I-Star

Transportation & Events Overview

PRESENTED BY: HARRISBURG PROJECT

Transportation Overview

Purpose of using the Transportation:

1. Print reports for Bus Company

2. Track the Student's Transportation Schedule, Special Need, and Billing Information

Transportation

To add the student's transportation information, you will first need to search for the desired student from the *Student Approvals Filter*.

Transportation

Once you have located to student, you will need to select the student's profile.

To select the Student Profile, click the student profile icon under the **Actions** column located to the left of the Student's Name.

Within the Student Profile, you can enter:
- Transportation
- Notes
- Events

Transportation

Next, click the Transportation box to enter the student's special transportation information.

Transportation
Use this to modify transportation for this student.

Transportation

This will allow you to add the following information :

Transportation Schedule ⟶

Special needs ⟶

Billing History ⟶

School Year:	2019-2020 ▼						
Transportation Schedule (⊕ **Add**)							
Edit		Delete	Location	Transportation Type	Time	Driver	Phone #
No Records Found							
Special Needs (⊕ **Add**)							
Edit				Delete	Special Needs		
No Records Found							
Billing History (⊕ **Add**)							
Edit		Delete	District To Bill	Start Date	End Date	Charge Rate	
No Records Found							

Transportation Schedule

To Add the *Transportation Schedule*, click the Add Icon.

Enter the new transportation schedule information and click the Save button.

Transportation Schedule

After you have entered the appropriate information and clicked Save at the bottom of the screen, it will take you back to the Student Transportation schedule.

To edit a Transportation Schedule record, click the pencil icon.

To delete a Transportation Schedule record, click the red X icon.

Transportation – Special Need

To Add the *Special Need*, click the Add icon.

Select the Special Need from the drop-down below and click Save.

Select the new special need and click the Save button.

Special Need: Wheel Chair Lift

Save   Cancel

NOTE: Special needs in this drop-down are populated from the *special needs definition* that required an initial set up.

Special Needs (Add)

Edit	Delete	Special Needs
No Records Found		

Transportation – Special Needs Definition

Special Needs Definition is where you can set up your special needs for the drop-downs on the special transportation section of the student's profile.

Admin   Goal Mine   Facility Search

User List

District Maintenance ▶   Upload Permissions

LEA List Maint

Manage Stude   Special Needs

Upload Permissions | LEA List Maintenance | Special Needs | Custom Events | IEP Caseload | Custom Notes | Mass Change

Special Transportation Needs (Add)

Edit
No Records Found

To Add a Special Need to the drop-drop down in the special transportation section of the student profile, select Admin → District Maintenance → Special Needs → click Add.

Transportation – Special Need Definition

The Special Need definition will show up in your list.

- To edit a definition, click the pencil icon.

- To delete, click the red X.

Transportation – Billing History

To Add the Billing History, click the Add icon.

Enter the transportation billing information and click Save.

Transestation

Once you are complete entering the Student Transportation information, click Return.

Once you have clicked Return, this will bring you back to the Student Profile Page.

Transportation Reports

To Run a Transportation Report:

Click the Reports Tab

Report Type: (Student)

Report Categories: (Transportation)

Select Desired Report

Transportation Reports

You can also Filter/ Sort the selected report.

When complete, click 'Run Report'

Transportation Reports

Events Overview

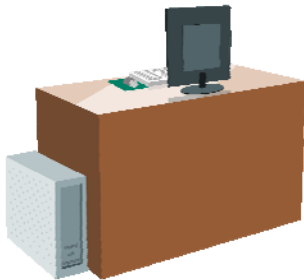- Custom Events

- Single Occurrence Event vs. Recurring Event

- Event Reports

Events

To Add Events, you will first need to search for the desired student from the Student Approvals Filter.

Events

Within the Student Profile, you can enter:

- Transportation
- Notes
- Events

Actions	Ind	Student Name
✖ 🔗 👤 👥	11 13	Martin, DemoLangdon Dwight

(Page 1 of 1)

- Once you have located the student, you will need to select the student's Profile.

- To select the Student Profile, click the icon located under the Actions column located to the left of the Student Name.

Events

To Add an Event, Click Events from the Student Profile.

Events (0)

Type	Most Recent Date	Next Event Date
No Records Found		

Next, click the Add icon.

Events (Add)

Actions	Type	Description	Most Recent Date	Next Event Date
No Records Found				

Student Profile

Name:	**DemoSabine Isa Adams**
SIS Id:	**999999010**
Natural Language:	**English**
Home Language:	**English**
Home School:	**Harrisburg CUSD 3**
Serving School:	**Harrisburg CUSD 3**
Gender:	**Female**
Birthdate:	**10/22/2001**
Ethnicity:	**Hispanic or Latino**

Phone Numbers (Modify)

Type	Number
Mobile	(618) 252-2222
Home	(618) 555-6255

Addresses (Modify)

Type	Address
Home	512 N. Main Harrisburg, IL 62946

Other Information (Modify)

Medicaid #	Anticipated Grad Date	Eligibility Determination Date
123456789	05/25/2022	

Notes (0)

Update Date	Note Type	Note
No Records Found		

Events (0)

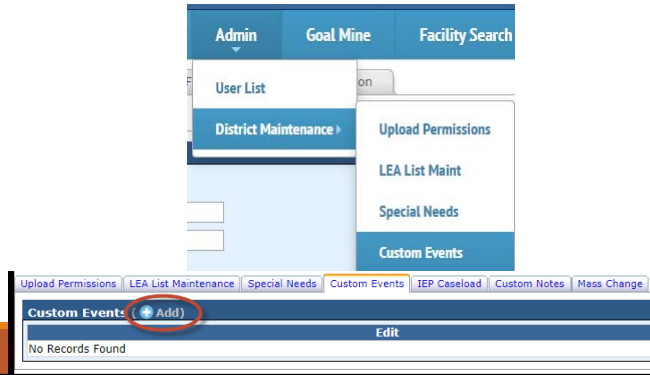| Type	Most Recent Date	Next Event Date
No Records Found		

Events / Custom Events

To populate additional 'Event Types' to your drop-down, you will need to create a 'Custom Event'.

To Add a 'Custom Event' click:

Admin → District Maintenance → Custom Events → Add

Custom Events

To create a new custom Event Type, enter the Event and click the Save button.

Events

Event Type: Annual Review ▼

Description 1:

Description 2:

● Single Occurrence Event ○ Recurring Event

Single Event

Event Date: 08/15/2019 ▼ MM/DD/YYYY ☑ All Day Event

Once the Event Type has been selected from the drop-down menu, you can enter:

- Description 1

- Description 2

- Determine if this will be a 'Single Occurrence Event' or a 'Recurring Event.'

Single Occurrence vs. Recurring Event

● Single Occurrence Event ○ Recurring Event

Single Event

Event Date: 08/15/2019 ▼ MM/DD/YYYY ☐ All Day Event
Event Time: 7:30 AM ▼ to 8:00 AM ▼

○ Single Occurrence Event ● Recurring Event

Recurring Pattern

● Daily
○ Weekly   ● Every 1 day(s)
○ Monthly   ○ Every weekday
○ Yearly

Start: 08/15/2019 ▼ MM/DD/YYYY ☑ All Day Event
End: ● No end date
       ○ End after: 10 occurrences
       ○ End by: ▼ MM/DD/YYYY

Recurring Events can be set to occur:

- Daily
- Weekly
- Monthly
- Yearly

After occurrence is set, click Continue.

● Continue - Please continue the wizard.
○ Cancel - Please exit the wizard.

⊘ Cancel   Continue ➡

Events

View

Edit

Delete

When complete, click "Return to Profile."

Events

You will notice the Event will populate on the selected Student Profile.

Event Reports

Admin	Goal Mine	Facility Search	IEP Quality	Reports	User Guide

I-STAR Reports

Report Type: Student   Report Categories: Events

Select Report	Description
○	All Students by Event
○	Annual Review In Date Order
○	Current IEP In Date Order
○	Initial Eval In Date Order
○	Reevaluation In Date Order
○	Students Notes

Report Description:

Select a report to see description here...

Event Report Filters

Reports Filters

Student SIS Id:		Related Service:	
School Year:	2019-2020	Resident District:	
Gender:			
Grade:		Serving District:	
Term:		Serving School	
Ethnicity:		Disability:	
Private Facility:		Fund:	
Class Name		Indicator Errors	
Teacher Name		Include on Approval	
Location Name		Error Type	
Age:			

For Approval Records
Choose only one. If no options are selected, then all records will be returned(including future dated)
- Active as of today: ☐
- Active on Child Count Date: ☐
- Active as of: [ ]
- Only Future Dated: ☐

For Caseload Enrollment Records
Choose only one. If no options are selected, then all records will be returned(including future dated)
- Active Enrollment ☐
- Future Enrollment ☐

Run Report   Export Report   Clear Filters

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

Contact:

Harrisburg Project

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With I-Star Questions and Feedback