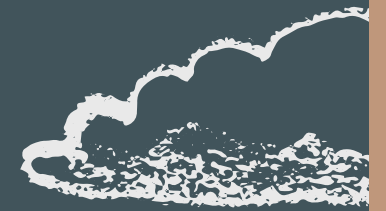
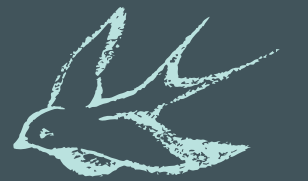


# Preparing for Personnel Approval Snapshot in

## I-Star Plus 2025-26

Presented by Harrisburg Project



# Topics



*Special Education Personnel Approval Manual*



*Personnel Approvals*



*Status Codes*



*Error Reports*



*Website*



*Support*





# 2024-2025 Special Education Personnel Approval Manual



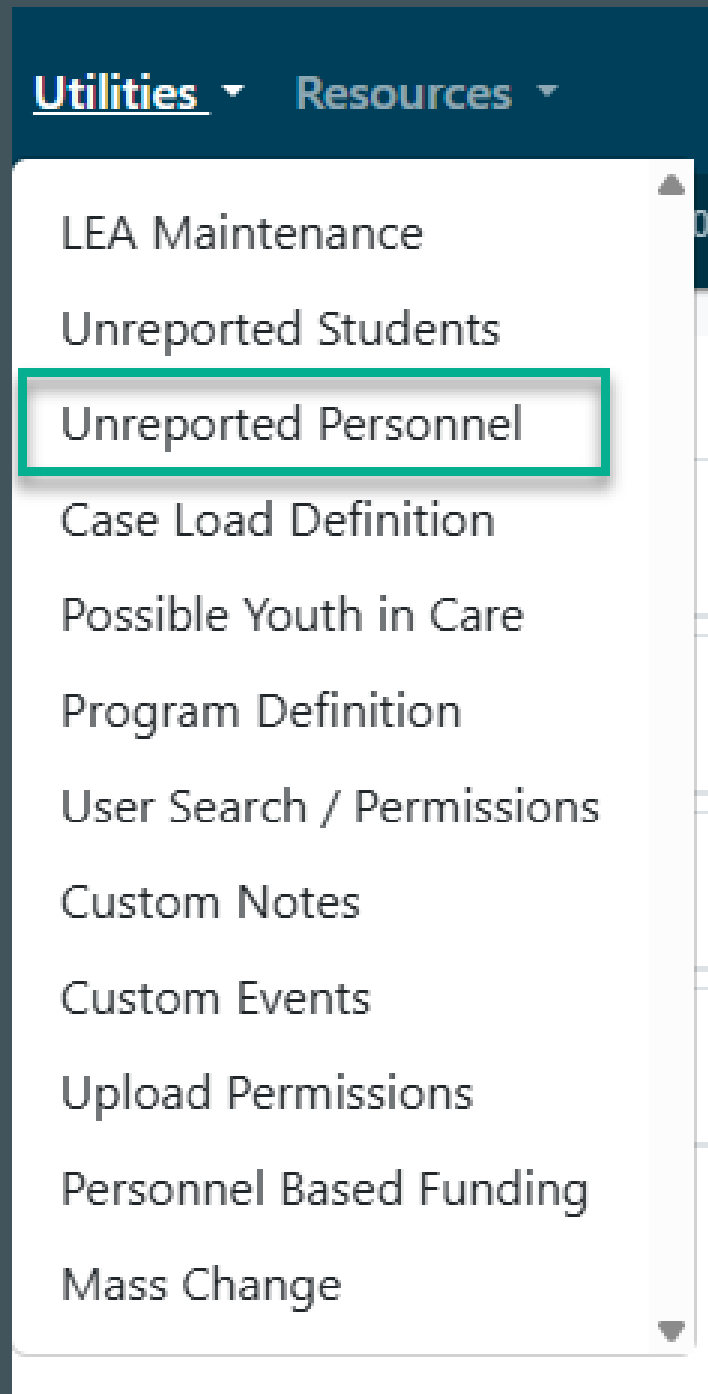
- Due Date - Personnel Approvals DUE July 31, 2026!!!



[www.hbug.k12.il.us](http://www.hbug.k12.il.us) -> Manuals & Guides



# Personnel Approval



## Un-Reported

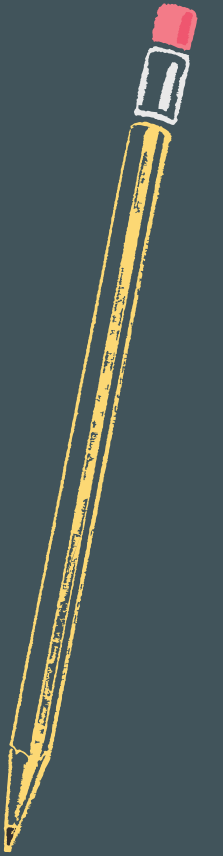
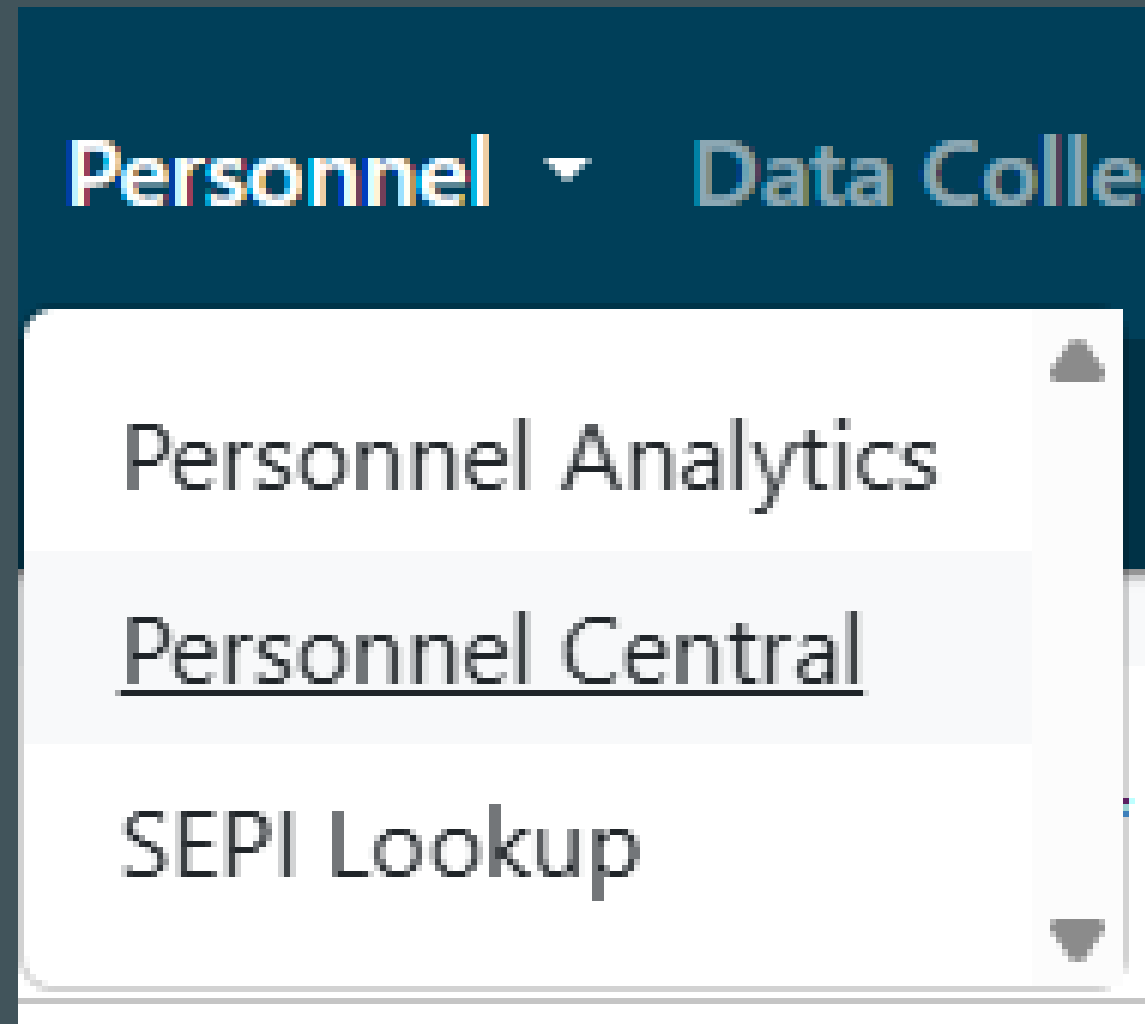
*Personnel in jurisdiction from  
EIS upload but no current  
Approval record*



# I-Star Landing Page



Select Personnel ->  
Personnel Central



# Personnel Approval

**Personnel Central** ⓘ EntityId(D-S) ▶ 0-0 RCDTS ▶ 9999999999-9999 User ▶ snoelleQA2 Environment ▶ QA-SPRWEBQA1 20:00

School Year: All ▾ District: ▾

IEIN: First Name: Last Name:

Total: 🔍 + ✓

- Personnel Approval Data ▾
- Work Assignment Data ▾
- Certificate Data ▾
- Salary Data ▾



# Personnel Approval



To add a new personnel record click Add.

School Year  
All


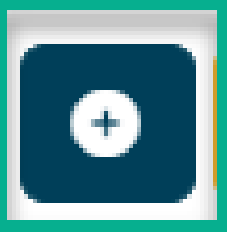

District

IEIN

First Name

Last Name

Total:



# Personnel Approval

Use either District, Last Name, First Name, Gender or IEIN to locate the desired person.



**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 ▼

---

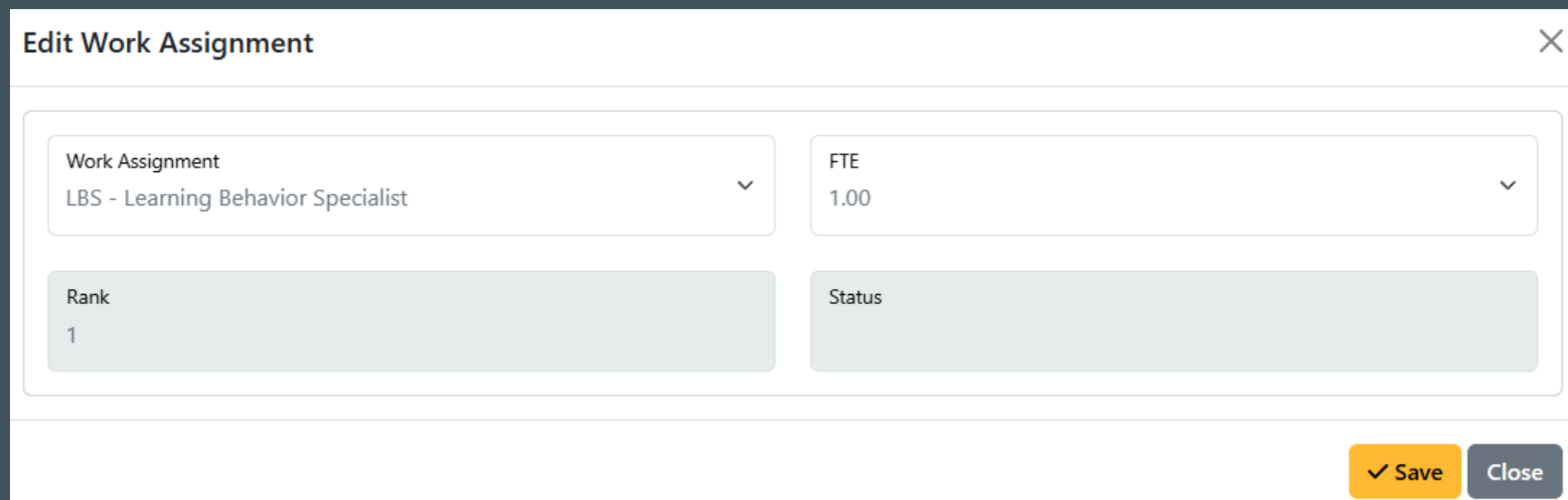
First Name  Last Name  Gender ▼

---

**Search Single**

IEIN

# Personnel Approval



Work Assignment  
LBS - Learning Behavior Specialist

FTE  
1.00

Rank  
1

Status

✓ Save Close

- 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



# Personnel Approval

FTE for Paraprofessional staff must be reported for each grade group served:

- PreK and KG-12
- Estimate the FTE as accurately as possible when time is spent serving both grade ranges.

Paraprofessional Work Assignment Codes:

- PA3 = Program Aide serving PreK
- PA6 = Program Aide serving KG-12
- TA3 = Teacher's Aide serving PreK
- TA6 = Teacher's Aide serving KG-12
- NHA3 = Non-certified Health Aide PreK
- NHA6 = Non-certified Health Aide KG-12

PA3 - Program Aide (PreK)  
PA6 - Program Aide (KG-12)

TA3 - Individual Instruction Aide (PreK)  
TA6 - Individual Instruction Aide (KG-12)

NHA3 - Non-Certified Health Aide (PreK)  
NHA6 - Non-Certified Health Aide (KG-12)





# Personnel Approval

FTE

1.00

1.00

0.99

0.98

0.97

0.96

0.95

0.94

0.93

0.92

0.91

0.90

0.89

0.88

0.87

0.86

0.85

0.84

0.83

0.82

0.81

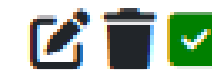
- Full Time Equivalency (FTE) required for ALL employees:
  - Calculating percentage to assist in reporting FTE - "Total hours worked per year in the work assignment divided by "normal school day classroom hours", equals "total days worked per year". Dividing the "total days worked" by 180 days will equal the "total FTE percentage".
  - Select FTE drop down in I-Star to select the numerical value that best estimates the amount of time spent in the work assignment and click Save.



# Personnel Approval

Complete Employed as of 12/1:

Demo April Adams - 732415



District: Harrisburg CUSD 3- Total FTE: 1.00

Type: A - Special Education Teachers

Employed as of 12/1/2025: True



Employed on 12/01

No  Yes



# Personnel Approval

- *1-Star system will automatically match the appropriate Special Education ID code:*
  - *A - Special Education Teacher*
  - *B - Related Service Provider*
  - *C - Paraprofessional*
  - *D - Administrative*
- *This code will be determined once the Work Assignment is Saved*

District: Benton Cons HSD 103 • Total FTE: 1.00

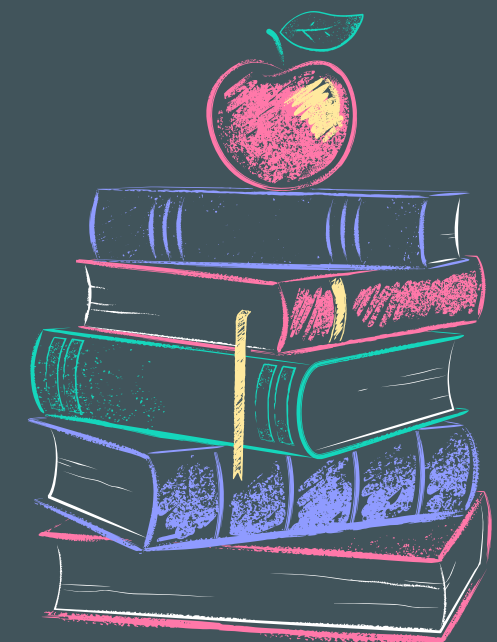
Type: A - Special Education Teachers

Employed as of 12/1/2024: True



# Status Codes

- Status codes are used by ISBE to indicate the approval status of a work assignment(s). The status is verified with ELIS.
- Available Status Codes:
  - Qualified - Warning Free / Approved
  - Not Qualified - Warning / Disapproved
    - Warnings do not cause errors for personnel and the records will be submitted as "Not Qualified" on the federal report.





I-Star

Support

I-Star Operation Questions  
Harrisburg Project  
(800) 635-5274  
[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

