



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

FEBRUARY 6, 2018

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800-635-5274

Dec. 1 Child Count Collection and Correction Process

The Illinois Special Education December 1 Child Count includes all APPROVED I-Star student *FACTS Approval* records for all Fund Codes except N & U, that are checked to 'Include in Approval' and active on 12/1.

Only Student *FACTS Approval* records that are ERROR-FREE are approved. If you have errors on a Student *FACTS Approval* record, the *FACTS* record will be **DISAPPROVED** and will not be included in the December 1 Child Count. Warnings will not disapprove your records.

To view your 'Current Child Count', click the 'Current Child Count Status' found on the Landing Page of I-Star. These numbers will reflect the data snapshot that was taken February 1st. The next data snapshot will be taken at 7:00AM Thursday, February 8th.

Dates to Remember

February 12, 2018 - Office Closed in Observance of Lincoln's Birthday

February 19, 2018 - Office Closed in Observance of Presidents Day

March 5, 2018 - Office Closed in Observance of Pulaski Day

March 9, 2018 - Final Child Count Data Pickup @ 7:00AM



Current Child Count Status

Use this link to get updated Child Count numbers.

Provides updates on current Child Count Numbers Step 1

The December 1 Child Count includes all APPROVED I-Star student *FACTS Approval* records for all Fund codes except N & U, that are checked to 'Include in Approval' and active on 12/1.

December 1 Child Count Snapshot Updated: 12/19/2017 9:03:06 PM
Please review this information for accuracy for each of your district(s).

Resident RCDT	District Name	2016 - 2017 Counts	2017 - 2018 Counts	Difference
99-999-0001-99	District CUSD 01	41	49	8
99-999-0002-99	District CUSD 02	178	198	20
99-999-0003-99	District CUSD 03	45	57	12
99-999-0004-99	District CUSD 04	203	191	-12
99-999-0005-99	District CUSD 05	189	178	-11
99-999-0006-99	District CUSD 06	110	104	-6
99-999-0007-99	District CUSD 07	100	100	0
99-999-0008-99	District CUSD 08	50	50	0
99-999-0009-99	District CUSD 09	121	116	-5
99-999-0010-99	District CUSD 10	368	360	-8
99-999-0011-99	District CUSD 11	310	322	12

You can perform additions and make corrections to Student *FACTS Approval* records BEFORE March 9, 2018 to have these students included in the final snapshot.

ISBE will create an updated snapshot every week until the final snapshot on March 9, 2018.

Close and Go To Student Approvals

Cancel Close

Inside this Issue . . .

Dec 1. Child Count Collection and Correction Process 1-2

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

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Dec. 1 Child Count Collection and Correction Process (cont. from pg 1)

If the numbers you see in the grid do not reflect the accurate count for children receiving special education services in your district, you need to perform additions and make corrections to Student *FACTS Approval* records BEFORE March 9, 2018 to have these students included in the final snapshot.

Due to dynamic nature of student data, you can have all errors resolved and then have new errors introduced by SIS changes, birthdays, etc. It is imperative that you verify that your Student *FACTS Approval* records are Approved and Error-Free before the final snapshot at 7:00AM March 9, 2018.

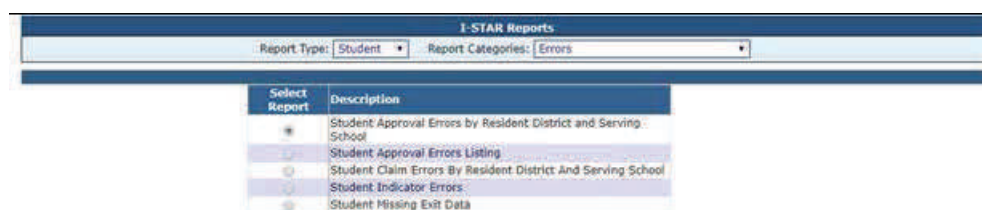
A snapshot will capture the state of your data at a single point in time. You will see the new counts on this screen reflecting your data changes when the next snapshot is captured. ISBE will create an updated snapshot every week until the final snapshot on March 9, 2018.

December 1 Child Count Snapshot Schedule

- February 8, 2018 - 7:00AM
- February 15, 2018 - 7:00AM
- February 22, 2018 - 7:00AM
- March 1, 2018 - 7:00AM
- March 8, 2018 - 7:00AM
- March 9, 2018 - 7:00AM (FINAL SNAPSHOT)

You have until the end of business March 8, 2018 to make changes to your Student *FACTS Approval* data that will affect the final December 1 Child Count Snapshot. The final snapshot will be taken at approximately 7:00AM, March 9th. **Once the final December 1 Child Count snapshot is taken, no further changes will be reflected in the count for your district(s). However, you will still continue to update your I-Star data as normal.**

To help ensure that your data is error-free, you should run 'Re-Check Edits' from the 'Student Approval' screen and once complete, visit the 'Reports' section. Select 'Student' and 'Errors' from the 'Report Type' and 'Report Categories' boxes, then select one of the two available Student Approval Errors Reports with 'Active on Child Count FACTS' filter. Run this report to determine that you have corrected all errors. The only way to ensure that all students are represented in the final December 1 Child Count snapshot is to perform all necessary additions and correct ALL ERRORS.



If you have questions regarding this process, please contact Harrisburg Project at 800-635-5274 or support@hbug.k12.il.us.