

# I-Star New User SY24-25

Presented by Harrisburg Project



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# topics

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- I-Star Personnel Approvals
- Add Work Assignment
- Calculate/Add FTE
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- Status Codes

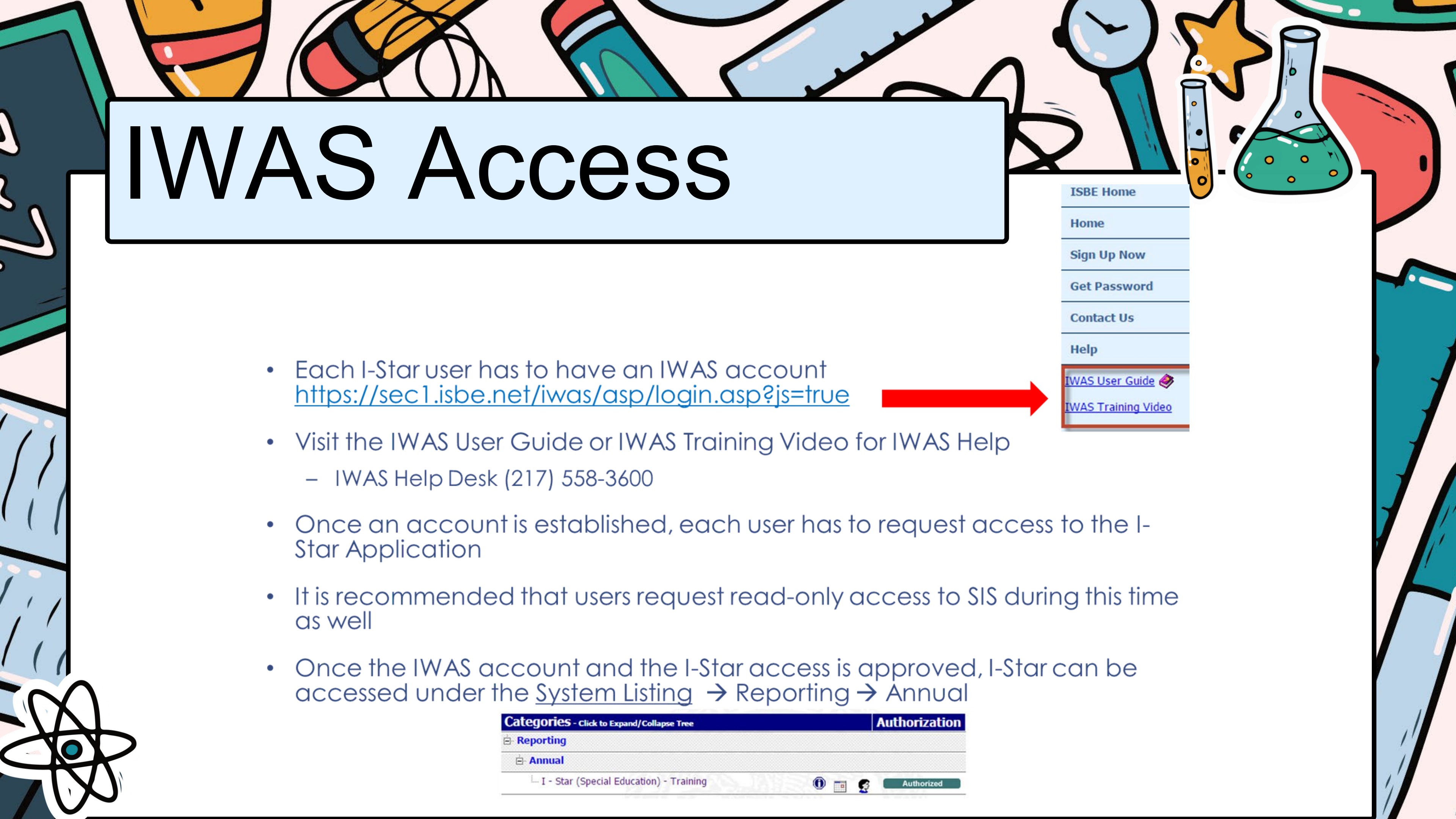
## SUPPORT


## RESOURCES



# IWAS Access

- Each I-Star user has to have an IWAS account  
<https://sec1.isbe.net/iwas/asp/login.asp?js=true> 
- Visit the IWAS User Guide or IWAS Training Video for IWAS Help
  - IWAS Help Desk (217) 558-3600
- Once an account is established, each user has to request access to the I-Star Application
- It is recommended that users request read-only access to SIS during this time as well
- Once the IWAS account and the I-Star access is approved, I-Star can be accessed under the System Listing → Reporting → Annual



|   |
|---|
| ISBE Home   |
| Home  |
| Sign Up Now   |
| Get Password  |
| Contact Us  |
| Help  |
| <a href="#">IWAS User Guide</a>  |
| <a href="#">IWAS Training Video</a>   |

| Categories - Click to Expand/Collapse Tree  | Authorization |
|---|---------------|
|  Reporting   |               |
|  Annual  |               |
| I - Star (Special Education) - Training   |               |
|    <span>Authorized</span> |               |



# I-Star Security

1. From the Landing Page, click Request Access



## Request Access

Are you not seeing a list of students? Use this link to request a change to your I-Star security settings.

2. Click Modify beside User's Assigned System Roles

User's Assigned System Roles (✕ Modify)

3. Click Request Access next to the desired roles

| Student Approvals (Clear) |                       |                               |
|---------------------------|-----------------------|-------------------------------|
| Request Access            | Current Access        | Role Name                     |
| <input type="radio"/>     | <input type="radio"/> | Student Approvals Full Access |
| <input type="radio"/>     | <input type="radio"/> | Student Approvals Read Only   |

| Student Claims (Clear) |                       |                            |
|------------------------|-----------------------|----------------------------|
| Request Access         | Current Access        | Role Name                  |
| <input type="radio"/>  | <input type="radio"/> | Student Claims Full Access |
| <input type="radio"/>  | <input type="radio"/> | Student Claims Read Only   |

4. Once desired roles have been selected, click Save



# I-Star Security

1. The District Superintendent or Coop Administrator approves Security Requests. From the Landing Page, click Approve/Deny a Security Request.



## Approve/Deny a Security Request

At least one person has submitted a security request. Use this quick link to view the details of the request.

2. Click the name of the user to edit their access under the Manage Security Tab (or locate their request under Security Requests tab)
3. Click Approve or Deny for the request then click Save

**\*\*Security administration can be designated by the Superintendent or Coop Administrator to another user(s)**

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

Manage Security

Security Requests (0)

User Name filter:

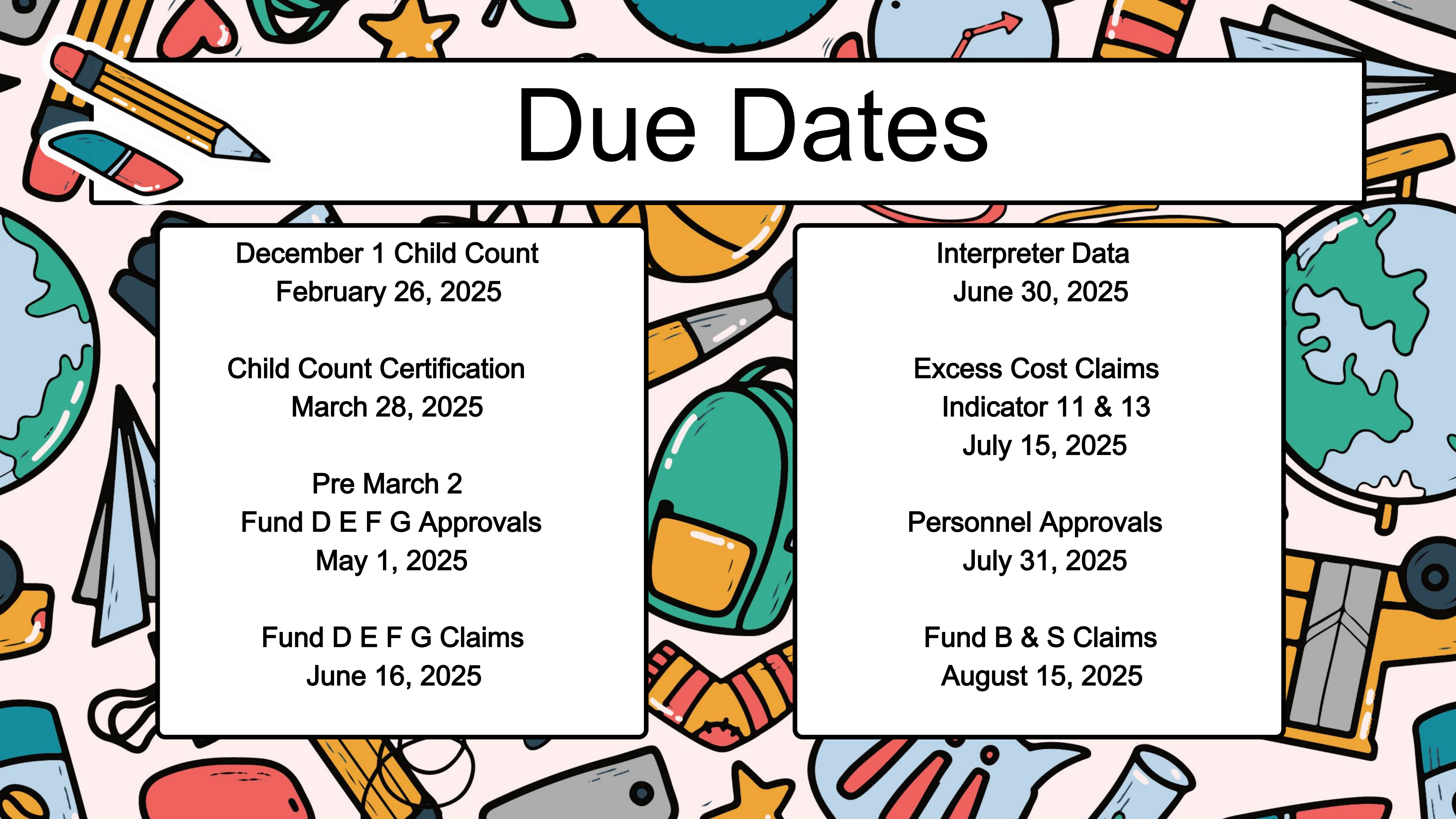
AllA B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Load

Users by Name

| Iwas<br>UserId | Full Name | Entity                             | Email | Approval<br>Group  | Logged<br>In             | Roles                               | Is<br>Active |
|----------------|-----------|------------------------------------|-------|--------------------|--------------------------|-------------------------------------|--------------|
|                |           | Wabash & Ohio Valley Sp Ed<br>Dist |       | District Admin     | <input type="checkbox"/> | Role Name                           | True         |
|                |           |                                    |       |                    |                          | Personnel Approvals Full Access     |              |
|                |           |                                    |       |                    |                          | Personnel Claims Full Access        |              |
|                |           |                                    |       |                    |                          | IEP Administrator Access            |              |
|                |           |                                    |       |                    |                          | District Security Administrator     |              |
|                |           |                                    |       |                    |                          | Import Personnel Claims Full Access |              |
|                |           | Norris City Annex                  |       | Document<br>Author | <input type="checkbox"/> | Role Name                           | True         |
|                |           |                                    |       |                    |                          | Personnel Approvals Full Access     |              |
|                |           |                                    |       |                    |                          | Personnel Claims Full Access        |              |
|                |           |                                    |       |                    |                          | Student Approvals Full Access       |              |
|                |           |                                    |       |                    |                          | Student Claims Full Access          |              |
|                |           |                                    |       |                    |                          | IEP Administrator Access            |              |
|                |           |                                    |       |                    |                          | District Security Administrator     |              |
|                |           |                                    |       |                    |                          | Import Personnel Claims Full Access |              |





# Due Dates

December 1 Child Count  
February 26, 2025

Child Count Certification  
March 28, 2025

Pre March 2  
Fund D E F G Approvals  
May 1, 2025

Fund D E F G Claims  
June 16, 2025

Interpreter Data  
June 30, 2025

Excess Cost Claims  
Indicator 11 & 13  
July 15, 2025








Personnel Approvals  
July 31, 2025

Fund B & S Claims  
August 15, 2025




# ISBE Instruction Manuals

**Manuals & Guides**

-  **I-Star User Guide** (updated 12/01/2023)
-  **Harrisburg Project Newsbriefing Archive**
-  **Students with Disabilities Data Collection and Approval Instructions** (August 2024)
  -  Changes in Students with Disabilities Data Collection and Approval Instructions (October 2023 vs August 2024)
-  **Special Education Personnel Data Collection and Approval Instructions** (August 2024)
  -  Changes in Special Education Personnel Data Collection and Approval Instructions (March 2024 vs August 2024)
-  **Students with Disabilities Claim and Reimbursement Instructions** (March 2024)
  -  Changes in Students with Disabilities Claim and Reimbursement Instructions (March 2023 vs March 2024)
-  **Child Count Flow Chart**
-  **Fund Code N Flow Chart**

[Older Manuals](#)



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



i-star

# Landing Page

[Home](#) [Approvals and Claims](#) [IEP](#) [Admin](#) [Goal Mine](#) [Facility Search](#) [IEP Quality](#) [Reports](#) [User Guide](#) [Recent Updates](#)


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.


**Review Your Security Request**  
You recently submitted a request to modify your access. Use this link to view/modify your request.


**2024 School year Personnel records with fatal errors: 3**  
Use this quick link to go to Personnel

**SPP 14: Post School Outcome Surveys**

**Interpreter Collection**  
Use this quick link to go to Interpreter Collection.

**2024 School year Student records with fatal errors: 14**  
**2025 School year Student data contains no fatal errors**  
Use this quick link to go to Student

**Current Child Count Status**  
Use this link to get updated Child Count numbers

**Total Personnel EBF Offset within range**  
Use this quick link to view current EBF Totals



# I-Star Data Maintenance Tasks

(+ Add)

ADD



END/ Add

End Date:  
Exit Code:

EXIT

EDIT



DELETE





# I-STAR

# Student Approvals

- Search for students included in your Approval data using one or more filter(s)
- **Reported** – students with an approval record
- **Un-Reported** – students in jurisdiction SIS upload with IEP Indicator marked 'Yes' but no approval record
- **Possible Youth in Care** – students in jurisdiction that are possible orphans (regular and special ed students)

| Approvals and Claims |   | IEP       |
|----------------------|---|-----------|
| Student              | ▶ | Approvals |
| Personnel            | ▶ | Claims    |

|   |   |                        |
|---|---|------------------------|
| Reported  | Un-Reported   | Possible Youth In Care |
| Student Approvals Filter  |   |                        |
| Student SIS Id: <input type="text"/>  | Show only Out of District: <input type="checkbox"/>                           |                        |
| Last Name: <input type="text"/>   | Login District for Out of District: <input type="text"/>                      |                        |
| First Name: <input type="text"/>  | Resident District: <input type="text"/>                                       |                        |
| School Year: <input type="text" value="2024-2025"/>   | Resident School: <input type="text" value="Select district to load schools"/> |                        |
| Status: <input type="text"/>  | Serving District: <input type="text"/>  |                        |
| Grade: <input type="text"/>   | Serving School: <input type="text" value="Select district to load schools"/>  |                        |
| Term: <input type="text"/>  | Disability: <input type="text"/>  |                        |
| Related Services: <input type="text"/>  | Fund: <input type="text"/>  |                        |
| EE Code: <input type="text"/>   | Program: <input type="text"/>   |                        |
| Local District ID: <input type="text"/>   | Reimbursement Status: <input type="text"/>                                    |                        |
| DOB: <input type="text"/>   | Class Teacher: <input type="text"/>   |                        |
|   | Class Name: <input type="text"/>  |                        |
|   | Event: <input type="text"/>   |                        |
| <input type="button" value="Search"/> <input type="button" value="Clear Search"/> <input type="button" value="Recheck Edits"/> <input type="button" value="Export to Excel"/> <input type="button" value="Export using Import Format"/> |   |                        |
| Student Approvals (+ Add)   |   |                        |



# ISBE Student Approvals

- To add a new student click Add and use either Last Name, First Name, DOB and Gender OR SIS ID to locate the desired student

Student Approvals (+ Add)

(Page of ) Page Items Per Page

Student Approval Step 1 of 1

Click on save to add Approval

Student Search

SIS ID:

or

Last Name:

First Name:

DOB:  MM/DD/YYYY

Gender:

Exact Name Match: ☐

Grade:

Ethnicity:

Mother's Maiden Name:

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.



# Student Approvals



School Year: 2024-2025

Include on Approval\*: ☒ *\*By leaving un-checked you are agreeing this student will not be counted for your district and you will not be submitting a claim.*

Dually Enrolled: ☐

Fund: A

% Special Ed: 100

Display/Update SIS Enrollment

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

Resident School: Bulldog Early Learning Academy - 20-083-0030-26-3001

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

Serving School: Bulldog Early Learning Academy - 20-083-0030-26-3001

Disabilities: N-Development

Related Service: 25 03 13 19 24 23

Education Environment: 23-Early Childhood - Separate Class

Unable to locate Residential Placement: ☐

SpEd Service Location Type: Public School District

Majority of Services: ☒ Service Location Diff than Serv Schl ☐

Term: Regular

Begin Date: 08/15/2024 \* MM/DD/YYYY Refresh Claim Days

## Display/Update SIS Enrollment

Hide SIS Enrollment

| Dates                       | Home  | Serving   | Provider                                 |
|-----------------------------|---|---|--|
| Enroll: 10/23/2023<br>Exit: | Bulldog Early Learning Academy<br>20-083-0030-26-3001 | Bulldog Early Learning Academy<br>20-083-0030-26-3001 | Harrisburg CUSD 3<br>20-083-0030-26-0000 |



# SIS Error Checks in I-Star

Home District in SIS =  
Resident District in I -Star

Service Provider in SIS =  
Serving District in I -Star

Home School in SIS =  
Resident School in I -Star



# SIS Date error checks

SIS enrollment start dates must be before or equal to I-Star approval begin dates

SISenrollmentexit date must be after or equal to I-Star approval end dates

## Approved Example

I-Star approval begin date = 09/ 02/ 2024 and SISenrollmentstart date = 8/ 14/ 2024

I-Star approval end date = Blank and SISenrollmentexit date = Blank

## Disapproved Example

I-Star approval begin date = 08/ 14/ 2024 and SISenrollmentstart date = 9/ 02/ 2024

I-Star approval end date = Blank and SISenrollmentexit date = Blank



# Warnings vs Errors

Warnings = Approved

(W-182) Residential record with no matching tuition record.

RED = DISAPPROVED

(F-149) Student not found in sis for private facility RCDT





# IDEA Fund Codes

Fund A - IDEA Child Count - students enrolled, with an IEP and receive services in public programs

Fund K - Nonpublic Dually Enrolled - students homeschooled or attend nonpublic school for general education and have an IEP and receive special education services from the public district

Fund L - Nonpublic, Not Enrolled - students attend nonpublic (parochial) school for general education and have an ISP and receive special education services from the public district

Fund P - Home-Schooled, Not Enrolled - students are homeschooled for general education and are not enrolled and have an ISP and receive special education services from the public district





# State Reimbursement Fund Codes

Fund B - Private Day - Residential Facilities - Out-of-State Public Schools - students attend nonpublic facilities and out-of-state public schools, includes tuition and room and board

Fund D - Orphanage Act - students who attend public school educational programs and are placed in a residence for the purpose of care/custody, welfare, medical/mental health treatment, rehabilitation, or protection by an Illinois public agency with authority over and responsibility for the students. This fund code may only be used with written authorization from the Illinois State Board of Education.

Fund E - students who attend public school educational programs and who are placed in a residence by an Illinois public agency or court in this state.



# State Reimbursement Fund Codes

Fund F - Private Day - Orphanage Act - students are placed by an IL public agency or court in this state who attend special education private facilities approved by ISBE.

Fund G - Orphanage Act -- Separate Public Schools - students who are placed by an IL public agency or court in this state who attend an approved separate public special education day school.

Fund H - Phillip J. Rock Center and School

Fund S - Separate Public Schools - students who attend an approved separate public special education day school.



# State Reimbursement Fund Codes

Fund X - Funding for Children with Excess Cost - Out-of-State Public Schools - students placed in Illinois public school programs whose educational costs exceed four times the district per capita tuition charges.

Fund Q - Due Process Placement at a Non-Approved Facility and/or Agency Placement in a Non-Approved Facility (51-77) (See Fund Code B on page 7 for details.)



Fund N - Nonpublic School Students Not Receiving Services: This code must be used for all nonpublic students, including home-schooled, who have been evaluated and have had their eligibility determined to either receive or not receive special education services. The Reason for Not Receiving Services must be entered.

Fund U - Public School Students Not Receiving Services: This code must be used for all public school students who have been initially evaluated, have had their eligibility determined, and are not receiving special education services this school year. Fund Code U students will only be reported in I-Star for the school year of initial evaluation. The reason the student is not receiving services must be indicated.

### **Reasons for Not Receiving Services:**

- 01 Student is NOT eligible.
- 02 Student is eligible but parent refused services.
- 03 Student is eligible but no program available (Fund N only).
- 04 Student is eligible -- pending placement.
- 05 Student is not of eligible age (2 years old).



# % special ed vs. % time inside regular classroom


$$2 \times 2$$

## % Special Ed

- Reflects the amount of time for which a student receives special ed services under Their IEP at the time of entry into the special ed program as compared to the total amount of time in the student's regular instruction day
- $(\text{Instructional minutes received} / \text{Total Instructional minutes possible}) * 100$
- Instruction day is NOT "bell to bell" (should omit passing periods, lunch and recess unless IEP requires support during those times)
- % Special Ed is not equal to % Time Inside Reg. Classroom and will have no effect on Educational Environment (LRE)

## % Time Inside Reg. Class.

- Reflects the amount of time for which a student receives special ed. services under their IEP inside the General Education Classroom
- $(\text{Bell to Bell minutes received} / \text{Total Bell to Bell minutes possible}) * 100$
- Bell to Bell includes all classes, passing periods, lunch, and recess
- % Time Inside Reg. Classroom determines Educational Environment (LRE)





# ISBE

## District/School Definitions

|                    |   |
|--------------------|---|
| Resident District: | Harrisburg CUSD 3 - 20-083-0030-26 ▼            |
| Resident School:   | Harrisburg Middle School - 20-083-0030-26-1 ▼   |
| Serving District:  | Harrisburg CUSD 3 - 20-083-0030-26 (2) ▼        |
| Serving School:    | Harrisburg Middle School - 20-083-0030-26 (4) ▼ |





- Resident District = District where student resides
- Resident School = School student would attend if they were not receiving special education services
- Serving District = Local Education Agency that operates the program the student attends
- Serving School = Location where the child is physically seated receiving services



# Delete -- end/ add

To delete an approval record click the red X.

To perform an end/add on an existing record, click the chain link.

| Actions  | Ind   | Student Name & Grade                       | SIS Id    | Resident RCDT  | DOB        |
|--|-------|--|-----------|----------------|------------|
|     | 11 13 | <a href="#">Adams, DemoSabine Isa (06)</a> | 999999010 | 20-083-0030-26 | 10/22/2001 |

Edit the end date for the current record if what has auto-filled is not correct. Choose the Exit Code and click Save.

### End/Add Student Approval





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

End Date for original Approval:  MM/DD/YYYY

Exit Code:  ▼



# State Performance Plan (SPP) Indicators

| Actions   |  | Ind   | Student Name & Grade       | SIS   |
|---|--|-------|----------------------------|---|
|     |  | 11 13 | Adams, DemoSabine Isa (06) | <b>LINKS TO ADDITIONAL Student Information</b><br><a href="#">Ind 11</a> <a href="#">Ind 13</a> |

Indicator 11 (60 school day evaluation timeline) -- Response is required for all students.

Indicator 13 (Post -Secondary Transition) response is required for students age 14 1/2 or older (except Fund Code LPNU)



# SPP 11

To add a new SPP 11 record , click Add:

| Student Indicator 11 ( + Add) |            |                       |                                |                     |
|-------------------------------|------------|-----------------------|--------------------------------|---------------------|
| Student                       | Start Year | Parental Consent Date | Eligibility Determination Date | Evaluating District |
| No Records Found              |            |                       |                                |                     |

Enter data from the IEP and click Save:

|   |   |
|---|---|
| Initial Evaluation Start Year:            | <input type="text" value="2025"/>                               |
| Initial Evaluation Parental Consent Date: | <input type="text"/> MM/DD/YYYY                                 |
| Initial Eligibility Determination Date:   | <input type="text"/> MM/DD/YYYY                                 |
| Evaluating District:                      | <input type="text"/>  |
| Number of School Days:                    | <input type="text"/> <input type="button" value="Recalculate"/> |
| Reason Timeline Not Met:                  | <input type="text"/> <input type="button" value="Help"/>        |
| Reason Not Applicable:                    | <input type="text"/> <input type="button" value="Help"/>        |



# SPP 13

- Complete for all students age 14 ½ and older (except Fund Codes L, P, N, U)
- Complete form based on transition plan in the student's IEP
- Yes = Approved in Student Approval
- No = Approved in Student Approval, but out of compliance with ISBE
- Incomplete = Disapproved in the Student Approval

| Questions |   | Yes                   | No                    |
|-----------|---|-----------------------|-----------------------|
| 1.        | <b>There are measurable postsecondary goals in the areas of employment, education and / or training, and independent living. 34 CFR 300.320(b)</b>  |                       |                       |
| a.        | Is there a measurable postsecondary goal for <b>employment</b> which will occur after high school/aging out?  | <input type="radio"/> | <input type="radio"/> |
| b.        | Is there a measurable postsecondary goal for <b>education and/or training</b> which will occur after high school/aging out?   | <input type="radio"/> | <input type="radio"/> |
| c.        | Is there a measurable postsecondary goal for <b>independent living</b> which will occur after high school/aging out? 105ILCS 5/14-8.03(a-5)   | <input type="radio"/> | <input type="radio"/> |
| 2.        | <b>The postsecondary goals are updated annually. 34 CFR 300.320(b)</b>  | Yes                   | No                    |
| d.        | Has the current IEP been updated for <b>employment</b> ?  | <input type="radio"/> | <input type="radio"/> |
| e.        | Has the current IEP been updated for <b>education and/or training</b> ?   | <input type="radio"/> | <input type="radio"/> |
| f.        | Has the current IEP been updated for <b>independent living</b> ? 105ILCS 5/14-8.03(a-5)   | <input type="radio"/> | <input type="radio"/> |
| 3.        | <b>There is evidence that the measurable postsecondary goals were based on age appropriate transition assessments and provided information on "the student's needs taking into account strengths, preferences and interests". 34 CFR 300.320(b)</b>   | Yes                   | No                    |
| g.        | Was an age appropriate assessment given prior to the IEP meeting that addressed <b>employment</b> ?   | <input type="radio"/> | <input type="radio"/> |
| h.        | Was an age appropriate assessment given prior to the IEP meeting that addressed <b>education and/or training</b> ?  | <input type="radio"/> | <input type="radio"/> |
| i.        | Was an age appropriate assessment given prior to the IEP meeting that addressed <b>independent living</b> ? 105ILCS 5/14-8.03(a-5)  | <input type="radio"/> | <input type="radio"/> |
| 4.        | <b>There are transition services in the IEP that will reasonably enable the student to meet his or her postsecondary goals. 34 CFR 300.320(b)</b>   | Yes                   | No                    |
| j.        | Is there at least one transition service, including academic and functional activities, which addresses the postsecondary <b>employment</b> goal that will occur during and/or after high school to facilitate movement from school to post-school?   | <input type="radio"/> | <input type="radio"/> |
| k.        | Is there at least one transition service, including academic and functional activities, which addresses the postsecondary <b>education and/or training</b> goal that will occur during and/or after high school to facilitate movement from school to post-school?  | <input type="radio"/> | <input type="radio"/> |
| l.        | Is there at least one transition service, including academic and functional activities, which addresses the postsecondary <b>independent living</b> goal that will occur during and/or after high school to facilitate movement from school to post-school? 105ILCS 5/14-8.03(a-5)  | <input type="radio"/> | <input type="radio"/> |
| 5.        | <b>The IEP includes a course of study that will reasonably enable the student to meet his/her postsecondary goals. 34 CFR 300.320(b)</b>  | Yes                   | No                    |
| m.        | Does the course of study address the students's current and remaining years in school and lists names of classes, rather than a statement of instructional program that depicts a progression towards meeting the post-secondary goals?   | <input type="radio"/> | <input type="radio"/> |
| 6.        | <b>There are annual IEP goals related to the student's transition service needs. 34 CFR 300.320(2)(i)</b>   | Yes                   | No                    |
| n.        | Is there at least one annual goal and short term objective related to the student's transition service needs in the area of <b>employment</b> ?   | <input type="radio"/> | <input type="radio"/> |
| o.        | Is there at least one annual goal and short term objective related to the student's transition service needs in the area of <b>education and/or training</b> ?  | <input type="radio"/> | <input type="radio"/> |
| p.        | Is there at least one annual goal and short term objective related to the student's transition service needs in the area of <b>independent living</b> ? 105ILCS 5/14-8.03(a-5)  | <input type="radio"/> | <input type="radio"/> |
| 7.        | <b>There is evidence that the student was invited to the IEP team meeting where transition services were discussed. 34 CFR 300.321(b)</b>   | Yes                   | No                    |
| q.        | Was the student invited to the IEP meeting by being listed on the Notification of Conference form <b>AND/OR</b> did the student sign in as an IEP team member at the meeting?   | <input type="radio"/> | <input type="radio"/> |
| 8.        | <b>If appropriate, there is evidence that a representative of any participating agency that is likely to be responsible for providing or paying for transition services was invited to the IEP team meeting with the prior consent of the parent or student who has reached the age of majority. 34 CFR 300.321(b)(3)</b> | Yes                   | No                    |
| r.        | Is it too early to determine if the student will need outside agency involvement?   | <input type="radio"/> | <input type="radio"/> |
| s.        | If transition services are listed that will be provided by or paid by an outside agency, is there evidence that the agency was listed on the Notification of Conference form?   | <input type="radio"/> | <input type="radio"/> |
| t.        | If transition services are listed that will be provided by or paid by an outside agency, is there evidence of current written <b>PRIOR</b> consent obtained from the parent or student who has reached the age of majority? (Consent is valid for 1 year from date of signature on the form.)                             | <input type="radio"/> | <input type="radio"/> |

Does the IEP meet the requirement of Indicator 13?

☐ Yes ☐ No ☐ Incomplete

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



# Recheck Edits



Recheck Edits monthly, at minimum

The error report will not update without a recheck first

A screenshot of a web application interface for 'Student Approvals Filter'. The interface has a top navigation bar with tabs: Home, Approvals and Claims (selected), IEP, Admin, Goal Mine, Facility Search, IEP Quality, and Reports. Below this is a sub-navigation bar with tabs: Approvals (selected), Claims, Programs, Upload Files, and Case Load Definition. Further down are tabs: Reported (selected), Un-Reported, and Possible Youth In Care. The main form area contains several input fields: Student SIS Id (text), Last Name (text with a red error icon), First Name (text), School Year (dropdown menu showing 2024-2025), Status (dropdown), Grade (dropdown), Term (dropdown), Related Services (dropdown), EE Code (dropdown), Local District ID (text), and DOB (text). At the bottom right of the form are buttons: Search, Clear Search, Recheck Edits (highlighted with a purple box), and Export to Excel. The footer of the form area says 'Student Approvals (+ Add)'.



# Student Approvals Error Report

To run a report with all approval errors click: Reports -> Application Reports

**Report Type :** Student    **Report Categories :** Errors

Student Approval Errors Listing - Run to PDF or Export to Excel

The screenshot shows the 'I-STAR Reports' interface. At the top, there are two dropdown menus: 'Report Type: Student' and 'Report Categories: Errors', both highlighted with orange circles. Below these, there is a table with two columns: 'Select Report' and 'Description'. The table lists six report options, with 'Student Approval Errors Listing' selected (indicated by a blue dot and an orange circle). To the right of the table, there is a 'Report Description:' box containing the text: 'Alphabetic list of students with approval errors and warnings. Grouped by Resident district.'

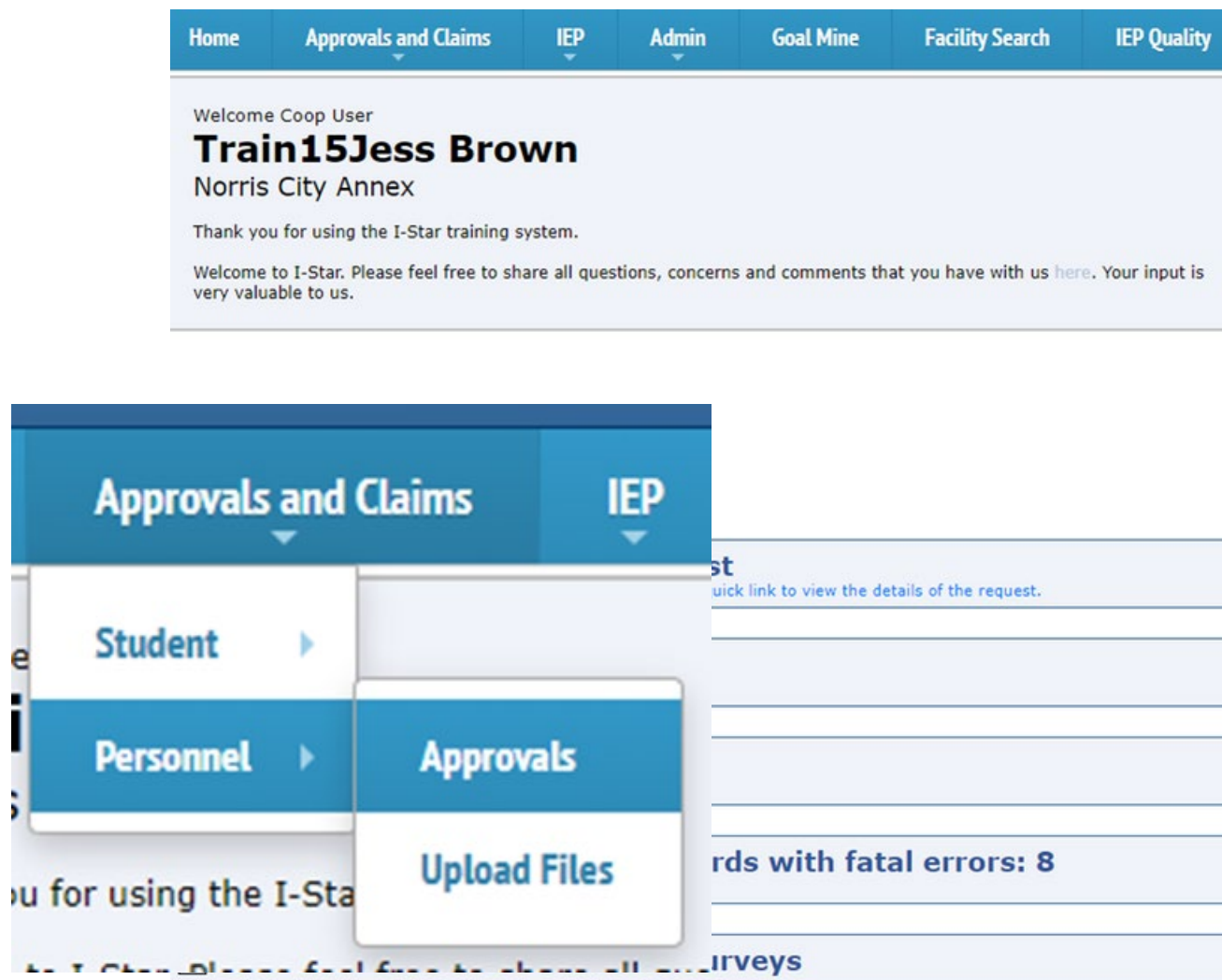
| Select Report                    | Description   |
|----------------------------------|---|
| <input type="radio"/>            | Non-Exited Students for Verification                            |
| <input type="radio"/>            | Student Approval Errors by Resident District and Serving School |
| <input checked="" type="radio"/> | Student Approval Errors Listing                                 |
| <input type="radio"/>            | Student Claim Errors By Resident District And Serving School    |
| <input type="radio"/>            | Student Indicator Errors  |
| <input type="radio"/>            | Student Missing Exit Data                                       |

**Report Description:**  
Alphabetic list of students with approval errors and warnings.  
Grouped by Resident district.



# Access Personnel Approvals

Select Approvals and Claims -> Personnel -> Approvals





# Personnel Approvals

The screenshot shows a web application interface for 'Personnel Approvals'. At the top, there are tabs for 'Approvals', 'Uploaded Files', and 'SEPI Lookup'. Below these, there are sub-tabs for 'Reported' and 'Un-Reported'. The 'Reported' tab is selected, and a red dotted arrow points from a text box below to it. The 'Un-Reported' tab is also visible, with a red dotted arrow pointing from another text box below to it. The main area is titled 'Personnel Approvals Filter' and contains various input fields: 'IEIN:', 'School Year:' (set to '2024-2025'), 'Last Name:', 'Approval Status:' (with an 'Excl' checkbox), 'Work Assign:', 'Entity:', 'RCDT:', 'Errors Only:' (checkbox), 'First Name:', and 'Spec Ed Type:' (with an 'Excl' checkbox). At the bottom of the filter section are buttons for 'Search', 'Clear Search', 'Recheck Edits', 'Export to Excel', and 'Export to Excel for Import'. Below the filter section is a table header 'Personnel Approvals (+ Add)' and a table body with columns for 'Page' and 'Items Per Page'.

Reported  
Personnel with an Approval  
record in I -Star for the current  
School Year

Un-Reported  
Personnel in district EIS upload  
but no Approval record for the  
School Year in I -Star



# Add Personnel Approvals

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

|   |  |  |                          |
|---|--|--|--------------------------|
| IEIN:   | <input type="text"/>                   | Entity:  | <input type="text"/>     |
| School Year:  | <input type="text" value="2024-2025"/> | RCDT:  | <input type="text"/>     |
| Last Name:  | <input type="text"/>                   | Errors Only:                                   | <input type="checkbox"/> |
| Approval Status:  | <input type="text" value="Excl"/>      | First Name:                                    | <input type="text"/>     |
| Work Assign:  | <input type="text" value="Excl"/>      | Spec Ed Type:                                  | <input type="text"/>     |
| <input type="button" value="Search"/> <input type="button" value="Clear Search"/> <input type="button" value="Recheck Edits"/> <input type="button" value="Export to Excel"/> <input type="button" value="Export to Excel for Im"/> |  |  |                          |
| <b>Personnel Approvals ( <input type="button" value="+ Add"/> )</b>   |  |  |                          |
| Page of )   | Page <input type="text" value="1"/>    | Items Per Page <input type="text" value="20"/> |                          |

| Personnel Search   |                            |
|--|----------------------------|
| <b>Multiple</b>  | OR <b>Single</b>           |
| District: <input type="text"/>   | IEIN: <input type="text"/> |
| Last Name: <input type="text"/>  |                            |
| First Name: <input type="text"/>   |                            |
| Gender: <input type="text"/>   |                            |
| Include Retired <input type="checkbox"/>   |                            |
| <input type="button" value="Search"/> <input type="button" value="Clear Search"/> <input type="button" value="Cancel"/>                          |                            |
| <small>Note: Including a district will search EIS with the entered filters. Leaving the district out will perform a name search on ELIS.</small> |                            |



# Add Work Assignment

- Once Personnel is added, an Approval record can be completed for the employee.
- Determine if 'Employed as of 12/1/2024' should be checked.
- Click the Add icon to add the Work Assignment(s) and select the FTE from the drop down

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 |
|-----------------|--------|---------|-----------|------|------------|-----------------|
| 0 Records Found |        |         |           |      |            |                 |

Enter the new work assignment and click the Save button.

Work Assignment: LBS - Learning Behavior Specialist

FTE: Select FTE

Save Cancel



# Calculate/Add Personnel FTE

The screenshot shows a web-based personnel approval system. A purple dropdown menu titled 'Select FTE' is open on the left, displaying a list of numerical values from 0.01 to 0.19. The background interface includes a green banner stating 'The 2024-2025 Personnel Approvals Data is Open.' Below this, there are sections for 'Personnel Information' and 'Personnel Approval Information'. In the 'Personnel Approval Information' section, there is a checkbox for 'Employed as of: 12/1/2024:' which is checked, and a 'Total FTE: 0.00' label. A dropdown menu shows '3 (2)' and 'Term: Regular'. The 'Work Assignment(s)' section has a table with columns 'Move Up', 'Move Down', 'Code', 'Assignment', and 'Work Assignment'. At the bottom, there is a 'Behavior Specialist' dropdown menu and 'Save' and 'Cancel' buttons.

| Move Up | Move Down | Code | Assignment | Work Assignment |
|---------|-----------|------|------------|-----------------|
|         |           |      |            |                 |

- 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 Paraprofessional FTE

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









- Grades 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
  - *Non-licensed (one-to-one)*
- TA3 = Teacher's Aide serving PreK
- TA6 = Teacher's Aide serving KG-12
  - *Licensed (Classroom aide that provides instruction under teacher supervision)*
- NHA3 = Non-certified Health Aide PreK
- NHA6 = Non-certified Health Aide KG-12
  - *Non-licensed Nurses and/or Health Aides*



# Personnel Paraprofessional FTE

| Edit  | Delete  | Move Up   | Move Down  | Code | Assignment           | Work Assignment Status | Regular FTE |
|---|---|---|--|------|----------------------|------------------------|-------------|
|  |  |  |  | PA3  | Program Aide (PreK)  | Qualified              | 0.50        |
|  |  |  |  | PA6  | Program Aide (KG-12) | Qualified              | 0.50        |

| Edit  | Delete  | Move Up   | Move Down  | Code | Assignment                          | Work Assignment Status | Regular FTE |
|---|---|---|--|------|-------------------------------------|------------------------|-------------|
|  |  |  |  | TA3  | Individual Instruction Aide (PreK)  | Qualified              | 0.50        |
|  |  |  |  | TA6  | Individual Instruction Aide (KG-12) | Qualified              | 0.50        |

| Edit  | Delete  | Move Up   | Move Down  | Code | Assignment                        | Work Assignment Status | Regular FTE |
|---|---|---|--|------|-----------------------------------|------------------------|-------------|
|  |  |  |  | NHA3 | Non-Certified Health Aide (PreK)  | Qualified              | 0.50        |
|  |  |  |  | NHA6 | Non-Certified Health Aide (KG-12) | Qualified              | 0.50        |











# Special Ed Type

I-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: 1.00  |   |      |                      |                        |             |
| Special Ed Type: C-Paraprofessional Staff   |   | Term: Regular  |   |      |                      |                        |             |
| Work Assignment(s) (+ Add)  |   |  |   |      |                      |                        |             |
| Edit  | Delete  | Move Up  | Move Down   | Code | Assignment           | Work Assignment Status | Regular FTE |
|  |  |  |  | PA3  | Program Aide (PreK)  | Qualified              | 0.50        |
|  |  |  |  | PA6  | Program Aide (KG-12) | Qualified              | 0.50        |



# 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 & Reported
  - Not Qualified - Warning / Reported
    - Warnings do not cause errors for personnel and the records will be submitted as "Not Qualified" on the federal report.

 (Show current credentials)

---

**Personnel Approval Information**

Year:  Employed as of: 12/1/2024: ☒

Entity:  Total FTE: 1.00

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

| Certificate Code | Status | Issued Date | Expire Date | Endorsement Code | Endorsement Status | Endorsement Issue Date |
|------------------|--------|-------------|-------------|------------------|--------------------|------------------------|
| PEL              | I      | 8/27/1998   | 6/30/2025   | EMH              | I                  | 1/22/2001              |
| PEL              | I      | 8/27/1998   | 6/30/2025   | EMH              | I                  | 1/22/2001              |
| PEL              | I      | 8/27/1998   | 6/30/2025   | LBSI             | I                  | 7/1/2001               |
| PEL              | I      | 8/27/1998   | 6/30/2025   | LBSI             | I                  | 7/1/2001               |
| PEL              | I      | 8/27/1998   | 6/30/2025   | LD               | I                  | 1/22/2001              |
| PEL              | I      | 8/27/1998   | 6/30/2025   | LD               | I                  | 1/22/2001              |



# SUPPORT



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

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

(800) 635-5274

Hours: Monday - Friday

8am - 4pm



# Resources page



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



2024 -2025 Planning Calendar for Special Education Directors

[https://www.isbe.net/Documents/planning\\_calendar.pdf](https://www.isbe.net/Documents/planning_calendar.pdf)



2024 -2025 Printable Due Date Calendar

[https://www.hbug.k12.il.us/Resources/2025/FY\\_2024\\_2025\\_DUE\\_Dates\\_Calendar.pdf](https://www.hbug.k12.il.us/Resources/2025/FY_2024_2025_DUE_Dates_Calendar.pdf)



I-Star User Guide

[https://www.hbug.k12.il.us/istarguide/index.php?title=Main\\_Page](https://www.hbug.k12.il.us/istarguide/index.php?title=Main_Page)



Training Events

<https://www.hbug.k12.il.us/events.aspx>