



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

- Approvals and Claims
 - IEP
- Student
 - Approvals
- Personnel
 - Claims

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

The screenshot shows the 'Student Approvals Filter' interface. The top navigation bar includes 'Home', 'Approvals and Claims', 'IEP', 'Admin', 'Goal Mine', 'Facility Search', 'IEP Quality', 'Reports', and 'User Guide'. The 'Approvals and Claims' menu is open, showing 'Approvals', 'Claims', 'Programs', 'Upload Files', and 'Case Load Definition'. The 'Approvals' sub-menu is selected, showing 'Reported' and 'Un-Reported' filters. The 'Reported' filter is selected. The main area contains a 'Student Approvals Filter' form with fields for Student SIS Id, Last Name, First Name, School Year (2019-2020), Status, Grade, Term, and various dropdown menus for District, Resident School, Serving District, Serving School, Disability, Fund, Class Teacher, Class Name, and Event. A 'Search' button is highlighted with a red circle at the bottom of the form.

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


Actions	Ind	Student Name
	11 13	Martin, DemoLangdon Dwight

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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
No Records Found		
Special Needs (Add)		
Edit	Delete	Special Needs
No Records Found		
Billing History (Add)		
Edit	Delete	District To Bill
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.

The screenshot shows a web interface for managing transportation schedules. At the top, there is a 'School Year' dropdown menu set to '2019-2020'. Below it is a table titled 'Transportation Schedule' with columns for 'Edit', 'Delete', 'Location', 'Transportation Type', 'Time', 'Driver', and 'Phone #'. The table currently shows 'No Records Found'. A yellow arrow points from the 'Add' button in the table header to a form on the right. The form is titled 'Enter the new transportation schedule information and click the Save button.' and includes radio buttons for 'Drop-off' and 'Pick-up', input fields for 'Location', 'Time', 'Driver', and 'Phone Number', and two text areas for 'Notes' and 'Notes 2'. 'Save' and 'Cancel' buttons are at the bottom of the form.



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.

School Year: 2019-2020							
Transportation Schedule (Add)							
Edit	Delete	Location	Transportation Type	Time	Driver	Phone #	
		Home	Pick-up	07:00 AM	Hornet	6186186180	

Transportation – Special Need

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



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

Special Needs	Edit	Delete	Special Needs
No Records Found			

Select the new special need and click the Save button.

Special Need:

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



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	Upload Permissions	
District Maintenance	LEA List Maint	
Manage Stud	Special Needs	

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

Special Transportation Needs (Add)

Enter the new special need and click the Save button.

Special Need:

Home Approvals & Claims Admin Facility Search Goal Mine IEP Quality Reports

User List District Maintenance

Upload Permissions LEA List Maintenance Special Needs Custom Events IEP Caseload Custom Notes Start New Year

Edit	Delete	Special Need
<input type="checkbox"/>	<input type="checkbox"/>	Bus aide
<input type="checkbox"/>	<input type="checkbox"/>	Seat Belt Harness
<input type="checkbox"/>	<input type="checkbox"/>	Child Safety Restraint System
<input type="checkbox"/>	<input type="checkbox"/>	Needs Assistance On/Off Bus
<input type="checkbox"/>	<input type="checkbox"/>	Closest, Safest Stop
<input type="checkbox"/>	<input type="checkbox"/>	Wheel Chair Lift

- 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.

Billing History (Add)

Edit	Delete	District To Bill	Start Date	End Date	Charge Rate
No Records Found					

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

Billing District:

Entity:

Start Date: MM/DD/YYYY

End Date: MM/DD/YYYY

Charge Rate:

Notes:





Transportation



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 Schedule (Add)						
Edit	Delete	Location	Transportation Type	Time	Driver	Phone #
<input type="checkbox"/>	<input type="checkbox"/>	Home	Pick-up	07:15 AM	Hornet	(800)-555-1212
<input type="checkbox"/>	<input type="checkbox"/>	School	Drop-off	08:00 AM	Hornet	(800)-555-1212

Special Needs (Add)	
Edit	Delete
<input type="checkbox"/>	<input type="checkbox"/>

Wheel Chair Lift

Billing History (Add)				
Edit	Delete	District	Lo Bill	Charge Rate
<input type="checkbox"/>	<input type="checkbox"/>	Harrisburg CUSD 3		

Return →

Facility Search Goal Mine IEP Quality Reports

Profile Current/Create IEP Archived IEPs Activity Log

Student: **DemoSabine Isa Adams** SIS ID: **99999**

Transportation

Use this to modify transportation for this student.

Back To Student Approvals

Use this to modify approvals for this student.

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**
 Grade: **6th**
 Gender: **Female**
 Birthdate: **10/22/2001**
 Ethnicity: **Hispanic or Latino**

Transportation Reports

To Run a Transportation Report:

Click the Reports Tab

Report Type: (Student)

Report Categories: (Transportation)

Select Desired Report

Admin Goal Mine Facility Search IEP Quality **Reports** User Guide

I-STAR Reports

Report Type: **Student** Report Categories: **Transportation**

Select Report	Description
<input type="radio"/>	Student Transportation By Private Facility
<input type="radio"/>	Student Transportation Report
<input type="radio"/>	Student Transportation Special Needs
<input type="radio"/>	Transportation Billing History

Report Description:

Select a report to see description here...



Transportation Reports

You can also Filter/ Sort the selected report.
When complete, click 'Run Report'



Transportation Reports

Transportation Billing History

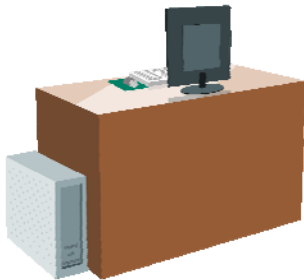
Resident District	Student District to Bill	Age	Start	Stop	Charge Rate	Billing/Notes	School Year
20-083-0030-26	Adams, DemoSabine Isa	14					
	Harrisburg CUSD 3		09/01/2015	01/14/2016	\$75.00		
20-083-0030-26	Adams, DemoSabine Isa	14					
	Harrisburg CUSD 3		09/01/2015	01/14/2016	\$75.00		
20-083-0030-26	Adams, DemoSabine Isa	14					
	Harrisburg CUSD 3		09/01/2015	01/14/2016	\$75.00		
20-083-0030-26	Adams, DemoSabine Isa	14					
	Harrisburg CUSD 3		09/01/2015		\$75.00		



Student Transportation Report

Age	Disability	Time	Parent Information Location	Driver	Phone Number	Grade	Schedule Notes
14	Intellectual Disability (INTD)	Pick-up 7:00 am	Home	Mr. Smith	555-555-5555		
		Pick-up 7:45 am	Pre K Door	Mr. Smith	555-555-5555		
		Pick-up 2:30 pm	Pre K Door	Miss Janie	222-222-2222		
		Drop-off 2:45 pm	Aunt Bea's	Miss Janie	222-222-2222		
Special Need	Needs Assistance On/Off Bus						
Charge Rate	Start Date	End Date					

Events Overview



- Custom Events
- Single Occurrence Event vs. Recurring Event
- Event Reports

Events

Approvals and Claims IEP

Student > Approvals

Personnel > Claims

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

Home Approvals and Claims IEP Admin Goal Mine Facility Search IEP Quality Reports User Guide

Approvals Claims Programs Upload Files Case Load Definition

Reported Un-Reported

Student Approvals Filter

Student SIS Id:

Last Name:

First Name:

School Year: 2019-2020

Status:

Grade:

Term:

Show only Out of District:

Resident District:

Resident School:

Serving District:

Serving School:

Disability:

Fund:

Class Teacher:

Class Name:

Event:

Search Clear Search Recheck Edits Export to Excel Export using Import Format

Student Approvals (Add)

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

Event Type:

Description 1:

Description 2:

Single Occurrence Event Recurring Event

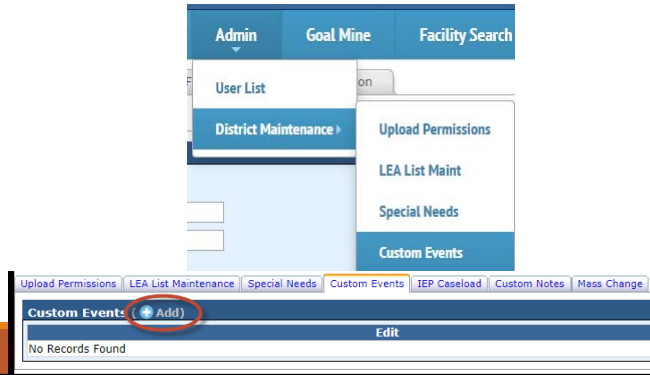
Single Event

Event Date: MM/DD/YYYY All Day Event

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.

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

Custom Events

Enter the new custom Event Type and click the Save button.

Custom Event

Event:

Events



Event Type:

Description 1:

Description 2:

Single Occurrence Event Recurring Event

Single Event

Event Date: 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: MM/DD/YYYY All Day Event

Event Time: to

Single Occurrence Event Recurring Event

Recurring Pattern

Daily
 Weekly
 Monthly
 Yearly

Every 1 day(s)
 Every weekday

Start: MM/DD/YYYY All Day Event

End: No end date
 End after: 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.









Events

Events (+ Add)				
Actions	Type	Description	Most Recent Date	Next Event Date
  	Annual Review			08/15/2019 12:00 AM



Actions


-  View
-  Edit
-  Delete



When complete, click "Return to Profile."

Events

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

Other Information ( Modify)

Medicaid #	Anticipated Grad Date	Eligibility Determination Date
		02/21/2018

Notes (0)

Update Date	Note Type	Note
No Records Found		

Events (1)

Type	Most Recent Date	Next Event Date
Annual Review		8/15/2019 12:00:00 AM



Event Reports



Admin Goal Mine Facility Search IEP Quality **Reports** User Guide

I-STAR Reports

Report Type: **Student** Report Categories: **Events**

Select Report	Description
<input type="radio"/>	All Students by Event
<input type="radio"/>	Annual Review In Date Order
<input type="radio"/>	Current IEP In Date Order
<input type="radio"/>	Initial Eval In Date Order
<input type="radio"/>	Reevaluation In Date Order
<input type="radio"/>	Students Notes

Report Description:
Select a report to see description here...

Event Report Filters



Reports: Filters

Student SIS Id: <input type="text"/> School Year: 2019-2020 ▾ Gender: ▾ Grade: ▾ Term: ▾ Ethnicity: ▾ Private Facility: ▾ Class Name: ▾ Teacher Name: ▾ Location Name: ▾ Age: <input type="text"/>	Related Service: ▾ Resident District: ▾ Serving District: ▾ Serving School: ▾ Disability: ▾ Fund: ▾ Indicator Errors: ▾ Include on Approval: ▾ Error Type: ▾
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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 Court 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:



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



The screenshot shows the I-Star Resource Website interface. At the top left is the Harrisburg Project logo. The main navigation bar includes Home, ISE, IALS, Resources, Events, IEP, and Contact Us. Below the navigation bar, there are several content sections:

- Hot Topics:** Lists recent updates such as 'Director's Conference 2019', 'IEP Official Determination Help', and 'How to Locate Your IEP'.
- Manuals & Guides:** Provides links to various guides, including 'I-Star User Guide (updated 2/21/2019)', 'Students with Disabilities Data Collection and Approval Instructions', and 'Changes in Students with Disabilities Approval Instructions'.
- Deadlines:** Highlights important dates, such as 'June 20, 2019 - Personnel Approval' and 'August 15, 2019 - Private Facility (Fund B) Student Claim Due in I-Star'.
- Student Profile & Approval:** Offers links for 'Approvals New User', 'Approvals Refresher', 'Classroom Overview', and 'Transportation'.
- Student Claims:** Lists links for 'I-Star Fund B Claims', 'I-Star Fund F Claims', 'I-Star Fund A Claims', and 'I-Star All Claims'.
- Personnel Approval:** Includes links for 'Personnel Approval', 'Personnel Changes', 'IEP Distribution', and 'Part 130 Proposed Changes'.
- Recently Added:** Features a 'Recently Added' section with a lightbulb icon, indicating new content.

I-Star



Contact:

Harrisburg Project
(800) 635-5274

support@hbug.k12.il.us

With I-Star Questions and Feedback

