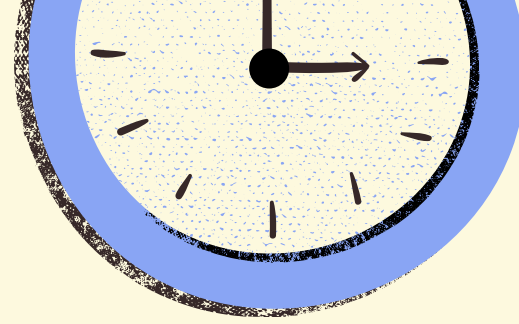


# End of Year in I-Star

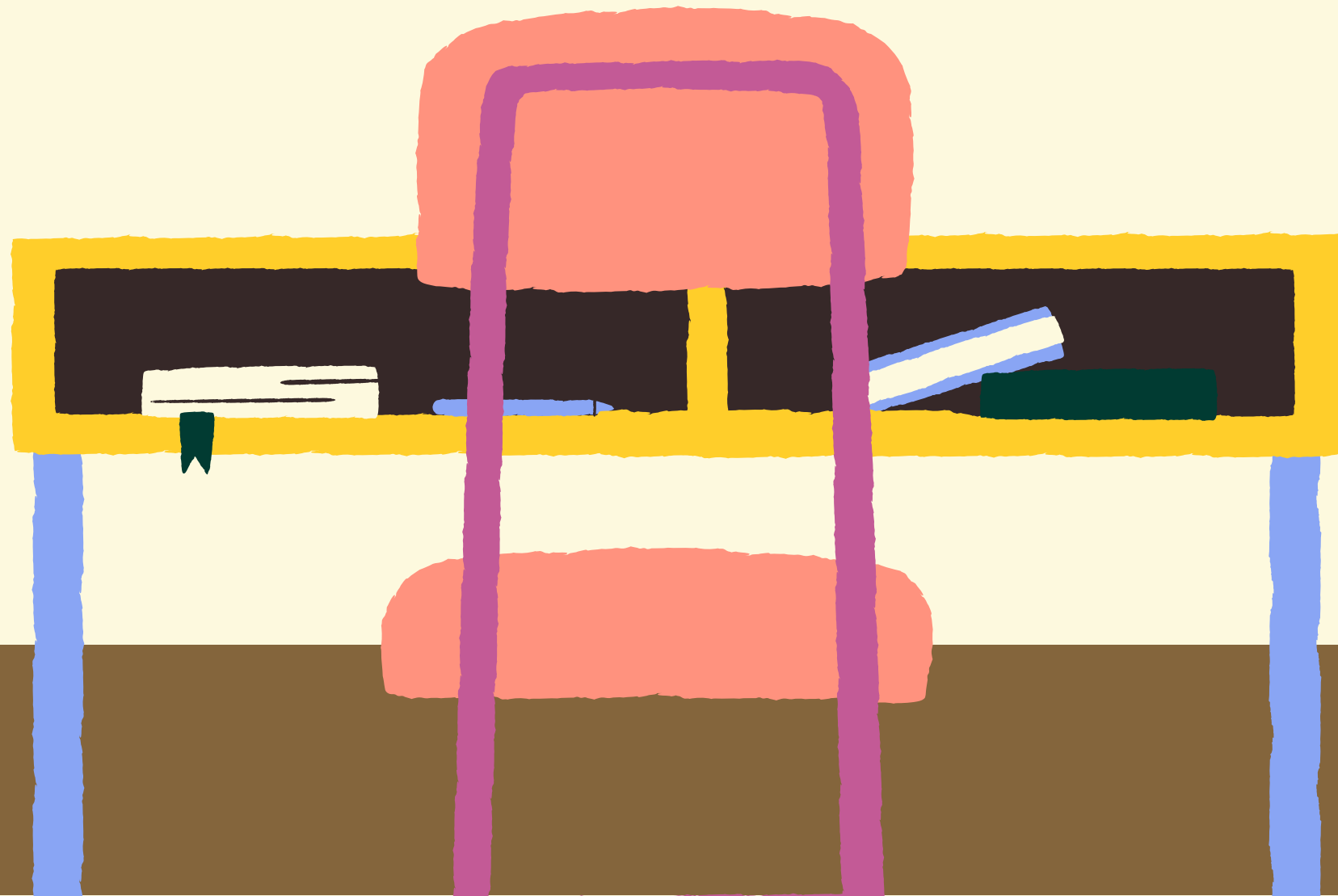
Presented by Harrisburg Project



# Topics...



- Dates to Remember
- Approval Due Date
- Public Calendars
- Un-Reported Tab
- End Dates and Reasons for Exit
- End/Adds
- Age-Related Errors
- Warnings/Errors
- Error Reports
- Harrisburg Project Website
- Support



# Dates to Remember

June 15, 2026

- Regular Term Orphanage Approvals & Claims (Fund Codes DEF) Due

June 30, 2026

- Interpreter Data Due

July 15, 2026

- Excess Cost (Fund Code X) Due
- Indicator 11 & 13 DUE

July 31, 2026

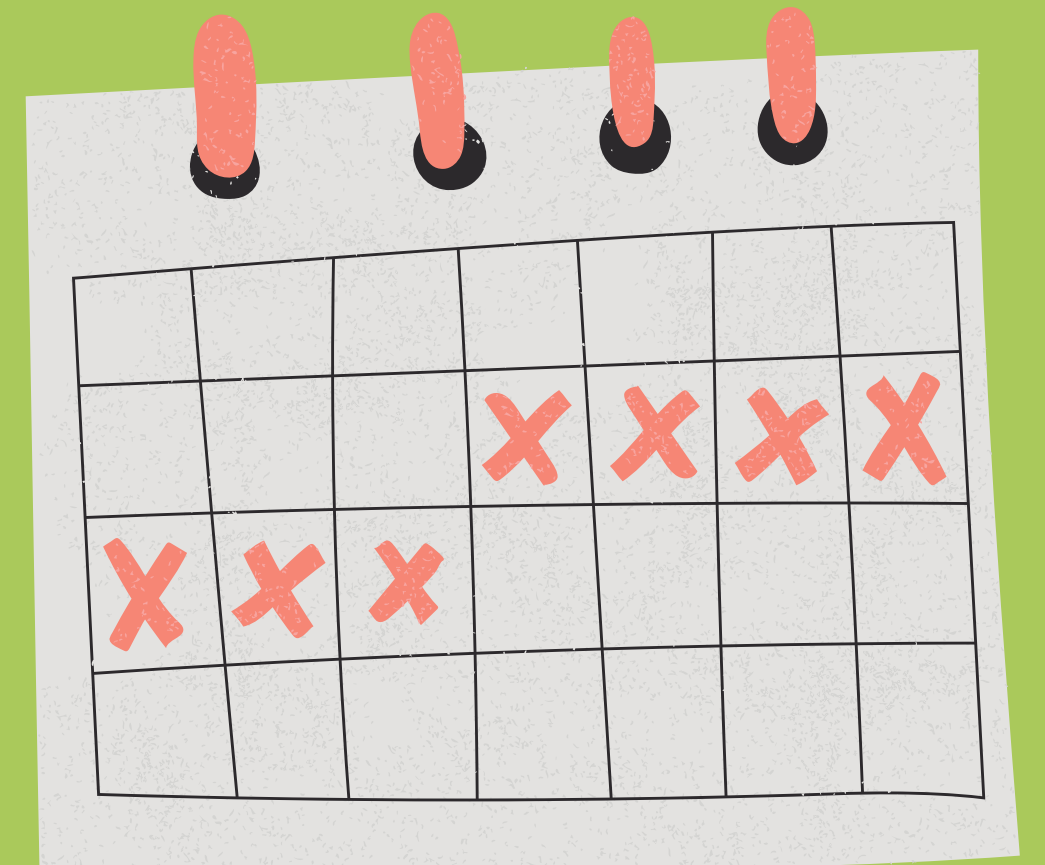
- Personnel Approvals Due

August 3, 2026

- Automatic Rollover in I-Star

August 14, 2026

- Regular and Summer Term Private Facility Approvals and Claims (Fund Code B) Due
- Regular and Summer Separate Public School Approvals and Claims (Fund Code S) Due



# Final Approvals by Fund

Orphanage Fund Code Regular Term will be locked after June 15, 2026 for additions:

- Fund Code D - Private Residential
- Fund Code E - Orphanage
- Fund Code F - Private Facility Orphanage

Fund Codes locked after July 15, 2026 for additions:

- Fund Code X - Excess Cost

Fund Codes locked after July 31, 2026 for additions:

- Fund Code A - IDEA Child Count
- Fund Code H - Philip J. Rock Center
- Fund Code K - Nonpublic -- Dually Enrolled
- Fund Code L - Nonpublic -- Not enrolled
- Fund Code P - Home-Schooled -- Not enrolled



# Public Calendars



When are FINAL public calendars due?

- The last day of school
- The document type selected must be Final Public School

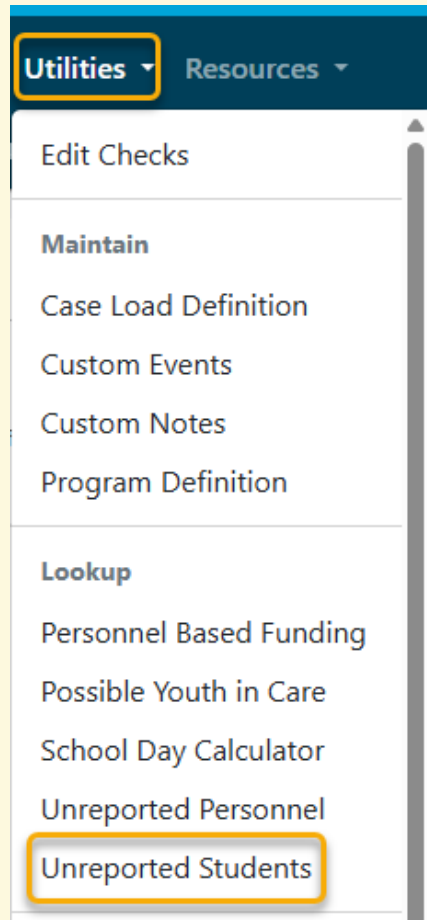
Who is responsible for the public calendar?

- District Superintendent

How does this affect I-Star?

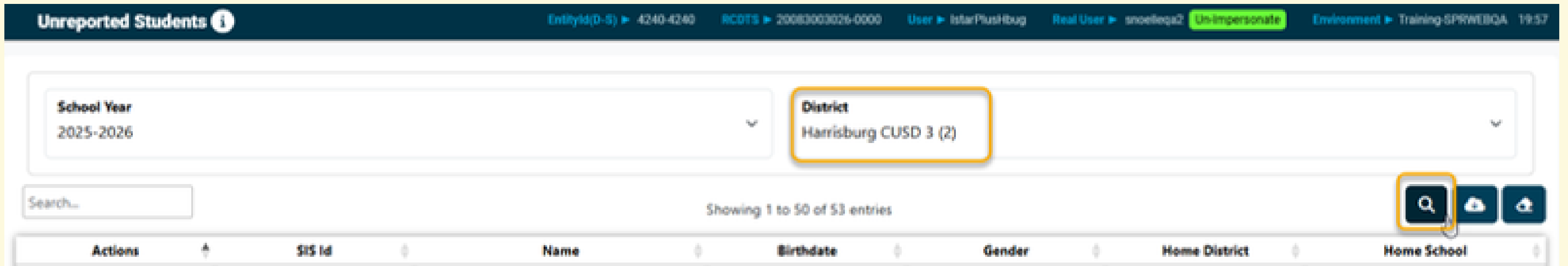
- Indicator 11 day calculations
- Public claims and tuition billing completed in I-Star

# Un-Reported Students



What do I do with this list?

- Add approval records for students receiving special education services
- If they are not in special education, ask SIS team to change IDEA Services Indicator in SIS to NO



# End Date and Reason for Exit

01 - Graduated

02 - Graduated

with certificate of fulfillment of IEP

03 - Reach Max Age

(through 22)

08 - Moved

from elementary to high school district

13 - Completed

requirements for General Education Diploma



# End Dates and Reasons for Exit

## Public Calendar

[www.hbug.k12.il.us](http://www.hbug.k12.il.us) -> Resources -> ISBE Links -> ISBE Public School Calendar Inquiry

## DO NOT....

end all records in I-Star. I-Star is not like SIS. Only records that should not be in the next school year should be ended.



# End/Adds



## What is an End/Add in I-Star?

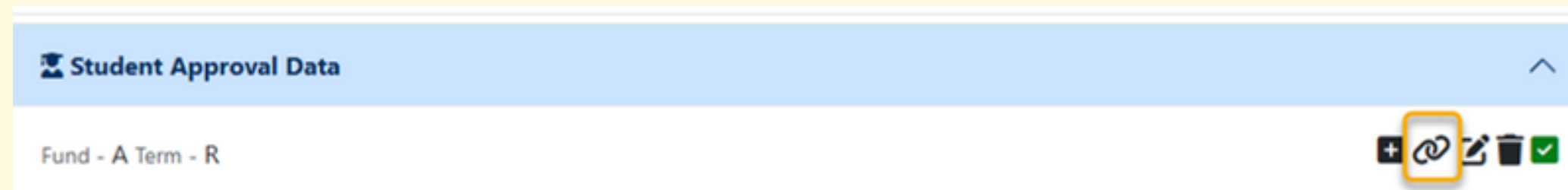
1. The End/Add function asks for an End Date and Reason for Exit for an existing record
2. A new record that matches the existing record is created
3. The Begin Date on the new record defaults to one day after the End Date entered
4. This function is used when a student has a change to their IEP

\*\* Some examples are placement, related service and/or disability changes

# End/Adds

If changes discussed in meetings are immediate:

- Click End/Add



- Enter End Date in current school year
- Enter Reason for Exit 20

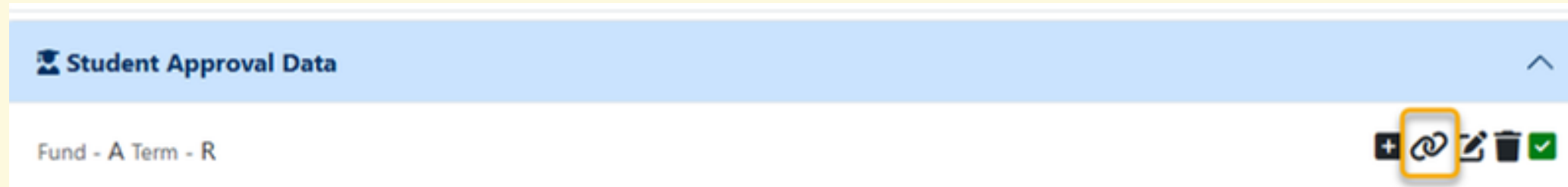
- Keep default Begin Date in current school year

# End/Adds

How can using the End/Add function help me prepare for the 2026-27 school year?

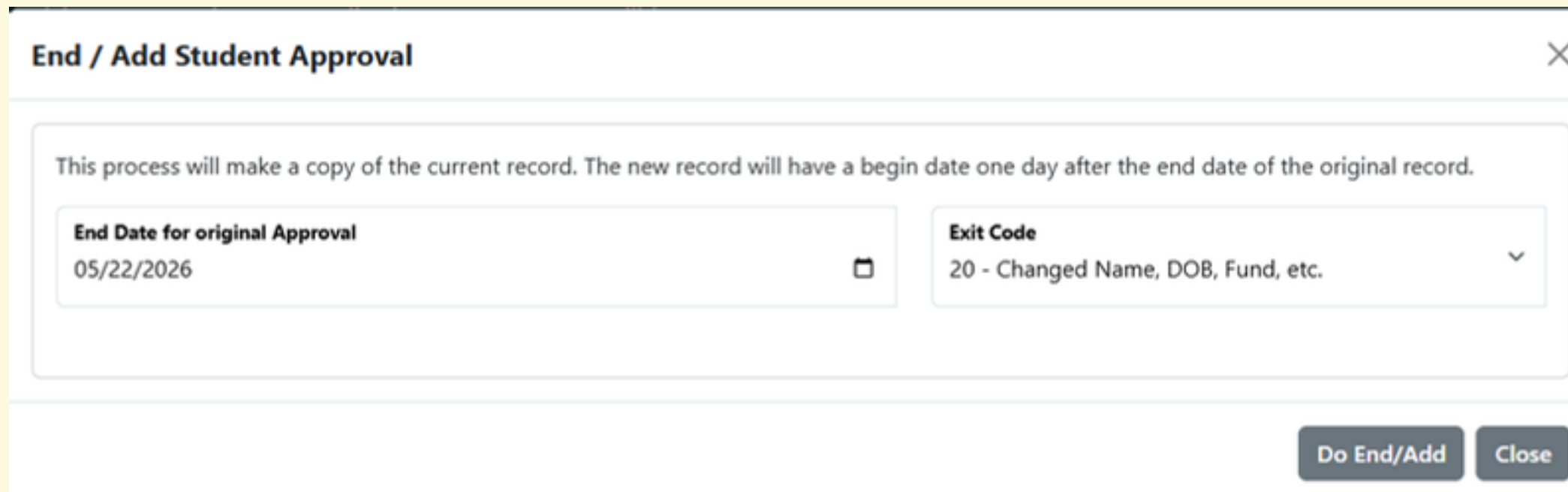
**If changes discussed in meetings are effective next school year (2026-27):**

- Click End/Add



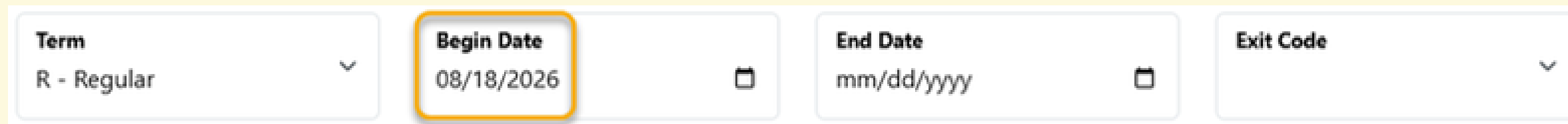
A screenshot of a software interface titled "Student Approval Data". Below the title bar, it shows "Fund - A Term - R". On the right side, there is a row of icons: a plus sign, a link icon (circled in orange), a pencil, a trash can, and a checkmark.

- Enter End Date in current school year (last day of school)
- Enter Reason for Exit 20



A dialog box titled "End / Add Student Approval" with a close button (X) in the top right. The text inside reads: "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." Below this text are two input fields: "End Date for original Approval" with the value "05/22/2026" and a calendar icon, and "Exit Code" with a dropdown menu showing "20 - Changed Name, DOB, Fund, etc.". At the bottom right, there are two buttons: "Do End/Add" and "Close".

- Enter Begin Date in next school year



A row of four form fields: "Term" with a dropdown menu showing "R - Regular", "Begin Date" with the value "08/18/2026" and a calendar icon (circled in orange), "End Date" with the placeholder "mm/dd/yyyy" and a calendar icon, and "Exit Code" with a dropdown menu.



# Age Related Errors

## Students Turning 10 (Disability N)

- Perform End/Add. New record should have new Disability code.

## Student Turning 14 1/2 (excluding Funds LPNU)

- Complete Indicator 13 Transition form



Report Type: Student | Report Category: Reminders

Search... | Showing 1 to 2 of 2 entries

Actions	Report Name	Description
	Alpha Students Turning X This School Year	Alphabetic list of student approval records for students turning (user entered age) during the school year.

# Warnings/Errors vs. Approved/Disapproved

Errors/Disapproved records must be corrected by Due Date!!!!

*Warnings = Approved*

*Errors = Disapproved*



# Error Reports



To run a report with all errors:  
Reports

Select Type:  
Student

Select Report Categories:  
Errors

Select:  
Student Approval Error Listing

Click:  
Run and/or Export Report

Report Type: Student

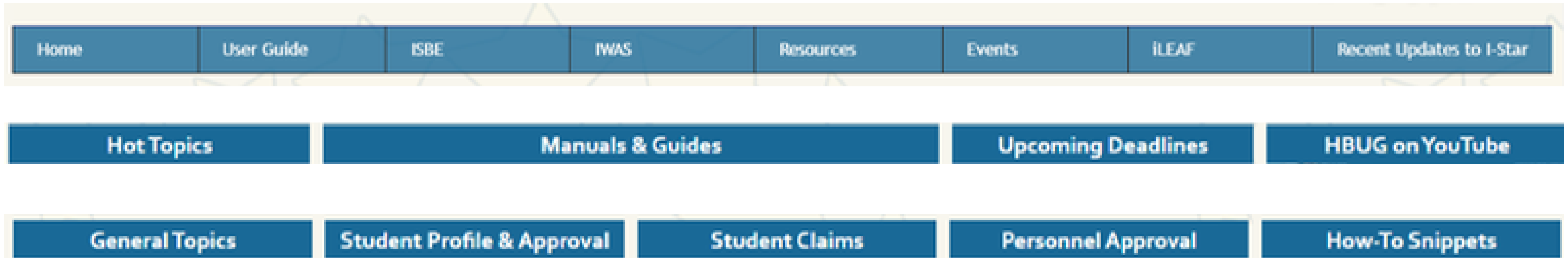
Report Category: Errors

Search...


Showing 1 to 5 of 5 entries

Actions	Report Name	Description
	Student Error Report	
	Student Indicator Errors	Alphabetic list of students with errors related to Indicator 11 or Indicator 13. Grouped by Resident district.
	Students Missing Exit Data	List of students with missing exit data. Designed to be run in fall of year following the end of the school year in preparation for IDEA Exit reporting. For each identified student, this list will indicate the reason
	Non-Exited Students for Verification	List of students with an exit code of 20 on the most recent record. Grouped by Resident district.
	Student Error Report - Export	INTENDED FOR EXPORT TO CSV - Student error report by resident district and serving school. Options included are student approval, student claim and student indicator errors.

# I-Star Resource Website



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



# Thank you!

For Support Contact  
Harrisburg Project  
(800) 635-5274  
[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)