



Topics...

- Child Count Data
- Child Count Snapshots and Due Dates
- SIS IDs and Error Checking
- Add New Students
- Delete Students
- Check for Students Turning 10 (w/ Disability N) and/or 14 ½
- Warnings/Errors vs. Approved/Disapproved
- Recheck Edits
- Harrisburg Project Website and Resources
- Support

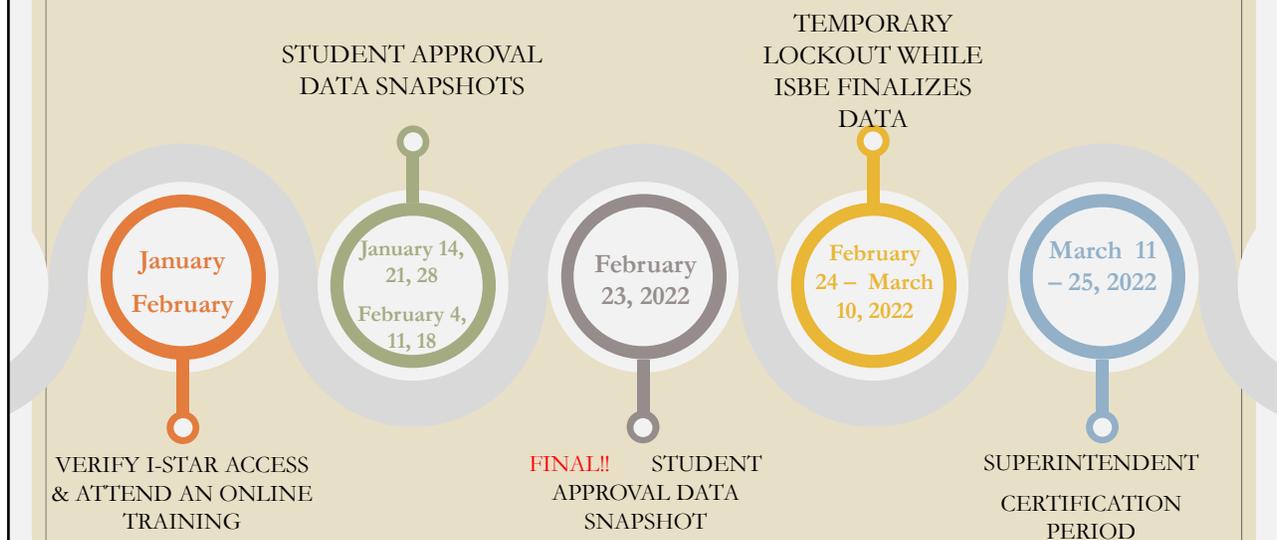
Child Count Data

Student Approval records included on child count:

- Approval records active on December 1, 2021
- All Fund Codes except N and U
- Approval records that are checked to “Include in Approval”
- Approval records that are “Approved” status (No Errors)

3

2021-2022 CHILD COUNT SNAPSHOTS AND DUE DATES



SIS IDs and Error Checking

- Students cannot be entered into I-Star without a SIS number
- All student demographics carry from SIS
- SIS administrators should upload to SIS as often as possible to keep the data up to date

5

SIS IDs and Error Checking

Resident District:	Harrisburg CUSD 3 - 20-083-0030-26 ▼
Resident School:	Harrisburg Middle School - 20-083-0030-26-1 ▼
Serving District:	Harrisburg CUSD 3 - 20-083-0030-26 (2) ▼
Serving School:	Harrisburg Middle School - 20-083-0030-26 (4) ▼

- Resident District = District where student resides
- Resident School = School student would attend if they were not receiving special education services
- Serving District = Local Education Agency that operates the program the student attends
- Serving School = Location where the child is physically seated receiving services

6

Add New Students

- To add a new student click Add and use either Last Name, First Name, DOB and Gender OR SIS ID to locate the desired student

The screenshot shows the 'Student Approval' interface. At the top, there is a navigation bar with 'Student Approval' and an 'Add' button highlighted with a red box. Below this is a 'Student Search' form with two sections: 'Basic' and 'Advanced'. The 'Basic' section includes fields for 'SIS ID', 'Last Name', 'First Name', 'DOB', and 'Gender', all of which are circled in red. The 'Advanced' section includes 'Exact Name Match', 'Grade', 'Ethnicity', 'Mother's Maiden Name', 'Guardian Last Name', and 'Guardian First Name'. At the bottom of the search form, there are 'Search', 'Clear Search', and 'Cancel' buttons. A note at the bottom states: '* 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.'

Add New Students

- Once student is added, a FACTS approval record can be completed for the student
- To see if the record has any errors, click Check Errors

The screenshot shows the 'Approval' form for a student. The form is titled 'The 2021-2022 Student Approvals Data is Open.' and 'Regular Term Claim'. It contains various fields for approval details, including 'Approval Status', 'School Year', 'Include on Approval', 'Fund', '% Special Ed', 'Resident District', 'Serving District', 'Serving School', 'Disabilities', 'Related Service', 'Education Environment', '% Time Inside Reg Classroom', 'Term', 'Begin Date', 'From Approval', 'End Date', and 'Exit Code'. There are also sections for 'Method of Computing Days', 'Calendar', 'Program', 'Show Coop Programs', and 'Participation Rates'.

The screenshot shows the 'Edit Results' and 'Errors' section of the approval form. The 'Edit Results' section contains two error messages: '(F-025) Section 14-7.03 Eligibility Items is/are Missing or Invalid.' and '(F-027) Section 14-7.03 Eligibility verification is NOT complete.' The 'Errors' section contains a table with the following data:

Code	Description
02	(F-002) Student Approval record is Disapproved
04	(F-004) Days Enrolled or Days in Session equal Zero
11	(W-011) L.O ADE Education Cost is Zero (Funds X,J, & E)

Delete Students

- Delete students that are not receiving services this year

The screenshot shows a table with columns: Actions, Ind, Student Name & Grade, SIS Id, Resident RCDT, DOB, and Fund. The 'Actions' column contains icons for delete (X), edit (pencil), and view (eye). A red box highlights the delete icons for several rows. Below the table is a dialog box titled 'Delete this Approval' with a 'Delete' button highlighted in red.

Actions	Ind	Student Name & Grade	SIS Id	Resident RCDT	DOB	Fund
X	11.13	Butler, DemoLyndon Hubert (05)	999999019	20-096-2000-26	11/17/2008	A
X	11.13	Butler, DemoLyndon Hubert (05)	999999019	20-096-2000-26	11/17/2008	A
X	11.13	Evans, DemoElena Cali (N/)	999999027	20-083-0030-26	10/1/2008	U
X	11.13	Flores, DemoCash Grant (N/)	999999001	20-083-0030-26	8/15/2008	A
X	11.13	Gutierrez, DemoAggie Abbey (09)	999999025	20-083-0030-26	10/20/1998	E
X	11.13	Gutierrez, DemoAggie Abbey (09)	999999025	20-083-0030-26	10/20/1998	X
X	11.13	Hill, DemoJesus Zaine (N/)	999999030	20-083-0020-26	9/2/2008	X
X	11.13	Kinn, DemoMickla Nani (12)	999999022	20-083-0030-26	7/20/1996	E

Check for Students Turning 10 (w/ Disability N) and/or 14 1/2

- Run the following reports.
 - Run the following reports:

The screenshot shows a navigation menu with 'Reports' highlighted. A dropdown menu is open, showing 'Application Reports' highlighted. Below it is a list of reports with checkboxes and descriptions.

Select Report	Description
<input type="checkbox"/>	Age of Majority
<input type="checkbox"/>	Alpha Students Turning 10 This School Year
<input type="checkbox"/>	Alpha Students Turning 14 1/2 This School Year
<input type="checkbox"/>	Alpha Students Turning 15 This School Year
<input type="checkbox"/>	Alpha Students Turning 6 This School Year
<input type="checkbox"/>	Customized Students turning X

Note: Age 15 only applies to elementary districts.

Check for Students Turning 10 (w/ Disability N) and/or 14 1/2

- For Students that will turn 10 (w/ Disability N) before February 23, 2022:
 - Perform an end/add and enter new disability code on new approval record

- For Students that will turn 14 1/2 before February 23, 2022 :
 - Complete Indicator 13 Transition form

Actions	Ind	Student Name	SIS Id	Resid
	1, 13			1
	1, 13			5

13



Warnings/Errors vs. Approved/Disapproved



Errors/Disapproved must be corrected by Pickup Date!!!

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

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

14

Recheck Edits

- Click Recheck Edits
- You will receive two emails on the status of the error check. The first will tell you that the processing has started and the second will tell you that it's complete.
- The errors can be viewed on each FACTS record or on the error report

The screenshot shows the 'Student Approvals Filter' interface. At the top, there are tabs for 'Approvals', 'Claims', 'Programs', 'Upload Files', and 'Case Load Definition'. Below these are 'Reported', 'Un-Reported', and 'Possible Youth In Care' options. The main area contains various filters for student information, including fields for Student SIS Id, Last Name, First Name, School Year (set to 2021-2022), Status, Grade, Term, Related Services, EE Code, Local District ID, and DOB. On the right side, there are dropdown menus for District, Resident School, Serving District, Serving School, Disability, Fund, Program, Reimbursement Status, Class Teacher, Class Name, and Event. At the bottom, there are buttons for 'Search', 'Clear Search', 'Recheck Edits' (circled in red), 'Export to Excel', and 'Export using Import Format'.

15

Recheck Edits Student Approval

To run a report with all errors click:
Reports->Application Reports

Select Report Type:
Student

Select Report Categories:
Errors

Select:
Student Approval Error Listing

Click:
Run and/or Export Report

The screenshot shows the '1-STAR Reports' interface. At the top, there are dropdowns for 'Report Type' (set to Student) and 'Report Categories' (set to Errors). Below this is a 'Select Report/Description' list with radio buttons for: Non-Enrolled Students for Verification, Student Approval Errors by Resident District and Serving School, Student Approval Errors Listing (selected), Student Claim Errors by Resident District And Serving School, Student Indicator Errors, and Student Making Exit Data. To the right is a 'Report Description' box. Below the report selection is a 'Reports Filter' section with various filters for Student SIS Id, School Year (2021-2022), Gender, Grade, Term, Ethnicity, Private Facility, Class Name, Teacher Name, Location Name, Age, Related Services, Resident District, Serving District, Serving School, Disability, Fund, Indicator Errors, and Include on Approval Error Type. At the bottom, there are sections for 'For Approval Records' and 'For CaseLoad Enrollment Records' with checkboxes for 'Active as of today', 'Active on Child Count', 'Active as of', 'Only Future Dated', 'Active Enrollment', and 'Future Enrollment'. At the very bottom, there are buttons for 'Run Report', 'Export Report', and 'Clear Filters'. The 'Run Report' button is circled in red.

16

I-Star Resource Website

www.hbug.k12.il.us

I-Star User Guide

<http://www.hbug.k12.il.us/IstarUserguide/index.htm>




I-Star

<p>Contact Harrisburg Project (800) 635-5274 support@hbug.k12.il.us with I-Star Questions and Feedback</p>	<p>Contact IWAS Helpdesk with IWAS Account Questions (217) 558-3600 IWAS User Guide: https://sec1.isbe.net/iwas/htm/help_home.shtml</p>
---	--

19