



# TOPICS

- Child Count Data
- Child Count Snapshots and Due Dates
- Data Preparation
  - Delete Records
  - Add Records
  - End/Add
  - Edit Records
- NEW!
- Recheck Edits
- Warnings/Errors
- Common Error Corrections
- Reports
- Resources
- Support



# CHILD COUNT DATA

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

# CHILD COUNT DATA

Student Approval records included on child count:

- Approval records active on December 1, 2024
- Approval records for students ages 3-21
- All Fund Codes except Fund N and U
- Approval records that are checked to "Include in Approval"
- Approval records that are "Approved" status (No Errors)



## 2024-2025 CHILD COUNT SNAPSHOTS & DUE DATES



January - February

Verify I-Star Access &  
Attend Trainings



January 10.17.24.31

Student Approval

February 7.14.21

Data Snapshot

February 26.2025

FINAL!!! Student Approval  
Data Snapshot

February 27 – March 13.2025

Temporary Lockout while  
IS&E finalizes data

March 14 - 28.2025

Superintendent Certification Period






# DATA PREPARATION



Delete Records

Actions	Ind	Student Name & Grade	SIS Id
	11 13	Butler, DemoLyndon Hubert (05)	9999990192


Student Approval  
Please exit the wizard.

Cancel

Delete 



Add Records

Student Approval:  Add

(Page of ) Page Items Per Page

Student Search

SIS ID: 999999007

Exact Name Match: 00

Grade: 00

Ethnicity: 00

Last Name: 00

First Name: 00

DOB: 00/00/0000

Gender: 00

Search Clear Search Cancel

Students Seen

View	Select SIS Id	Name
<input checked="" type="checkbox"/>	999999007	Walker, DemoKaylen Brady

\* 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.



# DATA PREPARATION



Edit Records

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



End/Add



Actions	Ind	Student Name & Grade	SIS Id
	11 13	Flores, DemoCash Grant (N/)	999999001

## 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: 01/08/2024 MM/DD/YYYY

Exit Code: 20-Changed Name, DOB, Fund, etc.

Save

Cancel



# NEW!

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



SIS error checking extended to school level on Fund Code B

Early Childhood Special Ed. Service Location - provide the physical location special education services take place

- Child Care, Head Start, Preschool for All PFA/Preschool for All Expansion PFAE Community-Based, PFA/PFAE School-Based, Private Preschool, Public School District, Special Education Cooperative, Home or Separate School or Residential Facility





# RECHECK EDITS

- Runs nightly!!

## WARNINGS VS. ERRORS

Warnings = Approved

- Warning messages start with (W-

Edit Results
(W-121) the disability code N will become invalid when this student turns 10 years old on 02-25-2020

Errors = Disapproved

- Error messages start with (F-

Edit Results
(F-005) Private Facility is NOT an approved facility.
(F-016) Disability and/or Gender Code does NOT match Private Facility Approval.
(F-051) No matching Student Enrollment found in SIS for serving RCDT
(F-114) Indicator 11 Data Missing For This Student

# COMMON ERROR CORRECTIONS

F-050 - No Student Enrollment Information found in SIS.

oAn 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.

oThe 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.

# COMMON ERROR CORRECTIONS

F-146 - Student not found in SIS for Serving RCDT.

oAn 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.

oEE code should be edited to school age code for students age 5 AND in KG

# COMMON ERROR CORRECTIONS

F-117 - DISABILITIES Code 'N' valid for age 3-9

oStudent has turned 10 years old and disability of 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)



# REPORTS

Updates January 10, 17, 24, 31 February 7, 14, 21 FINAL February 26

**I-STAR Reports**

Report Type: Student Report Categories: Approvals userID:

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

**Report Description:**  
Export Only - Child count snapshot by school year & resident district. Filter options available: School Year & Resident District



# 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>



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>

