I-Star Student and Personnel Approval and Claim Q&A

Q: How does the state know when a student becomes a special education student?
A: When the district creates/edits the SIS record the IEP Indicator should be marked "Yes" for students receiving special education services.

Q: We are a high school district. We provide summer school programming to incoming 9th graders. How can we get reimbursed for these students?
A: You should create a FACTS record for these students for the summer term for your district.

Q: What are the due dates for Claims: Personnel and Pupil?
A: Pupil Orphanage claim is due July 14th and Pupil Private Facility, Excess Cost, and Personnel Approval and Claim is due August 15th.

Q: Where in personnel can we put a begin date or an end date when we have a new employee and another employee that is leaving the district?
A: Begin and End dates for personnel were optional in iePoint>. There is currently no place to track these dates in I-Star.

Q: Are we supposed to add transportation costs for all students with a 25?
A: If a student receives special transportation, you will enter the cost in the reimbursement section of their record. This field is only available for students who have a 25 in the related services on their approval record and only for funds E and X.

Q: How do you attach a calendar to a program?
A: Calendars are attached to programs in the program definition.

Q: Are we supposed to be adding any addresses or changing any that we see are incorrect in I-Star?
A: Addresses added in the student profile in I-Star are for I-Star use only. They do not reflect back in SIS. The addresses in I-Star are considered additional addresses.

Q: Student costs - where are the costs entered for an individual student?
A: They are entered in the student claim section.

Q: What is the Un-Reported tab?
A: The students in this tab are students who your district has uploaded in SIS with the IEP Indicator marked yes, but the student has no FACTS record in your district.

Q: What do we do at the end of the school year? What about ending all eighth graders?
A: Students who are truly exiting should be ended and exited in I-Star. In the instance of 8th graders, the last day of school is what should be entered.

Q: Can you run a report to get a list of all eighth graders?
A: You can run any report and filter by grade in the report filters.

Q: Tuition bills from program costs - is there a way to print a specific students costs from a program OR only all of them? In iePoint> there was a "Print Tuition Bill" box to check for this.
A: There is a tuition bill check box that can be selected on out of district students with whom you need to print a bill.

Q: How do we add school information when we are the serving district?
A: Uncheck the "Include in approval" box and you will be able to choose the district you want for the resident. If the district does not show in the drop down, you can add it under LEA List Maintenance in the Admin area.

Q: How can we view students in ISTAR from 15 16 school year, we were able to view previous school years in iePoint>?
A: Students from the 15-16 school year will still be in your iePoint>2016.

Q: Do I need to enter a student who is currently 2 and won't be 3 till June? Because Skyward will not get me a SIS # until he's 3 in June.
A: SIS IDs can be obtained for students 0-3 years. These students need to be added into I-Star.