Harrisburg Project
Software Support for Special Education

WEEKLY NEWS BRIEFING   FEBRUARY 27, 2017

www.hbug.k12.il.us   support@hbug.k12.il.us   800-635-5274

Final Reminder: December 1 Child Count Due Feb. 28th

The December 1, 2016 child count pick up by ISBE will be performed overnight on Tuesday, February 28th. As an I-Star client, there is nothing for you to do except for the following:

- Ensure that all students that are receiving special education and/or related services for the 2016-2017 school year have an active and approved *FACTS Approval* record in I-Star.

- To ensure the most up-to-date error check has been completed on the student data in I-Star, complete "Recheck Edits" the morning of Tuesday, February 28th . "Recheck Edits" is completed by clicking on Approval and Claims -> Student Approval and Claims -> Recheck Edits.

- Once "Recheck Edits" has completed, click on the Reports tab and print the "Student Approval Error Listing". Correct any errors that appear on this report. Remember, an error is listed as "F" and a warning is listed as "W". A warning will not keep a *FACTS Approval* record from being included in the child count.

Districts will have until the end of business on Tuesday, February 28th to get the I-Star data up-to-date and error free. ISBE is still working on the details of the correction period and will announce this at a later date.

If you have any data entry questions or technical issues with I-Star, contact Harrisburg Project from 7:30AM - 4:30 PM at 800-635-5274 or at support@hbug.k12.il.us.

I-Star Error Descriptions Document Available

The "Commonly Questioned I-Star Errors Descriptions" document is available for your reference when correcting errors in I-Star. This document will provide the detailed description of an error as well as how to correct the error, either in I-Star or SIS. To access this document, click the link below:

Commonly Questioned I-Star Errors Descriptions

Dates to Remember

February 28, 2017 - December 1 Child Count Due in I-Star

March 6, 2017 - Office Closed in Observance of Pulaski Day

April 14 - 17, 2017 - Office Closed for Easter Break

Email your questions to client support at:
support@hbug.k12.il.us

2016-2017 FACTS Approval & Personnel Approval Manuals Now Available

The updated 2016-2017 *FACTS Approval & Personnel Approval* manuals, as well as the changes documents, are now available for your reference. These documents can be found on our website www.hbug.k12.il.us/IStar -> Training & Support or by clicking the links below:

2016-2017 FACTS Approval Manual

2016-2017 FACTS Approval Manual, Changes Document

2016-2017 Personnel Approval Manual

2016-2017 Personnel Approval Manual, Changes Document

Event Registration

Registration for all events, both online and at location may now be found at the following link: Event Registration

Date	Location	Name	Time
2/27/17	*Online*	**I-Star Student Approvals Refresher/Q&A**	9:00 AM - 10:00 AM
3/08/17	*Online*	**I-Star Q&A**	9:00 AM - 10:00 AM
3/14/17	*Online*	**I-Star Q&A**	9:00 AM - 10:00 AM
3/21/17	*Online*	**I-Star Q&A**	9:00 AM - 10:00 AM
3/28/17	*Online*	**I-Star Q&A**	9:00 AM - 10:00 AM

Please note: If you are unable to attend a training in which you have registered, please refer to your registration email and click "cancel your registration" found at the bottom of the email.