The header features a light yellow background with various school-related illustrations. In the top left, there are three paper clips: a green one, a blue one, and a brown one. In the top right, there is a green ruler and a brown protractor. In the bottom left, there is a brown schoolhouse with a chimney and windows. In the bottom right, there are more paper clips: a blue one, a brown one, and a dark blue one. The title "Rollover/Mass Change in I-Star" is centered in a large, dark brown font. Below the title, the text "Presented By Harrisburg Project" is centered in a smaller, dark brown font.

Rollover/Mass Change in I-Star

Presented By Harrisburg Project

WHO?

ISBE

August 1

When?



What happens during the Rollover?

- Student Approval records with dates in the future from 2023-24 will rollover to 2022-23
- Student Approval records with no end date from 2022-23 will rollover to 2023-24
- All Personnel Approval records from 2022-23 will rollover to 2023-24
- District / Coop relationship permissions from 2022-22 will rollover to 2022-23
- Caseload definitions from 2022-23 will rollover to 2023-24
- Program definitions from 2022-23 will rollover to 2023-24
- Indicator 11 and 13 will rollover from 2022-23 to 2023-24

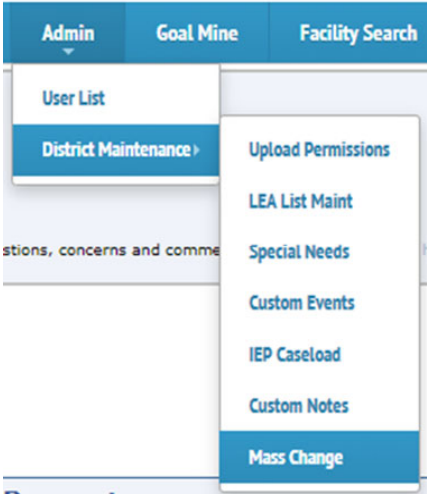




What happens during the Rollover?

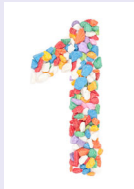
- Transportation will rollover from 2022-23 to 2023-24
- Districts used on Personnel Approval records will rollover from 2022-2023 to 2023-24
- Any salaries entered will rollover for personnel records from 2022-23 to 2023-24
- Districts used on Student Approval records will rollover from 2022-23 to 2023-24
- Participation days and student claim costs for each record will rollover from 2022-23 to 2023-24
- Student caseload data from the student profile will rollover from 2022-23 to 2023-24

How to access Mass Change



Note: Only District Security Administrators have access to Mass Change.

Change Student Approval Begin Dates



☒ Change Student Approval Begin Dates

☒ Use School Calendar

☒ By Resident District

☐ By Serving District

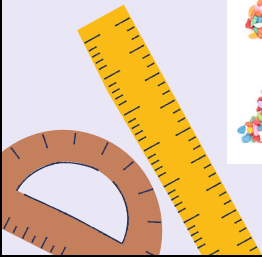
Begin Date: MM/DD/YYYY [Use For All](#)

Select	District	Date
<input checked="" type="checkbox"/>	Harrisburg CUSD 3	08/11/2023
<input checked="" type="checkbox"/>	Carrier Mills-Stonefort CUSD 2	08/10/2023

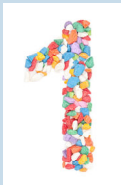


Begin Date: 08/09/2023 MM/DD/YYYY [Use For All](#)

Select	District	Date
<input checked="" type="checkbox"/>	Harrisburg CUSD 3	08/09/2023
<input checked="" type="checkbox"/>	Carrier Mills-Stonefort CUSD 2	08/09/2023



Change Student Approval Begin Dates



☒ Change Caseload Begin Dates

☒ By Class Location

☐ By Class

Begin Date: MM/DD/YYYY Use For All

Check/Uncheck All ☒

Select	Location	Date
<input checked="" type="checkbox"/>		<input type="text" value="08/09/2023"/>
<input checked="" type="checkbox"/>	East Side	
<input checked="" type="checkbox"/>	HHS	



☒ By Class

Begin Date: MM/DD/YYYY Use For All

Check/Uncheck All ☒

Select	Classname	Date
<input checked="" type="checkbox"/>	ED	<input type="text" value="08/10/2023"/>
<input checked="" type="checkbox"/>	LD	<input type="text" value="08/10/2023"/>
<input checked="" type="checkbox"/>	speech	<input type="text" value="08/10/2023"/>

A few tips to remember...

Uncheck a district, class location or class name if you don't want to enter a date

☒ Change Student Approval Begin Dates

☐ Use School Calendar

☒ By Resident District

☐ By Serving District

Begin Date: MM/DD/YYYY

Select	District	Date
<input type="checkbox"/>	Harrisburg CUSD 3	<input type="text"/>
<input checked="" type="checkbox"/>	Carrier Mills-Stonefort CUSD 2	08/09/2023 <input type="text"/>

[illegible]

A few tips to remember...

You can use the mass change function more than once. If you don't have all the data the first time, just come back later and make the data changes once you have the required data.



A few tips to remember...

Don't do mass change on begin dates once you start doing end/adds on the 2023-24 approval records.





- Claim Term: Regular ☒ Include Claim
- Tuition
- Tuition Bill: ☐
- Method of Computing Days
- Manual ☐
- Calendar ☒
- Program ☒ Testing ☐ Show Coop Programs

Clear Personnel Salaries

- ☐ Detach All Programs from FACTS
- ☒ Clear Personnel Salaries
- ☐ Clear Days/Costs



- Checking this option will remove personnel salaries from the personnel approval record
- Keep in mind, this data will also be removed from the 2023-24 programs that those personnel are attached to (P5066B)

Salary Information / Offsets

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

Local Salary & Benefits:	
Total Federal Salary & Benefits:	0
Other Salary & Benefits:	0
Total (Calculated - Local + Federal + Other):	\$0.00
Evidence Based Funding - Personnel:	



Program Personnel Approval / Claim Data (Add Multiples)											
Delete	Personnel	Spec Id.	Term	Function	Alloc. Ratio	Salary + Benefits	Salary Allocation	Evidence Based Funding	Evidence Based Funding Allocation	Total Funds	Fed Funds Alloc.
X	DemoPaloma Allen	A	Regular	1200	1.000	\$9,000	\$9,000	\$0	\$0	\$0	\$0
X	DemoAngie Baker	C	Regular	1200	1.000	\$15,500	\$15,500	\$3,500	\$3,500	\$0	\$0
X	DemoMarisa Bell	B	Regular	1200	1.000	\$65,000	\$65,000	\$9,000	\$9,000	\$3,000	\$1,000

Clear Days/Costs

- ☐ Detach All Programs from FACTS
- ☐ Clear Personnel Salaries
- ☒ Clear Days/Costs

Participation Days

Enrolled

In Session

Regular

Total

Costs

Cost Per 1.0 ADE:

Cost Per Pupil:

Regular

Total

Equip Cost:

0

Aide Cost:

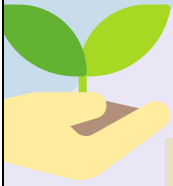
0

Contract:

0

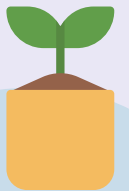
- Checking this option will remove the participation days and education costs from the student claim records
- Keep in mind, this data will also be removed from the 2023-24 programs that those students are attached to (S5066B)

End Date	Days Enrolled	Days Session	ADE	% Special Ed	Special Ed ADE	Aide Cost	Equip Cost	Contract Cost
1/10/2018	89	176	0.5060	30	0.1518	\$0	\$0	\$0
1/11/2018	87	176	0.4940	29	0.1433	\$1,000	\$0	\$500
8/3/2017	176	176	1.0000	26	0.2600	\$0	\$0	\$0
8/17/2017	166	176	0.9430	100	0.9430	\$25,000	\$0	\$0
8/3/2017	46	176	0.2610	34	0.0887	\$500	\$2,500	\$500
10/25/2017	130	176	0.7390	37	0.2734	\$0	\$0	\$0
8/13/2017	169	176	0.9600	100	0.9600	\$0	\$0	\$0
1/31/2018	74	176	0.4200	100	0.4200	\$0	\$1,200	\$0
8/3/2017	44	176	0.2500	87	0.2175	\$0	\$0	\$0



Make Changes...

- Do NOT use Change Approval End Dates at this time
- After the mass change areas have been addressed, click the Make Changes button to apply your selections to your 2023-24 data [Make Changes](#)
- To view the progress, watch the status window
- If the status does not update, click Refresh [Refresh](#)
- Once the final step has completed, the mass changes can be printed [Print Mass Changes](#)





QUESTIONS??

CALL (800) 635-5274 OR
EMAIL SUPPORT@HBUG.K12.IL.US
