Preparing For Dec. 1 Child Count

Student Approvals Refresher

Presented By Harrisburg Project

- December 1 Child Count Data Preparation
  - Delete records
  - Add records
  - End/Add
  - Edit records
- Common Error Corrections
- Reports
- A look ahead to 2026

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)
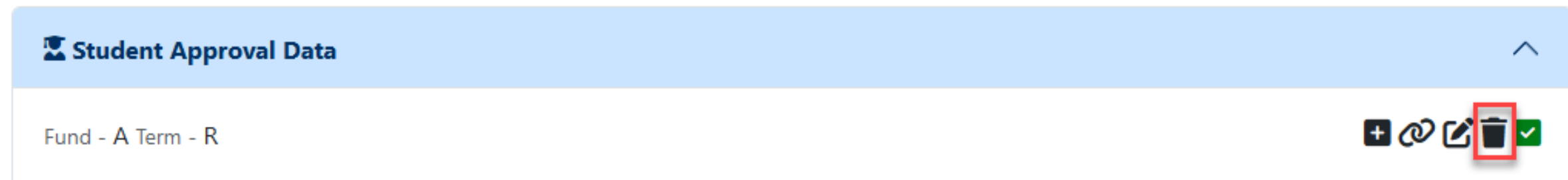 - Indicator 4B
  - ISBE Report Card

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
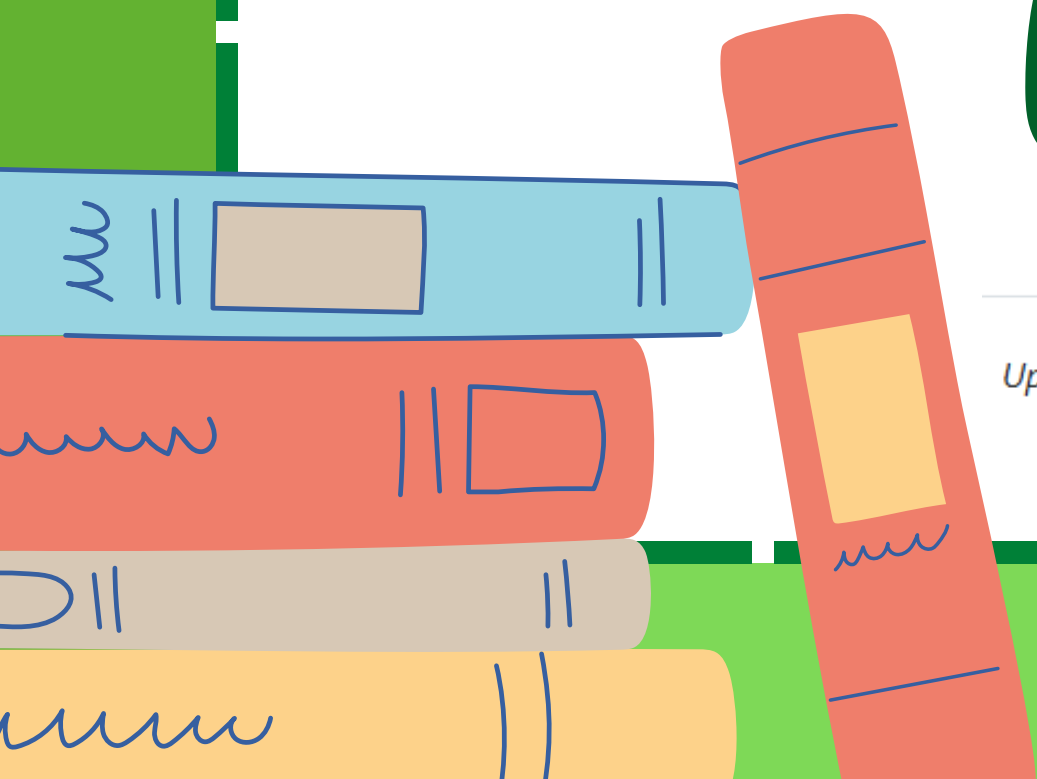Click on the trash can icon under Student Approval Data.

👤 Student Approval Data   ⌃

Fund - A Term - R   ➕ 🔗 ✏️ 🗑️ ✅

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

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

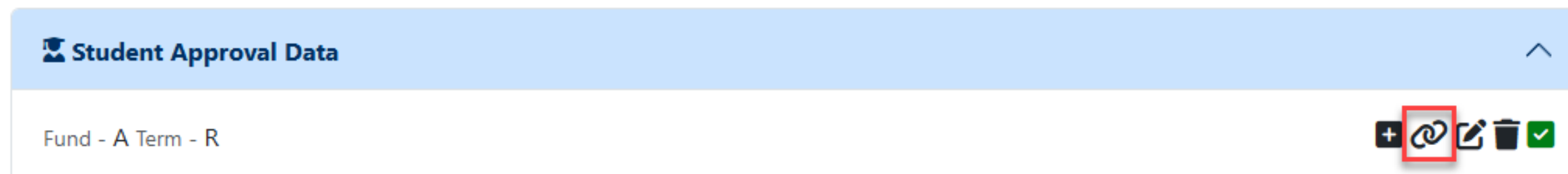Last Name

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.

👤 **Student Approval Data**

Fund - A Term - R

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.

End / Add Student Approval ✕

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.

End Date for original Approval
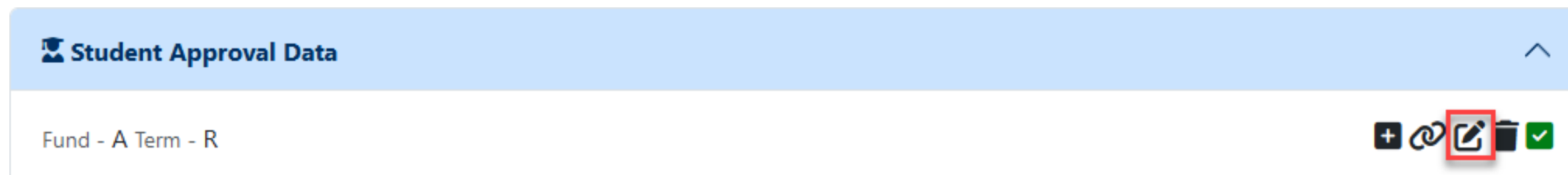09/24/2025

Exit Code
20 - Changed Name, DOB, Fund, etc.

Do End/Add   Close

HOW TO EDIT RECORDS IN I-STAR

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

👨‍🎓 **Student Approval Data**   ⌃

Fund - A Term - R   ➕ 🔗 ✏️ 🗑️ ✅

02 Make the necessary changes on the record.

03 Click Check Errors.

COMMON ERROR CORRECTIONS

- F-050 – No Student Enrollment Information found in SIS.
  - An enrollment record needs to be added in SIS to reflect the placement and time-frame of the I-Star approval record.
- 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.

Common Error Corrections

- 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.
- 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.

  - https://www.youtube.com/watch?v=XEsNBR_v4FQ

REPORTS

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

01   Reports → Student → Student Approvals → Search

REPORTS

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

02 Run Alphabetical List of Students with filters below:

WINTER 2026

January 9

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

January/February

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

February 25

December 1 Child Count DUE

March 27

Child Count Certification DUE

Support

Harrisburg Project

www.hbug.k12.il.us

support@hbug.k12.il.us