



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

MARCH 6, 2018

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800-635-5274

Dec. 1 Child Count Final Pickup Friday March 9th

The Final December 1 Child Count will be picked up by ISBE at 7:00AM on Friday, March 9th. **ALL DATA ENTRY AND ERROR CORRECTIONS FOR RECORDS ACTIVE ON DECEMBER 1 MUST BE COMPLETED BY MIDNIGHT ON MARCH 8TH!** Only approved records will be included in the data pickup. Warnings will not disapprove your records.

To view your 'Current Child Count', click the 'Current Child Count Status' found on the Landing Page of I-Star. These numbers will reflect the data snapshot that was taken March 1st. If the numbers you see in the grid do not reflect the accurate count for children receiving special education services in your district, you need to perform additions and make corrections to Student *FACTS Approval* records **BEFORE** midnight on March 8, 2018.

Due to dynamic nature of student data, you can have all errors resolved and then have new errors introduced by SIS changes, birthdays, etc. It is imperative that you verify that your Student *FACTS Approval* records are Approved and Error-Free before midnight on March 8, 2018. To see a current error listing, click 'Recheck Edits' from the Student Approval page; once that completes run the 'Student Approval Errors Listing'. This reports can be found under *Report Type: Student* and *Report Category: Errors*.

I-STAR Reports	
Report Type: <input type="text" value="Student"/>	Report Categories: <input type="text" value="Errors"/>
Select Report	Description
<input type="radio"/>	Student Approval Errors by Resident District and Serving School
<input type="radio"/>	Student Approval Errors Listing
<input type="radio"/>	Student Claim Errors By Resident District And Serving School

Once the final December 1 Child Count snapshot is taken, no further changes will be reflected in the count for your district(s).

For questions regarding the December 1 Child Count, contact Harrisburg Project at 800-635-5274 or support@hbug.k12.il.us.

Dates to Remember

March 9, 2018 - Final Child Count Data Pickup @ 7:00AM

March 30, 2018 - Office Closed in Observance of Good Friday

April 2, 2018 - Office Closed in Observance of Easter Holiday

May 28, 2018 - Office Closed in Observance of Memorial Day

Sunday, March 11

Move clock ahead 1 hour



Inside this Issue . . .

Dec. 1 Child Count Final Pickup Friday March 9 th	1
Data Lockout After December 1 Child Count Pickup - March 9 th	2
Recorded 'Preparing for Child Count' Webinar Now Available	2
Locating Students Turning 6 and 10 Prior to Dec. 1 Child Count Pickup	2
Locating Students Turning 14 ^{1/2} Prior to Dec. 1 Child Count	3

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

Data Lockout After December 1 Child Count Pickup - March 9th

ISBE will lock the Student Approval records to 'Read Only' at 11:59PM March 8th. The data 'lockout' will be in effect for up to two weeks to allow ISBE time to verify the December 1 Child Count and make necessary corrections. ISBE and/or Harrisburg Project may contact you to correct student errors on a limited basis during this time. Districts and Coops will have the ability to view student approval records and run necessary reports during the data 'lockout' period.

For additional information regarding the December 1 Child Count or the ISBE verification process, please review the ISBE Memo: [FINAL Reminder - December 1, 2017 Child Count Deadline](#).

Recorded 'Preparing for Child Count' Webinar Now Available

If you were unable to attend a webinar for the 'Preparing for Child Count', the recorded session is available on our website, along with the handout. We highly recommend that you watch this webinar prior to the March 9th December 1 Child Count. This webinar will discuss the necessary steps to ensuring your data is up-to-date and error free.

[Preparing for Child Count - Webinar](#)

[Preparing for Child Count - Handout](#)

Locating Students Turning 6 and 10 Prior to Dec. 1 Child Count Pickup

To prepare for the December 1 Child Count Pickup, Harrisburg Project recommends running reports to determine the students who will require End/Adds due to age changes. These reports can be found under *Report Type: Student* and *Report Category: Reminders*

The screenshot shows the I-CYAR Reports interface. At the top, there are two dropdown menus: 'Report Type: Student' and 'Report Categories: Reminders', both highlighted with red circles. Below these is a table with the following data:

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

Performing an End/Add will eliminate any last minute errors on students who turn 6, 10 (with a disability of N) or 15 and are becoming the responsibility of the high school district. Watch this video to learn how to perform an End/Add on a student approval record:

[Using End/Add Function](#)

Locating Students Turning 14^{1/2} Prior to Dec. 1 Child Count Pickup

High School Districts and Coops should run the ‘Students Turning 14^{1/2} This School Year’ report to be sure the Indicator 14 data has been entered for any student that will turn 14^{1/2} prior to the March 9th data pickup deadline. This reports can be found under *Report Type: Student* and *Report Category: Reminders*

I-STAR Reports

Report Type: Report Categories:

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

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