Harrisburg Project
Software Support for Special Education

WEEKLY NEWS BRIEFING	WEEK OF JULY 28, 2020

www.hbug.k12.il.us   support@hbug.k12.il.us   800-635-5274

Student Claims Data Correction to Close on Friday

The deadline to edit *Student Claims* for the following Fund Codes is 4:00 PM on Friday, July 31st:

- Orphanage (Regular Term) Funds D, E and F

- Excess Cost (Regular Term) Funds X and J

ISBE will lock the above *Student Claims* records once this data is collected; no additional edits will be allowed.

If you need assistance with *Student Claims* errors, please contact Harrisburg Project at support@hbug.k12.il.us or at (800)635-5274).

Student Approval Data Correction to Close on Friday

The deadline to edit *Student Approvals* for Fund Codes A, K, L, P, N, U, X and J is   4:00 PM on Friday, July 31st:

ISBE will lock the above *Student Approval* records once this data is collected; no additional edits will be allowed.

If you need assistance with *Student Approval* errors, please contact Harrisburg Project at support@hbug.k12.il.us or at (800)635-5274).

Student Reimbursement Reports to Print

The final step to the *Student Claims* process is to print the Student Reimbursement reports for Fund Codes D, E, F & X and J. These reports should be printed from I-Star and maintained for audit purposes.

Click on Reports -> Application Reports -> Student -> Reimbursement/Claim:

Select Report	Description
○	Excess Cost Computation Sheet
○	Orphanage Computation Sheet
○	Private Tuition Computation Sheet
○	Programs By Resident District
○	Student Reimbursement Blank Data Form
○	Student Reimbursement Fund B
○	Student Reimbursement Funds DEF Regular Term
○	Student Reimbursement Funds DEF Summer Term
○	Student Reimbursement Funds X and J
○	Student Tuition Summary Page
○	Students with Days Enrolled By Resident District And Fund Code
○	Summer Orphanage Computation Sheet

ISBE to Complete Start New Year; Mass Change Available

ISBE will complete *Start New Year* in I-Star beginning on August 1st. This process requires exclusive access, therefore I-Star will be offline beginning Friday, July 31st at 4:00 PM until 7:00 AM Monday, August 3rd.

On Monday when you open I-Star the default school year will be 2020-2021. The *Mass Change* step of *Star New Year* will then be available. Prior to completing Mass *Change,* be sure to print the instructions from the following link:

I-Star Rollover/Mass Change Instructions

The recorded webinar 'Rollover/Mass Change' in I-Star is available to view at your convenience:

Rollover/ Mass Change in I-Star

Updates to I-Star

ISBE released updates to I-Star on Wednesday, July 22nd. To review the list of items included in this release, visit the Recently Added section of our website, www.hbug.k12.il.us.

Events Registration

On-line webinars are continuing as scheduled. Be sure to sign up for a training today! To view the upcoming schedule, visit our website (www.hbug.k12.il.us) then select the 'Events' tab or simply click the following link:

Events

Events

(click the events to register, change date in drop-down)

- 7/30/20 Mass Change In I-Star 9:00AM (Notes)

- 8/3/20 Fund B Claims - Private Facility 9:00AM (Notes)

- 8/3/20 Mass Change In I-Star 1:30PM (Notes)

- 8/10/20 Mass Change In I-Star 1:30PM (Notes)

- 8/13/20 Fund B Claims - Private Facility 9:00AM (Notes)