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Preparing For Dec. 1 Child Count

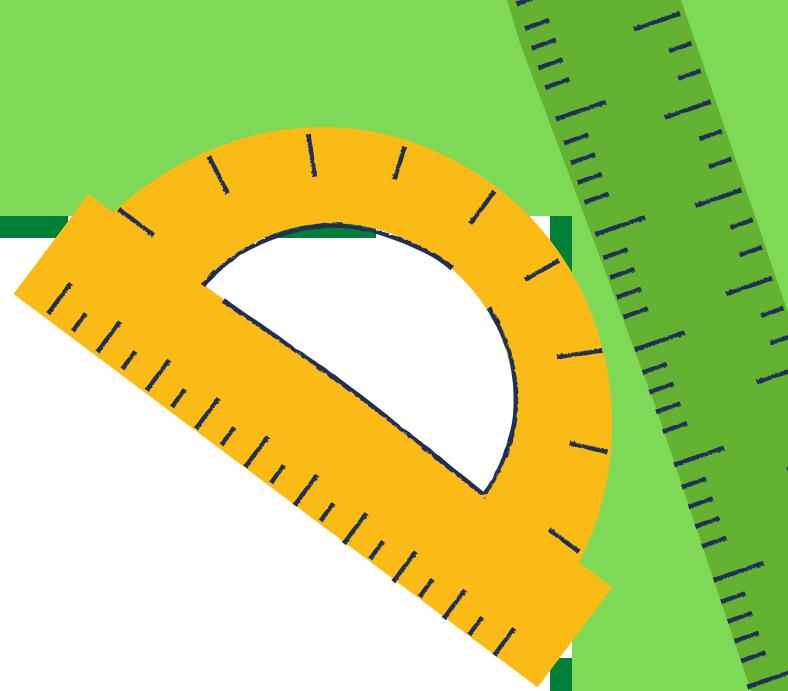
Student Approvals Refresher

Presented By Harrisburg Project

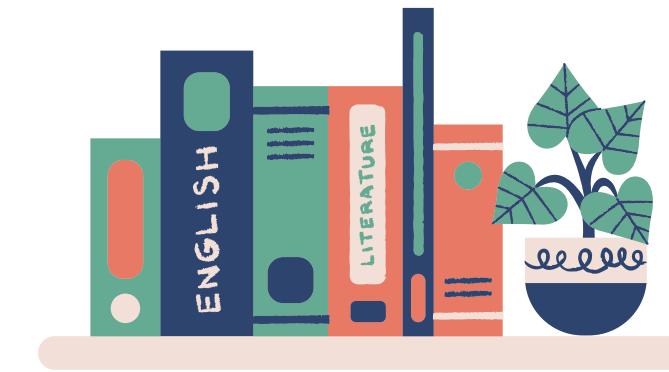
99



- December 1 Child Count Data Preparation
 - Delete records
 - Add records
 - End/Add
 - Edit records
- Common Error Corrections
- Reports
- Winter 2026 Snapshots
- Child Count Status Pages
- Support



DECEMBER 1 CHILD COUNT



- Current Year Child Count is used for:
 - State Performance Plan Indicators 5, 6, 8, 9 and 10
 - Special Education Tuition Cost Sheets
 - Nonpublic Proportionate Share (Fund L,P)
- Previous Year Child Count is used for:
 - Special Ed Profile
 - IDEA Excess Cost Worksheet (MOE)
 - Indicator 4B
 - ISBE Report Card

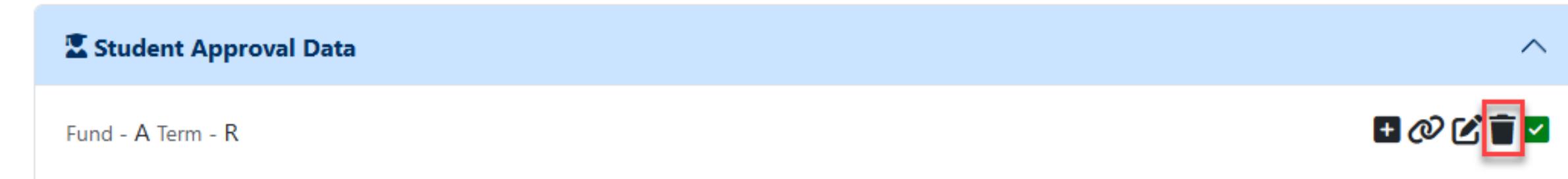
HOW TO DELETE AN APPROVAL RECORD IN I-STAR PLUS

01

Locate the student to delete on the student approvals search in Student Central.

02

Click on the trash can icon under Student Approval Data.

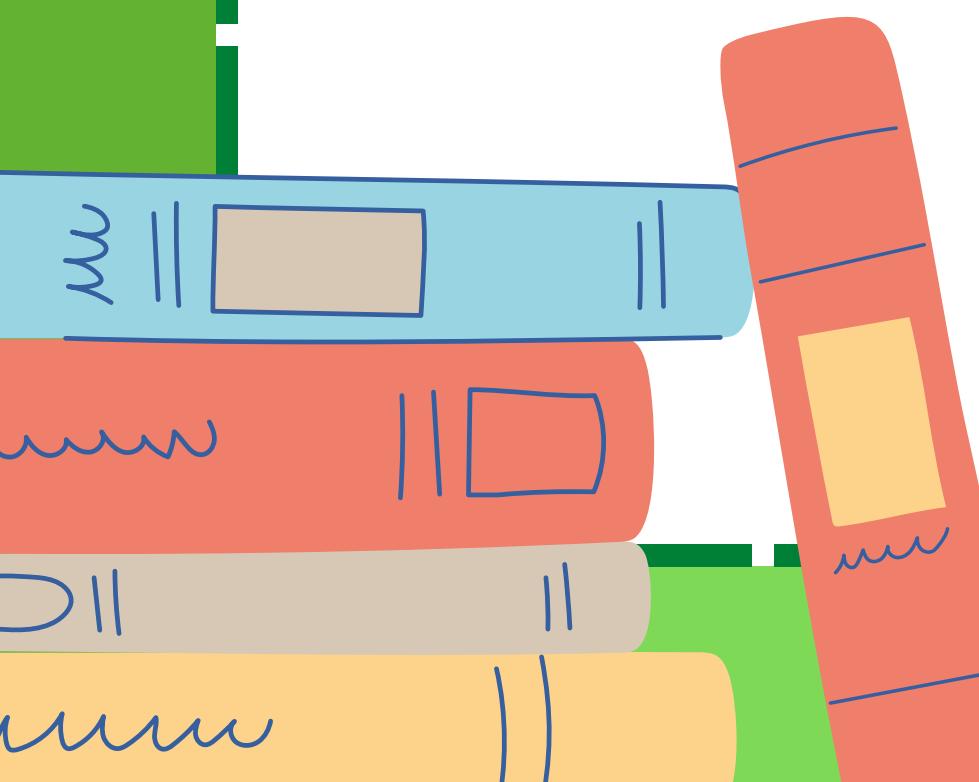


03

Scroll to the bottom of the Approval record and click Delete.

Updated by: Sarah Noelle 09/25/2025 08:59:26 AM

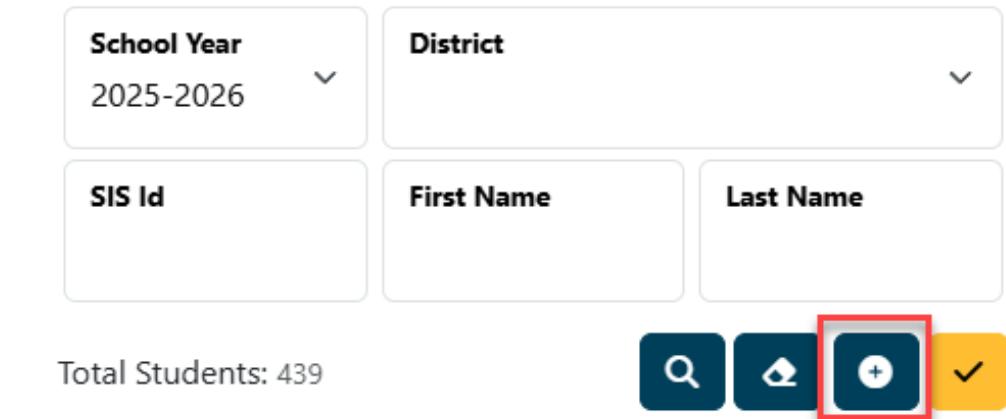
Delete Approval **Delete** **Close**



HOW TO ADD AN APPROVAL RECORD IN I-STAR

01

Click Add under the Student Central filters.



School Year: 2025-2026

District:

SIS Id:

First Name:

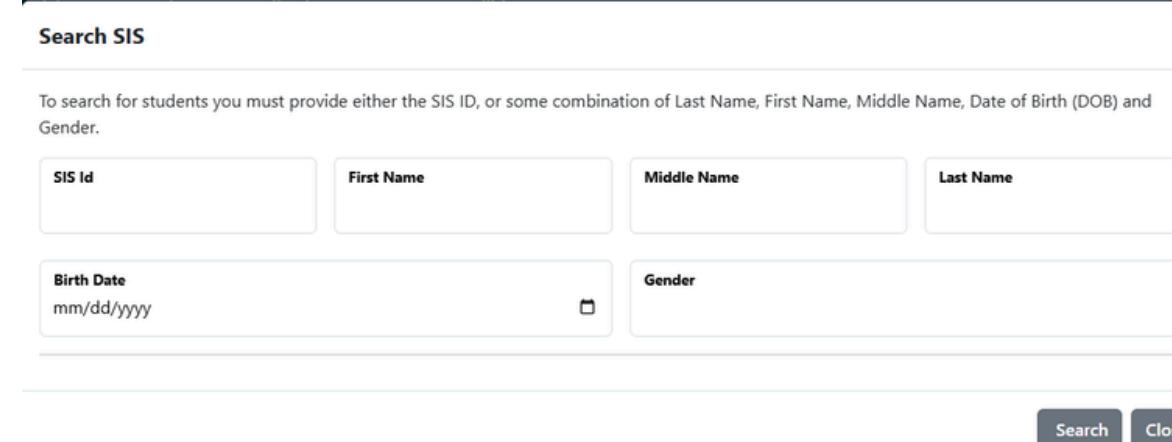
Last Name:

Total Students: 439

Search Previous Next Add (+) Checkmark

02

Search by student using multiple criteria or SIS ID.



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:

Birth Date: mm/dd/yyyy

Gender:

Search Close

03

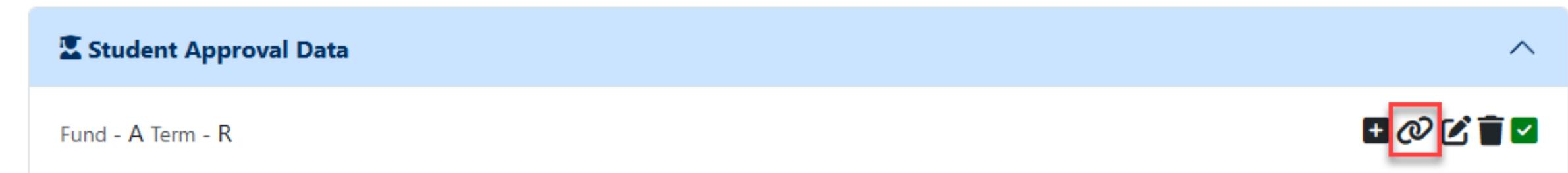
Click the plus sign in the Select column.



HOW TO PERFORM AN END/ADD IN I-STAR

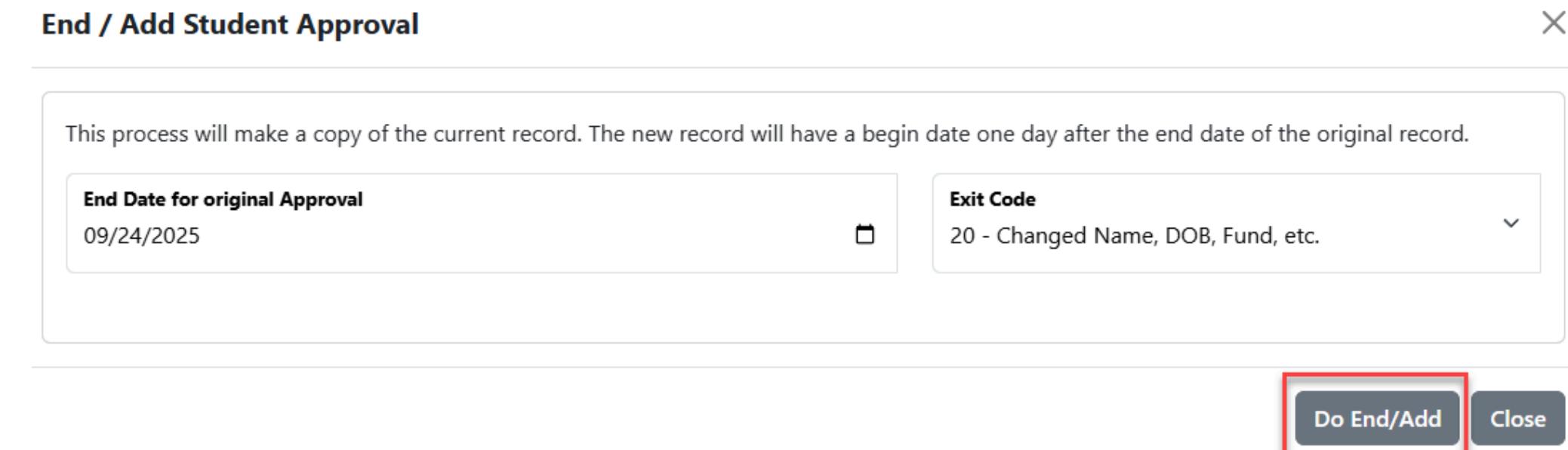
01

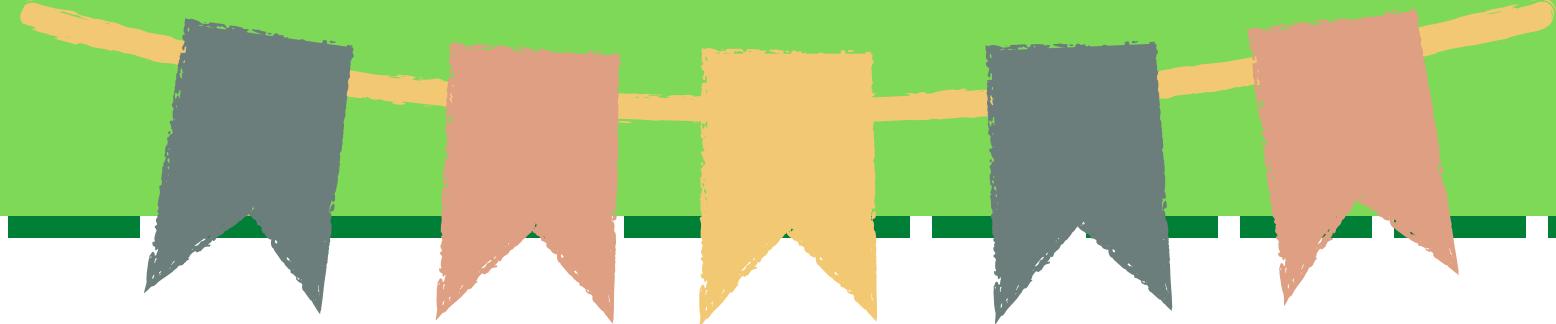
In Student Central, click the chain icon under the Student Approval Data.



02

Edit the End Date for the original Approval of the current record if what has auto-filled is not correct. Choose the Exit Code and click Do End/Add.

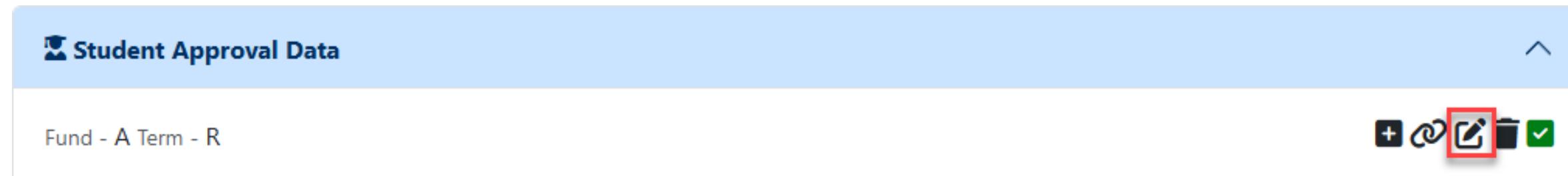




HOW TO EDIT RECORDS IN I-STAR

01

Click the the pencil icon in Student Central under Student Approval Data.



02

Make the necessary changes on the record.

03

Click Check Errors.

common ERROR CORRECTIONS



- F-145 - Student not found in SIS for Resident RCDT.
 - The 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.
- F-146 - Student not found in SIS for Serving RCDT.
 - An 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.

common ERROR CORRECTIONS



- F-147 - No SIS enrollment for provided dates
 - I-Star dates are not equal to or within the SIS enrollment dates
- F-149 - Student not found in SIS for Private Facility
 - The Private Facility RCDTS code is not the same in SIS and I-Star.
- F-112 - Ed. Env. 23,24,25,26,27,30,31,32,33 valid for age 3-5.
 - EE code should be edited to school age code for students age 5 AND in KG

common ERROR CORRECTIONS

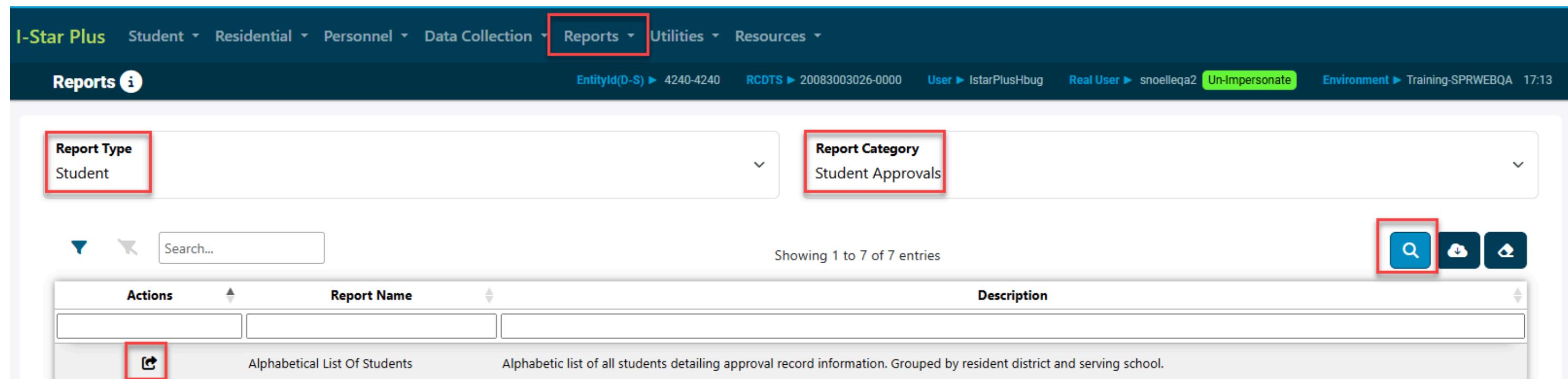


- F-117 - DISABILITIES Code 'N' valid for age 3-9
 - Student has turned 10 years old and Fund Code N is no longer a valid disability. Perform an end/add. The end date should be the day before the student's 10th birthday. The new record must be edited before saved or the disability will not be editable.
- F-168 - Indicator 13 is incomplete
 - Complete all sections of the transition form in I-Star Plus

REPORTS

How can you see what your December 1 Child Count looks like today??

01 Reports → Student → Student Approvals → Search



The screenshot shows the I-Star Plus software interface with a dark blue header bar. The header contains the following navigation items: I-Star Plus, Student, Residential, Personnel, Data Collection, Reports (which is highlighted with a red box), Utilities, and Resources. Below the header, the page title is 'Reports' with an information icon. The top right corner displays system information: EntityId(D-S) 4240-4240, RCDTS 20083003026-0000, User IstarPlusHbug, Real User snoelleqa2, Un-Impersonate, Environment Training-SPRWEBQA, and the timestamp 17:13. The main content area is a search interface for 'Student Approvals'. It features two dropdown menus: 'Report Type' set to 'Student' and 'Report Category' set to 'Student Approvals', both with red boxes around them. Below these are search filters (Search...), a table header with columns 'Actions', 'Report Name', and 'Description', and a table row for 'Alphabetical List Of Students' with a red box around its 'Actions' column. The table row also includes a description: 'Alphabetic list of all students detailing approval record information. Grouped by resident district and serving school.' On the far right of the search interface are three icons: a magnifying glass (highlighted with a red box), a download arrow, and a cloud.

REPORTS

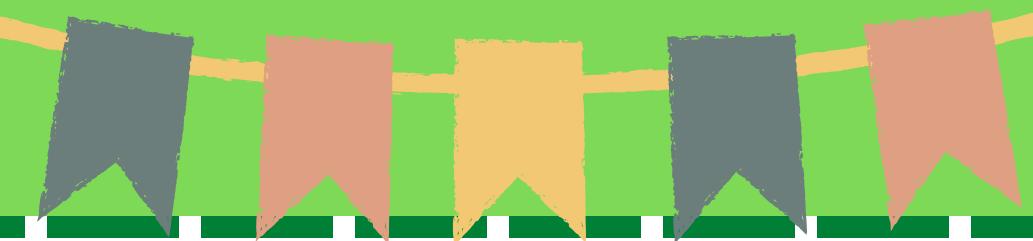
How can you see what your December 1 Child Count looks like today??

02 Run Alphabetical List of Students with filters below:

I-STAR Plus Reports - Alphabetical List Of Students 

EntityId(D-S) ▶ 4240-4240 RCDTS ▶ 20083003026-0000 User ▶ IstarPlusHbug Real User ▶ snoelleqa2 Un-Impersonate Enviro

School Year	2025-2026	Resident District	ALL	Fund		<input type="button" value="View Report"/>
Serving District	ALL	Serving School	ALL	Include On Approval	Yes	
Active As Of Date	12/1/2025  <input type="checkbox"/> NULL	Only Future Dated	No	Report Type	Student Approvals: Alphabetical List of Students	
Term	All					



WINTER 2026

January 9

Preliminary December 1 Child Count Snapshots begin. This process will run each Friday morning at 7AM until the FINAL snapshot.

February 25

December 1 Child Count DUE

January/February

Attend Preparing for Child Count Snapshot and Child Count Certification webinars.

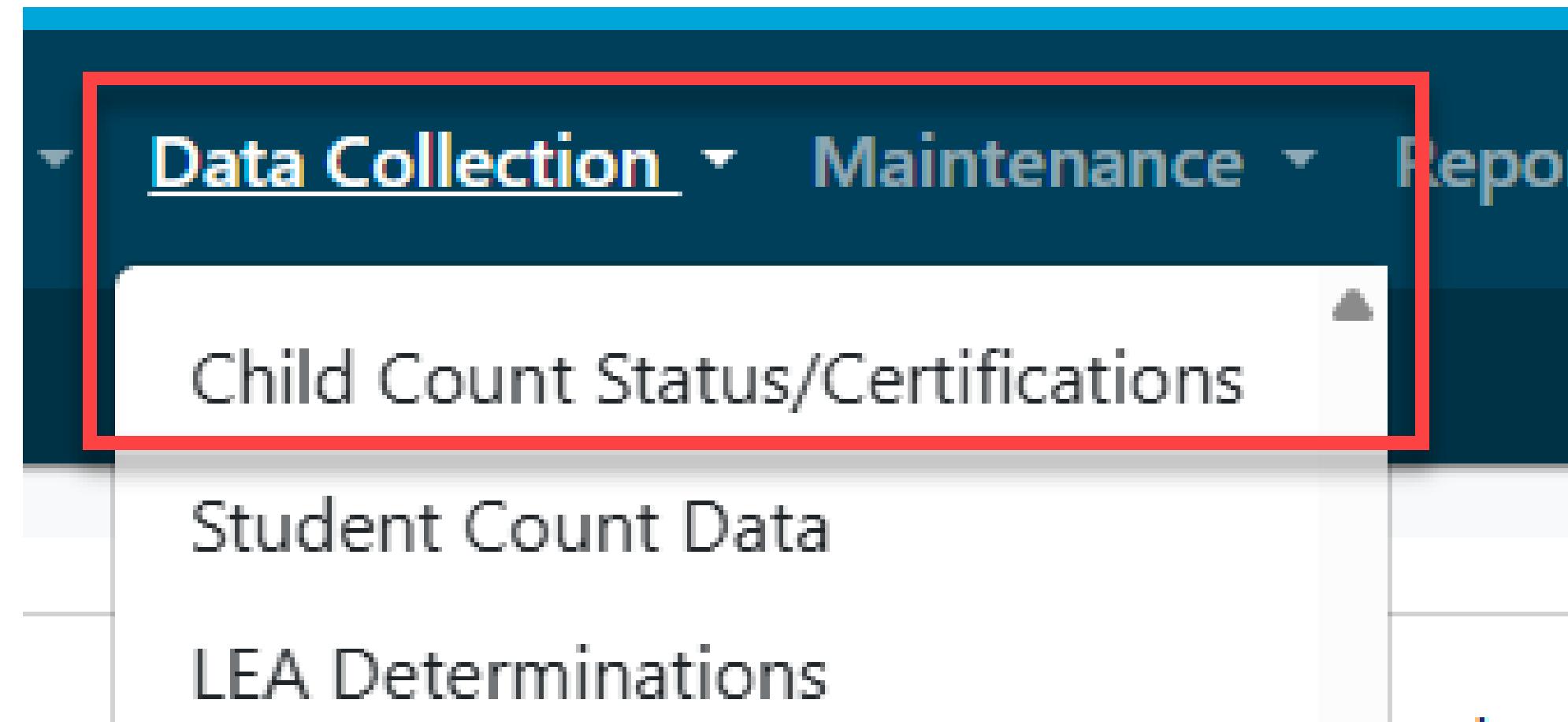
March 27

Child Count Certification DUE

CHILD COUNT STATUS

Child Count Status will update each Friday @ 7AM when the preliminary snapshot is taken.

Data cannot be edited after February 25th!!



CHILD COUNT STATUS

Child Count Status will update each Friday @ 7AM when the preliminary snapshot is taken.
Data cannot be edited after February 25th!!

Current Child Count Totals i

RCDTS ▶ 9999999999-9999 User ▶ snoelle Environment ▶ Production-SPRWEB5 19:42

The December 1 Child Count includes all APPROVED I-Star student Approval records for all Fund codes except N & U, that are checked to "Include in Approval" and active on 12/1.

December 1 Child Count Snapshot Updated: 01/09/2026

Search...

Showing 1 to 1 of 1 entries (filtered from 861 total entries)

Actions	RCDT	District	2024 Counts	2025 Counts	2026 Counts	Difference	Status	Verified By	Certification Date
+	20-083-0030-26	Harrisburg CUSD 3	433	434	436	2	Not Verified		
		Totals:	433	434	436	2			

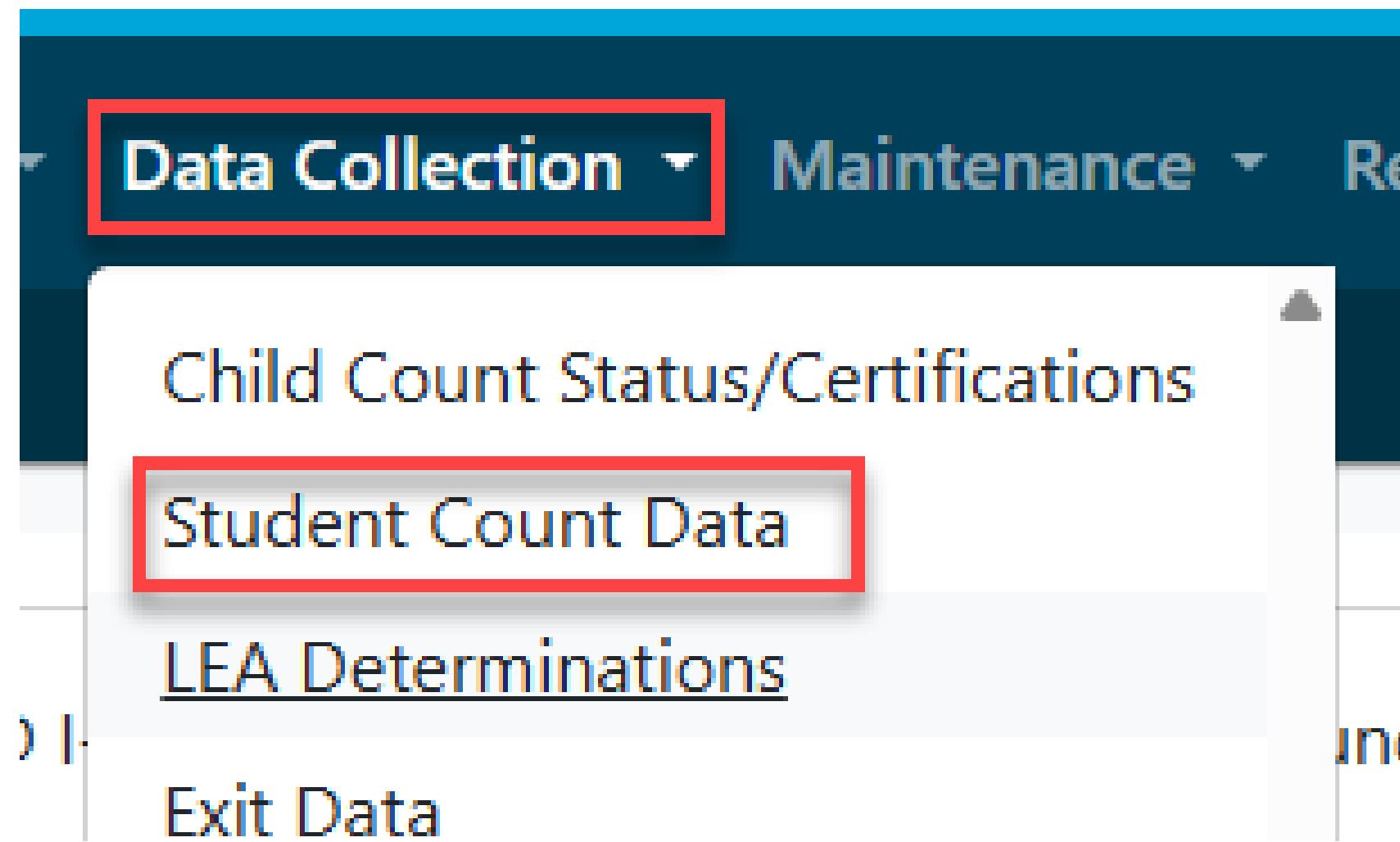
Show 50 entries

Previous 1 Next

CHILD COUNT STATUS

Child Count Data data will update each Friday @ 7AM when the preliminary snapshot it taken.

This report will not change once the FINAL snapshot is taken!



CHILD COUNT STATUS

Child Count Data data will update each Friday @ 7AM when the preliminary snapshot is taken.
This report will not change once the FINAL snapshot is taken!

Student Count Data 

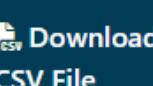
RCDTS ▶ 99999999999-9999 User ▶ snoelle Environment ▶ Production-SPRWEB5 20:00

SY	Resident Name	Fund	SIS Id	Last Name	First Name	Gender	DOB	Begin Date	End Date	Grade	Ethnicity	Prim Disab	Ed Env	Term	Exit Code	Local Id	Age	% Spec Ed	% Time Out	Orph Appr	Coop Report?	Serving L

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

SIS Id: | First Name: | Last Name: |

Search... | Showing 0 to 0 of 0 entries |   

No data available in table | Show 50 entries |  

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Support

Harrisburg Project

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