



Topics...

- Dates to Remember
- Approval Due Date
- End Dates and Reasons for Exit
- End/Adds
- Age Related Errors
- Warnings/Errors vs. Approved/Disapproved
- Recheck Edits
- Harrisburg Project Website and Resources
- Support

Dates to Remember

- June 15, 2021
 - Regular Term Orphanage Claim (Fund Codes DEF) Due
- June 30, 2021
 - Personnel Approval Due
 - Note: Personnel Salaries may be entered after June 30 for student claim purposes.
- July 15, 2021
 - ~~Excess Cost (Fund Codes Xf) Due~~
- Approx. August 1, 2021
 - Automatic Rollover
- August 16, 2021
 - Regular and Summer Private Facility Claim (Fund Code B) Due
- November 1, 2021
 - Summer Term Orphanage Claims (Fund Codes DEF) Due
- **Note: Remind district SIS personnel to leave summer term students active in SIS for claim purposes!!**

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Final Approval

Orphanage Fund Codes (Regular Term) will be locked after JUNE 15th, 2021:

- Fund Code D – Private Residential
- Fund Code E – Orphanage
- Fund Code F – Private Facility Orphanage

Fund Codes (except Fund Code B) will be locked after JULY 30th, 2021:

- Fund Code A – IDEA Child Count
- Fund Code H – Philip J. Rock Center
- Fund Code J – Private Residential / Public Education
- Fund Code K – Nonpublic – Dually Enrolled
- Fund Code L – Nonpublic – Not Enrolled
- Fund Code P – Home-Schooled – Not Enrolled
- Fund Code X – Excess Cost

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End Dates and Reasons for Exit

- It is known that some students will not return to the special education program for your district and/or districts next school year.
- Enter an Approval End Date and a Reason for Exit for these students.
- Common year-end Exits:
 - Reason for Exit 01 – Graduated
 - Reason for Exit 02 – Graduated with certificate of fulfillment of IEP
 - Reason for Exit 03 – Reach maximum age (through 21)
 - Reason for Exit 08 – Move from elementary to high school district
 - Reason for Exit 13 – Completed requirements for General Education Diploma
- Use the [Public Calendar Inquiry](#) to determine the last day of the school year
 - www.hbug.k12.il.us -> Resources -> ISBE Links -> ISBE Public School Calendar Inquiry
- Do NOT end all records in I-Star. I-Star is not like SIS. Only records that should not be in the next school year should be ended.

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End/Adds

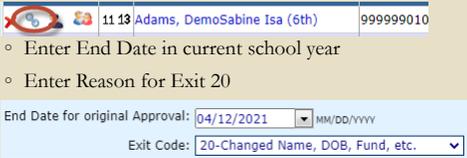
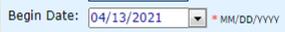
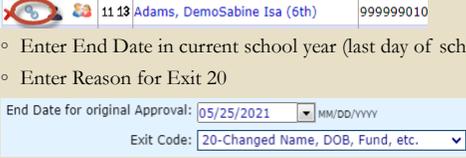
What is an End/Add in I-Star?

1. The End/Add function asks for an End Date and Reason for Exit for the existing record
2. A new record that matches the existing record is created
3. The Begin Date on the new record defaults to one day after the End Date entered
4. This function is used when a student has a change to their IEP
 - Some examples are placement, related service and/or disability changes

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End/Adds

How can using the End/Add function help me prepare for the 2021-22 school year?
Spring is a popular time of year for IEP meetings (Re-Evaluations, Annual Reviews, etc.)

- If changes discussed in the meeting are immediate:
 - Click End/Add
 - 
 - Enter End Date in current school year
 - Enter Reason for Exit 20
 - Keep default Begin Date in current school year
 - 
- If changes discussed in the meeting are effective next school year (2021-22):
 - Click End/Add
 - 
 - Enter End Date in current school year (last day of school)
 - Enter Reason for Exit 20
 - Enter Begin Date in next school year
 - 

Age Related Errors

- Students Turning 10 (with Disability N)
 - Perform End/Add. New record will have new Disability code.
- Students Turning 14 1/2 (Excluding Funds LPNU)
 - Complete Indicator 13 Transition form



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*

Warnings/Errors vs. Approved/Disapproved



Errors/Disapproved must be corrected by Pickup Date!!!

Errors = Disapproved

◦ Error messages start with (F-

Warnings = Approved

◦ Warning messages start with (W-

Edit Results
(F-005) Private Facility is NOT an approved facility.
(F-016) Disability and/or Gender Code does NOT match Private Facility Approval.
(F-051) No matching Student Enrollment found in SIS for serving RCDT
(F-114) Indicator 11 Data Missing For This Student

Edit Results
(F-051) No matching Student Enrollment found in SIS for serving RCDT
(W-116) Indicator 13 is incomplete

Recheck Edits



- Click Recheck Edits
- You will receive two emails on the status of the error check. The first will tell you that the processing has started and the second will tell you that it's complete.
- The errors can be viewed on each Approval record or on the error report

Recheck Edits Student Approval

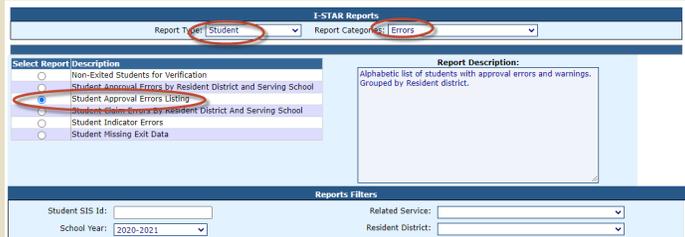
To run a report with all errors click:
Reports->Application Reports

Select Report Type:
Student

Select Report Categories:
Errors

Select:
Student Approval Error Listing

Click:
Run and/or Export Report



I-Star Resource Website www.hbug.k12.il.us

Hot Topics	Manuals & Guides	Upcoming Deadlines	HBUG on YouTube
<ul style="list-style-type: none"> Want Customized Training? Register Now! NEW! Special Education Child Count Certification in I-Star NEW! Preparing for Child Count Snapshot 2/24/2021 NEW! Child Count Certification Instructions for Superintendents NEW! How to Run Child Count Certification Snapshot Reports NEW! I-Star Approvals Refresher Commonly Questioned I-Star Error Codes and Descriptions 	<ul style="list-style-type: none"> I-Star User Guide (updated 12/07/2020) Harrisburg Project Newsbriefing Archive Students with Disabilities Data Collection and Approval Instructions (September 2020) <ul style="list-style-type: none"> Changes in Students with Disabilities Data Collection and Approval Instructions (October 2019 vs September 2020) NEW! Special Education Personnel Data Collection and Approval Instructions (February 2021) <ul style="list-style-type: none"> Changes in Special Education Personnel Data Collection and Approval Instructions (October 2020 vs February 2021) Students with Disabilities Claim and Reimbursement Instructions (April 2020) <ul style="list-style-type: none"> Changes in Students with Disabilities Claim and Reimbursement Instructions (March 2019 vs April 2020) 	<ul style="list-style-type: none"> February 24, 2021 December 1 Child Count Due in I-Star March 12-26, 2021 Superintendents Certification Period in I-Star May 17, 2021 Pre-March 2nd Regular Term Orphanage Approvals Due in I-Star 	<p>Choose which report you would like</p> <ul style="list-style-type: none"> "Student Approval Error Listing by Resident District and Serving School" "Student Approval Errors Listing" <p>01:41</p> <p>How To Recheck Edits 2/8/2021</p> <p>00:43</p> <p>How To Print Student Error Report 2/8/2021</p>

I-Star User Guide

<http://www.hbug.k12.il.us/IStarHelp.aspx>

Home	ISBE	IWAS	Resources	Events
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- I-Star IEP User Guide
- I-Star Personnel User Guide
- I-Star Student User Guide

Microsoft Word - I-Star User Guide Introduction.docx 1 / 1

I-Star User Guide Introduction

The Illinois State Board of Education has developed a web-based special education reporting system called I-Star. This database system is a management tool for districts in Illinois. A web-based IEP is integrated with the new personnel and pupil reporting systems, which are currently in pilot testing. The student demographic data is pulled directly from the Student Information System (SIS). Instant error checking in I-Star will help your district achieve federal and State Performance Plan Indicators compliance. The web-based IEP, Student Approval and Personnel Approval reporting tools will be available to school districts, free of charge.

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For Support Contact
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