



# I-STAR NEW USER SY 24-25

Presented by Harrisburg Project

# TOPICS

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- I-Star Security
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- Instructions
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- I-Star/SIS
- I-Star Data Maintenance Tasks
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- Add Work Assignment
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## SUPPORT

## RESOURCES

# IWAS ACCESS

- Each I-Star user has to have an IWAS account  
<https://sec1.isbe.net/iwas/asp/login.asp?js=true>
- Visit the IWAS User Guide or IWAS Training Video for IWAS Help
  - IWAS Help Desk (217) 558-3600
- Once an account is established, each user has to request access to the I-Star Application
- It is recommended that users request read-only access to SIS during this time as well
- Once the IWAS account and the I-Star access is approved, I-Star can be accessed under the System Listing → Reporting → Annual



# I-STAR SECURITY

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.

2. Click Modify beside User's Assigned System Roles

User's Assigned System Roles [\(Modify\)](#)

3. Click Request Access next to the desired roles

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

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

4. Once desired roles have been selected, click Save



# I-STAR SECURITY

1. The District Superintendent or Coop Administrator approves Security Requests. From the Landing Page, click Approve/Deny a Security Request.

## Approve/Deny a Security Request

At least one person has submitted a security request. Use this quick link to view the details of the request.

2. Click the name of the user to edit their access under the Manage Security Tab (or locate their request under Security Requests tab)
3. Click Approve or Deny for the request then click Save

**\*\*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 checked="" type="radio"/>	<input type="radio"/>	District Security Administrator

Manage Security > Security Requests (0)

User Name filter: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z (20)

First Name	Last Name	State	Email	Approved Group	Request To	Roles	Tn	Action
		Missouri		District Admin		<b>Role Name</b> Personnel Approvals Full Access Personnel Claims Full Access IEP Administrator Access District Security Administrator Request Personnel Claims Full Access		True
		North Carolina		Document Author		<b>Role Name</b> Personnel Approvals Full Access Personnel Claims Full Access Student Approvals Full Access Student Claims Full Access IEP Administrator Access District Security Administrator Request Personnel Claims Full Access		True



# **DUE DATES**

**December 1 Child Count  
February 26, 2025**

**Child Count Certification  
March 28, 2025**

**Pre March 2  
Fund D E F G Approvals  
May 1, 2025**

**Fund D E F G Claims  
June 16, 2025**

**Interpreter Data  
June 30, 2025**

**Excess Cost Claims  
Indicator 11 & 13  
July 15, 2025**

**Personnel Approvals  
July 31, 2025**

**Fund B & S Claims  
August 15, 2025**

**ISBE**

# Instruction Manuals

**Manuals & Guides**

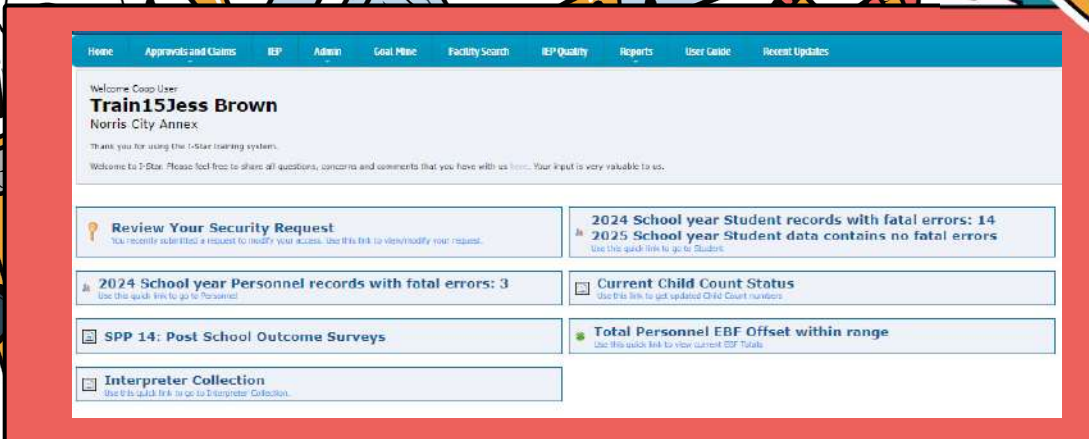
- # I-Star User Guide (updated 11/01/2023)
- # Harrisburg Project Newsbriefing Archive
- # Students with Disabilities Data Collection and Approval Instructions (August 2024)
  - Changes in Students with Disabilities Data Collection and Approval Instructions (October 2022 vs August 2024)
- # Special Education Personnel Data Collection and Approval Instructions (August 2024)
  - Changes in Special Education Personnel Data Collection and Approval Instructions (March 2024 vs August 2024)
- # Students with Disabilities Claim and Reimbursement Instructions (March 2024)
  - Changes in Students with Disabilities Claim and Reimbursement Instructions (March 2023 vs March 2024)
- # Child Count Flow Chart
- # Fund Code N Flow Chart

[View Manuals](#)

[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

I-STAR

# Landing Page



The screenshot shows the I-STAR Landing Page with a navigation menu at the top: Home, Approvals and Claims, IEP, Admin, Goal Mgmt, Facility Search, IEP Quality, Reports, User Guide, and Recent Updates. The main content area includes a welcome message for user Train15Jess Brown at Norris City Annex, a security request review notice, and several data summary cards:

- 2024 School year Student records with fatal errors: 14**  
**2025 School year Student data contains no fatal errors**
- 2024 School year Personnel records with fatal errors: 3**
- Current Child Count Status**
- SPP 14: Post School Outcome Surveys**
- Total Personnel EBF Offset within range**
- Interpreter Collection**



# I-STAR DATA MAINTENANCE TASKS

(+ Add)

**ADD**



**END/ADD**

End Date  
Exit Code

**EXIT**

**EDIT**



**DELETE**



I-STAR

# Student Approvals

- Search for students included in your Approval data using one or more filter(s)
- **Reported** – students with an approval record
- **Un-Reported** – students in jurisdiction SIS upload with IEP Indicator marked 'Yes' but no approval record
- **Possible Youth in Care** – students in jurisdiction that are possible orphans (regular and special ed students)

The screenshot displays the I-STAR Student Approvals interface. At the top, there is a navigation menu with the following items: Approvals and Claims (selected), IEP, Student, Approvals, Personnel, and Claims. Below the navigation menu, there are three tabs: Reported (selected), Un-Reported, and Possible Youth in Care. The main content area is titled "Student Approvals Filter" and contains a search form with the following fields:

- Student SIS ID:
- Last Name:
- First Name:
- School Year:
- Status:
- Grade:
- Term:
- Selected Services:
- IEP Code:
- Local District ID:
- DOB:

On the right side of the form, there are several dropdown menus for filtering:

- Show only Out of District:
- Login District for Out of District:
- Resident District:
- Resident School:
- Serving District:
- Serving School:
- Disability:
- Fund:
- Program:
- Reimbursement Status:
- Class Teacher:
- Class Name:
- Event:

At the bottom of the form, there are buttons for Search, Clear Search, Refresh Data, Report to Excel, and Export using Export format. The footer of the page reads "Student Approvals ( # Add)".

# ISBE

# Student Approvals

- To add a new student click Add and use either Last Name, First Name, DOB and Gender OR SIS ID to locate the desired student

Student Approvals (Add)

(Page of ) Page Items Per Page

Student Approval Step 1 of 1

Click on save to add Approval

Student Search

SIS ID:

Last Name:

First Name:

DOB:

Gender:

Exact Name Match:

Grade:

Ethnicity:

Mother's Maiden Name:

Guardian Last Name:

Guardian First Name:

Search Clear Search Cancel

\* Note: To search for students you must provide either the SIS ID, or the combination of Last Name, First Name, Date of Birth (DOB) and Gender.

# Student Approvals

School Year:

Include on Approval\*:  *\*By leaving un-checked you are agreeing this student will not be counted for your district and you will not be submitting a claim.*

Dually Enrolled:

Fund:

% Special Ed:

[Display/Update SIS Enrollment](#)

Resident District:

Resident School:

Serving District:

Serving School:

Disabilities:

Related Service:

Education Environment:

Unable to locate Residential Placement:

SpEd Service Location Type:

Majority of Services:  Service Location Diff than Serv Schl

Term:

Begin Date:  \*MM/DD/YYYY [Refresh Claim Days](#)

## Display/Update SIS Enrollment

[Hide SIS Enrollment](#)

Dates	Home	Serving	Provider
Enroll: 10/23/2023	Bulldog Early Learning Academy	Bulldog Early Learning Academy	Harrisburg CUSD 3
Exit:	20-083-0030-26-3001	20-083-0030-26-3001	20-083-0030-26-0000

## **SIS ERROR CHECKS IN I-STAR**

**Home District in SIS =  
Resident District in I-Star**

**Service Provider in SIS =  
Serving District in I-Star**

**Home School in SIS =  
Resident School in I-Star**

# SIS DATE ERROR CHECKS

SIS enrollment start dates must be before or equal to I-Star approval begin dates

SIS enrollment exit date must be after or equal to I-Star approval end dates

Approved Example:

I-Star approval begin date = 09/02/2024 and SIS enrollment start date = 8/14/2024

I-Star approval end date = Blank and SIS enrollment exit date = Blank

Disapproved Example:

I-Star approval begin date = 08/14/2024 and SIS enrollment start date = 9/02/2024

I-Star approval end date = Blank and SIS enrollment exit date = Blank

# Warnings vs Errors

Warnings = Approved

(W-182) Residential record with no matching tuition record.

**RED = DISAPPROVED**

(F-149) Student not found in sis for private facility RCDT



## IDEA FUND CODES

Fund A - IDEA Child Count - students enrolled, with an IEP and receive services in public programs

Fund K - Nonpublic Dually Enrolled - students homeschooled or attend nonpublic school for general education and have an IEP and receive special education services from the public district

Fund L - Nonpublic, Not Enrolled - students attend nonpublic (parochial) school for general education and have an ISP and receive special education services from the public district

Fund P - Home-Schooled, Not Enrolled - students are homeschooled for general education and are not enrolled and have an ISP and receive special education services from the public district





## STATE REIMBURSEMENT FUND CODES

Fund B - Private Day - Residential Facilities - Out-of-State Public Schools - students attend nonpublic facilities and out-of-state public schools, includes tuition and room and board

Fund D - Orphanage Act - students who attend public school educational programs and are placed in a residence for the purpose of care/custody, welfare, medical/mental health treatment, rehabilitation, or protection by an Illinois public agency with authority over and responsibility for the students. This fund code may only be used with written authorization from the Illinois State Board of Education.

Fund E - students who attend public school educational programs and who are placed in a residence by an Illinois public agency or court in this state.

## STATE REIMBURSEMENT FUND CODES

Fund F - Private Day - Orphanage Act - students are placed by an IL public agency or court in this state who attend special education private facilities approved by ISBE.

Fund G - Orphanage Act -- Separate Public Schools - students who are placed by an IL public agency or court in this state who attend an approved separate public special education day school.


Fund H - Phillip J. Rock Center and School

Fund S - Separate Public Schools - students who attend an approved separate public special education day school.

## STATE REIMBURSEMENT FUND CODES

Fund X - Funding for Children with Excess Cost - Out-of-State Public Schools - students placed in Illinois public school programs whose educational costs exceed four times the district per capita tuition charges.

Fund Q - Due Process Placement at a Non-Approved Facility and/or Agency Placement in a Non-Approved Facility (51-77) (See Fund Code B on page 7 for details.)

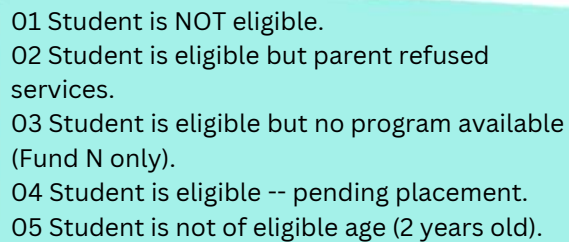


Fund N - Nonpublic School Students Not Receiving Services: This code must be used for all nonpublic students, including home-schooled, who have been evaluated and have had their eligibility determined to either receive or not receive special education services. The Reason for Not Receiving Services must be entered.

Fund U - Public School Students Not Receiving Services: This code must be used for all public school students who have been initially evaluated, have had their eligibility determined, and are not receiving special education services this school year. Fund Code U students will only be reported in I-Star for the school year of initial evaluation. The reason the student is not receiving services must be indicated.



**Reasons for Not Receiving Services:**

- 
- 01 Student is NOT eligible.
  - 02 Student is eligible but parent refused services.
  - 03 Student is eligible but no program available (Fund N only).
  - 04 Student is eligible -- pending placement.
  - 05 Student is not of eligible age (2 years old).

## **% SPECIAL ED VS. % TIME INSIDE REGULAR CLASSROOM**

### **% Special Ed**

- Reflects the amount of time for which a student receives special ed services under Their IEP at the time of entry into the special ed program as compared to the total amount of time in the student's regular instruction day
- $(\text{Instructional minutes received} / \text{Total Instructional minutes possible}) * 100$
- Instruction day is NOT "bell to bell" (should omit passing periods, lunch and recess unless IEP requires support during those times)
- % Special Ed is not equal to % Time Inside Reg. Classroom and will have no effect on Educational Environment (LRE)

### **% Time Inside Reg. Class.**

- Reflects the amount of time for which a student receives special ed. services under their IEP inside the General Education Classroom
- $(\text{Bell to Bell minutes received} / \text{Total Bell to Bell minutes possible}) * 100$
- Bell to Bell includes all classes, passing periods, lunch, and recess
- % Time Inside Reg. Classroom determines Educational Environment (LRE)

2x2

The ISBE logo is displayed in a bold, dark blue font within a white rectangular box on the left side of the slide's header.

## District/School Definitions

Resident District:

Resident School:


Serving District:

Serving School:

- Resident District = District where student resides
- Resident School = School student would attend if they were not receiving special education services
- Serving District = Local Education Agency that operates the program the student attends
- Serving School = Location where the child is physically seated receiving services

# DELETE -- END/ADD

To delete an approval record click the red X.  
To perform an end/add on an existing record, click the chain link.

Actions	Ind	Student Name & Grade	SIS Id	Resident RCDT	DOB
   	11 13	Adams, DemoSabine Isa (06)	999999010	20-083-0030-26	10/22/2001

Edit the end date for the current record if what has auto-filled is not correct. Choose the Exit Code and click Save.

## End/Add Student Approval

This process will make a copy of the current record. The new record will have a begin date one day after the end date of the original record.

End Date for original Approval:  MM/DD/YYYY

Exit Code:

## State Performance Plan (SPP) Indicators

Actions	Ind	Student Name & Grade	ST
	11 13	Adams, DemoSabine Isa (06)	<a href="#">LINKS TO ADDITIONAL Student Information</a> Ind 11 Ind 13

Indicator 11 (60 school day evaluation timeline) -- Response is required for all students.

Indicator 13 (Post-Secondary Transition) response is required for students age 14 1/2 or older (except Fund Code LPNU)



# SPP 11

To add a new SPP 11 record , click Add:



Student Indicator 11 (Add)				
Start Year	Parental Consent Date	Eligibility Determination Date	Evaluating District	
No Records Found				

Enter data from the IEP and click Save:

Initial Evaluation Start Year:

Initial Evaluation Parental Consent Date:

Initial Eligibility Determination Date:

Evaluating District:

Number of School Days:

Reason Timeline Not Met:

Reason Not Applicable:

# SPP 13

- Complete for all students age 14 ½ and older (except Fund Codes L, P, N, U)
- Complete form based on transition plan in the student's IEP
- **Yes** = Approved in Student Approval
- **No** = Approved in Student Approval, but out of compliance with ISBE
- **Incomplete** = Disapproved in the Student Approval

Questions		Yes	No	Incomplete
<b>1. There are measurable postsecondary goals in the areas of employment, education and / or training, and independent living. 34 CFR 300.320(b)</b>				
a.	Is there a measurable postsecondary goal for <b>employment</b> which will occur after high school/aging out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Is there a measurable postsecondary goal for <b>education and/or training</b> which will occur after high school/aging out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Is there a measurable postsecondary goal for <b>independent living</b> which will occur after high school/aging out? 105ILCS 5/14-8.02(a-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. The postsecondary goals are updated annually. 34 CFR 300.320(b)</b>				
a.	Was the current IEP updated for <b>employment</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Was the current IEP updated for <b>education and/or training</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Was the current IEP updated for <b>independent living</b> ? 105ILCS 5/14-8.02(a-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. There is evidence that the measurable postsecondary goals were based on age appropriate transition assessments and provided information on "the student's needs taking into account strengths, preferences and interests". 34 CFR 300.320(b)</b>				
a.	Was an age appropriate assessment given prior to the IEP meeting that addressed <b>employment</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Was an age appropriate assessment given prior to the IEP meeting that addressed <b>education and/or training</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Was an age appropriate assessment given prior to the IEP meeting that addressed <b>independent living</b> ? 105ILCS 5/14-8.02(a-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. There are transition services in the IEP that will reasonably enable the student to meet his or her postsecondary goals. 34 CFR 300.320(b)</b>				
a.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary <b>employment</b> goal that will occur during and/or after high school to facilitate movement from school to post-school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary <b>education and/or training</b> goal that will occur during and/or after high school to facilitate movement from school to post-school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary <b>independent living</b> goal that will occur during and/or after high school to facilitate movement from school to post-school? 105ILCS 5/14-8.02(a-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. The IEP includes a course of study that will reasonably enable the student to meet his/her postsecondary goals. 34 CFR 300.320(b)</b>				
a.	Does the course of study address the student's current and remaining years in school and lists names of classes, rather than a statement of instructional program that depicts a progression towards meeting the post-secondary goal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. There are annual IEP goals related to the student's transition service needs. 34 CFR 300.320(2)(i)</b>				
a.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of <b>employment</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of <b>education and/or training</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of <b>independent living</b> ? 105ILCS 5/14-8.02(a-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. There is evidence that the student was invited to the IEP team meeting where transition services were discussed. 34 CFR 300.324(b)</b>				
a.	Was the student invited to the IEP meeting by being listed on the notification of Conference form AND/OR did the student sign as an IEP team member at the meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. If appropriate, there is evidence that a representative of any participating agency that is likely to be responsible for providing or paying for transition services was invited to the IEP team meeting with the prior consent of the parent or student who has reached the age of majority. 34 CFR 300.321(b)(3)</b>				
a.	Is it his part to determine if the student will need outside agency involvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	If transition services are listed that will be provided by or paid for by an outside agency, is there evidence that the agency was listed on the notification of Conference form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	If transition services are listed that will be provided by or paid for by an outside agency, is there evidence of current written PRIGG consent obtained from the parent or student who has reached the age of majority? (Consent is valid for 1 year from date of signature on the form.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Does the IEP meet the requirement of Indicator 13?</b>				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Yes if items 1a through 8c are ALL answered Yes, then the IEP meets Indicator 13 requirements.</li> <li>• Yes if items 1a through 7c and 8c are ALL answered Yes AND 8d is answered No, then the IEP meets Indicator 13 requirements.</li> <li>• No if one or more items were answered No, with the exception of 8c, then the IEP does not meet Indicator 13 requirements.</li> </ul>				

# Recheck Edits



Recheck Edits monthly, at minimum

The error report will not update  
without a recheck first

The screenshot shows a web application interface with a blue header and navigation menu. The main content area is light blue and contains a form for filtering and searching. The form includes fields for Student SIS Id, Last Name, First Name, School Year (set to 2024-2025), Status, Grade, Term, Related Services, EE Code, Local District ID, and DOB. A 'Recheck Edits' button is highlighted with a red box. The interface also includes a 'Search' button and a 'Clear Search' button. The top navigation menu includes 'Home', 'Approvals and Claims', 'IEP', 'Admin', 'Goal Mine', 'Facility Search', 'IEP Quality', and 'Report'. The sub-navigation menu includes 'Approvals', 'Claims', 'Programs', 'Upload Files', and 'Case Load Definition'. The 'Reported' section includes 'Un-Reported' and 'Possible Youth In Care'. The 'Student Approvals Filter' section includes 'SIS ID', 'Last Name', 'First Name', 'School Year', 'Status', 'Grade', 'Term', 'Related Services', 'EE Code', 'Local District ID', and 'DOB'. The 'Reimburse' section includes 'Reimburse' and 'C'.

# STUDENT APPROVALS ERROR REPORT

To run a report with all approval errors click: Reports -> Application Reports  
Report Type: Student Report Categories: Errors  
Student Approval Errors Listing - Run to PDF or Export to Excel

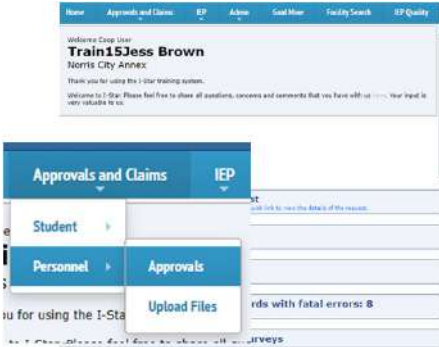
The screenshot shows the I-STAR Reports interface. At the top, there are two dropdown menus: 'Report Type' set to 'Student' and 'Report Categories' set to 'Errors'. Below these is a table with the following columns: 'Select Report' and 'Description'. The 'Student Approval Errors Listing' report is selected, indicated by a blue highlight and a radio button. To the right of the table is a 'Report Description' box containing the text: 'Alphabetic list of students with approval errors and warnings. Grouped by Resident district.'

Select Report	Description
<input type="radio"/>	Non-Exited Students for Verification
<input type="radio"/>	Students/Personnel Grouped by Resident District and Serving School
<input checked="" type="radio"/>	Student Approval Errors Listing
<input type="radio"/>	Student Claim Errors By Resident District And Serving School
<input type="radio"/>	Student Indicator Errors
<input type="radio"/>	Student Missing Exit Data

**Report Description:**  
Alphabetic list of students with approval errors and warnings.  
Grouped by Resident district.

# ACCESS PERSONNEL APPROVALS

Select Approvals and Claims -> Personnel -> Approvals



# PERSONNEL APPROVALS

The screenshot shows a web application interface for filtering personnel approvals. At the top, there are tabs for 'Approvals', 'Unlabeled Files', and 'SER Lookup'. Below this is a 'Personnel Approvals Filter' section with various input fields: 'ID#', 'School Year' (set to 2024-2025), 'Last Name', 'Approval Status' (with an 'Excl' checkbox), 'Work Assign', 'Entity', 'ICDT', 'Errors Only' (checkbox), 'First Name', and 'Spec Ed Type' (with an 'Excl' checkbox). Action buttons include 'Search', 'Clear Search', 'Refresh Filter', 'Report to Excel', and 'Export to Excel for Import'. Two red dashed callout lines originate from the 'Personnel Approvals Filter' area: one points to the 'Report to Excel' button, and the other points to the 'Export to Excel for Import' button.

## REPORTED

Personnel with an Approval record in I-Star for the current School Year

## UN-REPORTED

Personnel in district EIS upload but no Approval record for the School Year in I-Star

# ADD PERSONNEL APPROVALS

To add a new personnel record click Add. Use District, Last Name, First Name, Gender or IEIN to locate the desired employee.

IEIN:  Entity:   
School Year:  RCDT:   
Last Name:  Errors Only:   
Approval Status:  Excl  First Name:   
Work Assign:  Excl  Spec Ed Type:

Personnel Approvals (  )

Page of ) Page  Items Per Page

Personnel Search

Multiple OR Single

District:  IEIN:

Last Name:

First Name:

Gender:

Include Retired

Note: Including a district will search EIS with the entered filters. Leaving the district out will perform a name search on ELIS.

# ADD WORK ASSIGNMENT

- Once Personnel is added, an Approval record can be completed for the employee.
- Determine if 'Employed as of 12/1/2024' should be checked.
- Click the Add icon to add the Work Assignment(s) and select the FTE from the drop down

Year: 2024-2025  
Entity: Harrisburg CUSD 3 (2)  
Special Ed Type: A-Special Education Teachers  
Employed as of: 12/1/2024  
Total FTE: 0.00  
Term: Regular

Work Assignment(s) (Add)						
Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment
0 Records Found						

Enter the new work assignment and click the Save button.

Work Assignment: LBS - Learning Behavior Specialist  
FTE: Select FTE

Save Cancel



# CALCULATE/ADD PERSONNEL FTE

The screenshot shows a web-based personnel approval system. A purple dropdown menu is open over the 'Select FTE' field, displaying numerical values from 0.01 to 0.15. The background interface includes sections for 'Personnel Information' and 'Personnel Approval Information'. The 'Personnel Approval Information' section shows 'Employed as of: 12/1/2024', 'Total FTE: 0.00', and 'Term: Regular'. The 'Work Assignment(s)' section has a table with columns for 'Move Up', 'Move Down', 'Code', 'Assignment', and 'Work Assignment'. A 'Behavior Specialist' is listed in the 'Assignment' column. At the bottom, there are 'Save' and 'Cancel' buttons.

- Full Time Equivalency (FTE)  
-- required for ALL Employees--
  - Calculating percentage to assist in reporting FTE - "Total hours worked per year in the work assignment divided by "normal school day classroom hours", equals "total days worked per year". Dividing the "total days worked" by 180 days will equal the "total FTE percentage".
  - Select FTE drop down in I-Star to select the numerical value that best estimates the amount of time spent in the work assignment and click Save.

## PERSONNEL PARAPROFESSIONAL FTE

FTE for Paraprofessional staff must be reported for each grade group served:

- Grades PreK and KG-12
- Estimate the FTE as accurately as possible when time is spent serving both grade ranges.

Paraprofessional Work Assignment Codes:

- PA3 = Program Aide serving PreK
- PA6 = Program Aide serving KG-12
  - *Non-licensed (one-to-one)*
- TA3 = Teacher's Aide serving PreK
- TA6 = Teacher's Aide serving KG-12
  - *Licensed (Classroom aide that provides instruction under teacher supervision)*
- NHA3 = Non-certified Health Aide PreK
- NHA6 = Non-certified Health Aide KG-12
  - *Non-licensed Nurses and/or Health Aides*

# PERSONNEL PARAPROFESSIONAL FTE

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				PA3	Program Aide (PreK)	Qualified	0.50
				PA6	Program Aide (KG-12)	Qualified	0.50

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				TA3	Individual Instruction Aide (PreK)	Qualified	0.50
				TA6	Individual Instruction Aide (KG-12)	Qualified	0.50

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				NHA3	Non-Certified Health Aide (PreK)	Qualified	0.50
				NHA6	Non-Certified Health Aide (KG-12)	Qualified	0.50

# SPECIAL ED TYPE

I-Star system will automatically match the appropriate Special Education ID code:

- A - Special Education Teacher
- B - Related Service Provider
- C - Paraprofessional
- D - Administrative

*\*This code will be determined once the Work Assignment is Saved\**

Personnel Approval Information							
Year:	2024-2025	Employed as of:	12/1/2024	<input checked="" type="checkbox"/>			
Entity:	Harrisburg_CUSD 3 (2)	Total FTE:	1.00	Term: Regular			
Special Ed Type: C-Paraprofessional Staff							
Work Assignment(s) ( # Add)							
Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				P13	Program Aide (PreK)	Qualified	0.50
				P66	Program Aide (KG-12)	Qualified	0.50

# STATUS CODES

- Status codes are used by ISBE to indicate the approval status of a work assignment(s). The status is verified with ELIS.
- Available Status Codes:
  - Qualified - Warning Free / Approved & Reported
  - Not Qualified - Warning / Reported
    - Warnings do not cause errors for personnel and the records will be submitted as "Not Qualified" on the federal report.

(Show current credentials)

Personnel Approval Information	
Year: <input type="text" value="2024-2025"/>	Employed as of: 12/1/2024: <input checked="" type="checkbox"/>
Entity: <input type="text" value="Harrisburg CUSD 3 (2)"/>	Total FTE: 1.00
Special Ed Type: A-Special Education Teachers	Term: Regular

Certificate Code	Status	Issued Date	Expire Date	Endorsement Code	Endorsement Status	Endorsement Issue Date
PEL	I	8/27/1998	6/30/2025	EMH	I	1/22/2001
PEL	I	8/27/1998	6/30/2025	EMH	I	1/22/2001
PEL	I	8/27/1998	6/30/2025	LBSI	I	7/1/2001
PEL	I	8/27/1998	6/30/2025	LBSI	I	7/1/2001
PEL	I	8/27/1998	6/30/2025	LD	I	1/22/2001
PEL	I	8/27/1998	6/30/2025	LD	I	1/22/2001

# SUPPORT



[www.hbug.k12.il.us](http://www.hbug.k12.il.us)






[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

(800) 635-5274

Hours: Monday - Friday

8am - 4pm

# RESOURCES PAGE

-  [www.hbug.k12.il.us](http://www.hbug.k12.il.us)
-  [2024-2025 Planning Calendar for Special Education Directors  
https://www.isbe.net/Documents/planning-calendar.pdf](https://www.isbe.net/Documents/planning-calendar.pdf)
-  [2024-2025 Printable Due Date Calendar  
https://www.hbug.k12.il.us/Resources/2025/FY\\_2024\\_2025\\_DUE\\_Dates\\_Calendar.pdf](https://www.hbug.k12.il.us/Resources/2025/FY_2024_2025_DUE_Dates_Calendar.pdf)
-  [I-Star User Guide  
https://www.hbug.k12.il.us/istarguide/index.php?title=Main\\_Page](https://www.hbug.k12.il.us/istarguide/index.php?title=Main_Page)
-  [Training Events  
https://www.hbug.k12.il.us/events.aspx](https://www.hbug.k12.il.us/events.aspx)