

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.

I-Star Personnel Admin

This portion of the User Guide is for administrators who will be managing security for I-Star users. This part of the guide should be completed before staff training.

The admin section of I-Star houses the security management and district maintenance management.

Click the **Admin** button at the top of the screen.



NOTE: To gain access of the **Admin** tab see [I-Star User Roles/Requests](#).

Checklist to Prepare

Before receiving an I-Star training the following steps need to be performed for a successful experience:

- All staff that will require access to I-Star must have an IWAS account.
- All District Superintendents or Coop Administrators must assign security roles.
- All students must have a SIS ID, including PreK students and other students served in a community.
- SIS ID's batch uploads must be done daily.
- Personnel must have IEIN number. Social Security numbers will not be accepted.

IWAS Account

There are two layers of security when using the I-Star system.

1. The first layer is provided by IWAS (ISBE Web Application System)
2. The second layer is provided inside the I-Star System

Before being assigned a role in the IEP system, you must create an IWAS account to establish authorization to use ISBE systems.

Many ISBE web applications are accessed through IWAS for security and convenience.

Access IWAS using Steps 1-4 below:

Step 1: Click the link <https://www.isbe.net/> to access the Illinois State Board of Education Website.

Step 2: Click on the **Administrators** tab.



Step 3: Click **Log in to IWAS**.



Step 4: For guidance on setting up an IWAS account you may access the *IWAS User Guide* located in the link below OR select **IWAS User Guide** from the IWAS page:

<https://sec1.isbe.net/iwas/documents/pdf/IWASUserGuide.pdf>

The screenshot shows the Illinois State Board of Education (ISBE) website. At the top, the ISBE logo is on the left, and the text "Illinois State Board of Education" is in the center, with "James T. Meeks, Chairman" and "Tony Smith, Ph.D., State Superintendent" below it. A banner with the word "IWA STRAIN" is visible. On the left sidebar, there are links: "ISBE Home", "Home", "Sign Up Now", "Get Password", "Contact Us", "Help", "IWAS User Guide" (highlighted with a red arrow), and "IWAS Training Video". The main content area has a section titled "Already have an account? Login Here :" with fields for "Login Name" and "Password", a "Remember Login Name" checkbox, and a "LOG IN" button. Below this is a "Forgot Your Password?" link with a note: "If you have forgotten your login name or password, click on the link below." and a "Find Login/Password" link. To the right, there is a "New Partner - Sign up Now" section with text about electronic signatures and a "Sign Up Now" link. Below that is a "Need Help?" section with text about logging in and a "Help" link. At the bottom, there is a note about browser optimization and icons for Internet Explorer and Firefox, followed by the copyright notice "Copyright © 2017 Illinois State Board of Education".

Step 5: Once the IWAS account is obtained, the user will follow the instructions in the **IWAS User Guide** to request access to I-Star Application.

I-Star Application

Step 1: After requesting access to I-Star application in IWAS, *I-Star* can be accessed under **System Listing > Reporting > Annual > I -Star (Special Education)**.

Illinois State Board of Education
James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent

login: TRAIN091STAR

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
Reporting	
Annual	
I - Star (Special Education) - Training	Authorized

Legend: ⓘ : System Description - Detailed 📅 : Due Dates 👤 : Profile

[Want to Signup for Other Systems?](#)

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Step 2: The user will notice the I-Star application authorization will be *Pending*. Once the user is *Authorized* to access I-Star, simply click on the system name to use it.

Illinois State Board of Education
James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent

Login: TRAIN091STAR

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
Reporting	
Annual	
I - Star (Special Education) - Training	Authorized


Legend: ⓘ : System Description - Detailed 📅 : Due Dates 👤 : Profile

[Want to Signup for Other Systems?](#)

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Step 3: This will redirect the user to the I-Star Landing Page.

NOTE: The Landing Page will differ for users based on their security role in the system. Some users may have access to administrative portions of the system while others may not. Below is an example of what the Landing Page may look like:

**Illinois State Board of Education**

I-Star

Train09Olivia Gray (Train09IStar) District User
SESSION TIMEOUT 59:36

[Home](#) [Approvals and Claims](#) [IEP](#) [Admin](#) [Goal Mine](#) [Facility Search](#) [IEP Quality](#) [Reports](#) [User Guide](#)

Welcome District User

Train09Olivia Gray

Harrisburg CUSD 3

Thank you for using the I-Star training system.

Welcome to I-Star. Please feel free to share all questions, concerns and comments that you have with us [here](#). Your input is very valuable to us.

My IEP Students [Help](#)

SISID	Name	IEP Status / Start	Home School	IEP Case Manager
999999021	DemoRiley Saffron Bennett	Draft		
999999057	DemoTucker Gregor Nelson	Draft	Harrisburg CUSD 3	
999999002	DemoOcean Teresa Rodriguez	Draft	Harrisburg CUSD 3	
999999081	DemoMckenzie Magda Watson	Official 5/16/2018	Harrisburg CUSD 3	
999999003	DemoWilliam Roy Young	Draft	Harrisburg CUSD 3	

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[View All](#)

Request Access
Are you not seeing a list of students? Use this link to request a change to your I-Star security settings.

Search for an IEP Student
Use this quick link to go to the Student Search.

Approvals and Claims
Use this quick link to go to Claims

2019 School year Student records with fatal errors: 7
Use this quick link to go to Student

Current Child Count Status
Use this link to get updated Child Count numbers

SPP 14: Post School Outcome Surveys

Meetings Meetings for: **Today**
You will see a list of upcoming meetings here if you were listed as a meeting attendee. You can look for upcoming meetings up to 4 weeks by changing the selection in the dropdown that is present in the header.

Subject	Date
No Records Found	

Reminders Reminders for: **Today**
You will see a list of reminders that you have set up. You can look for future reminders up to 4 weeks by changing the selection in the dropdown that is present in the header.

Name	Subject	Date	Description
No Records Found			


I-Star User Roles/Requests

NOTE: District or cooperative administrators can assign security roles to all users OR the users can request the type of role they desire for approval/denial.

Option A: If you are a district or cooperative administrator and would like to assign security roles to all users please see [Assign Security Roles](#) tab.

Option B: If you know the level of access that you need in I-Star, you can submit a security request and the request will be reviewed and approved/denied by your district or coop administrator. Submit a security request within I-Star by clicking on the **Request Access** link on the Landing Page. See instructions below for Option B:

Step 1: From the Landing Page click **Request Access**.

**Request Access**
Are you not seeing a list of students? Use this link to request a change to your I-Star security settings.

Step 2: Click **Modify**.

User's Assigned System Roles ( **Modify**)

Step 3: You will be able to see your current access, if any, and request access if needed.

NOTE: Security administration can be designated by the Superintendent or Coop Administrator to another user(s).

District Security Administrator (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	District Security Administrator

District Security Administrator (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input checked="" type="radio"/>	District Security Administrator

IEP Case Management Tool (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	IEP Basic Access ?
<input type="radio"/>	<input type="radio"/>	IEP Administrator Access ?
<input type="radio"/>	<input type="radio"/>	IEP Read-Only Access ?

Personnel Approvals (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input checked="" type="radio"/>	Personnel Approvals Full Access
<input type="radio"/>	<input type="radio"/>	Personnel Approvals Read Only

Personnel Approvals / Claims Import (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	Import Personnel Claims Full Access

Personnel Claims (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input checked="" type="radio"/>	Personnel Claims Full Access
<input type="radio"/>	<input type="radio"/>	Personnel Claims Read Only

Program Maintenance (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input checked="" type="radio"/>	Program Maintenance Full
<input type="radio"/>	<input type="radio"/>	Program Maintenance Read Only

Student Approvals (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input checked="" type="radio"/>	Student Approvals Full Access
<input type="radio"/>	<input type="radio"/>	Student Approvals Read Only

Student Approvals / Claims Import (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input checked="" type="radio"/>	Import Student Data Full Access

Student Claims (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input checked="" type="radio"/>	Student Claims Full Access
<input type="radio"/>	<input type="radio"/>	Student Claims Read Only

Step 4: Once you have selected the desired access level, select the **Save** radio button.

<input checked="" type="radio"/> Save - Please save this request. <input type="radio"/> Cancel - Please exit the wizard.	Step 1	Step 2
Cancel		Save →

Step 5: Once a security request is submitted, the message on your landing page will change from Request Access to Review Your Security Request.



Review Your Security Request

You recently submitted a request to modify your access. Use this link to view/modify your request.

Step 6: Security request approval is performed by a district or cooperative administrator. See instructions at [Approve/Deny a Security Request](#).

Approve/Deny a Security Request

From the Landing Page of I-Star, the district or cooperative administrator will take the following steps below to approve/deny a security request:

Step 1: Click **Approve/Deny a Security Request**.



Step 2: Click the **Security Requests** tab.



Step 3: Click the icon to review the request.



Step 4: Review the request and click **Approve** or **Deny**.



Step 5: Click the **Save** radio button and then click **Save**.



Assign Security Roles

This layer of security allows a district or coop administrator to assign specific roles to I-Star users.

Once all of your I-Star users have established IWAS accounts and **logged into I-Star at least once**, the district or cooperative administrator can assign security roles to all the users on their behalf.

To assign specific roles to I-Star users follow the steps below:

Step 1: From the Landing Page, click **Manage Security**.



NOTE: The User List will have two tabs:

1. Manage Security

a. This tab will show all users assigned to your district(s).

2. Security Request

a. This tab shows any users who have requested a user role. See **Approve/Deny a Security Request**.

b. If a district or coop administrator has not assigned a security role to a user, see **I-Star User Roles/Requests**.



User Name	Full Name	Email	Approval Group	Logged In	Roles	Is Active
[Redacted]	Ohio Valley Sp Ed	[Redacted]	District Admin	[Redacted]	<div><div>Role Name</div><div>Personnel Approvals Full Access</div><div>Personnel Claims Full Access</div><div>IEP Administrator Access</div><div>District Security Administrator</div><div>Import Personnel Claims Full Access</div></div>	True
[Redacted]	Norris City Annex	[Redacted]	Document Author	[Redacted]	<div><div>Role Name</div><div>Personnel Approvals Full Access</div><div>Personnel Claims Full Access</div><div>Student Approvals Full Access</div><div>Student Claims Full Access</div><div>IEP Administrator Access</div><div>District Security Administrator</div><div>Import Personnel Claims Full Access</div></div>	True

Step 2: Select a user in the *IWAS UserID* list.

Iwas UserId
wovsedDistDoc1
wovsedDistDoc2
wovsedDistDoc3

Step 3: Click **Modify** to edit the security role for the user.

User's Assigned System Roles	 Modify
------------------------------	--

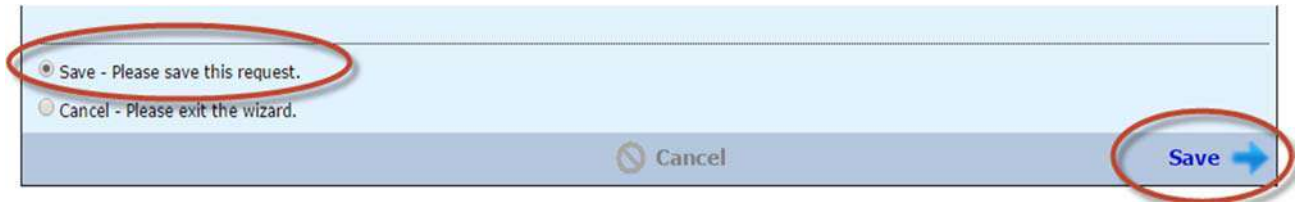
Step 4: Select the type of role that you would like this user to have by clicking the appropriate button in the *Current Access* column.

Current Access
<input type="radio"/>
<input checked="" type="radio"/>
<input type="radio"/>

Step 5: District superintendents and/or cooperative directors are the only IWAS users that can manage security in the IWAS system. Since this may be a time-consuming task, they may delegate this responsibility to another user or users in their district or cooperative for I-Star. Select the button under the current access column under the *District Security Administrator* box.

District Security Administrator (Clear)	
Current Access	Role Name
<input checked="" type="radio"/>	District Security Administrator

Step 6: Click the **Save** radio button and click **Save**.



A screenshot of a wizard interface. At the top, there are two radio buttons: 'Save - Please save this request.' (selected) and 'Cancel - Please exit the wizard.' Below these buttons is a 'Cancel' button with a red circle around it. To the right, there is a 'Save' button with a blue arrow, also circled in red.

Step 7: Click **User List** to continue managing security for other users.



A screenshot of a web application's navigation menu. The 'Admin' menu is open, showing 'User List' and 'District Maintenance'. The 'User List' option is highlighted with a red box. Below the menu, there is a table titled 'Users by Name' with columns: 'UserId', 'Full Name', 'Entity', 'Email', 'Approval Group', and 'Logged In'. The table is currently empty.


NOTE: To request a security role, see [I-Star User Roles](#).

Landing Page

Once you have logged into IWAS, requested access to I-Star and established your security role in I-Star, you will see the I-Star Landing Page.

The system menu at the top of the Landing Page is used throughout the entire I-Star system and will be similar for all users.

NOTE: The Landing Page will differ for users based on their security role in the system. This is an example of what the Landing Page may look like. Some users may have access to administrative portions of the system while others may not.

**Illinois State Board of Education**

I-Star

Train09Olivia Gray (Train09IStar) District User

SESSION TIMEOUT 59:36

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

Welcome District User

Train09Olivia Gray

Harrisburg CUSD 3

Thank you for using the I-Star training system.


Welcome to I-Star. Please feel free to share all questions, concerns and comments that you have with us [here](#). Your input is very valuable to us.


My IEP Students Help


SISID	Name	IEP Status / Start	Home School	IEP Case Manager
999999021	DemoRiley Saffron Bennett	Draft		
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999999081	DemoMckenzie Magda Watson	Official 5/16/2018	Harrisburg CUSD 3	
999999003	DemoWilliam Roy Young	Draft	Harrisburg CUSD 3	


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View All


**Request Access**
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**Search for an IEP Student**
Use this quick link to go to the Student Search.

**Approvals and Claims**
Use this quick link to go to Claims

**2019 School year Student records with fatal errors: 7**
Use this quick link to go to Student

**Current Child Count Status**
Use this link to get updated Child Count numbers

**SPP 14: Post School Outcome Surveys**

Meetings Meetings for: Today
You will see a list of upcoming meetings here if you were listed as a meeting attendee. You can look for upcoming meetings up to 4 weeks by changing the selection in the dropdown that is present in the header.

Subject	Date
No Records Found	

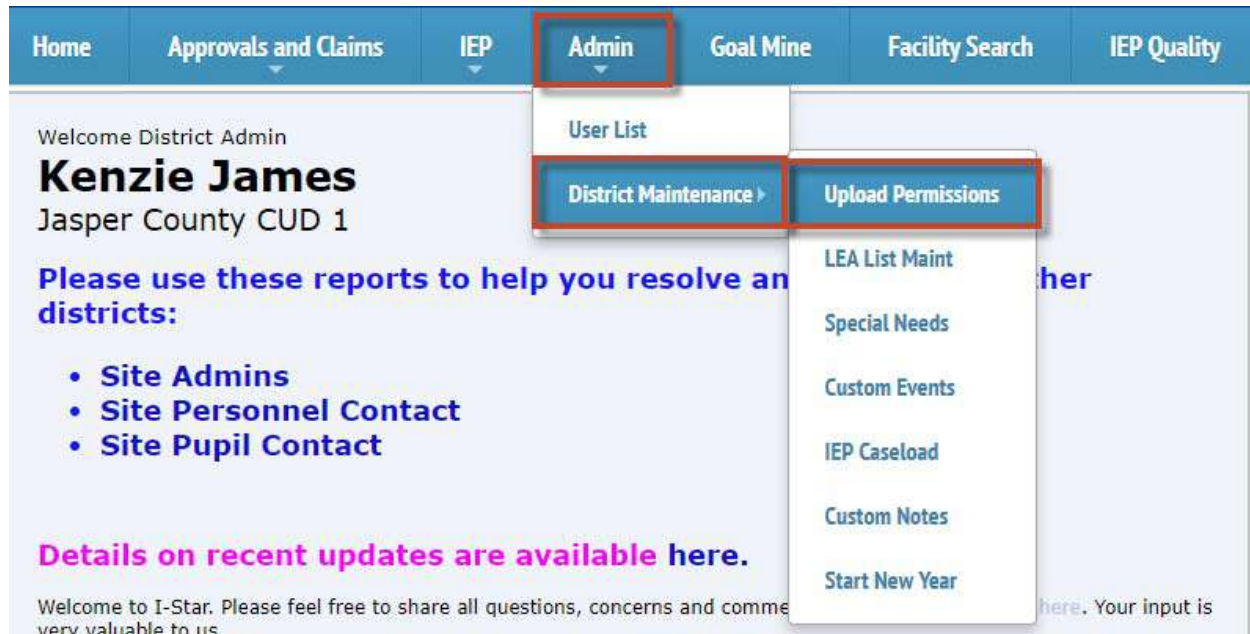
Reminders Reminders for: Today
You will see a list of reminders that you have set up. You can look for future reminders up to 4 weeks by changing the selection in the dropdown that is present in the header.

Name	Subject	Date	Description
No Records Found			

Upload Permissions

To Access **Upload Permissions**:

1. Click **Admin**
2. Click **District Maintenance**
3. Click **Upload Permissions**



Coop Permissions:

By default, permissions are set to give coops authorization to manage and roll data. Permissions will roll forward from year to year, but should be reviewed by the district each year. The following permissions may be given by the district to the authorized coop.

- * Student Approvals (enter, edit and rollover the data)
- * Student Claims (edit data)
- * Personnel Approvals (enter, edit and rollover the data)
- * Personnel Claims (edit data)
- * Authorize Upload (left over from IWAS authorization, not used by ISTAR)

By giving permissions to the coop to manage data, you are giving them permission to enter, edit and rollover the data. District users will still be able to edit data for their district, but will NOT be able to rollover data.

By restricting permissions to the coop to manage data, you are giving coop users permission to view data, but not to enter, edit or rollover the data. If the coop is restricted, then District Administrator will be responsible to enter, add and rollover data.


Permissions may be changed by the District Administrator as needed. Press the Edit button in order to enable fields and make changes. Press the Save button to save changes.

Stand-alone districts:

Most stand-alone districts will not need to enter permissions.

HOWEVER, districts who are withdrawing from a COOP should change permission settings after rolling to the new year in order to remove permissions from the Coop.

On the Permission Data entry page, the Authorized Entity RCDT should be the RCDT code for the District. Use the "Set to Me" button to pull the district RCDT automatically.



Illinois State Board of Education

I-Star

Home

Approvals & Claims

Admin

Facility Search

Goal Mine

IEP Quality

Reports

Train01Lauren Long - Coop User

59:51

User List

District Maintenance

SPP14 Maintenance

Upload Permissions

LEA List Maintenance

Special Needs

Custom Events

IEP Caseload

Custom Notes

Start New Year

School Year: 2018-2019

Member district authorizations							
RCDT	Name	Submitting Name	Student Approval	Student Claims	Personnel Approval	Personnel Claims	Authorize
20-024-0010-26	Edwards County CUSD 1	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-030-0070-26	Gallatin CUSD 7	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-035-0010-26	Hardin County CUSD 1	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-076-0010-26	Pope Co CUD 1	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-083-0010-26	Galatia CUSD 1	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-083-0030-20	Carter-Mingo-Stammons CUSD 2	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-083-0030-26	Harrisburg CUSD 3	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-083-0040-26	Eldorado CUSD 4	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-093-0170-24	Allendale CCSD 17	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-093-3480-26	Wabash CUSD 348	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-096-0080-04	New Hope CCSD 6	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-096-0140-04	Geff CCSD 14	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-096-0170-04	Jasper CCSD 17	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-096-1000-26	Wayne City CUSD 100	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-096-1120-04	Fairfield PSD 112	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-096-2000-26	North Wayne CUSD 200	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-096-2250-16	Fairfield Comm H S Dist 225	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-097-0010-26	Grayville CUSD 1	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-097-0030-26	Norris City-Omaha-Enfield CUSD 3	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20-097-0050-26	Carmi-White County CUSD 5	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Districts where coops manage data:

On the Permission Data entry page, the Authorized Entity RCDT should be the RCDT code for the Coop. If the Coop will manage all data, select all the checkboxes.

The screenshot shows the 'Permission Data' form for the 'South Eastern Sp Ed Program'. The 'Submitting Entity' is 'South Eastern Sp Ed Program' and the 'Submitting User' is 'Connie Heinz'. The 'Authorized Entity RCDT' is '12017801060' with a 'Set To Me' button. The 'Authorized Entity Name' is 'South Eastern Sp Ed Program'. All checkboxes are checked: 'Student Approval', 'Student Claim', 'Personnel Approval', 'Personnel Claim', and 'Authorize Upload'. At the bottom are 'Edit', 'Save', and 'Cancel' buttons. A footer contains contact information for ISBE and Harrisburg Project.

Permission Data	
Submitting Entity:	South Eastern Sp Ed Program
Submitting User:	Connie Heinz
Authorized Entity RCDT:	12017801060 Set To Me
Authorized Entity Name:	South Eastern Sp Ed Program
Student Approval:	<input checked="" type="checkbox"/>
Student Claim:	<input checked="" type="checkbox"/>
Personnel Approval:	<input checked="" type="checkbox"/>
Personnel Claim:	<input checked="" type="checkbox"/>
Authorize Upload:	<input checked="" type="checkbox"/>
Edit Save Cancel	

If you encounter IWAS login issues, please contact ISBE helpdesk at (217) 558-3600. For IEP Form Completion - Please contact Special Education via email istar@isbe.net. For Student/Personnel component issues please contact Harrisburg Project via email support@hbg.k12.il.us or at (800) 635-5274. Click here to Contact Us

For districts in a coop where coop manages student data, but district manages their own personnel data:

On the Permission Data entry page, give permissions for Student Approvals and Claims and remove permissions for Personnel Approvals and Claims.

The screenshot shows the 'Permission Data' form for 'Richland County High School'. The 'Submitting Entity' is 'Richland County High School' and the 'Submitting User' is 'Jeremy Peck'. The 'Authorized Entity RCDT' is '12017801060' with a 'Set To Me' button. The 'Authorized Entity Name' is 'South Eastern Sp Ed Program'. The checkboxes are: 'Student Approval' (checked), 'Student Claim' (checked), 'Personnel Approval' (unchecked), 'Personnel Claim' (unchecked), and 'Authorize Upload' (checked). At the bottom are 'Edit', 'Save', and 'Cancel' buttons. A footer contains contact information for ISBE and Harrisburg Project.

Permission Data	
Submitting Entity:	Richland County High School
Submitting User:	Jeremy Peck
Authorized Entity RCDT:	12017801060 Set To Me
Authorized Entity Name:	South Eastern Sp Ed Program
Student Approval:	<input checked="" type="checkbox"/>
Student Claim:	<input checked="" type="checkbox"/>
Personnel Approval:	<input type="checkbox"/>
Personnel Claim:	<input type="checkbox"/>
Authorize Upload:	<input checked="" type="checkbox"/>
Edit Save Cancel	

If you encounter IWAS login issues, please contact ISBE helpdesk at (217) 558-3600. For IEP Form Completion - Please contact Special Education via email istar@isbe.net. For Student/Personnel component issues please contact Harrisburg Project via email support@hbg.k12.il.us or at (800) 635-5274. Click here to Contact Us

Districts where coops do not manage data:

On the Permission Data entry page, the Authorized Entity RCDT should be the RCDT code for the Coop. Clear all the checkboxes to remove permissions to manage the data. The coop will be able to see approvals and claims but will not have permission to edit.

Permission Data

Submitting Entity: Richland County High School

Submitting User: Jeremy Peck

Authorized Entity RCDT:

Authorized Entity Name: South Eastern Sp Ed Program

Student Approval: ☐

Student Claim: ☐

Personnel Approval: ☐

Personnel Claim: ☐

Authorize Upload: ☐

If you encounter TWAS login issues, please contact ISBE helpdesk at (217) 558-3600. For IEP Form Completion - Please contact Special Education via email istar@isbe.net. For Student/Personnel component issues please contact Harrisburg Project via email support@hbg.k12.il.us or at (800) 635-5274. Click here to Contact Us.

Coop Access:

As a coop user, you can view permissions granted by member districts, but permissions may not be changed.

Member district authorizations							
RCDT	Name	Submitting Name	Student Approval	Student Claims	Personnel Approval	Personnel Claims	Authorize
12-013-0100-26	Clay City CUSD 10	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-013-0250-26	North Clay CUSD 25	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-013-0350-26	Flora CUSD 35	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-017-0010-26	Hutsonville CUSD 1	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-017-0020-26	Robinson CUSD 2	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-017-0030-26	Palestine CUSD 3	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-017-0040-26	Oblong CUSD 4	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-040-0010-26	Jasper County CUD 1	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-051-0100-26	Red Hill CUSD 10	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-051-0200-26	Lawrence County CUD 20	Connie Heinz	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-080-0010-26	Richland County CUSD 1	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12-080-0010-26	Richland County CUSD 1	Jeremy Peck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12-080-0010-26	Richland County CUSD 1	Jeremy Peck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you encounter TWAS login issues, please contact ISBE helpdesk at (217) 558-3600. For IEP Form Completion - Please contact Special Education via email istar@isbe.net. For Student/Personnel component issues please contact Harrisburg Project via email support@hbg.k12.il.us or at (800) 635-5274. Click here to Contact Us.

LEA List Maintenance

LEA List Maintenance

LEA List Maintenance is where you can set up your serving districts and serving schools for the drop-downs on the student approval record.

From the **Admin** tab, click **District Maintenance** and **LEA List Maintenance**.

The screenshot shows the I-Star Admin interface. The top navigation bar includes tabs for Home, Approvals and Claims, IEP, Admin, Goal Mine, Facility Search, and IEP Quality. The Admin tab is selected, and its dropdown menu is open, showing options like User List, District Maintenance, Upload Permissions, LEA List Maint, Special Needs, Custom Events, IEP Caseload, Custom Notes, and Start New Year. The LEA List Maint option is highlighted. On the left, a welcome message for Kenzie James, Jasper County CUD 1, is displayed, along with links for Site Admins, Site Personnel Contact, and Site Pupil Contact. A link for recent updates is also present.

The screenshot shows the LEA List Maintenance page. The top navigation bar includes tabs for Upload Permissions, LEA List Maintenance, Special Needs, Custom Events, and IEP Caseload. The LEA List Maintenance tab is selected. Below the tabs, there is a section for Serving Type with radio buttons for Serving District (selected) and Serving School. A table lists the serving districts with columns for Actions, Name, Facility Type, Address, City, State, Zip, County, and RCDT.

Actions	Name	Facility Type	Address	City	State	Zip	County	RCDT
✗	Carrier Mills-Stonefort CUSD 2	Public Districts	7071 US 45 S	Carrier Mills	IL	62917	Saline	20083002026
✗	Edw/Glt/Hlt/Hdn/Pop/Sln/Wbh/Wn/Wh ROE	ROE	512 N Main St	Harrisburg	IL	62946	Saline	20000000000
✗	Eldorado CUSD 4	Public Districts	2200A Illinois Ave	Eldorado	IL	62930	Saline	20083004026
✗	Galatia CUSD 1	Public Districts	200 N Hickory St	Galatia	IL	62935	Saline	20083001026
✗	Harrisburg CUSD 3	Public Districts	40 S Main St	Harrisburg	IL	62946	Saline	20083003026
✗	North Boone CUSD 200	Public Districts	6248 N Boone School Rd	Poplar Grove	IL	61065	Boone	04004200026

Click the **Serving District** radio button to see which districts you have chosen to appear in your drop-down. Click the **Serving School** radio button to see what schools you have chosen to appear in the drop-down.

To add a new district or school, make sure the radio button is on the option in which you wish to search and click **Add** next to *LEA List Maintenance*.

You can search by a variety of filters. Click **Search** when ready.

Entity Search

General Search	Additional Search Criteria
Name: <input style="width: 90%;" type="text"/>	County: <input style="width: 90%;" type="text"/>
Address: <input style="width: 90%;" type="text"/>	Facility Type: <input style="width: 90%;" type="text"/>
City: <input style="width: 90%;" type="text"/>	
<input type="checkbox"/> within <input style="width: 20px;" type="text"/> miles of	
Zip Code: <input style="width: 90%;" type="text"/>	
RCDT: <input style="width: 90%;" type="text"/>	
<input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear Search"/> <input type="button" value="Cancel"/>	

Once the results grid has appeared, you can select one district/school by clicking the checkmark under the *Select* column or *Multi Select* districts/schools by checking the box next to the RCDTS code and clicking **Use Selected** at the top.

Entity Search Results									
<div style="border: 1px solid red; padding: 2px; display: inline-block;">Use Selected</div>									
Select	Multi Select All / None	RCDTS	Name	Facility Type	Address	City	State	Zip	County
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21-100-001X-10-0000	Our Lady Mt Carmel School	Non-Public Districts/Schools	300 W Monroe St	Herrin	IL	62948	Williamson
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21-100-0050-26-0000	Cartersville CUSD 5	Public Districts	306 Virginia Ave	Cartersville	IL	62918	Williamson
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21-100-019P-00-0000	The Yellow Brick Rd	Misc Payees	1104 E Main St	Marion	IL	62959	Williamson
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21-100-014X-25-0000	The Academy of Excellance	Non-Public Districts/Schools	PO Box 850	Marion	IL	62959	Williamson
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21-100-011Z-26-0000	Unity Christian School	Non-Public Districts/Schools	PO Box 310	Energy	IL	62933	Williamson
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21-100-028P-00-0000	Heartland Kids Early Learning	Misc Payees	3902 W Ernestine Dr	Marion	IL	62959	Williamson
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21-100-015P-00-0000	Malones Early Lrng Ctr Inc	Misc Payees	204 Prairie Rd	Cartersville	IL	62918	Williamson
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	21-100-0010-26-0000	Johnston City CUSD 1	Public Districts	PO Box 147	Johnston City	IL	62951	Williamson

The districts/schools chosen will then show up in your list.

Serving Type								
<input checked="" type="radio"/> Serving District <input type="radio"/> Serving School								
Actions	Name	Facility Type	Address	City	State	Zip	County	RCDT
<input checked="" type="checkbox"/>	Carrier Mills-Stonefort CUSD 2	Public Districts	7071 US 45 S	Carrier Mills	IL	62917	Saline	20083002026
<input checked="" type="checkbox"/>	Cartersville CUSD 5	Public Districts	306 Virginia Ave	Cartersville	IL	62918	Williamson	21100005026
<input checked="" type="checkbox"/>	Edw/Glt/Hlt/Hdn/Pop/Sln/Wbh/Wn/Wh ROE	ROE	512 N Main St	Harrisburg	IL	62946	Saline	20000000000
<input checked="" type="checkbox"/>	Eldorado CUSD 4	Public Districts	2200A Illinois Ave	Eldorado	IL	62930	Saline	20083004026
<input checked="" type="checkbox"/>	Galatia CUSD 1	Public Districts	200 N Hickory St	Galatia	IL	62935	Saline	20083001026
<input checked="" type="checkbox"/>	Harrisburg CUSD 3	Public Districts	40 S Main St	Harrisburg	IL	62946	Saline	20083003026
<input checked="" type="checkbox"/>	Johnston City CUSD 1	Public Districts	PO Box 147	Johnston City	IL	62951	Williamson	21100001026
<input checked="" type="checkbox"/>	North Boone CUSD 200	Public Districts	6248 N Boone School Rd	Poplar Grove	IL	61065	Boone	04004200026

Special Needs Definition

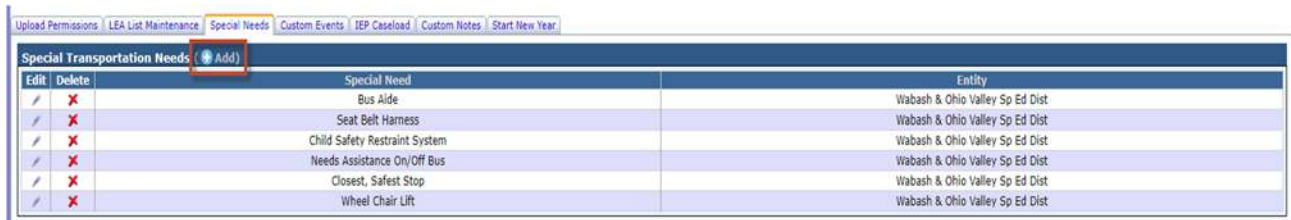
Special Needs Definition

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.

Step 1: To add a *Special Needs Definition* from the **Admin** drop-down menu, click **District Maintenance** and **Special Needs**.
















Step 2: To add a new special needs definition, click **Add** next to *Special Transportation Needs*.



Step 3: Enter the new *Special Need* and click **Save**.



Step 4: The new definition will show up in your list. To edit a definition, click the pencil icon. To delete, click the red **X**.

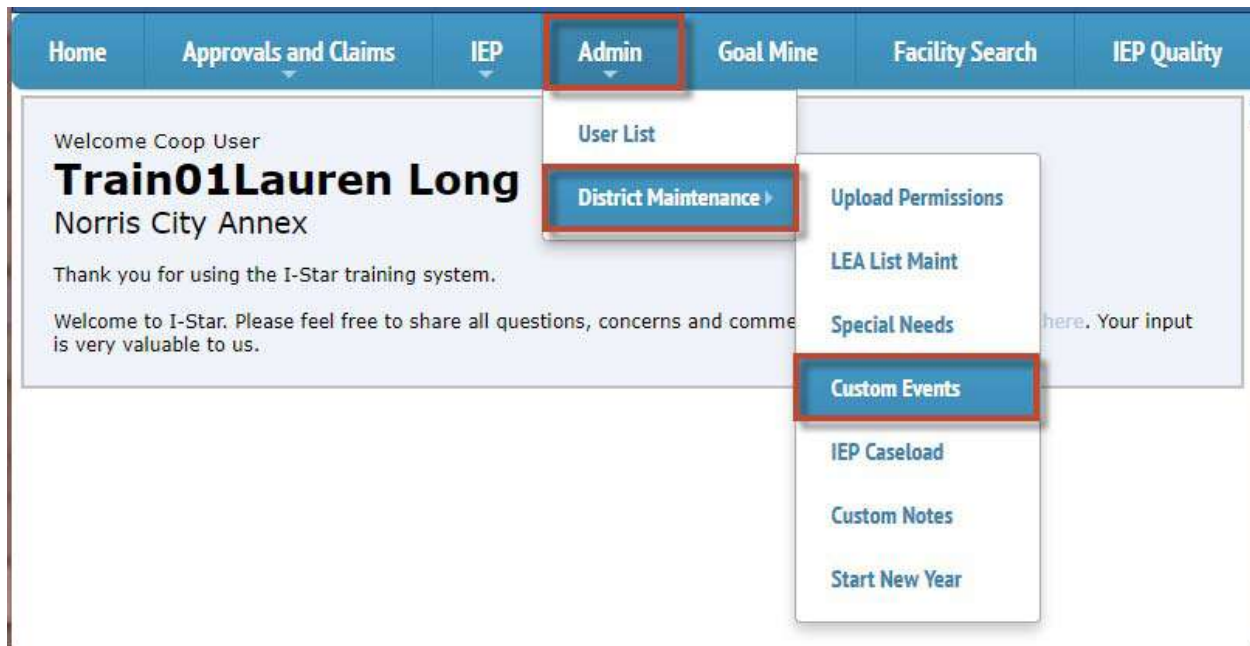
Special Transportation Needs ( Add)			
Edit	Delete	Special Need	Entity
		Bus Aide	Wabash & Ohio Valley Sp Ed Dist
		Seat Belt Harness	Wabash & Ohio Valley Sp Ed Dist
		Child Safety Restraint System	Wabash & Ohio Valley Sp Ed Dist
		Needs Assistance On/Off Bus	Wabash & Ohio Valley Sp Ed Dist
		Closest, Safest Stop	Wabash & Ohio Valley Sp Ed Dist
		Wheel Chair Lift	Wabash & Ohio Valley Sp Ed Dist

Custom Events

Custom Events

The *Custom Events* tab is where you can set up your custom events for the drop-downs on the *Event Type* section of the student's profile.

Step 1: To add a Custom Event from the **Admin** drop-down menu, click **District Maintenance** and **Custom Events**.



Step 2: To add a new *Event Type*, click **Add** next to *Custom Events*.



Step 3: Enter the new custom *Event Type* and click the **Save** button.

A screenshot of the Custom Events form in the I-Star training system. The form has a header bar with the text 'Custom Events (Add)' and a sub-header 'Enter the new custom Event Type and click the Save button.' Below this, there is a table with one row and one column. The row is labeled 'Event:' and contains a yellow input field. At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.

Custom Notes

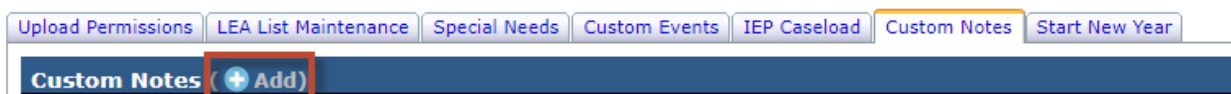
Custom Notes

The *Custom Events* tab is where you can set up your custom events for the drop-downs on the *Note Type* section of the student's profile.

Step 1: To add a Custom Event from the **Admin** drop-down menu, click **District Maintenance** and **Custom Notes**.



Step 2: To add a new *Note Type*, click **Add** next to *Custom Notes*.



Step 3: Enter the new custom *Note Type* and click the **Save** button.

A screenshot of the 'Custom Notes' form. The form has a light blue background. At the top, there is a dark blue header bar with the text 'Custom Notes' followed by a red box containing a white plus sign and the word 'Add'. Below the header, there is a light blue area with the text 'Enter the new custom Note Type and click the Save button.' Below this text, there is a dark blue header bar with the text 'Custom Note'. Below this header, there is a light blue area with the text 'Note Type:' followed by a red box containing a white text input field. At the bottom right of the form, there is a red box containing the word 'Save' and a grey box containing the word 'Cancel'.

Start New Year (Rollover) / Mass Change

ISBE will be performing the "Start New Year (Rollover)" for you this school year. However, it is your district and/or cooperatives responsibility to perform the mass change options below. The *Mass Change* option will allow you to edit your new school year data in mass as well as detach programs from FACTS, clear Personnel salaries, and clear days/costs if you choose to do so.

To Access Mass Change:

1. Click **Admin**.
2. Click **District Maintenance**.
3. Click **Start New Year**.

The screenshot shows the 'Admin' menu in a web application. The 'Admin' menu is open, showing options: 'User List', 'District Maintenance', 'Upload Permissions', 'LEA List Maint', 'Special Needs', 'Custom Events', 'IEP Caseload', and 'Custom Notes'. The 'District Maintenance' option is highlighted with a red box. Below it, the 'Start New Year' option is also highlighted with a red box. The 'Roll Data' section shows 'From: 2017-2018' and 'To: 2018-2019'. The 'Mass Change' section shows 'For Year: 2018-2019' and several checkboxes for changing student approval and caseload begin dates.

The screenshot shows the 'Mass Change' form. It has a 'For Year' dropdown set to '2018-2019'. The form contains several sections with checkboxes and radio buttons for selecting options. The 'Change Student Approval Begin Dates' section has options for 'Use School Calendar', 'By Resident District', and 'By Serving District'. The 'Change Caseload Begin Dates' section has options for 'By Class Location' and 'By Class'. The 'Detach All Programs from FACTS' section has a checkbox. The 'Clear Personnel Salaries' section has a checkbox. The 'Clear Days/Costs' section has a checkbox. The 'Change Student Approval End Dates' section has options for 'By Resident District' and 'By Serving District'. The 'Make Changes' button is at the bottom right.

To mass change data, choose from the options below:

- a. Choose to mass change student approval begin dates by Resident District or Serving District.
- b. Choose whether or not to use the school calendar for your begin dates by clicking the box

-OR-

- c. Simply enter the begin date you'd like to use.
- d. If date is manually entered, choose whether or not to use that date for all districts selected in the list by clicking Use For All.

The screenshot shows the 'Mass Change' window with the 'For Year' set to '2018-2019'. The 'Change Student Approval Begin Dates' section is active. It includes a 'Use School Calendar' checkbox (checked) and radio buttons for 'By Resident District' and 'By Serving District' (selected). A 'Begin Date' field is set to 'MM/DD/YYYY' with a 'Use For All' button. Below is a table with three rows, each with a checkbox, a district name, and a date field.

Select	District	Date
<input checked="" type="checkbox"/>	Allendale-Benet Lake	08/14/2018
<input checked="" type="checkbox"/>	Alpine Academy	08/01/2018
<input checked="" type="checkbox"/>	Chaddock	08/23/2018

- e. Mass change caseload begin dates by Class Location or by Class.
- f. Enter the begin date you'd like to use.
- g. Choose whether or not to use that date for all locations or classes selected in the list by clicking Use For All.

The screenshot shows the 'Mass Change' window with the 'Change Caseload Begin Dates' section active. It includes radio buttons for 'By Class Location' and 'By Class' (selected). A 'Begin Date' field is set to '08/15/2018' with a 'Use For All' button. Below is a table with three rows, each with a checkbox, a class name, and a date field.

Select	Classname	Date
<input checked="" type="checkbox"/>	CL10 CC C01	08/15/2018
<input checked="" type="checkbox"/>	CL10 CC C02	08/15/2018
<input checked="" type="checkbox"/>	CL10 CC C03	08/15/2018

Check the options below to clear the programs from the Student Approval records, zero out the personnel salaries, and clear the days/costs on the Student Approval record:

☐ Detach All Programs from FACTS
☐ Clear Personnel Salaries
☐ Clear Days/Costs

After all Mass Change options have been addresses click Make Changes.

Make Changes

After the request processes, you will see all the actions performed in the Status box to the right.

Refresh **Print Rollover** **Print Mass Changes**

1542 Student Approval begin date records updated.
1955 Caseload records updated.
281Personnel Salary Information Cleared..
1542 Programs detached from claims..
1542 Claim days and costs cleared

You can then see there is a new school year in the drop-down box on the Student/Personnel Approvals & Claims tabs.

Approvals Claims Programs Upload Files Case Load Definition

Reported Un-Reported

Student Approvals Filter

Student SIS Id:
Last Name:
First Name:
School Year:
Status:
Grade:
Term:
Tuition Status:

Search Clear Search Recheck Edits Export to Excel

Notice that if you choose any year other than the current school year, the color scheme is changed to purple. This is to alert you that you are NOT in the current school year.

Student Approvals Filter

Student SIS Id: <input type="text"/>	Show only Out of District: <input type="checkbox"/>
Last Name: <input type="text"/>	Resident District: <input type="text"/>
First Name: <input type="text"/>	Resident School: <input type="text"/>
School Year: <input type="text" value="2017-2018"/>	Serving District: <input type="text"/>
Status: <input type="text"/>	Serving School: <input type="text"/>
Grade: <input type="text"/>	Disability: <input type="text"/>
Term: <input type="text"/>	Fund: <input type="text"/>
Tuition Status: <input type="text"/>	Class Teacher: <input type="text"/>
	Class Name: <input type="text"/>
	Event: <input type="text"/>

Student Approvals (Add)

I-Star Personnel Approval

The topics under this header are related to the I-Star Personnel Approval.

Searching for Personnel

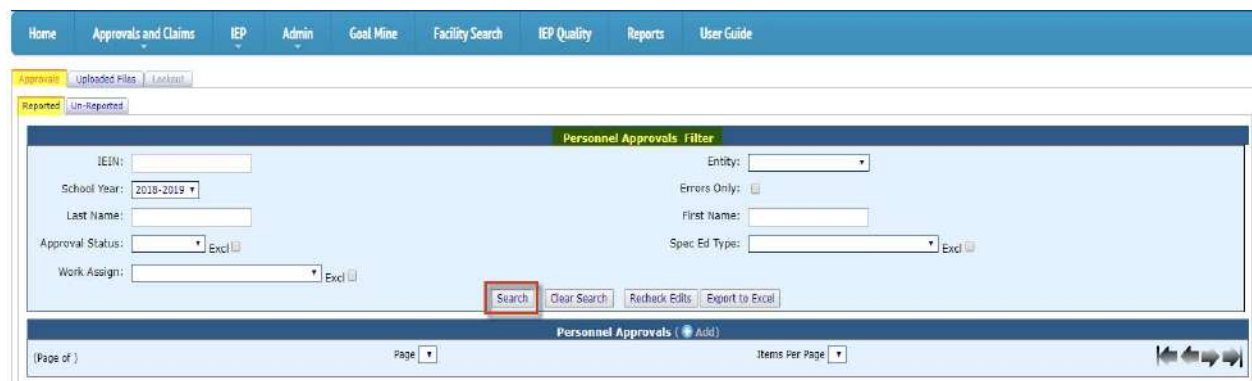
From the **Approval and Claims** drop-down menu, select **Personnel** and **Approvals**.



Under the *Personnel Approvals Filter*, can search for personnel by several different filters such as *IEIN*, *Last Name*, *Approval Status*, *Work Assignment*, *Entity*, *Errors Only*, *First Name*, and/or *Special Ed Type*.

NOTE: Make sure to click the **Expand/Collapse** button to see all filter options.

Click **Search**.



If found during the search, the personnel approval record will be populate in the search grid below.

Approvals [Uploaded Files](#) [Logout](#)

Reported [Un-Reported](#)

Personnel Approvals Filter

SEIN: Entity:

School Year: 2018-2019 Errors Only: ☐

Last Name: Allen First Name:

Approval Status: Excl ☐ Spec Ed Type: Excl ☐

Work Assign: Excl ☐

[Search](#) [Clear Search](#) [Refresh Data](#) [Export to Excel](#)

Personnel Approvals (1 Add)

Actions	Full Name	SEIN	WA1	WA1 Status	WA2	WA2 Status	WA3	WA3 Status	FTE	As of Dec 1	Errors
	Allen, DianaPaloma	9000081	AUT	Not Qualified					1.0		0

(Page 1 of 1) Page 1 Items Per Page 20

NOTE: If you cannot find the staff member you are looking for from the **Reported** tab, you can check the **Un-Reported** tab. The **Un-Reported** tab is a list of teachers retrieved from the Employment Information System that have been identified as working in a special education position but do not have an approval record for the current school year.

If you find the staff member you are looking for located under the **Un-Reported** tab, you can immediately add a personnel approval record. Once you add the approval record from the **Un-Reported** tab, the staff member will then be moved from the **Un-Reported** tab to the **Reported** tab.

Approvals [Uploaded Files](#) [Logout](#)

Reported [Un-Reported](#)

This is a list of teachers retrieved from the Employment Information System that have been identified as working in a special education position but do not have an approval record for the current school year.

Actions	Full Name	Entity	RCDI	SEIN	Gender	FTE
No Records Found.						

(Page 1 of 1) Page 1 Items Per Page 20

However, if the staff member you are looking for is not listed under the **Reported** tab or the **Un-Reported** tab, you can add a new personnel approval record. To do this, see [Adding Personnel Approval Record](#).

Adding Personnel Approval Record

To add a new *Personnel Approval* record, click **Add** under the *Personnel Approvals* filters box.

A screenshot of the 'Personnel Approvals' filters box. It has a dark blue header with the text 'Personnel Approvals' and a red box around a blue 'Add' button with a plus icon. Below the header, there is a light blue area with '(Page of)', a 'Page' dropdown menu, 'Items Per Page' dropdown menu, and navigation arrows on the right.

Search for personnel by using multiple criteria, *District*, *Last Name*, *First Name*, and *Gender*. Click the check box to *Include Retired* personnel, OR you can search by entering just the personnel's *IEIN*. Then click **Search**.

A screenshot of the 'Manage Personnel Claims and Approvals' search form. The title bar is dark blue with the text 'Manage Personnel Claims and Approvals'. Below it, a light blue box contains instructions: 'For an approval, select the personnel, enter the approval parameters and select the work assignments. For a claim, enter the salary information and days claimed.' Below this is a dotted line and the text 'Search for and select the person the approval is for.' The main search area is a light blue box with a dark blue header 'Personnel Search'. Inside, there are two tabs: 'Multiple' (selected) and 'Single'. The 'Multiple' tab has fields for 'District' (a dropdown menu with 'Wabash & Ohio Valley Sp Ed Dist' selected), 'Last Name', 'First Name', and 'Gender' (a dropdown menu). There is also an 'Include Retired' checkbox. The 'Single' tab has an 'IEIN' text input field. At the bottom of the search area are three buttons: 'Search', 'Clear Search', and 'Cancel'. A note at the bottom of the search area reads: 'Note: Including a district will search EIS with the entered filters. Leaving the district out will perform a name search on ELIS.'

Your results will appear in the *Personnel Search Results* box. To select the personnel from the results grid, click the check-mark located under the **Select** column.

A screenshot of the 'Personnel Search Results' table. The table has a dark blue header with the text 'Personnel Search Results'. The table has 8 columns: 'Select', 'IEIN', 'Name', 'Gender', 'Ethnicity', 'District', 'Spec Ed Id', and 'Work'. The first row of data has a checkmark in the 'Select' column, '9000038' in the 'IEIN' column, 'DemoArlene Ortiz' in the 'Name' column, 'Female' in the 'Gender' column, 'White, Non-Hispanic' in the 'Ethnicity' column, 'Wabash & Ohio Valley Sp Ed Dist' in the 'District' column, and empty cells for 'Spec Ed Id' and 'Work'.

From here, you can add personnel approval information. Select the *year* and *entity*. Check the box next to *Employed as of 12/1* if it applies.

NOTE: The *Employed as of 12/1* box will default to be checked unless the record is created after December 1 in a school year. All special education staff who work during the current regular school term should be entered into I-Star even if they were hired after December 1. This allows ISBE to report special education data to the Department of Education as of December 1. Districts/Cooperatives will

indicate a staff person being *Employed as of December 1* with a check box on the approval record.

Personnel Approval Information	
Year: 2018-2019 ▼	Employed as of 12/1: <input type="checkbox"/>
Entity: ▼	Total FTE: 0
Special Ed Type: Undetermined	Term: Regular

NOTE: The *Special Ed Type* will no longer be selected. This code will be determined once a work assignment is selected. I-Star will automatically match the appropriate Special Education ID code as one of the following:

- A- Special Education Teacher
- B- Related Services
- C- Paraprofessional
- D- Administrative

To add a *Work Assignment*, click **Add**.

Work Assignment(s) (Add)							
Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
No Records Found							

Choose the *Work Assignment* and *FTE* from the drop-down.

NOTE: *Full Time Equivalency (FTE)* is required for all personnel. Choose the *FTE* from the drop-down box to select the numerical value that best estimates the amount of time spend in that *work assignment*.

NOTE: *Full Time Equivalency (FTE)* is NOT required for the *Work Assignment A – Administrator of a Special School*.

Work Assignment

Edit	Delete	Move Up	Move Down	Code	Assignment
				ECT	Early Childhood Teacher

Edit the work assignment and click the Save button.

Work Assignment:

FTE:

Select FTE

0.1

0.2

0.3

0.4

0.5

0.6

0.7

0.8

0.9

1.0

Show Salary Info

Save & Check

(72) Disapproved work will be reported as "Not Qualified"

Click **Save**.

Edit the work assignment and click the Save button.

Work Assignment:

FTE:

Save Cancel

The *work assignment(s)* will be added for that personnel record. You can add up to three (3) work assignments for one personnel approval record.

(Show current credentials)

Personnel Approval Information

Year: Employed as of 12/1/2017: ☐

Entity: Total FTE: 1.0

Special Ed Type: A-Special Education Teachers Term: Regular

Work Assignment(s) (+ Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				ECT	Early Childhood Teacher		1.0

Show Salary Info

Save & Check Errors

Notes (0)

NOTE: You can click **Show current credentials** located under the personnel name to expand the summary information for personnel. This will show you the current credentials from ELIS (Educator Licensure Information System).

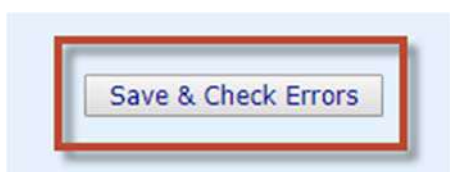
Name: **DemoArlene Ortiz** IEIN: **9000038** [Change Person](#)

Certificates/Endorsements							
Certificate Number	Certificate Code	Status	Issued Date	Expire Date	Endorsement Code	Endorsement Status	Endorsement Issue Date
	PEL	DR					
	PEL	EX					

Approvals							
Code	Description	Status	Issue Date	End Date	Dist. Specific	RCDT	Supervisor
No Records Found							

[\(Hide current credentials\)](#)

When you have completed the approval record, you can check for errors by clicking **Save and Check Errors** below the *work assignment* information.



If this record is considered, *Not Qualified*, you will receive a red warning message that will appear at the bottom of the approval record.

Description
(72) Disapproved work assignments will be reported as "Not Qualified"

Available Status Codes Include:

Qualified - replaced Approved

Time Specific - Qualified, replaced Approved

Not Qualified - replaces Disapproved (I-Star Generates a warning message indicating the record status is not qualified. This does NOT cause an error and the record will be submitted as "Not Qualified".)

Temporary Approval - Qualified, replaced Approved.

To save the record, select the **Save** radio button and click **Save** at the bottom right of the screen.

☒ Save - Please save this Approval / Claim
☐ Cancel - Please exit the wizard.

Cancel
Save

Once you exit the record, you will be taken back to the *Personnel Approvals Reported* tab.

Approvals

Uploaded Files

Lockout

Reported

Un-Reported

Personnel Approvals Filter

IEIN:

Entity:

School Year:

Errors Only: ☐

Last Name:

First Name:

Approval Status: ☐ Excl

Spec Ed Type: ☐ Excl

Work Assign: ☐ Excl

Search

Clear Search

Recheck Edits

Export to Excel

Personnel Approvals (Add)

Actions	Full Name	IEIN	WA1	WA1 Status	WA2	WA2 Status	WA3	WA3 Status	FTE	As of Dec. 1	Errors
	Ortiz, DemoArlene	9000038	ECT	Not Qualified					1.0		0

(Page 1 of 1)

Page

Items Per Page

Editing/Deleting Personnel Approval Record

To edit a Personnel Approval record, click on the name of the personnel or the pencil icon located under the Actions column.

The screenshot shows the 'Personnel Approvals Filter' section with the following fields: IEIN, School Year (2018-2019), Last Name, Approval Status, Work Assign, Entity, Errors Only, First Name, and Spec Ed Type. Below the filter is a table titled 'Personnel Approvals (Add)' with columns: Actions, Full Name, IEIN, WA1, WA1 Status, WA2, WA2 Status, WA3, WA3 Status, FTE, As of Dec 1, and Errors. The table contains one record for 'Ortiz, Demoflene' with IEIN 9000038, WA1 ECT, and WA1 Status Not Qualified. The 'Actions' column for this record contains a pencil icon. The page is on Page 1 of 1, and the Items Per Page is set to 20.

Actions	Full Name	IEIN	WA1	WA1 Status	WA2	WA2 Status	WA3	WA3 Status	FTE	As of Dec 1	Errors
	Ortiz, Demoflene	9000038	ECT	Not Qualified					1.0		0

To delete a Personnel Approval record, click on the red X located under the Actions column.

The screenshot shows the same 'Personnel Approvals Filter' section as above. The table 'Personnel Approvals (Add)' is identical, but the 'Actions' column for the record 'Ortiz, Demoflene' now contains a red X icon instead of a pencil icon. The page is on Page 1 of 1, and the Items Per Page is set to 20.

Actions	Full Name	IEIN	WA1	WA1 Status	WA2	WA2 Status	WA3	WA3 Status	FTE	As of Dec 1	Errors
	Ortiz, Demoflene	9000038	ECT	Not Qualified					1.0		0

Personnel Approval Recheck Edits

To check for errors in your personnel file, click **Recheck Edits** on the *Personnel Approvals Filter* to recalculate your errors.



The screenshot shows the 'Personnel Approvals Filter' interface. It includes fields for IEIN, School Year (set to 2018-2019), Last Name, Approval Status, and Work Assign. There are also dropdowns for Entity, Errors Only, First Name, and Spec Ed Type. A 'Recheck Edits' button is highlighted with a red box. Below the filter fields are 'Search', 'Clear Search', and 'Export to Excel' buttons. At the bottom, there are pagination controls for 'Page' and 'Items Per Page'.

NOTE: You will receive a series of emails on the status of the error check. You will receive a final email informing you that the process is complete. Once you receive the final email, you can run the error report.

To run the *Personnel Error Listing*, click on the **Reports** tab.



Select **Personnel** for the *Report Type*, select **Personnel Approval** under *Report Categories*, select the **Personnel Errors Listing**.



The screenshot shows the 'I-STAR Reports' interface. It has two dropdowns: 'Report Type' set to 'Personnel' and 'Report Categories' set to 'Personnel Approval'. Below these is a table with the following data:

Select Report	Description
<input type="radio"/>	All Personnel
<input type="radio"/>	Personnel Blank Data Entry
<input type="radio"/>	Personnel Blank Data Entry With Salary
<input checked="" type="radio"/>	Personnel Errors Listing
<input type="radio"/>	Personnel Not Reported Employed as of 12/01
<input type="radio"/>	Personnel Reported Employed as of 12/01

Select any desired the filters and click either **Run Report** or **Export Report**.



The screenshot shows the 'Reports Filters' interface. It includes fields for IEIN, School Year (set to 2018-2019), Approval Status, and Work Assign. There are also dropdowns for Entity, Errors Only, and Spec Ed Type. A 'Clear Search' button is present. At the bottom, 'Run Report' and 'Export Report' buttons are highlighted with a red box.

Adding Personnel Note(s)

To add a personnel note on the approval record, you will need to search the desired personnel from the *Personnel Approval Filter*.

A screenshot of the 'Personnel Approvals Filter' form. The form has a light blue header and a white body. It contains several input fields: 'SEIN' (with value '9000038'), 'School Year' (with value '2016-2019'), 'Last Name', 'Approval Status' (with a dropdown menu), 'Work Assign', 'Entity' (with a dropdown menu), 'Errors Only' (checkbox), 'First Name', and 'Spec Ed Type' (with a dropdown menu). There are 'Search', 'Clear Search', 'Refresh Eds', and 'Export to Excel' buttons. A red box highlights the 'Search' button. At the bottom, there is a 'Personnel Approvals' section with a '+ Add' button and a 'Page' dropdown.

NOTE: Click the **Expand/Collapse** button to see all filter options.

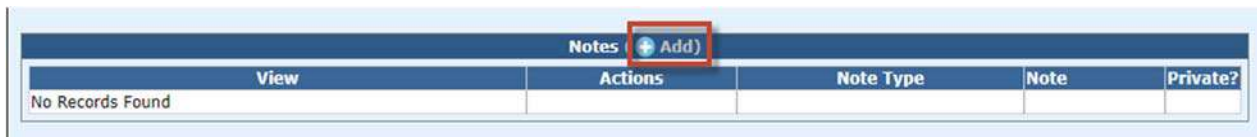
When you find the personnel that you would like to select, click on their name or the pencil icon under the *Actions* column.

To add any additional Personnel Data Note(s) from the approval record, click **Notes**.

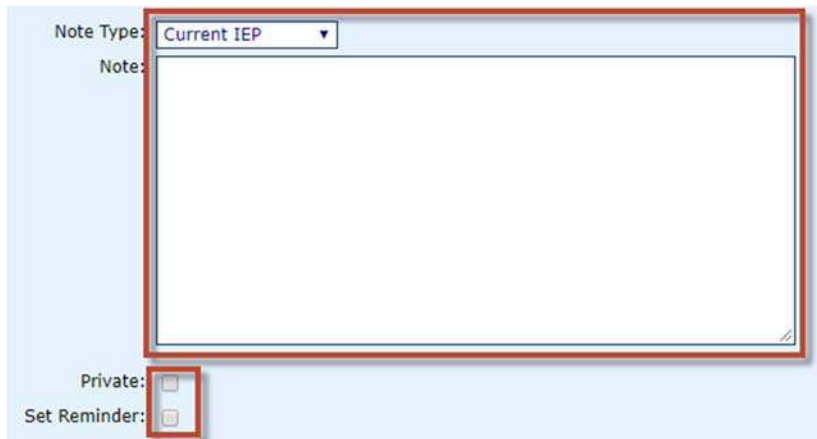
A screenshot of the 'Notes' section. It has a light blue background. At the top right is a 'Save & Check Errors' button. On the left, there is a 'Notes (0)' button with a yellow lightning bolt icon. Below it is a table with the following structure:

Update Date	Note Type	Note
No Records Found		

Click **Add**.

A screenshot of the 'Notes' section showing a table with columns: 'View', 'Actions', 'Note Type', 'Note', and 'Private?'. The 'Actions' column has a '+ Add' button highlighted with a red box. The table body shows 'No Records Found'.

Enter the *Note Type*, *Note*, and determine if the note should be *Private* or if you need to *Set Reminder* by checking the appropriate check box.



A screenshot of a form with a light blue background. At the top, there is a label 'Note Type:' followed by a dropdown menu showing 'Current IEP'. Below this is a label 'Note:' followed by a large, empty text area. At the bottom left, there are two labels: 'Private:' and 'Set Reminder:', each followed by an unchecked checkbox. Red rectangular boxes highlight the dropdown menu, the text area, and the two checkboxes.

Click the **Continue** radio button and then click **Save**.



A screenshot of a wizard step with a light blue background. It features two radio buttons: the first is selected and labeled 'Continue - Please continue the wizard.', and the second is unselected and labeled 'Cancel - Please exit the wizard.'. Below the radio buttons is a dark blue bar containing a 'Cancel' button with a circular icon and a 'Save' button with a blue arrow icon. Red rectangular boxes highlight the 'Continue' radio button and the 'Save' button.

When ready, click the **Save** radio button and then click **Save**.



A screenshot of a wizard step with a light blue background. It features two radio buttons: the first is selected and labeled 'Save - Please save this Approval / Claim', and the second is unselected and labeled 'Cancel - Please exit the wizard.'. Below the radio buttons is a dark blue bar containing a 'Cancel' button with a circular icon and a 'Save' button with a blue arrow icon. Red rectangular boxes highlight the 'Save' radio button and the 'Save' button.

Personnel Reports

To access personnel reports, click the **Reports** tab located in the upper left hand corner of the screen.

Select the desired *Report Type* and *Report Categories* from the drop-down.

I-STAR Reports

Report Type: Personnel Report Categories: Personnel Approvals

Choose the report you wish to run/export by clicking the radio button under the *Select Report* column.

I-STAR Reports

Report Type: Personnel Report Categories: Personnel Approval

Select Report	Description
<input type="radio"/>	All Personnel
<input type="radio"/>	Personnel Blank Data Entry
<input type="radio"/>	Personnel Blank Data Entry With Salary
<input type="radio"/>	Personnel Errors Listing
<input type="radio"/>	Personnel Not Reported Employed as of 12/01
<input type="radio"/>	Personnel Reported Employed as of 12/01

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

NOTE: You can also run *Personnel- Historical* reports from the 2016-2017 School Year. To view the report, select **Personnel-Historical** *Report Type*, **Personnel/Reimbursement Claims** for *Report Categories*, then select the desired report.

I-STAR Reports

Report Type: Personnel - Historical Report Categories: Personnel / Reimbursement Claims

Select Report	Description
<input type="radio"/>	Personnel Claim Error Listing
<input type="radio"/>	Personnel Claim Salary Blank Data Entry Form*
<input type="radio"/>	Personnel Reimbursement Claimed*
<input type="radio"/>	Personnel Reimbursement Entry Form*

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

Reports Filters

IEIN: Entity:

School Year: 2016-2017 Errors Only: ☐

Approval Status: Excl ☐ Spec Ed Type: Excl ☐

Work Assign: Excl ☐

Clear Search

Run Report Export Report

Select any desired filters and click either **Run Report** or **Export Report**.

Reports Filters	
IEIN: <input type="text"/>	Entity: <input type="text"/>
School Year: <input type="text" value="2018-2019"/>	Errors Only: <input type="checkbox"/>
Approval Status: <input type="text"/> Excl <input type="checkbox"/>	Spec Ed Type: <input type="text"/> Excl <input type="checkbox"/>
Work Assign: <input type="text"/> Excl <input type="checkbox"/>	
<input type="button" value="Clear Search"/>	
<div><input type="button" value="Run Report"/> <input type="button" value="Export Report"/></div>	

I-Star Personnel Attached to a Student Program

The topics under this header are related to the I-Star Personnel whom are attached to a student program.

Adding Personnel Salary Information/Offsets

NOTE: Salary fields are not required to be completed if personnel are being reported for approval only (not included on a program).

Evidence-Based Funding (EBF) for Student Success Act became law on August 31, 2017. As a result, specific state reimbursement for special education will now be made through EBF.

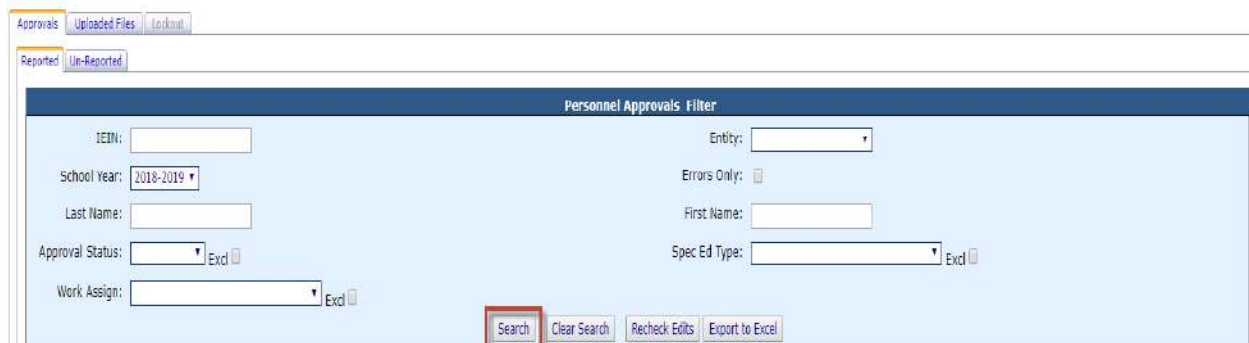
See the link below to view the EBF offset example:

<https://www.isbe.net/documents/ebf-sp-ed-personnel-offset-examples.pdf>

See the link below to view the video on how to locate your BFM:

<https://player.vimeo.com/video/269256805>




To add *Salary Information/Offsets* to the personnel approval record that will be included in the student reimbursement program, you can search on the *Personnel Approvals Filter* by the *IEIN*, *Last Name*, *Approval Status*, *Work Assignment*, *Entity*, *First Name*, *Term*, or *Special Ed Type*.



The screenshot shows the 'Personnel Approvals Filter' interface. At the top, there are tabs for 'Approvals', 'Uploaded Files', and 'Logout'. Below these are tabs for 'Reported' and 'Un-Reported'. The main area is a light blue box with a dark blue header 'Personnel Approvals Filter'. Inside, there are several search filters: 'IEIN:' with a text input, 'School Year:' with a dropdown menu showing '2018-2019', 'Last Name:' with a text input, 'Approval Status:' with a dropdown menu and an 'Excl' button, 'Work Assign:' with a dropdown menu and an 'Excl' button, 'Entity:' with a dropdown menu, 'Errors Only:' with a checkbox, 'First Name:' with a text input, and 'Spec Ed Type:' with a dropdown menu and an 'Excl' button. At the bottom of the filter box, there are four buttons: 'Search' (highlighted with a red box), 'Clear Search', 'Recheck Edits', and 'Export to Excel'.

NOTE: Click the **Expand/Collapse** button to see all filter options.

When you find the personnel that you would like to select, click on their name or the pencil icon under the *Actions* column.

Personnel Approvals (Add)											
Actions	Full Name	TEIN	WA1	WA1 Status	WA2	WA2 Status	WA3	WA3 Status	FTE	As of Dec 1	Errors
 	Ortiz, Demetria	9000038	ECT	Not Qualified					1.0		1

Click the **Show Salary Info** button to view and enter amount into the *Salary Information/Offsets* section.

(Show current credentials)

Year: 2018-2019

Employed as of: 12/1/2018: ☒




Entity: Jasper County CUD 1 (2)

Total FTE: 1.0

Special Ed Type: A-Special Education Teachers

Term: Regular

Work Assignment(s) (Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				SLD	Specific Learning Disability	Qualified	1.0

Show Salary Info

Save & Check Errors

Notes (0)

Update Date	Note Type	Note
No Records Found		

Show Audit Trail

NOTE: Once an approval record is added, you can edit the *Salary Information/Offsets* at a later time if the personnel is attached to a student program.

(Show current credentials)

Year: 2018-2019

Employed as of: 12/1/2018: ☒





Entity: Jasper County CUD 1 (2)

Total FTE: 1.0

Special Ed Type: A-Special Education Teachers

Term: Regular

Work Assignment(s) (Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				SLD	Specific Learning Disability	Qualified	1.0

Hide Salary Info

Salary Information / Offsets

Local Salary & Benefits: 0

IDEA Discretionary/Flow Through Salary & Benefits: 0

IDEA Preschool Salary and Benefits: 0

Orphanage Salary and Benefits: 0

Other Salary and Benefits: 0

Evidence Based Funding - Personnel: 9,000

NOTE: Salary fields are not required to be completed if personnel are being reported for approval only (not included on a program).

Save & Check Errors

Notes (0)

Update Date	Note Type	Note
No Records Found		

When you have completed the *Salary Information/Offsets* information in the personnel record, you can check for warnings on this record. Simply click the **Save & Check Errors** button. If warnings are present, they will be shown in the *Description* section below.

(Show current credentials)

Personnel Approval Information

Year: Employed as of: 12/1/2018: ☒

Entity: Total FTE: 1.0

Special Ed Type: A-Special Education Teachers Term: Regular

Work Assignment(s) (+ Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				SLD	Specific Learning Disability	Qualified	1.0

[Hide Salary Info](#)

Salary Information / Offsets

Local Salary & Benefits:

IDEA Discretionary/Flow Through Salary & Benefits:

IDEA Preschool Salary and Benefits:

Orphanage Salary and Benefits:

Other Salary and Benefits:

Evidence Based Funding - Personnel:

NOTE: Salary fields are not required to be completed if personnel are being reported for approval only (not included on a program).

Save & Check Errors

Notes (0)

Update Date	Note Type	Note
No Records Found		