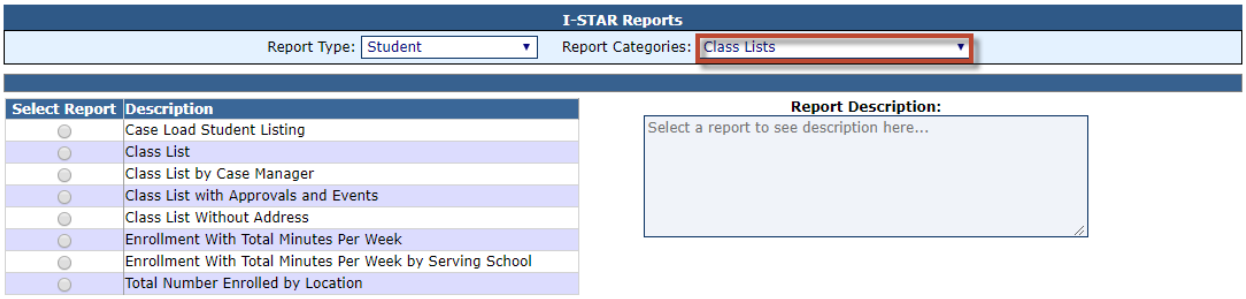
To access student reports, click on the **Reports** tab located in the upper left hand corner of the screen.

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

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.





I-STAR Reports

Report Type: Student ▾ Report Categories: Contacts ▾

Select Report	Description
○	Alpha List of Students w/Address & Phone Numbers by Res District
○	Alpha List of Students w/Address & Phone Numbers by Serving School
○	Alpha List of Students w/Phone Numbers by Res District
○	Alpha List of Students w/Phone Numbers by Serving School
○	Parent Information by Resident District
○	Parent Information by Serving School

Report Description:

Select a report to see description here...

I-STAR Reports

Report Type: Student ▾ Report Categories: Errors ▾

Select Report	Description
○	Student Approval Errors by Resident District and Serving School
○	Student Approval Errors Listing
○	Student Claim Errors By Resident District And Serving School
○	Student Indicator Errors
○	Student Missing Exit Data

Report Description:

Select a report to see description here...

I-STAR Reports

Report Type: Student ▾ Report Categories: Events ▾

Select Report	Description
○	All Students by Event
○	Annual Review In Date Order
○	Current IEP In Date Order
○	Initial Eval In Date Order
○	Reevaluation In Date Order
○	Students Notes

Report Description:

Select a report to see description here...

I-STAR Reports

Report Type: Student ▾ Report Categories: Reimbursement / Claim ▾

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

Report Description:

Select a report to see description here...

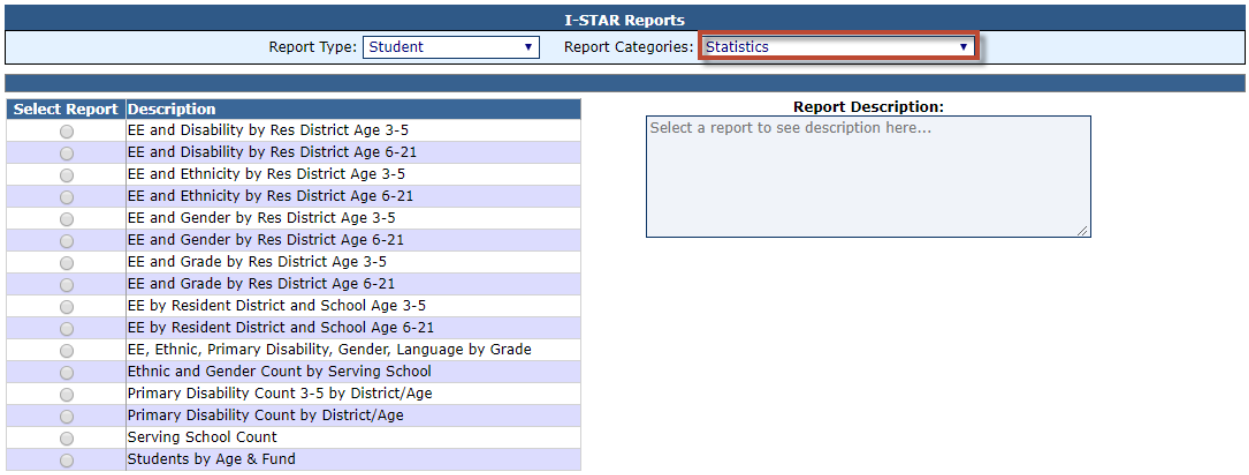
I-STAR Reports

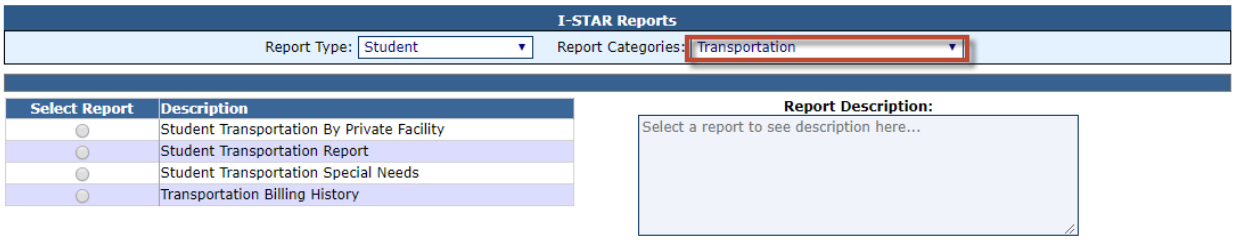
Report Type: Student ▾ Report Categories: Reminders ▾

Select Report	Description
○	Age of Majority
○	Alpha Students Turning 10 This School Year
○	Alpha Students Turning 14 1/2 This School Year
○	Alpha Students Turning 15 This School Year
○	Alpha Students Turning 6 This School Year
○	Customized Students turning X

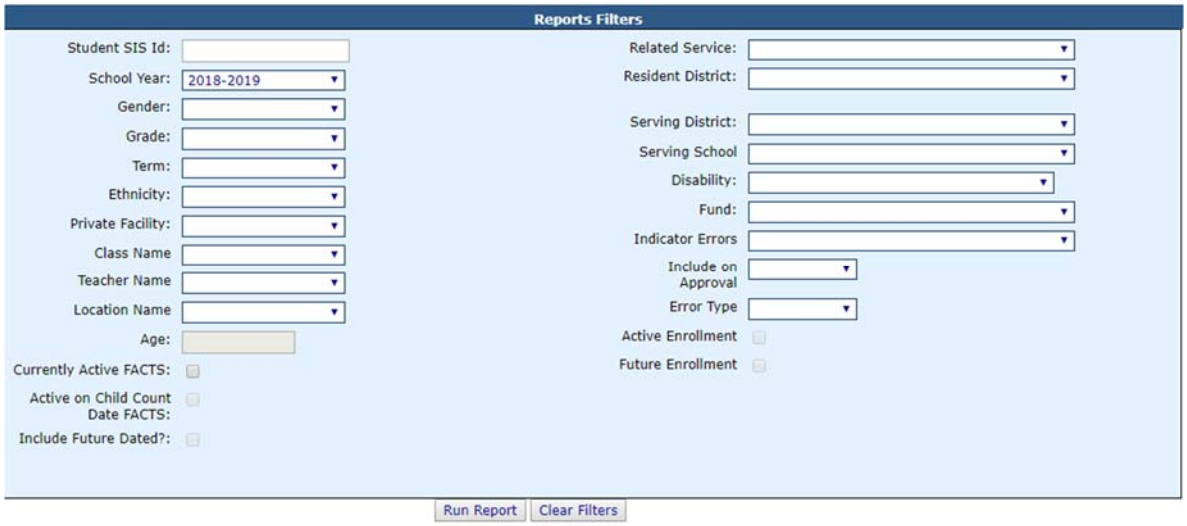
Report Description:

Select a report to see description here...

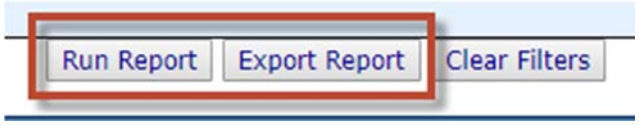




Choose the report filters you'd like for this report by clicking the drop-down under *Reports Filters*.



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.



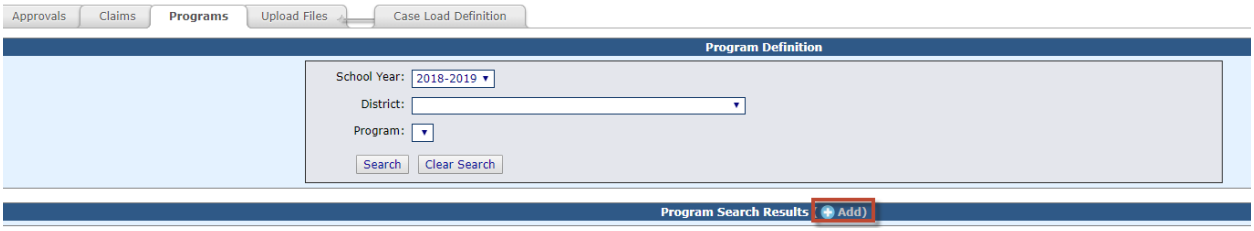
Program Definition/Program Method

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.

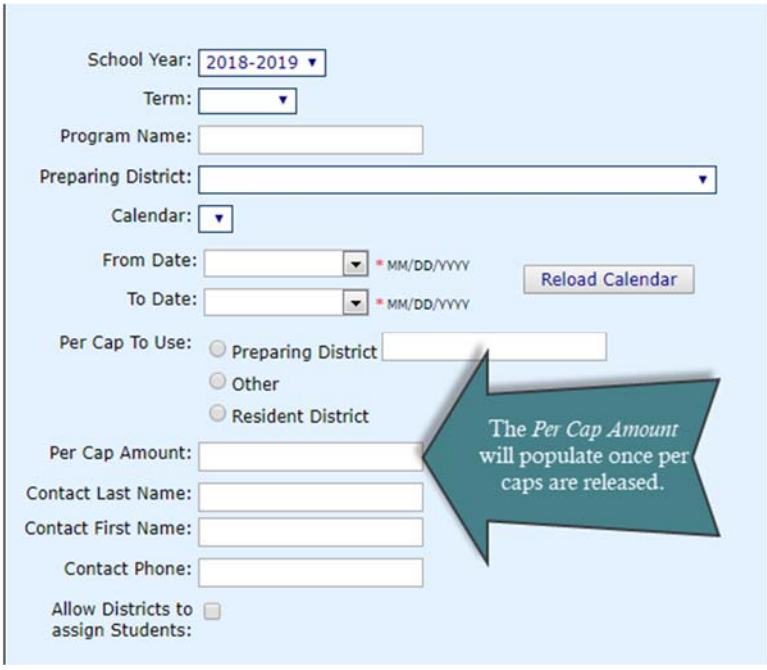
Add New

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



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

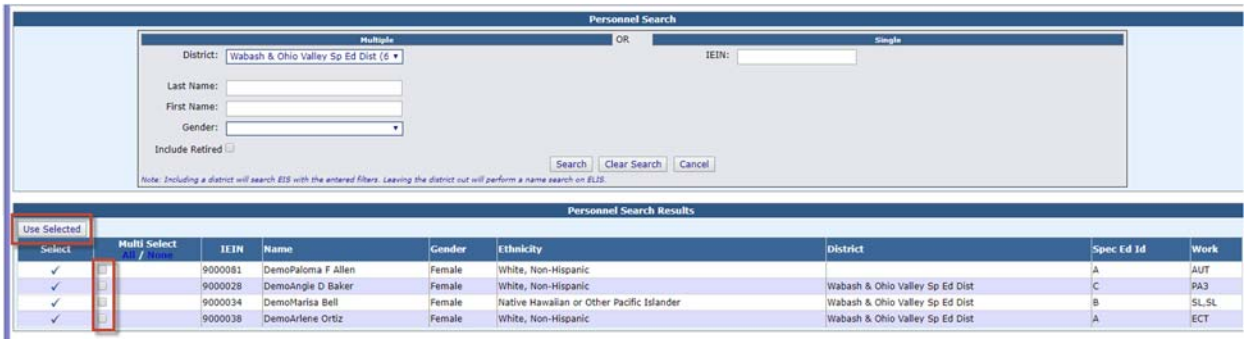
NOTE: The *Allow Districts to assign Students* check box should be used for Coop use only.



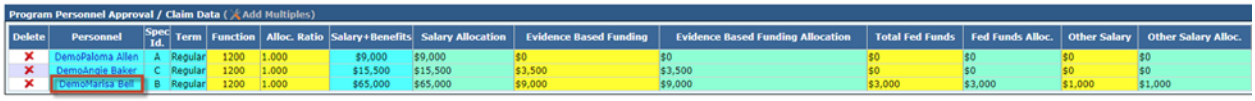
This will take you to the created *Program Definition* where you can begin adding personnel to the program.

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

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**.

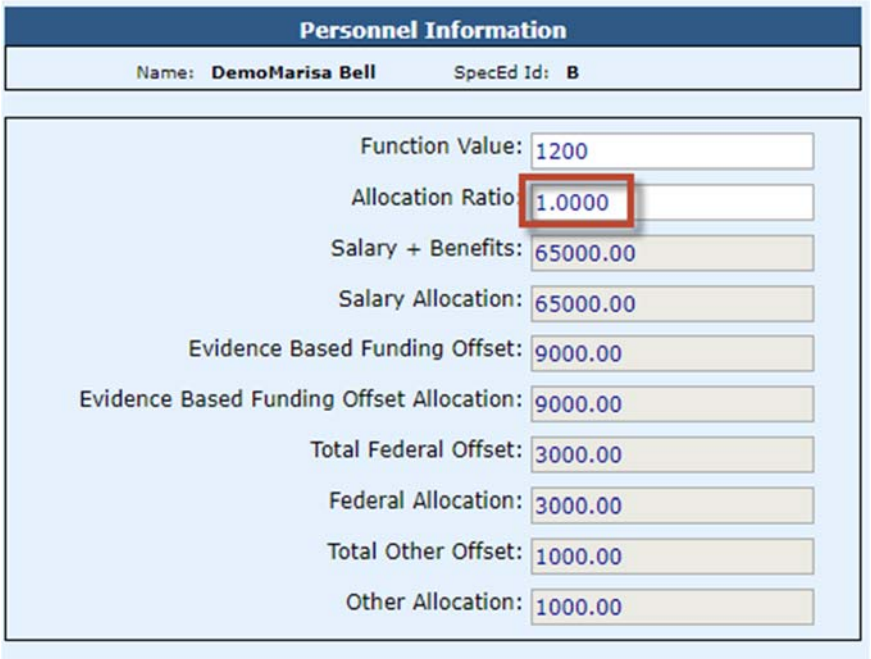


You will see the list of personnel you have added. To edit the *Allocation Ratio* in that grid, simply click on the name of the staff member.

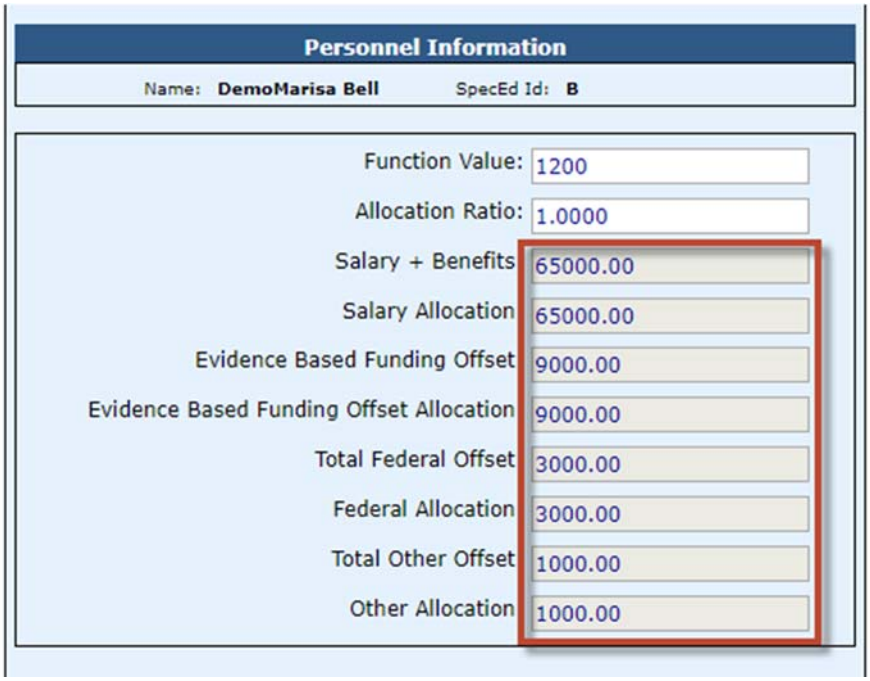


You can edit any of the white fields available on this screen.

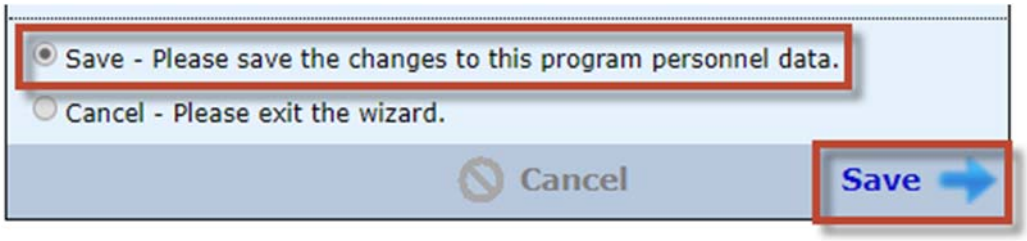
NOTE: Even though the *Function Value* is an editable field, the *Function Value* should not be changed. However, you may edit the *Allocation Ratio* if needed.



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.

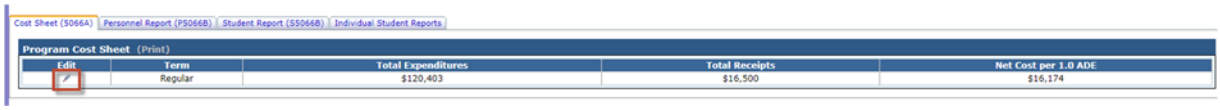


Click **Save** when completed.



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.



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: 2018

Program: HBUG Program

Term: Regular

Special Education Data

1. Total ADE this program - from Student form	6.424	Reload
2. Days in session this program	174	
3. Total number Sp.Ed. Students enrolled in this district	418	Reload

Regular Education Data

4. Total number Students enrolled in this district	2045	Reload
5. Days in Session - from district calendar	174	Reload
6. District per capita tuition charge	9270	Reload

Expenditures

Undo Changes | Reload Amnts

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

Other Function and Depreciation

Line #	Functions	Special Education	Regular Education	Cost Acct	Total
24	2110		160,747	☐	505

Other Total

24. ☑ Enter other function — 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 — 743,872

27. Number of district-owned classrooms — 137

28. Cost / Classroom (line 26/27) — 5,430

29. Number of district owned classrooms used in this program — 2 x Line 28 = 10,860

30. ◉ Depreciation (Line 1 * $200) ○ Rent — 1,285

31. Other (Description) — 0

Total

32. Total Expenditures — 120,404

Offsets Reload

33. Evidence Based Funding - Personnel — 12,500

34. Federal Funds IDEA Part B — 3,000

34 A. Other State and Federal — 1,000

35. Total Offsets — 16,500

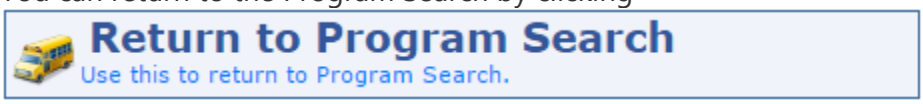
Net Expenditures

36. Line 32 minus (-) line 35 — 103,904

37. Line 36 divided (/) by line 1 (Total cost per 1.0 ADE) — 16,174

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.

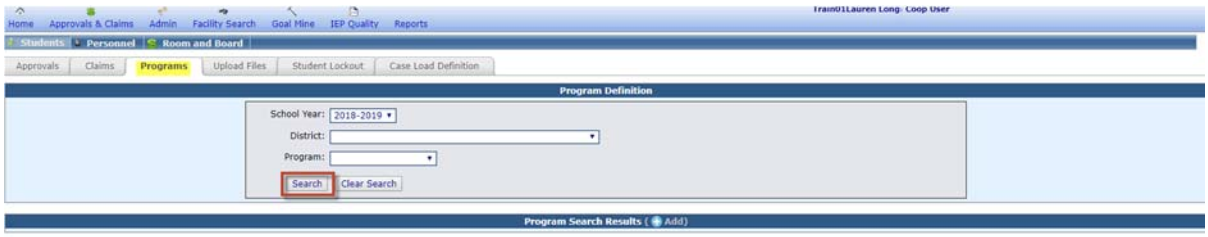
You can return to the Program Search by clicking



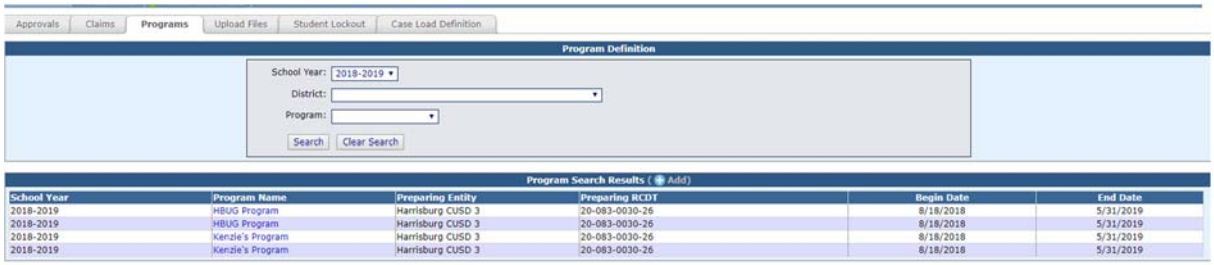
at the top of the screen.

<u>Edit Existing</u>

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.



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.

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.