

2026-2027 I-Star Plus New User

Presented By Harrisburg Project



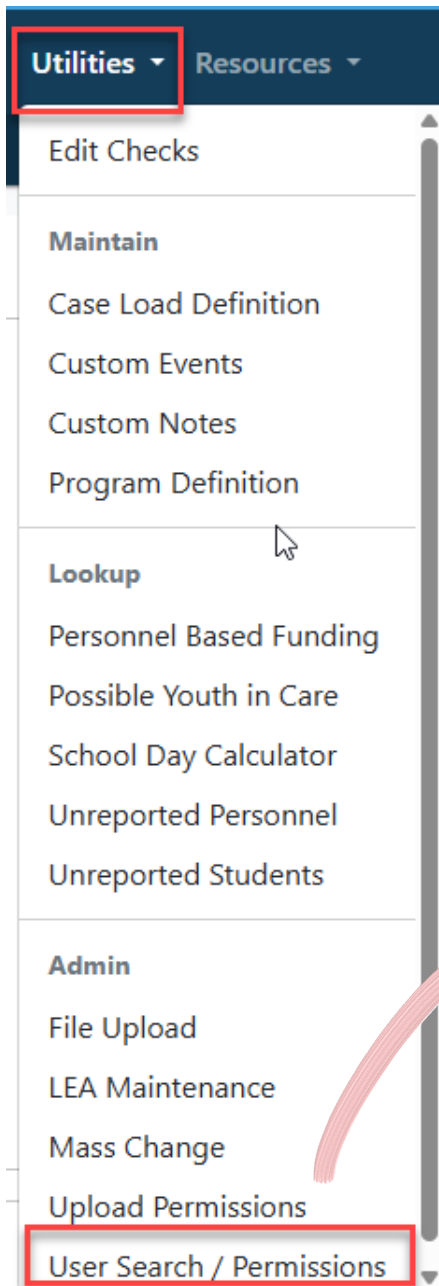
Training Topics

- 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

User Permissions

EntityId(D-S) ▶ 0-0 RCDTS ▶ 9999999999-9999 User ▶ snoelleQA2 Environment ▶ QA-SPRWEBQA1 19:3

Iwas UserID
ISTARPLUSBUG

District ▼ Last Name First Name

Search...

Showing 0 to 0 of 0 entries

Q

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
 	ISTARPLUS HBUG	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

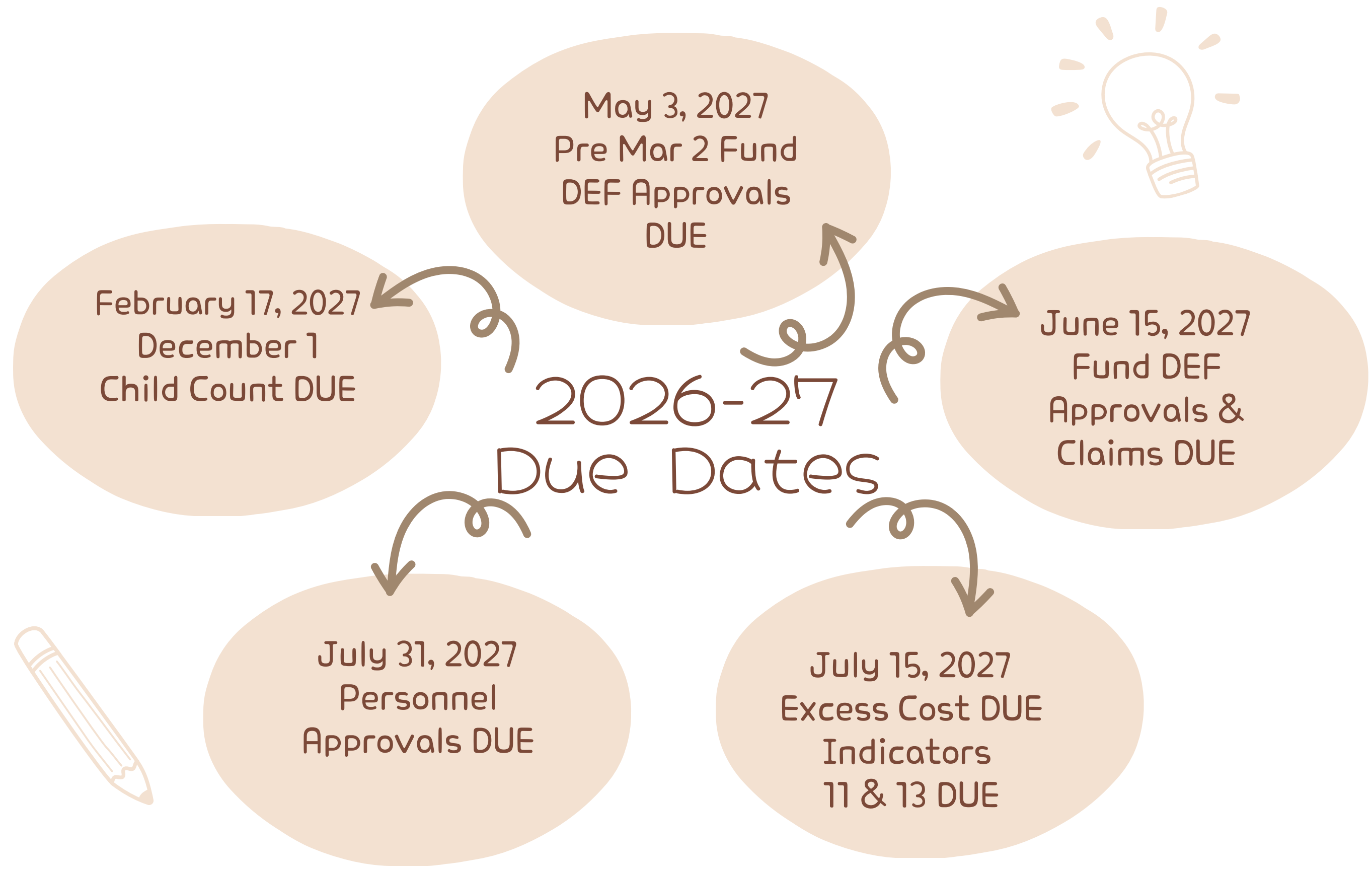
Role

Role Attribute

Full Access

Save

Cancel



Resources



ISBE Special Education Planning Calendar

https://www.hbug.k12.il.us/Resources/PlanningCalendar/FY_26_27_Planning_Calendar.pdf



Student Approval Instructions

https://www.hbug.k12.il.us/ISBEManuals/SY2526/2025_26_Students_with_Disabilities_Data_Collection_Approval_Instructions_August_2025.pdf

**COMING
SOON**



Data Collection Key Dates

<https://www.isbe.net/Pages/Data-Collections-Key-Dates.aspx>

I-Star Plus User Settings

 [Contact Technical Support](#)

Impersonate

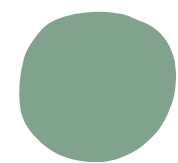
I was Login/Logout

User Settings

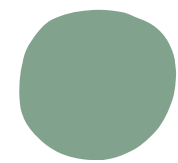
Set This Page To
Default Login Page

- 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

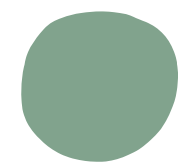
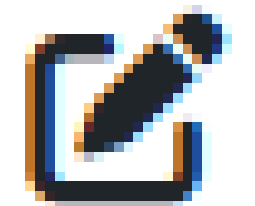
Data Maintenance Tasks



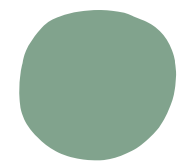
ADD – Adding new Student Approval records to I-Star Plus



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 ▾

Edit Checks

Maintain

Case Load Definition

Custom Events

Custom Notes

Program Definition

Lookup

Personnel Based Funding

Possible Youth in Care

School Day Calculator

Unreported Personnel

Unreported Students

School Year2026-2027

District

Search...

Showing 0 to 0 of 0 entries

Q

Download

Home

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, S, 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. Confirm eligibility with Harrisburg Project if you receive eligibility errors.

School Year2026-2027

Entity

Search...

Showing 0 to 0 of 0 entries

Q

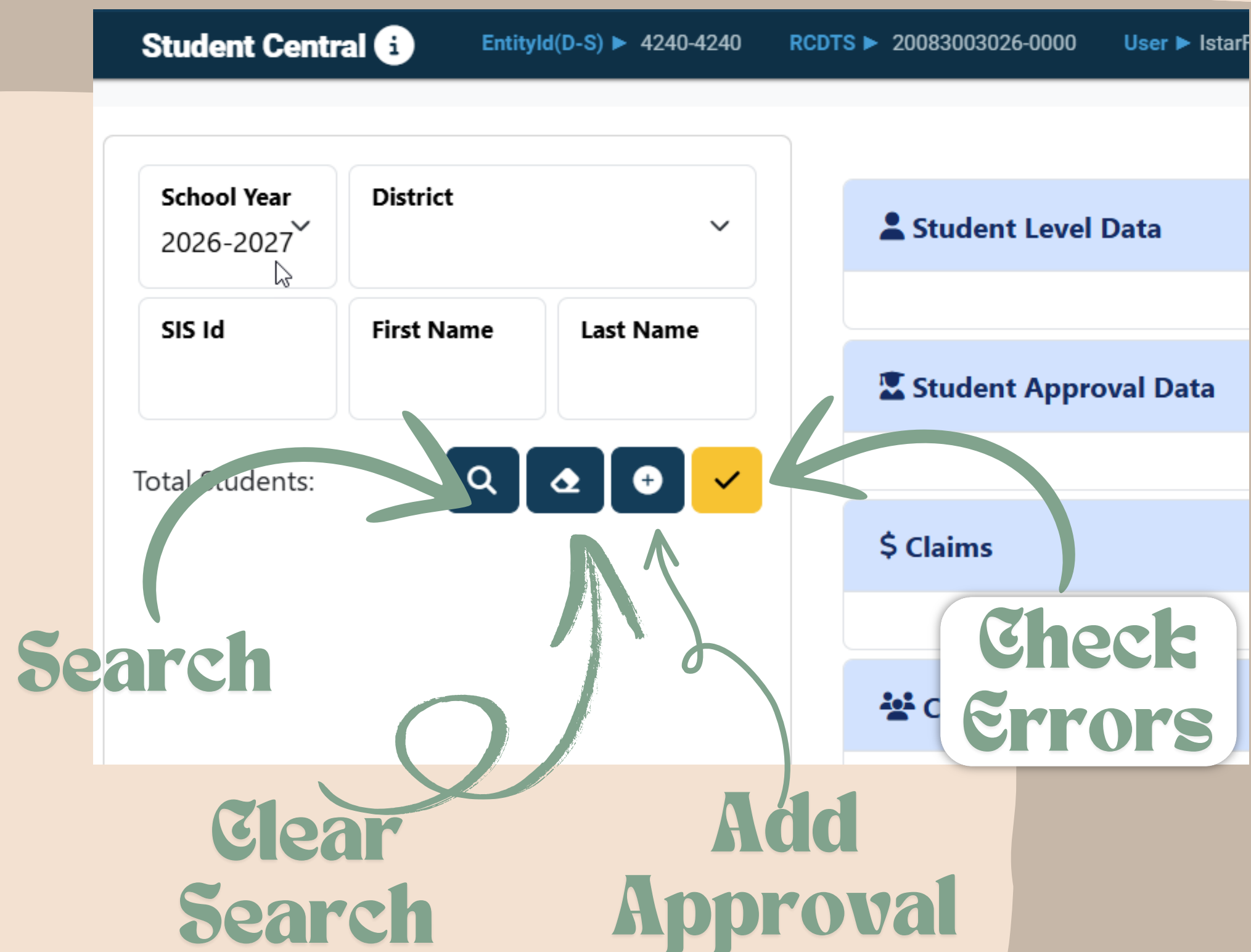
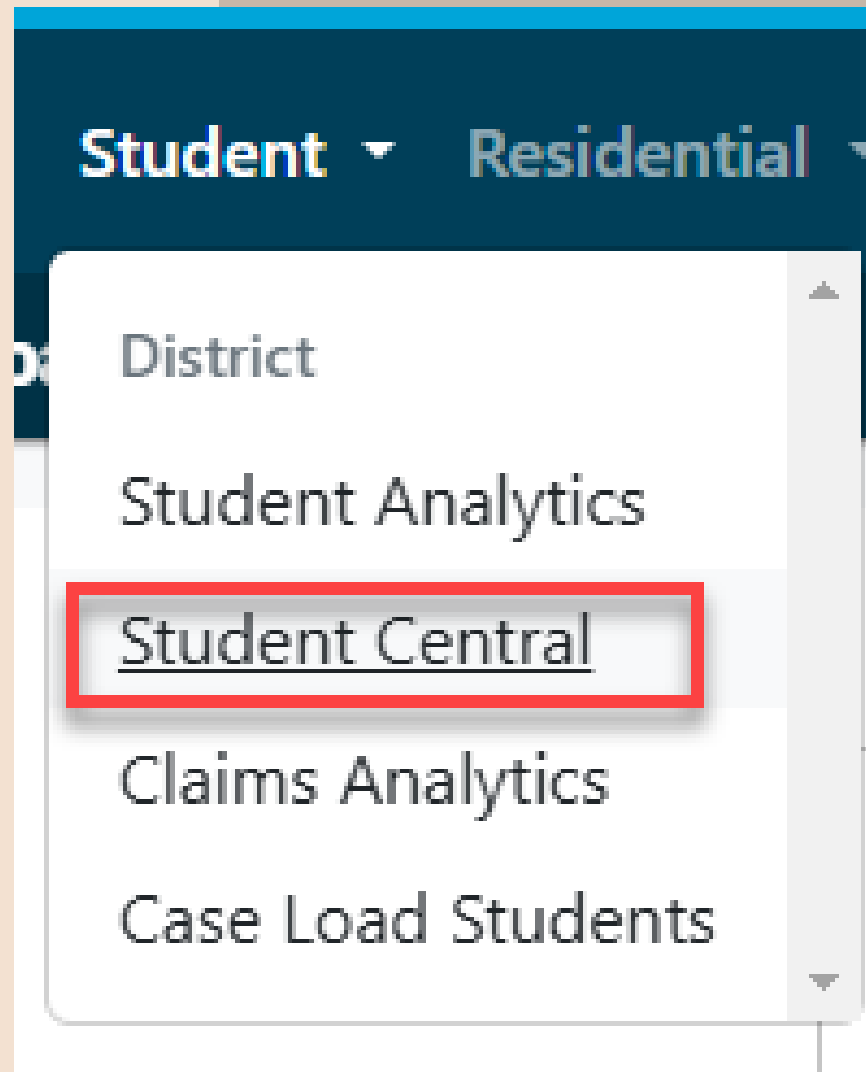
Download

Home

School Year	District	School	RCDS	SIS ID	First Name	Last Name	Enrollment Date	Exit Date	Grade	IStar Fund Code

No data available in table

Student Central



Student Analytics

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

[illegible]

Add Student Approval

School Year
2026-2027[▼]

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
199354478

First Name

Middle Name

Last Name

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

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)



Related Service 1

25 - Transportation (Sp)

Related Service 2

07 - Counseling Service

Related Service 3

13 - Occupational Ther

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

R - Regular

Begin Date

08/13/2026

End Date

mm/dd/yyyy

Exit Code

-

☐ Update in Case Load

Local District Id

OPTIONAL

Add Student Approval

Student Approval Errors

Updated by: ISTAR Rollover 08/05/2026 09:35:57 AM

Created by: ISTAR Rollover 08/05/2026 09:35:57 AM

Check Errors

Close

Check Errors =
Saves the Record &
Checks Errors/
Warnings



Add Student Approval

Student Approval Error

W - 114

F - 145

Indicator 11 Data Missing For This Student

Student not found in sis for resident RCDT

APPROVED

NOT APPROVED

Updated by: Sarah Noelle O. 12/17/17 PM

Save

Close

SIS Error Checks

Student Level Data

1113



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

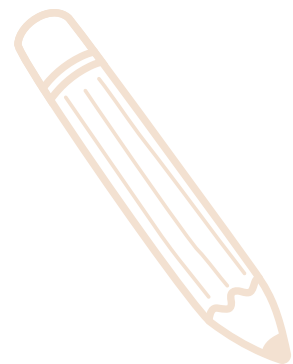
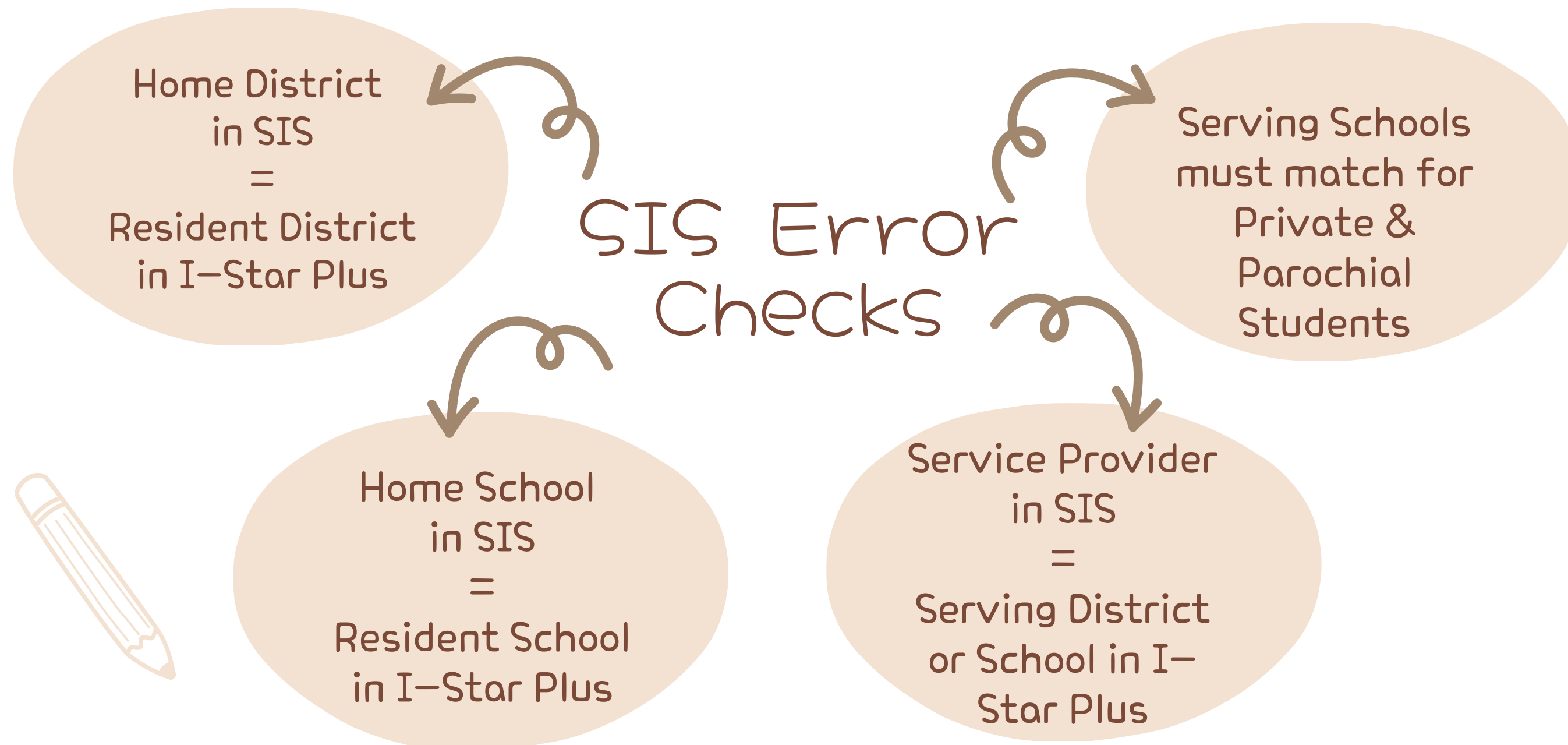
Medicaid #:

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

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 = 9/2/2026 and SIS enrollment start date = 8/14/2026

I-Star Plus approval end date = Blank AND SIS enrollment exit date = Blank

Disapproved Example:

I-Star Plus approval begin date = 8/14/2026 and SIS enrollment start date = 9/2/2026

I-Star Plus approval end date = Blank AND SIS enrollment exit date = Blank

SPP Indicators

Student Level Data

11 13

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 11

Indicator 11 ✕

Edit Mode

Start Year
2027

Parental Consent Date
08/13/2026 📅

Evaluating District
Harrisburg CUSD 3 ▼

Reason Not Applicable ?

Eligibility Determination Date
09/16/2026 📅

School Days To Complete
23 📅

Reason Timeline Not Met ?

Indicator 11 Errors ▼

Updated by: Sarah Noelle 08/07/2026 11:14:00 AM

Created by: Sarah Noelle 11/18/2025 02:02:18 PM

New Evaluation

Save

Close

New Evaluation =
Add Additional Data
(rarely used)

SAVE = Add new and/or
Edit Existing

CANCEL = Close Record

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 involvement, 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 ▾

Edit Checks

Maintain

Case Load Defi

Custom Events

Custom Notes

Program Defini

Lookup

Student Approvals

School Year
2027



District



✓ Check Errors

Personnel Approvals

School Year
2027

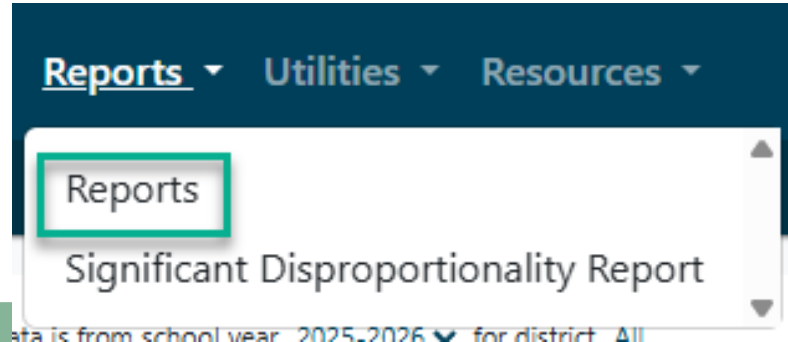


District



✓ Check Errors

Error Report



Report Type: Student

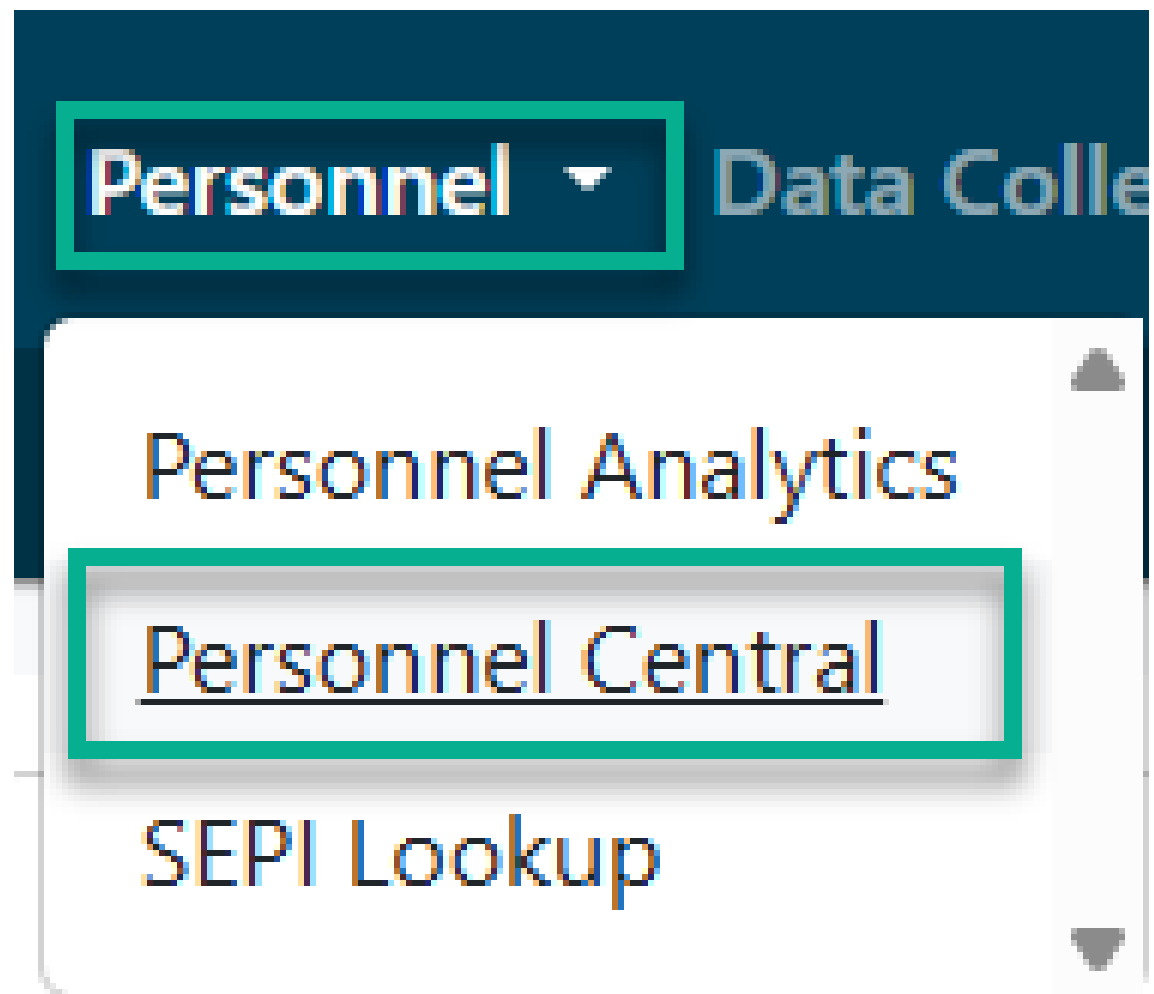
Report Category: Errors

Search...

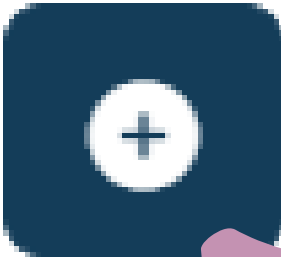
Showing 1 to 4 of 4 entries

Actions	Report Name
	Student Error Report
	Student Indicator Errors Alphabetic list of students with errors related to Indicator 11 or Indicator 13. Grouped by Resident dis
	Students Missing Exit Data List of students with missing exit data. Designed to be run in fall of year following the end of the scho
	Non-Exited Students for Verification List of students with an exit code of 20 on the most recent record. Grouped by Resident district.

Access Personnel Records



Personnel Approvals

School Year 2026-2027 [▼]	District ▼			
IEIN	First Name	Last Name	Clear Search	Check Errors
Total:				

Search

Add Approval

Add Personnel Approvals

School Year 2026-2027 [✓]	District [▼]	
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
Noelle

Last Name
Sarah

Gender [▼]

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** 

DemoApril Adams - 732415   

District: Harrisburg CUSD 3• Total FTE: 1.00

Type: A - Special Education Teachers

Employed as of 12/1/2026: True

Employed as of

IEIN 1335443	Full Name DemoBobbie Allen	School Year 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
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I-Star Plus SUPPORT

www.hbug.k12.il.us

support@hbug.k12.il.us

(800) 635-5274

HOURS: Monday – Friday

8AM – 4PM