# I-STAR END OF SCHOOL YEAR 2020-21

Presented by Harrisburg Project

## 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

2

# 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 XJ) 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!!***

3

# 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 Edcuation
- Fund Code K – Nonpublic – Dually Enrolled
- Fund Code L – Nonpublic – Not Enrolled
- Fund Code P – Home-Schooled – Not Enrolled
- Fund Code X – Excess Cost

4

# 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.

5

# 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

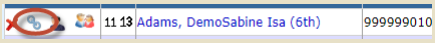
6

# End/Adds

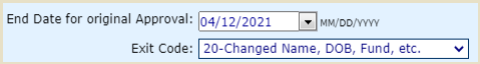
How can using the End/Add function help me prepare for the 2021-22 school year?

*Spring is a popular time of year for IEP meetings (Re-Evaluations, Annual Reviews, etc.)*

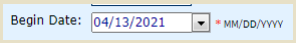
- If changes discussed in the meeting are immediate:
  - Click End/Add



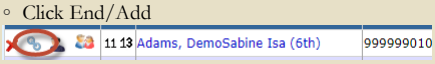

  - Enter End Date in current school year
  - Enter Reason for Exit 20



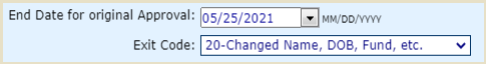

  - Keep default Begin Date in current school school year




- 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

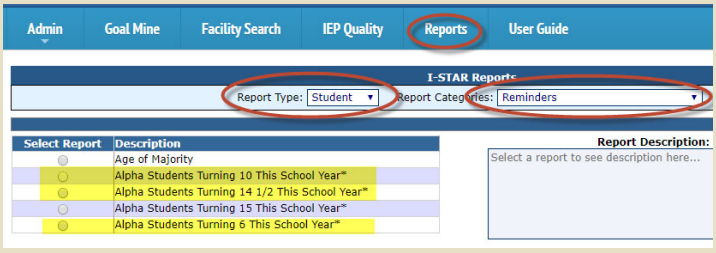



  - Enter Begin Date in next school year

7

# Age Related Errors

- Students Turning 10 (with Disability N)
  - Perform End/Add. New record will have new Disability code.
- Students Turning 14 ½ (Excluding Funds LPNU)
  - Complete Indicator 13 Transition form




8

# Warnings/Errors vs. Approved/Disapproved

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

## Errors = Disapproved

- Error messages start with (F-

| 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 |

## Warnings = Approved

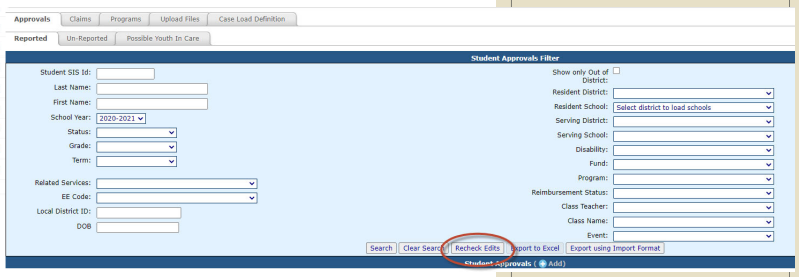
- Warning messages start with (W-

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

9

# 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




10

# Recheck Edits ✓
# Student Approval

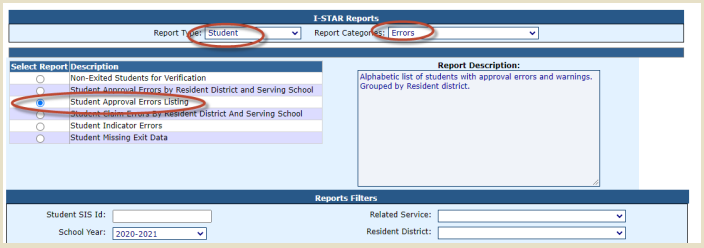
To run a report with all errors click:
**Reports->Application Reports**

Select Report Type:
**Student**

Select Report Categories:
**Errors**

Select:
**Student Approval Error Listing**

Click:
**Run and/or Export Report**



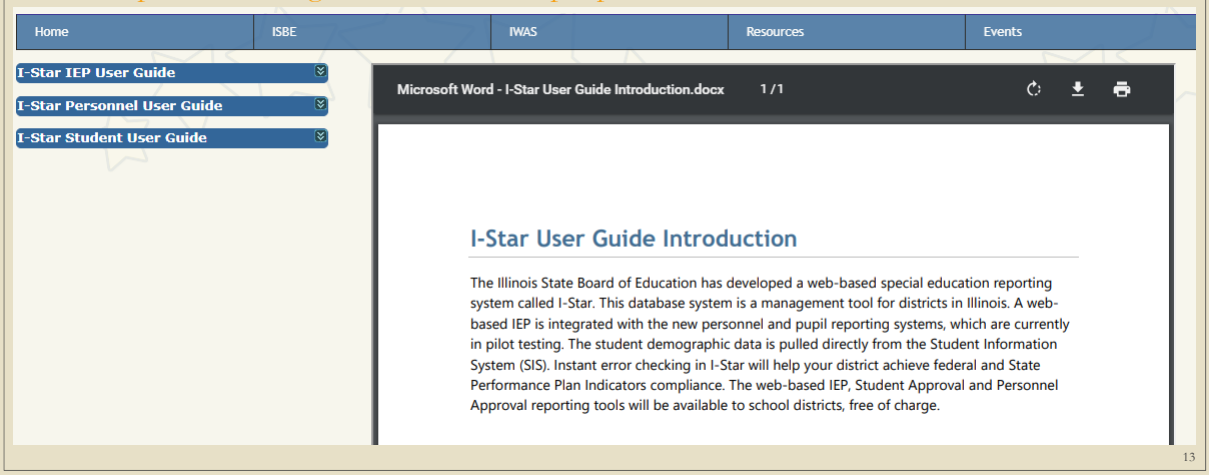

11

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

12

# I-Star User Guide

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




I-Star

For Support Contact
Harrisburg Project

**(800) 635-5274**

support@hbug.k12.il.us

14