



Topics



Special Education Personnel Approval Manual



Personnel Approvals



Status Codes



Error Reports



Website



Support



2024-2025 Special Education Personnel Approval Manual

- Due Date - Personnel Approvals DUE July 31, 2025!!!
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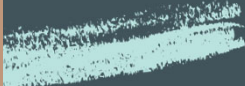
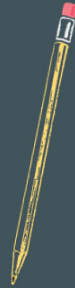
www.hbug.k12.il.us -> Manuals & Guides



I-Star Landing Page



Select Approvals and Claims -> Personnel -> Approvals



Home Approvals and Claims IEP Admin Goal Mine Facility Search IEP Quality

Welcome Coop User
Train15Jess Brown
Norris City Annex
Thank you for using the I-Star training system.
Welcome to I-Star. Please feel free to share all questions, concerns and comments that you have with us [here](#). Your input is very valuable to us.

Approvals and Claims IEP

Student Personnel Approvals Upload Files

Request
and. Use this quick link to view the details of the request.
aff members.
nel records with fatal errors: 8
come Surveys



Personnel Approval

Approvals | **Uploaded Files** | SEPI Lookup

Reported | **Un-Reported**

Personnel Approvals Filter

IEIN: <input type="text"/>	Entity: <input type="text"/>
School Year: <input type="text" value="2024-2025"/>	Errors Only: <input type="checkbox"/>
Last Name: <input type="text"/>	First Name: <input type="text"/>
Approval Status: <input type="text"/> Excl <input type="checkbox"/>	Spec Ed Type: <input type="text"/> Excl <input type="checkbox"/>
Work Assign: <input type="text"/> Excl <input type="checkbox"/>	

Personnel Approvals ()

(Page of) Page Items Per Page

Reported

*Personnel with an existing
Approval record in I-Star*

Un-Reported

*Personnel in jurisdiction from
EIS upload but no current
Approval record*

Personnel Approval



To add a new personnel record click Add. Use either District, Last Name, First Name, Gender or IEIN to locate the desired person.

Personnel Approvals

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Page

Items Per Page

Manage Personnel Claims and Approvals

For an approval, select the personnel, enter the approval parameters and select the work assignments. For a claim, enter the salary information and days claimed.

Search for and select the person the approval is for.

Personnel Search

Multiple

OR

Single

District: Wabash & Ohio Valley Sp Ed Dist

Last Name:

First Name:

Gender:

Include Retired

Search

Clear Search

Cancel

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

Personnel Approval Information

Year: 2024-2025 Employed as of: 12/1/2024: ☐

Entity: Harrisburg CUSD 3 (2) Total FTE: 0.00

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

Work Assignment(s) (+ Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
No Records Found							

Enter the **new work assignment** and click the **Save** button.

Work Assignment: LBS - Learning Behavior Specialist 1 - Unlimited
 FTE: 1.00
Save Cancel

- Employee
employed as of
checked
to add the

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Personnel Approval



Work Assignment: LBS - Learning Behavior Specialist 1 - Unlimited

FTE: 1.0

Select FTE

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

View Salary Info

Save & Check Error

Notes (0)

Date	Notes
Records Found	

• Full Time Equivalency (FTE) required for ALL employees:

- Calculating percentage to assist in reporting FTE - "Total hours worked per year in the work assignment divided by "normal school day classroom hours", equals "total days worked per year". Dividing the "total days worked" by 180 days will equal the "total FTE percentage".
- Select FTE drop down in I-Star to select the numerical value that best estimates the amount of time spent in the work assignment and click Save.



Personnel Approval

FTE for Paraprofessional staff must be reported for each grade group served:

- PreK and KG-12
- Estimate the FTE as accurately as possible when time is spent serving both grade ranges.

Paraprofessional Work Assignment Codes:

- PA3 = Program Aide serving PreK
- PA6 = Program Aide serving KG-12
- TA3 = Teacher's Aide serving PreK
- TA6 = Teacher's Aide serving KG-12
- NHA3 = Non-certified Health Aide PreK
- NHA6 = Non-certified Health Aide KG-12

PA3 - Program Aide (PreK)
PA6 - Program Aide (KG-12)

TA3 - Individual Instruction Aide (PreK)
TA6 - Individual Instruction Aide (KG-12)

NHA3 - Non-Certified Health Aide (PreK)
NHA6 - Non-Certified Health Aide (KG-12)

Personnel Approval

- *1-Star system will automatically match the appropriate Special Education ID code:*
 - *A - Special Education Teacher*
 - *B - Related Service Provider*
 - *C - Paraprofessional*
 - *D - Administrative*
- *This code will be determined once the Work Assignment is Saved*

Personnel Approval Information	
Year: 2024-2025	Employed as of: 12/1/2024: <input checked="" type="checkbox"/>
Entity: Harrisburg CUSD 3 (2)	Total FTE: 0.00
Special Ed Type: A-Special Education Teachers	Term: Regular

Status Codes

- Status codes are used by ISBE to indicate the approval status of a work assignment(s). The status is verified with ELIS.
- Available Status Codes:
 - Qualified - Warning Free / Approved
 - Not Qualified - Warning / Disapproved
 - Warnings do not cause errors for personnel and the records will be submitted as "Not Qualified" on the federal report.



