



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

MAY 30, 2017

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Year End Data Collection - Student Data

The 2016-17 school year is coming to a close and student records will need to be completed and approved to submit to ISBE. Below are the deadlines to have all information correctly entered in I-Star (records in approved status):

July 17 - Fund E and F - Regular Term (Approval & Reimbursement)

August 15 - Fund B, X and J (Approval & Reimbursement)

Funds A, K, N, U, L and P (Approval)

November 1 - Fund E and F - Summer Term (Approval & Reimbursement)

Before attempting to correct any disapproved records, please click on the Recheck Edits on your student approval page in I-Star.

ISBE has compiled a list of common errors and the resolutions to assist you in getting the student data error free. To view the list of errors and the resolution, click the link below:

[Common I-Star Error Codes and Resolutions](#)

If you need any assistance with I-Star errors, please contact us at (800) 635-5274 or support@hbug.k12.il.us.

Year End Data Collection - Personnel Data

Since the 2016-17 school year is coming to a close, it is also important that your personnel data is up to date and reflects the "approved" status.

All staff members that worked with special education students during this current school year and the preceding summer should have an approved personnel record in I-Star.

The deadline to have all personnel information correctly entered (including reimbursement information) is August 15th.

NOTE: PERSONNEL APPROVAL RECORDS NEED TO BE "APPROVED" IN ORDER TO SUBMIT CLAIMS TO ISBE.

Dates to Remember

July 4, 2017 - Office Closed in Observance of 4th of July Holiday

July 17, 2017 - Fund E, F Reimbursement Claim Due in I-Star

August 15, 2017 - Fund B, X, J Claim and Personnel Approval & Claim Due in I-Star



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

End of Year - SIS vs I-Star

Many SIS Administrators are starting to end the school year in SIS - this gives end dates to all SIS enrollment records. It is important to speak with your SIS Administrator if you have students attending ESY; those students do not need an end date in SIS until after summer school as ended.

Once the student’s enrollment record has been ended in SIS, I-Star will display **W-148 SIS enrollment returns an end date of XX-XX-XXXX**. This is just a “warning” and **will not** result in funding loss.

I-Star records **do not** need an end date at the end of the school year unless the student will not be receiving services in the new school year. If this is the situation be sure to use the end date as the last day of service with the correct reason for exit.

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	Notes
6/06/17	Online	Creating Cost Centers in I-Star	9:00 AM - 11:00 AM	Notes
6/07/17	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 9:00 AM	Notes
6/20/17	Online	Creating Cost Centers in I-Star	9:00 AM - 11:00 AM	Notes
6/21/17	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	Notes

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.

Important Notice:

Please do not include any student or personnel information in e-mail and voicemail communications with Harrisburg Project. We also ask that clients refrain from sending any e-mail attachments containing sensitive information.