



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

OCTOBER 4, 2016

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I-Star Training

The **FINAL** sessions of required I-Star trainings are filling up. If you have not attended or signed up to attend, time is running out! The only seats available for our classroom trainings are October 24th and 25th and the online training on November 1st.

Please visit [Event Registration](#) to sign up for a training. **Please print the notes before the training and bring them with you.** These trainings are open to anyone, regardless of the location. For more information on I-Star, visit <http://www.hbug.k12.il.us/IStar/default.aspx>.

Dates to Remember

October 10, 2016 - Office Closed in Observance of Columbus Day

November 8, 2016 - Office Closed due to Election Day

November 11, 2016 - Office Closed in Observance of Veterans Day

November 23-25, 2016 - Office Closed for Thanksgiving Holiday

Important Requirements: Transitioning to I-Star

Before your district/cooperative completes the transition to I-Star you **MUST DO** the following:

- Enter End Date/Exit Code in *iepoint* > **2016** DATA2016 for students **NOT** receiving services in the current school year. (RED Screen)
- Delete students from *iepoint* > DATA2017 if not receiving services in the current school year. (WHITE Screen)
- Correct **ALL** Exit Data Errors
- Make sure all students in *iepoint* > **2016** DATA2017 have a SIS ID in **EITHER** the SIS ID (yellow box) or ISBE SIS ID (gray box). The SIS ID **DOES NOT** need to be in both boxes.
- All users must have an approved IWAS Account, an approved I-Star Account and Request Access from approved I-Star account. **Please review the I-Star [Minimum Requirements](#) document for additional information.**
- At least one (1) user from each district **must** attend either an On-Line or In-Person I-Star training. All additional users can watch the recorded On-Line session: [I-Star Approvals New User Training](#).



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Email your questions to client support at: support@hbug.k12.il.us

SIS Enrollment vs *FACTS Approval* in I-Star

Since each district and cooperative is making the transition from *iepoint*> to I-Star, it is very important to know who the SIS Administrator is for your district or cooperative. The I-Star data entry person will be working closely with the SIS Administrator due to the SIS Error checking in I-Star.

The following information will need to be up to date in SIS before a *FACTS Approval* can be an Approved record in I-Star:

- SIS Enrollment Begin Date must be the same or prior to the *FACTS Approval* Begin Date. For example: SIS Enrollment Date is 8/19/2016 - *FACTS Approval* Begin Date must be 8/19/2016 or later.
- SIS Enrollment End Date must be the same or after the *FACTS Approval* End Date. For example: SIS Exit Date is 6/25/2017 - *FACTS* End Date is 5/2/2017
- RCDTS for Home District in SIS must = Resident District on *FACTS Approval* Record
- RCDTS for Service Provider in SIS must = Serving District on *FACTS Approval* Record
- RCDTS for Serving in SIS must = Serving School on *FACTS Approval* Record
- ALL STUDENTS - even Private School students, Parochial School students and those reported - with Fund Code N or U will need to be entered into the SIS database before the *FACTS Approval* record can be entered into I-Star.

Summer Orphanage Reimbursement Transmission - Due November 2nd

The 2015-2016 Summer Orphanage Reimbursement transmission is due Tuesday, November 2nd. This transmission will be completed by districts that reported Orphanage students (Funds D, E, or F) who attended Summer school during the 2015-2016 school year.

Permissions to transmit this file are not yet on, however you can go ahead and enter the reimbursement data into *iepoint*> **2016 DATA2016** so you will be ready to transmit once permission becomes available.

Remember, this file will be sent from *iepoint*> **2016 DATA2016, the red screen.**

Office Closed - October 10th

Harrisburg Project will be closed on Monday, October 10th in observance of Columbus day. Normal business hours will resume on Tuesday, October 11th at 7:30 AM.