# 2025-2026 I-Star Plus New User
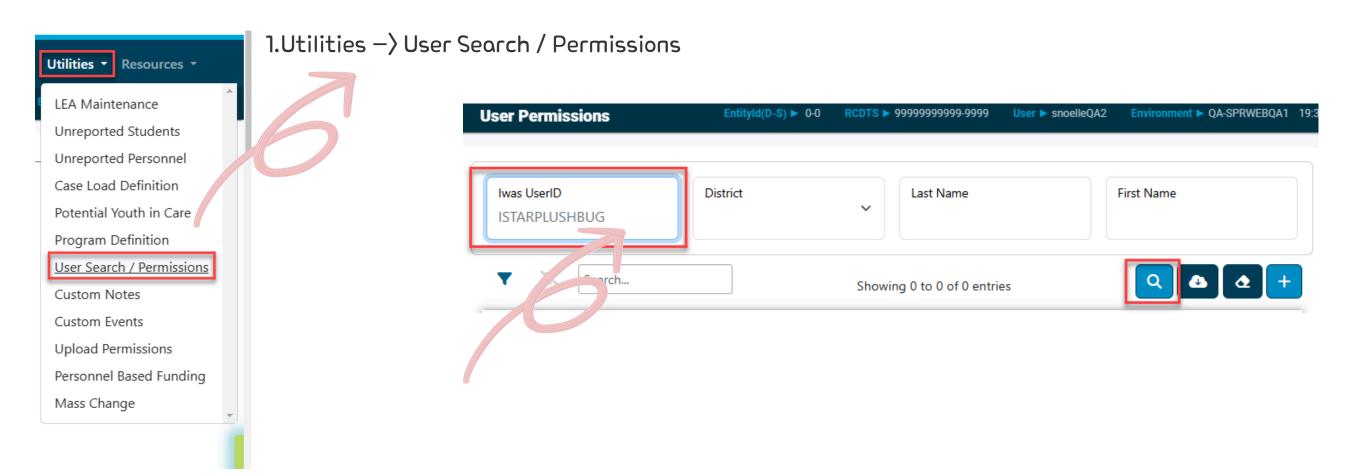
Presented By Harrisburg Project

# Training Topics

- IWAS Access
- I-Star Plus User Roles
- Due Dates
- Resources
- User Settings
- Data Maintenance
- Unreported and Youth in Care
- Student Central
- Student Analytics
- Add Student Approvals

- Errors vs. Warnings
- SIS Error Checks
- SPP Indicators 11 and 13
- Edit Checks
- Access Personnel Approvals
- Add Personnel Approvals
- Add Work Assignment(s)
- Employed as of December 1
- Personnel Credentials
- SUPPORT

# IWAS Access

- Each I-Star Plus user must have an IWAS account:
  - https://apps.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 must request access to the I-Star Plus application
- Once the account and access is approved I-Star Plus can be accessed under System Listing -> Reporting -> Annual
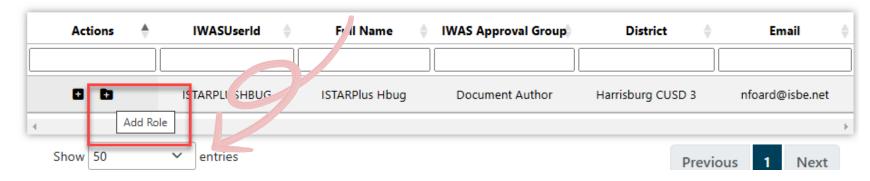
# User Roles

1.Utilities —> User Search / Permissions

| Utilities ▾ | Resources ▾ |
|---|---|
| LEA Maintenance | |
| Unreported Students | |
| Unreported Personnel | |
| Case Load Definition | |
| Potential Youth in Care | |
| Program Definition | |
| User Search / Permissions | |
| Custom Notes | |
| Custom Events | |
| Upload Permissions | |
| Personnel Based Funding | |
| Mass Change | |

**User Permissions**  EntityId(D-S) ▶ 0-0  RCDTS ▶ 99999999999-9999  User ▶ snoelleQA2  Environment ▶ QA-SPRWEBQA1  19:3

| Iwas UserID | District | Last Name | First Name |
|---|---|---|---|
| ISTARPLUSHBUG | | | |

Search...          Showing 0 to 0 of 0 entries

2.Search with criteria IWAS User ID, District, Last Name AND/OR First Name then click the magnifying glass.

# User Roles

## 3. Click + folder to Add Roles
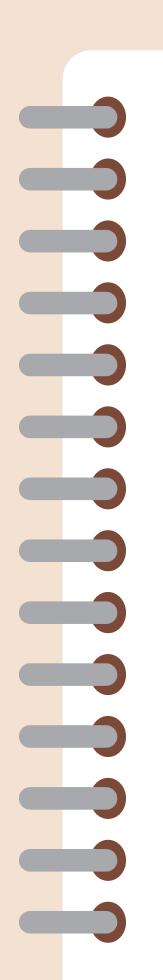
| Actions | IWASUserId | Full Name | IWAS Approval Group | District | Email |
|---|---|---|---|---|---|
| | | | | | |
| ⊞ ⊞ | ISTARPLUSHBUG | ISTARPlus Hbug | Document Author | Harrisburg CUSD 3 | nfoard@isbe.net |

Add Role

Show 50 entries

Previous 1 Next

## 4. Select Roles and Attribute then click Save.

Add Role

**Roles**

Nothing selected

- District Security Administrator
- Import Personnel data
- Import Student data
- Personnel Approval
- Program Maintenance
- Room and Board Approvals District
- Room and Board Claims
- Student Approvals
- Student Claims

### Add Role

Role

Role Atrribute

Full Access

Save   Cancel

ISTARPLUSHBUG

# 2025-26 Due Dates

**May 1, 2026**
Pre Mar 2 Fund
DEF Approvals
DUE

**February 26, 2026**
December 1
Child Count DUE

**June 15, 2026**
Fund DEF
Approvals &
Claims DUE

**July 31, 2026**
Personnel
Approvals DUE

**July 15, 2026**
Excess Cost DUE
Indicators
11 & 13 DUE

# Resources

☑ **ISBE Special Education Planning Calendar**
https://www.isbe.net/Documents/planning-calendar-25-26.pdf
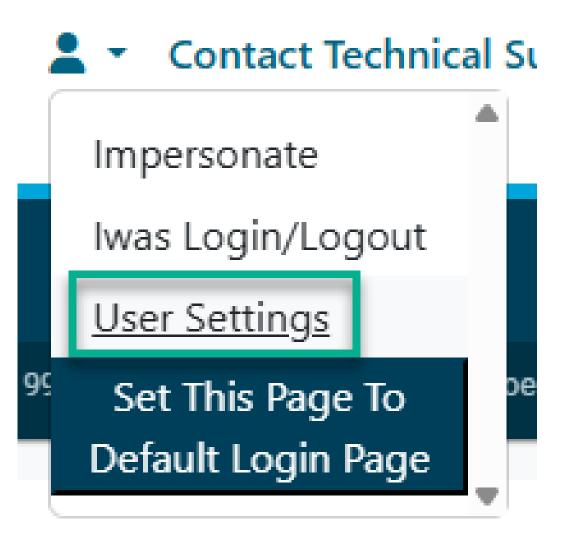
☑ **Student Approval Instructions**
https://www.hbug.k12.il.us/ISBEManuals/SY2526/2025_26_Students_with_Disabilities_Data_Collection_Approval_Instructions_August_2025.pdf

☑ **Data Collection Key Dates**
https://www.isbe.net/Pages/Data-Collections-Key-Dates.aspx

# I-Star Plus User Settings

Contact Technical Su

Impersonate

Iwas Login/Logout

User Settings

Set This Page To
Default Login Page

- Customize default login page
- Select default district and/or school year
- Clear all inputs
- Change default sort order
- Select notification style
- Show timestamps
- Customize dashboard display

# Data Maintenance Tasks

- ADD – Adding new Student Approval records to I-Star Plus

- EDIT – Enter end dates and/or correct mistakes

- END/ADD – Reflect changes in current I-Star Plus Student Approval records

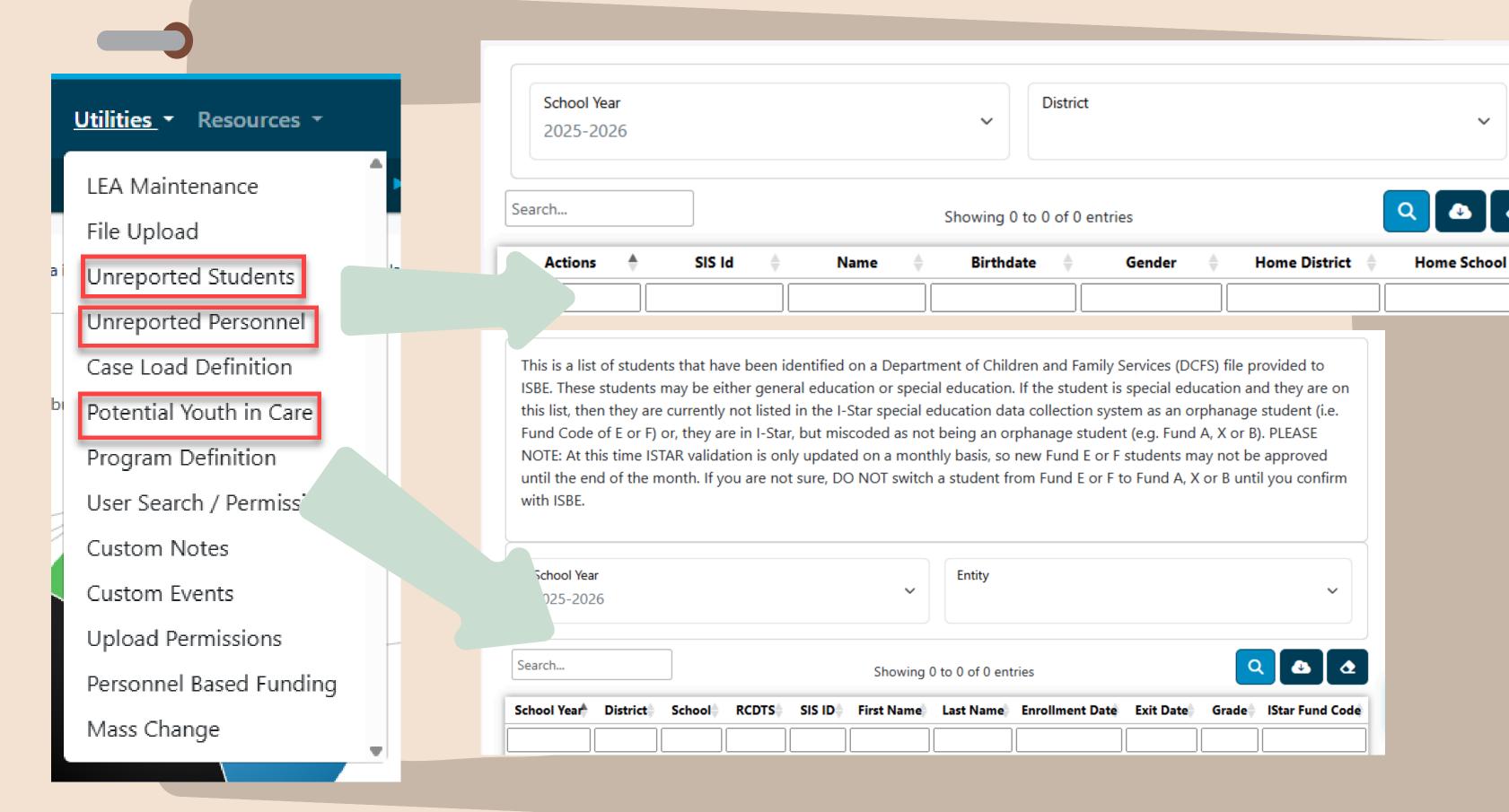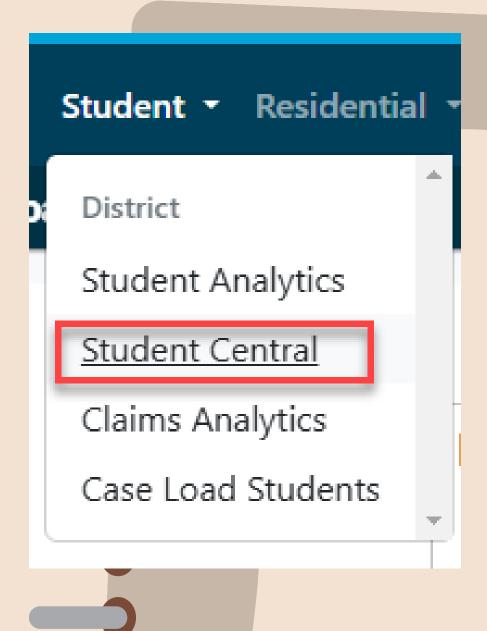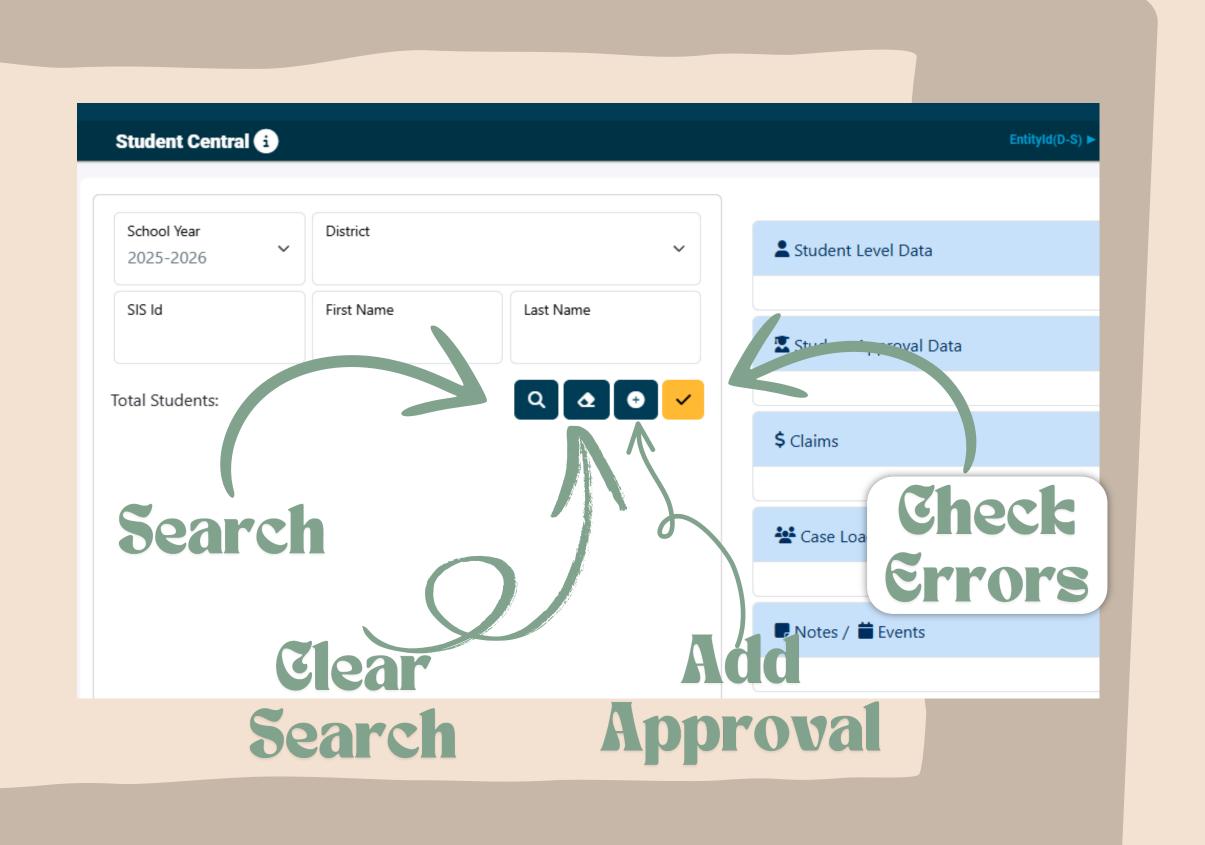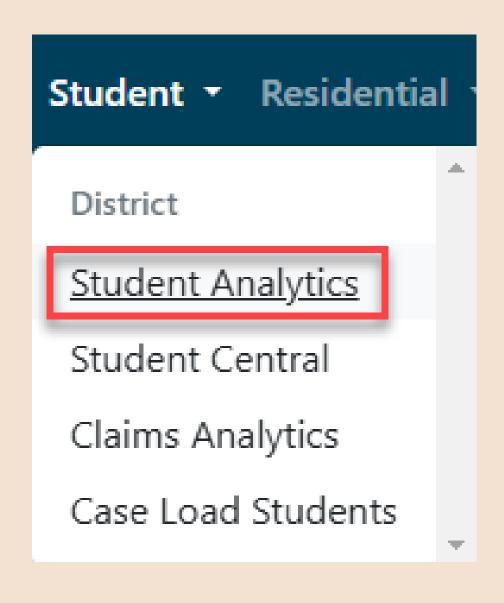- DELETE – Remove student record completely

# Un-Reported & Youth In Care

Utilities ▾    Resources ▾

LEA Maintenance

File Upload

**Unreported Students**

**Unreported Personnel**

Case Load Definition

**Potential Youth in Care**

Program Definition

User Search / Permissi▯

Custom Notes

Custom Events

Upload Permissions

Personnel Based Funding

Mass Change

School Year
2025-2026

District

Search...                          Showing 0 to 0 of 0 entries

| Actions | SIS Id | Name | Birthdate | Gender | Home District | Home School |
|---------|--------|------|-----------|--------|---------------|-------------|
|         |        |      |           |        |               |             |

This is a list of students that have been identified on a Department of Children and Family Services (DCFS) file provided to ISBE. These students may be either general education or special education. If the student is special education and they are on this list, then they are currently not listed in the I-Star special education data collection system as an orphanage student (i.e. Fund Code of E or F) or, they are in I-Star, but miscoded as not being an orphanage student (e.g. Fund A, X or B). PLEASE NOTE: At this time ISTAR validation is only updated on a monthly basis, so new Fund E or F students may not be approved until the end of the month. If you are not sure, DO NOT switch a student from Fund E or F to Fund A, X or B until you confirm with ISBE.

School Year
2025-2026

Entity

Search...                          Showing 0 to 0 of 0 entries

| School Year | District | School | RCDTS | SIS ID | First Name | Last Name | Enrollment Date | Exit Date | Grade | IStar Fund Code |
|-------------|----------|--------|-------|--------|------------|-----------|-----------------|-----------|-------|------------------|
|             |          |        |       |        |            |           |                 |           |       |                  |

# Student Central



Student

Residential

District

Student Analytics

Student Central

Claims Analytics

Case Load Students

Student Central ℹ︎                                    EntityId(D-S) ▶

School Year
2025-2026

District

SIS Id

First Name

Last Name

Total Students:

Search

Clear
Search

Add
Approval

👤 Student Level Data

👤 Student Approval Data

$ Claims

👥 Case Load

Check
Errors

📝 Notes / 📅 Events

# Student Analytics

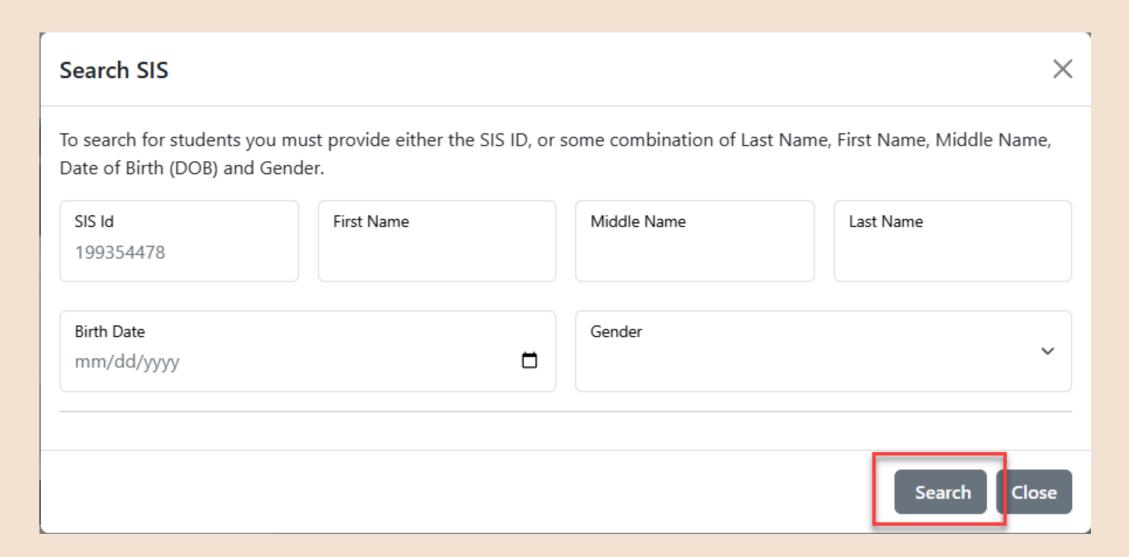- Custom Columns
- Simple & Advanced Filters (with ability to save)
- Results download options:
  - CSV
  - Excel
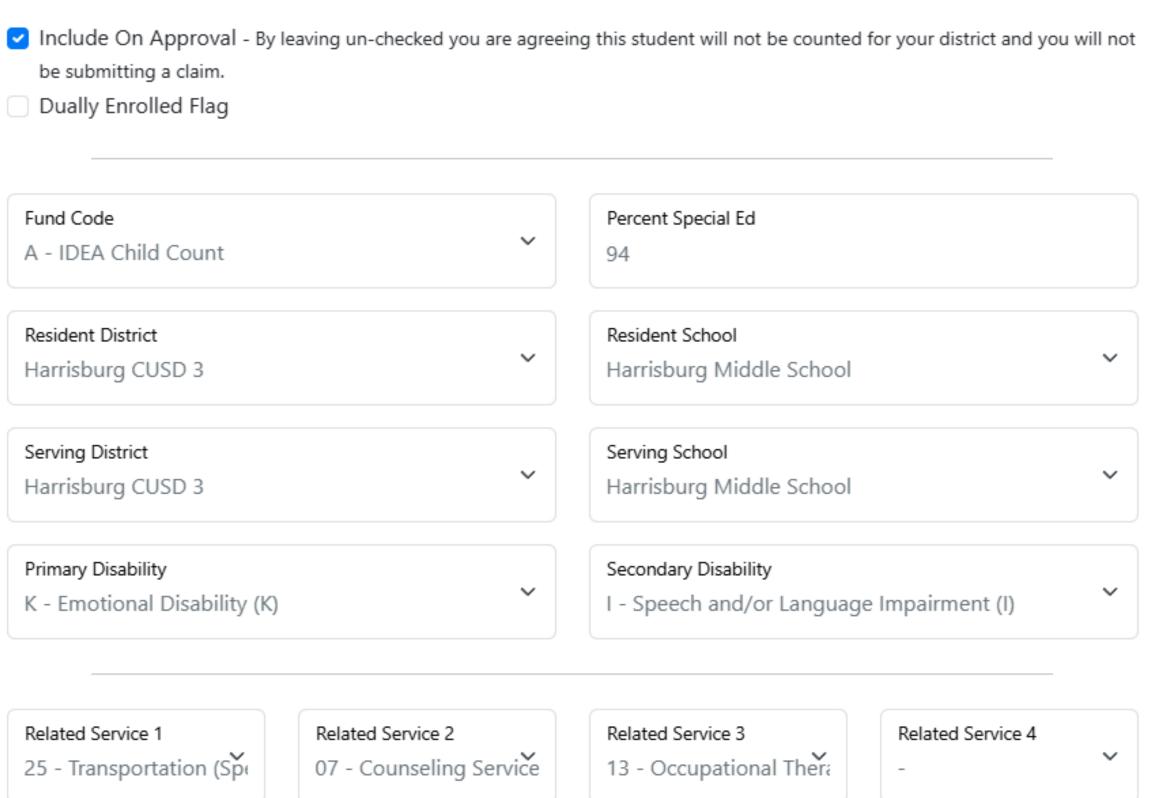  - PDF
- View advanced search results in Student Central

**Student** ▾  **Residential** ▾

District

**Student Analytics**

Student Central

Claims Analytics

Case Load Students

| School Year | District | Payment Type |
| --- | --- | --- |
| 2025-2026 | | All |

| SIS Id | First Name | Last Name |
| --- | --- | --- |

Search...

Showing 0 to 0 of 0 entries

| Details | DOB | Grade | Resident RCDT | Serving RCDT | Fac Cd | Claim Type | Fund Code | Begin Date | End Date | Exit Code | Status | Errors | Primary Disab | Secondary |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

# Add Student Approval

**School Year**
2025-2026

**District**

**SIS Id**

**First Name**

**Last Name**

Total Students:

## Search SIS

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

| SIS Id | First Name | Middle Name | Last Name |
|---|---|---|---|
| 199354478 | | | |

**Birth Date**
mm/dd/yyyy

**Gender**

Search | Close

| Select | View | SIS Id | In Istar | Full Name | Birth Date | Gender | Race |
|---|---|---|---|---|---|---|---|
| ⊕ | ○ | 199354478 | ☑ | ▬▬▬▬▬▬▬ | | Female | White |

Search | Close

# Add Student Approval

☑ 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 Flag

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**Fund Code**
A - IDEA Child Count ⌄

**Percent Special Ed**
94

**Resident District**
Harrisburg CUSD 3 ⌄

**Resident School**
Harrisburg Middle School ⌄

**Serving District**
Harrisburg CUSD 3 ⌄

**Serving School**
Harrisburg Middle School ⌄

**Primary Disability**
K - Emotional Disability (K) ⌄

**Secondary Disability**
I - Speech and/or Language Impairment (I) ⌄

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**Related Service 1**
25 - Transportation (Sp⌄

**Related Service 2**
07 - Counseling Service⌄

**Related Service 3**
13 - Occupational Thera⌄

**Related Service 4**
- ⌄

# Add Student Approval

| Related Service 5 | Related Service 6 | Related Service 7 | Related Service 8 |
|---|---|---|---|
| - | - | - | - |

↓↲ **Education Environment**
01 - Inside regular classroom 80% or more of day

**% Time Inside Reg Classroom**
98

☐ Unable To Locate Residential Placement

| Term | Begin Date | End Date | Exit Code |
|---|---|---|---|
| R - Regular | 08/13/2025 | mm/dd/yyyy | |

☐ Update in Case Load

**Local District Id**
OPTIONAL

# Add Student Approval
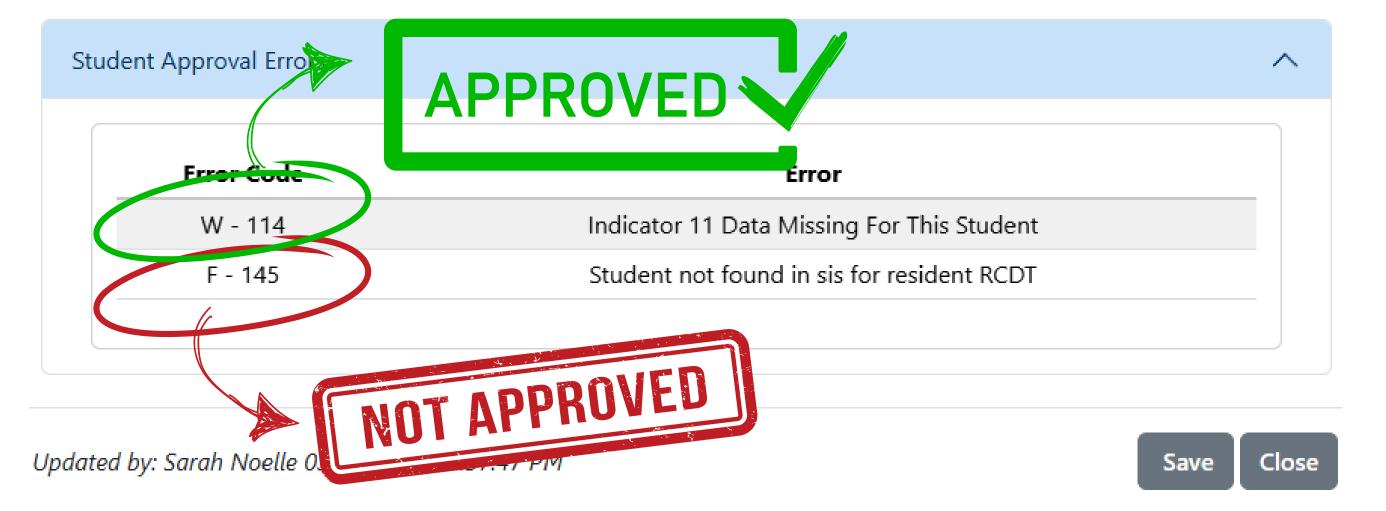
Student Approval Errors ^

Updated by:                                          Save    Close

Save =
Check
Errors/
Warnings

# Add Student Approval

Student Approval Error

**APPROVED** ✓

| Error Code | Error |
|---|---|
| W - 114 | Indicator 11 Data Missing For This Student |
| F - 145 | Student not found in sis for resident RCDT |

**NOT APPROVED**

Updated by: Sarah Noelle 0...                    ...:17 PM

Save    Close

# SIS Error Checks



**DemoBernardo Hudson Adams - 990620307**    Grade - 2nd    DOB - 11/15/2016 (8 Yrs 4 Mos)    Gender - Male

Ethnicity - Black or African American    Languages - English English (H)    IDEA - No    Indicator 13 - N/A

Medicaid #:    Anticipated Graduation Date:    Eligibility Determination Date:
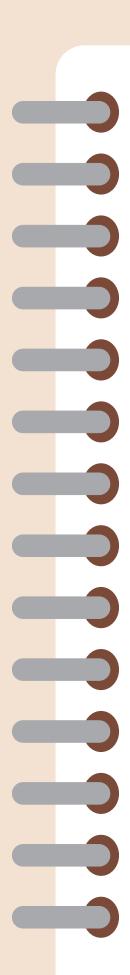
| Date(s) | Home | Serving | Provider |
|---------|------|---------|----------|
| Enroll: 08/14/2024 Exit: | West Side Primary School - 20-083-0030-26-2010 | West Side Primary School - 20-083-0030-26-2010 | Harrisburg CUSD 3 - |

# SIS Error Checks

Home District
in SIS
=
Resident District
in I—Star Plus

Serving Schools
must match for
Private &
Parochial
Students

Home School
in SIS
=
Resident School
in I—Star Plus

Service Provider
in SIS
=
Serving District
or School in I—
Star Plus

# SIS Error Checks

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

SIS enrollment exit date must be after or equal to I-Star Plus approval end dates.

Approved Example:
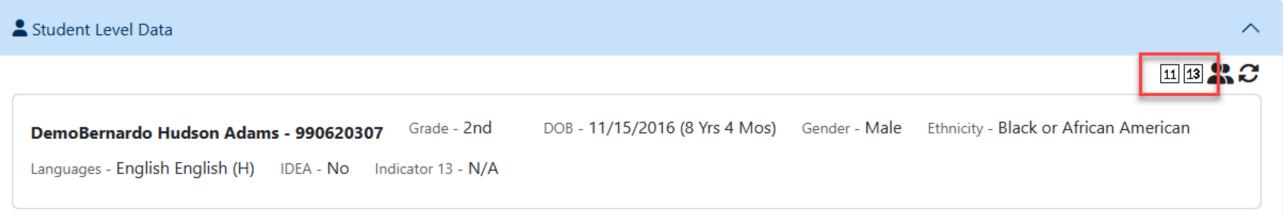
I-Star Plus approval begin date = 9/2/2025 and SIS enrollment start date = 8/14/2025
I-Star Plus approval end date = Blank AND SIS enrollment exit date = Blank

Disapproved Example:

I-Star Plus approval begin date = 8/14/2025 and SIS enrollment start date = 9/2/2025
I-Star Plus approval end date = Blank AND SIS enrollment exit date = Blank

# SPP Indicators

**Student Level Data**

**DemoBernardo Hudson Adams - 990620307**   Grade - **2nd**   DOB - **11/15/2016 (8 Yrs 4 Mos)**   Gender - **Male**   Ethnicity - **Black or African American**

Languages - **English English (H)**   IDEA - **No**   Indicator 13 - **N/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 13

**Answer Key:  Yes - The requirement is completed   No - The requirement is missing**

- 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.

☐ Mark Yes for 1a thru 7q

**If answers 1a thru 7q should be marked "Yes", check the box.**
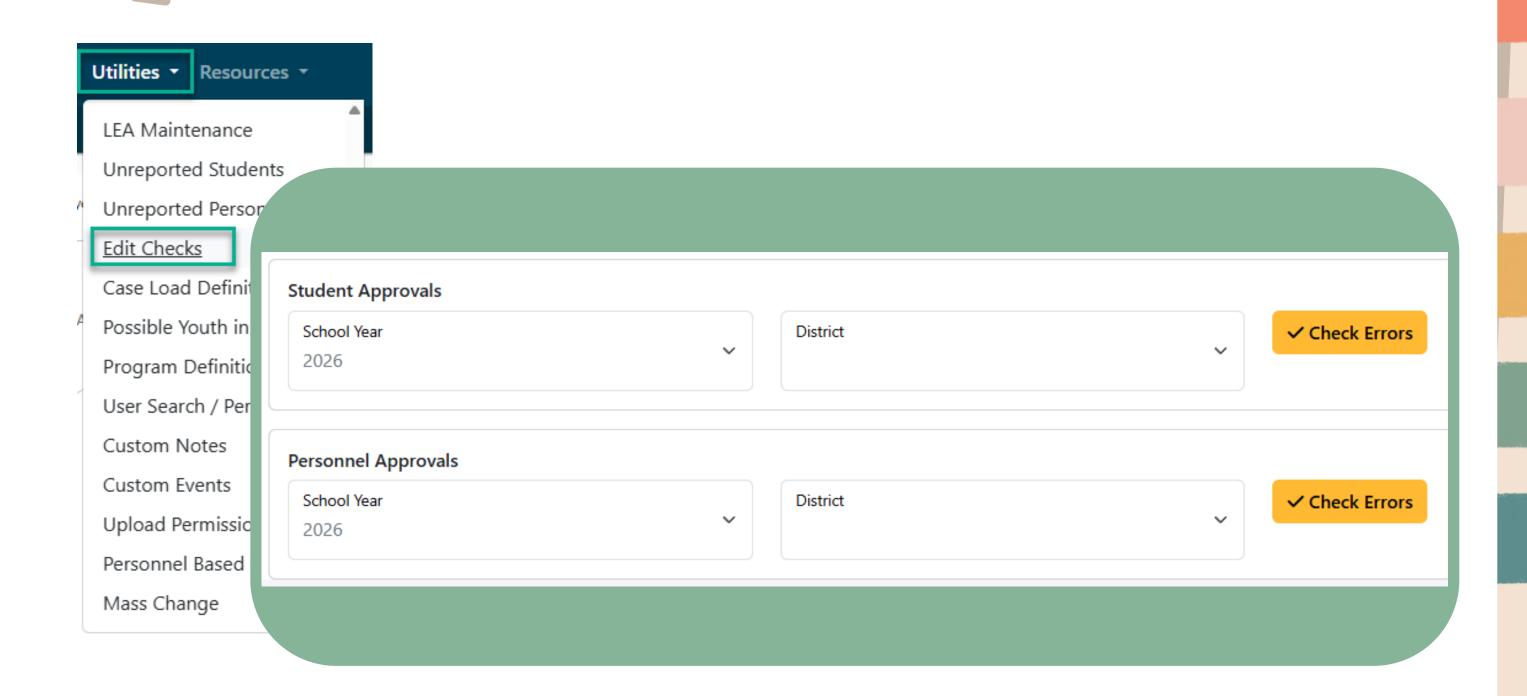
# SPP 13

| | | |
|---|---|---|
| q. | Was the student invited to the IEP meeting by being listed on the Notification of Conference form? | ⦿Yes ○No |
| 8. | **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)** | |
| r. | Is it too early to determine if the student will need outside agency invovlement, **OR** no agency representation needed at this time, **OR** did the parent/age of majority student provide a written refusal to invite an outside agency? If yes, no further action required. If no, complete s and t. | ⦿Yes ○No |
| 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? | ⦿Yes ○No |
| t. | If transition services are listed that will be provided by or paid by an outside agency, is there evidence of current written **PRIOR** consent obtained from the parent or student who has reached the age of majority? | ⦿Yes ○No |
| 9. | Does the IEP meets the requirement of Indicator 13 | Yes \| No \| Incomplete |

Finish by answering 8r.  8s and 8t will be addressed if 8r is No.

The answer to 9 will auto-generate once all questions have been answered (1–8).

Yes = No Errors

No = Warning

Incomplete = Error

# Edit Checks

## Utilities ▾   Resources ▾

LEA Maintenance
Unreported Students
Unreported Person
**Edit Checks**
Case Load Definit
Possible Youth in
Program Definitio
User Search / Per
Custom Notes
Custom Events
Upload Permissio
Personnel Based
Mass Change

### Student Approvals

| School Year | District | |
|---|---|---|
| 2026 ▾ | ▾ | ✓ Check Errors |

### Personnel Approvals

| School Year | District | |
|---|---|---|
| 2026 ▾ | ▾ | ✓ Check Errors |

# Error Report

# Access Personnel Records

Personnel ▾   Data Colle

Personnel Analytics

Personnel Central

SEPI Lookup

# Personnel Approvals

**Personnel Central** ⓘ

**Check Errors**

| School Year | District |
|---|---|
| 2025-2026 | |

| IEIN | First Name | Last Name |
|---|---|---|

Total:

🔍 ⊕ ✓

**Search**

**Add Approval**

# Add Personnel Approvals
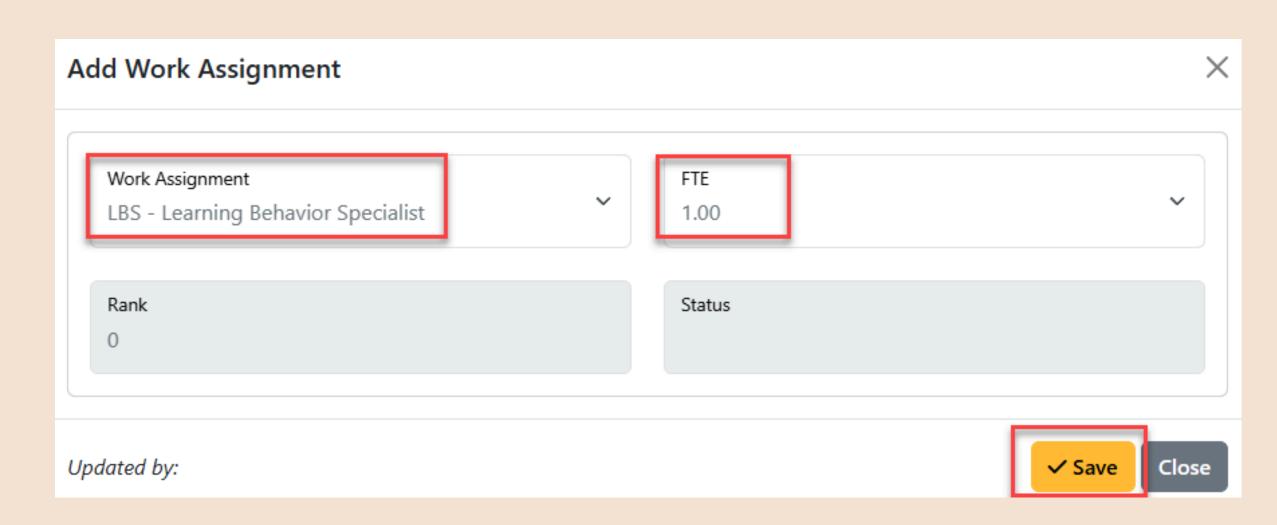
**Personnel Central** ⓘ

| School Year | District |
|---|---|
| 2025-2026 ▾ | ▾ |

| IEIN | First Name | Last Name |
|---|---|---|

Total:

🔍 ⊕ ✓

## Search ✕

To search for personnel you must provide either the IEIN, or some combination of District (or Coop), Last Name, First Name and Gender. IEIN search may temporarily not work.

**Search Multiple**

District / Coop ▾

| First Name | Last Name | Gender |
|---|---|---|
| Noelle | Sarah | ▾ |

**Search Single**

IEIN

Search    Close

# Add Work Assignment

## Work Assignment Data

+

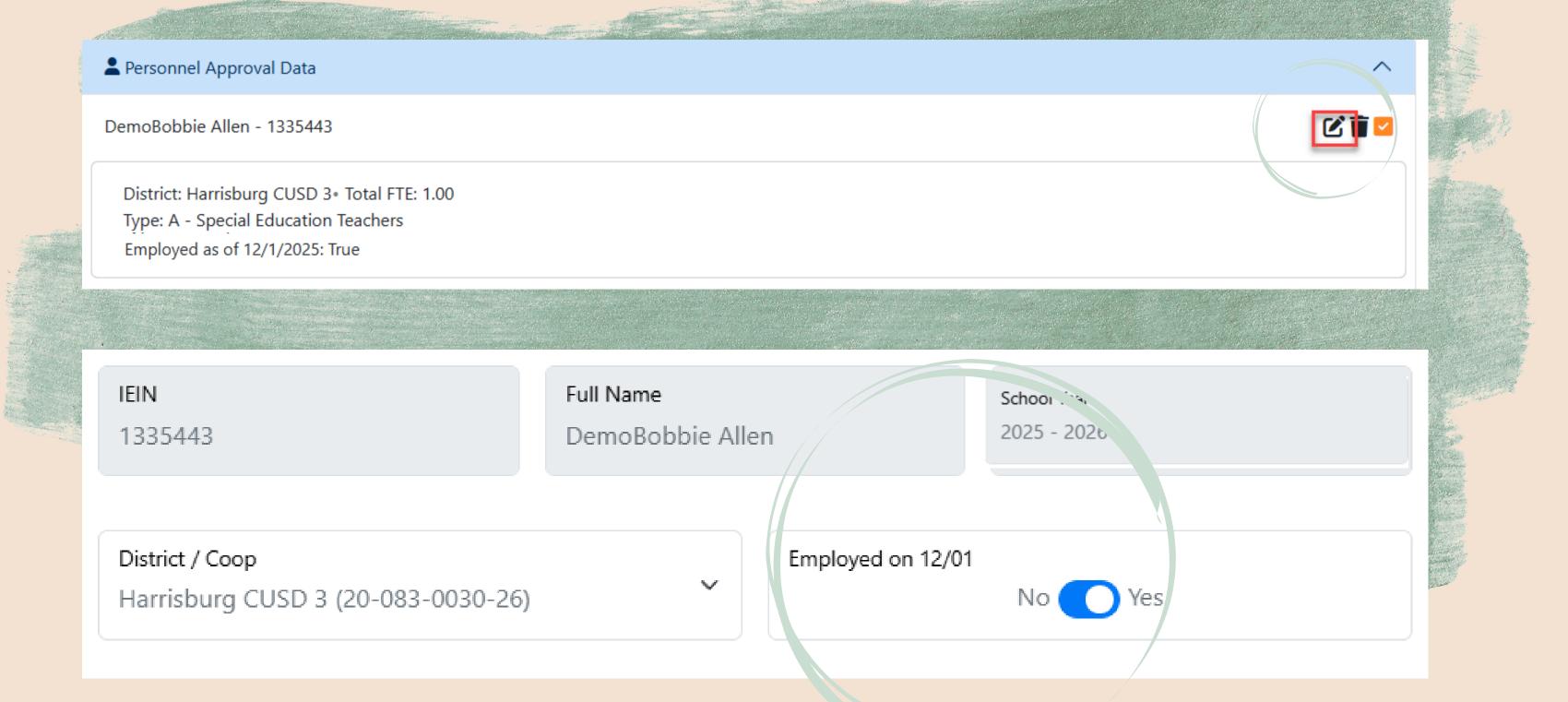| Code | Assignment | Work Assignment Status | Regular FTE | Actions |
|------|-----------|------------------------|-------------|---------|

- Once Personnel is added, an Approval record can be completed for the employee.

- Click the Add icon to add the Work Assignment(s) and select the FTE from the drop down

### Add Work Assignment ✕

**Work Assignment**
LBS - Learning Behavior Specialist ⌄

**FTE**
1.00 ⌄

**Rank**
0

**Status**

*Updated by:*

✓ Save    Close

# Employed December 1?

**Personnel Approval Data**

DemoBobbie Allen - 1335443

District: Harrisburg CUSD 3• Total FTE: 1.00
Type: A - Special Education Teachers
Employed as of 12/1/2025: True

**IEIN**
1335443

**Full Name**
DemoBobbie Allen

**School**
2025 - 2026

**District / Coop**
Harrisburg CUSD 3 (20-083-0030-26)

**Employed on 12/01**
No ⬤ Yes

# Personnel Credentials

## Certificate Data

### Certificates / Endorsements

| Certificate Number | Certificate Code | Status | Issued Date | Expire Date | Endorsement Code | Endorsement Status | Endorsement Issue Date |
|---|---|---|---|---|---|---|---|
| | PEL | I | 06/04/2018 | 06/30/2028 | LBSI | I | 06/01/2018 |

### Approvals

| Code | Description | Status | Issue Date | End Date | Dist. Specific | RCDT | Supervisor |
|---|---|---|---|---|---|---|---|