



# Student Approvals Refresher

## Presented By Harrisburg Project

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- December 1 Child Count Data Preparation
  - Delete records
  - Add records
  - End/Add
  - Edit records
- Common Error Corrections
- Reports
- A look ahead to 2024



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# DECEMBER 1 CHILD COUNT

- Current Year Child Count is used for:
  - State Performance Plan Indicators 5, 6, 8, 9 and 10
  - Special Education Tuition Cost Sheets
- Previous Year Child Count is used for:
  - Special Ed Profile
  - IDEA Excess Cost Worksheet (MOE)
  - Indicator 4B
  - Nonpublic Proportionate Share
  - ISBE Report Card

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## HOW TO DELETE AN APPROVAL RECORD IN I-STAR



**01** Locate the student to delete on the student approvals search.

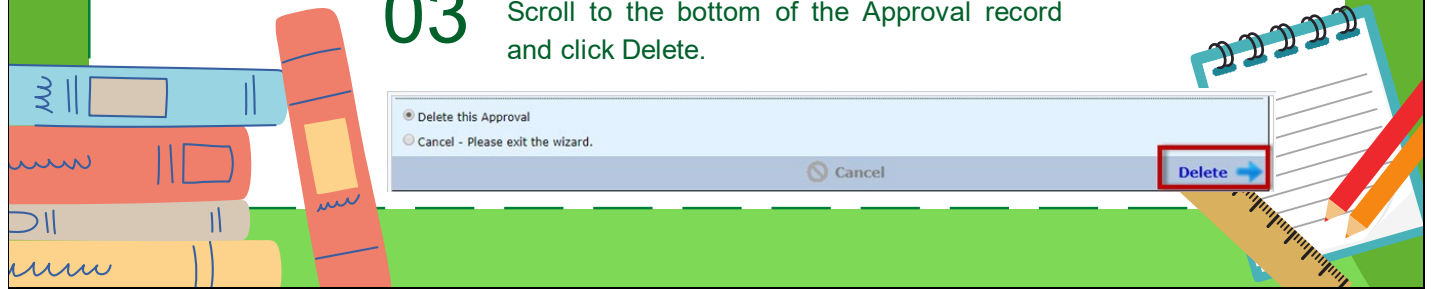
## 02 Click on the red X icon in the search results grid.

Actions	Ind	Student Name & Grade	SIS Id
  	11 13	Butler, DemoLyndon Hubert (05)	999999019

**03** Scroll to the bottom of the Approval record and click Delete.

☒ Delete this Approval  
☐ Cancel - Please exit the wizard.

 Cancel
  Delete

[illegible]



# HOW TO ADD AN APPROVAL RECORD IN I-STAR

01 Click Add under the student filters box.

Student Approvals (+ Add)

(Page of ) Page Items Per Page

02 Search by student using multiple criteria or SIS ID.

Student Search

SIS Required Advanced

SIS ID: 999999007

Exact Name Match: ☐

or

Last Name:

Grade:

First Name:

Ethnicity:

DOB:  \* MM/DD/YYYY

Mother's Maiden Name:

Gender:

Guardian Last Name:

Guardian First Name:

Search Clear Search Cancel

\* Note: To search for students you must provide either the SIS ID, or the combination of Last Name, First Name, Date of Birth (DOB) and Gender.

03 Click the check-mark under the Select column or click the student's name.

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

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# HOW TO EDIT RECORDS IN I-STAR

01 Click on the student name in the results located under the student search filter.

itions	Ind	Student Name & Grade	SIS Id
	11 13	Butler, DemoLyndon Hubert (05)	999999019

02 Make the necessary changes on the record.

03 Click Save and Check Errors.

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# COMMON ERROR CORRECTIONS



- F-050 - No Student Enrollment Information found in SIS.
  - An enrollment record needs to be added in SIS to reflect the placement and time-frame of the I-Star approval record.
- F-145 - Student not found in SIS for Resident RCDT.
  - The Resident District RCDT in SIS does not match the Resident RCDT in I-Star. SIS Admin at the Resident District needs to add a valid enrollment to match I-Star.

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# COMMON ERROR CORRECTIONS



- F-146 - Student not found in SIS for Serving RCDT.
  - An enrollment record needs to be added in SIS to reflect the placement and time-frame of the I-Star approval record, or an existing enrollment should be edited. The Serving District in I-Star needs to match the SIS Serving RCDT or Service Provider.
- F-112 - Ed. Env. 23,24,25,26,27,30,31,32,33 valid for age 3-5.
  - EE code should be edited to school age code for students age 5 AND in KG

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# COMMON ERROR CORRECTIONS



- F-117 - DISABILITIES Code 'N' valid for age 3-9
  - Student has turned 10 years old and Fund Code N is no longer a valid disability. Perform an end/add. The end date should be the day before the student's 10th birthday. The new record must be edited before saved or the disability will not be editable.
  - [https://www.youtube.com/watch?v=XEsNBR\\_v4FQ](https://www.youtube.com/watch?v=XEsNBR_v4FQ)

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## 01 Export Child Count Snapshot by Resident District from 2022-2023 school year...

Report Type: Student
Report Categories: Approvals

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

**Report Description:**

Select a report to see description here...

**Student SIS Id:** 2022-2023

**School Year:** 2022-2023

**Gender:** M

**Reports Filters:**

**Related Service:** All

**Resident District:** All

**Serving District:** All

## 02

Export Approvals Reported for Child Count for the current school year.

**I-STAR Reports**
Report Type: Student ▼
Report Categories: Approvals ▼

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

**Report Description:**

Alphabetic list of reported students as of 12/01 detailing approval record information. Grouped by resident district. No class list filters.

**Reports Filters**

Student SIS ID:    
School Year: 2023-2024 ▼  
Gender:

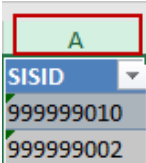
Related Service:   ▼  
Resident District:   ▼

# REPORTS

How can you see what your December 1 Child Count looks like today??

**03** Compare the counts on each report. This will show how the count compares to last year on this date.

To count the students in each spreadsheet, select all the cells in the first column (column A) by clicking the column header. The stats bar, in the lower-right corner of your Excel window, will tell you the row count. This will be an unduplicated count of the students.



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# WINTER 2024

## January 12

Preliminary December 1 Child Count Snapshots begin. This process will run each Friday morning at 7AM until the FINAL snapshot.

## February 21

December 1 Child Count DUE

## January/February

Attend Preparing for Child Count Snapshot and Child Count Certification webinars.

## March 22

Child Count Certification DUE

<https://www.isbe.net/Documents/planning-calendar.pdf>

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“ Support ”

Harrisburg Project

[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us) ”

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