



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

ISBE Home
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Sign Up Now
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IWAS User Guide 
IWAS Training Video



The screenshot shows a web application interface. At the top, there is a blue header with the text "Categories - Click to Expand/Collapse Tree" and "Authorization". Below the header, there is a navigation menu with two items: "Reporting" and "Annual". The "Reporting" item is expanded, showing a sub-menu with "Annual" listed below it. At the bottom of the screenshot, there is a status bar that reads "I - Star (Special Education) - Training" and "Authorized".

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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 (X) Modify

3. Click Request Access next to the desired roles

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

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

First Name	Full Name	City	Email	Approval Group	Logout	Roles	Is Active
		Wabash & Ohio Valley Sp Ed Dist		District Admin		Role Name Personnel Approvals Full Access Personnel Claims Full Access IEP Administrator Access District Security Administrator Import Personnel Claims Full Access	True
		South City Annex		Document Author		Role Name Personnel Approvals Full Access Personnel Claims Full Access Student Approvals Full Access Student Claims Full Access IEP Administrator Access District Security Administrator Import Personnel Claims Full Access	True

District Security Administrator (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	District Security Administrator



ISBE Manuals

Upon distribution of this training material, all information was in accordance with the Students with Disabilities Data Collection Approval Instructions distributed by the Illinois State Board of Education.

(This manual should always be consulted to ensure up to date information.)

[https://www.hbug.k12.il.us/ISBEManuals/2021_FACTS_Instructions_\(Sept_2020\).pdf](https://www.hbug.k12.il.us/ISBEManuals/2021_FACTS_Instructions_(Sept_2020).pdf)

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The slide has a light blue and green gradient background with abstract curved lines. The text is centered and in a dark blue font.

I-Star Landing Page

Welcome Coop User
Train15 Jess Brown
Norris City Annex

07-27-2019: All 2018-2019 data has been rolled to the 2019-2020 school year. Please pay attention to what school year you are working in.

Thank you for using the I-Star training system.
Welcome to I-Star. Please feel free to share all questions, concerns and comments that you have with us [here](#). Your input is very valuable to us.

SISID	Name	IEP Status / Start	Home School	IEP Case Manager
99999105	Demolaver Brett Anderson	Draft	Harrisburg CUSD 3	
99999019	Demolynon Hubert Butler	Official 5/23/2018	Harrisburg CUSD 3	
99999019	Demolynon Hubert Butler	Draft	Harrisburg CUSD 3	
99999023	Demokinggan Luke Howard	Draft	Harrisburg CUSD 3	
99999103	Demovienna Elodie Howard	Draft	Harrisburg CUSD 3	
99999103	Demovienna Elodie Howard	Official 11/2/2017	Harrisburg CUSD 3	
99999103	Demovienna Elodie Howard	Draft	Harrisburg CUSD 3	
99999081	Demokenzie Magda Watson	Official 5/18/2018	Harrisburg CUSD 3	

(Page 1 of 1)
View All

Page 1 of 1
Items Per Page 20

Approve/Deny a Security Request
At least one parent has submitted a security request. Use this quick link to view the details of the request.

Request Access
Are you not seeing a list of students? Use this link to request a change to your I-Star security settings.

Search for an IEP Student
Use this quick link to go to the Student Search

2020 School year Student records with fatal errors: 15
2021 School year Student records with fatal errors: 1
Use this quick link to go to Student

2020 School year Personnel records with fatal errors: 7
Use this quick link to go to Personnel

Current Child Count Status
Use this link to get updated Child Count numbers

SPP 14: Post School Outcome Surveys

Total Personnel EBF Offset within range
Use this quick link to view current EBF Totals

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Student Information System (SIS) Tips

- Students cannot be entered into I-Star without a SIS number
- All student demographics carry from SIS
- Students receiving ESY should remain enrolled in SIS (or be exited and re-enrolled if home or serving school changes) until ESY is ended
- SIS administrators should upload to SIS as often as possible to keep the data up to date

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Student Information System (SIS) Tips

- SIS error checks in I-Star
 - RCDTS for Home = Resident District in I-Star
 - The first 11 digits of the SIS Home RCDTS **MUST MATCH** the RCDT of the Resident District being reported in I-Star
 - RCDTS for Service Provider in SIS = Serving District in I-Star
 - The first 11 digits of the SIS Serving Provider RCDTS **MUST MATCH** the RCDT of the Serving District in I-Star
 - RCDTS for Serving in SIS = Serving School in I-Star
 - The SIS Serving RCDTS **MUST MATCH** the RCDT of the Serving School in I-Star
 - Enrollment Date for Serving must be either before or the same as Approval Begin Date
 - Enrollment Exit Date is the after or the same as the Approval End Date
- Approved Example:
- Approval Begin = 09/01/2020 and SIS Enrollment Date = 08/19/2020
 - Approval End Date = Blank and SIS Exit Date = Blank
- Disapproved Example:
- Approval Begin = 08/19/2020 and SIS Enrollment Date = 09/01/2020
 - Approval End Date = Blank and SIS Exit Date = Blank

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Student Approvals



- Search for students included in your Approval file 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

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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 Approval

- Once student is added, an approval record can be completed for the student

Display/Update SIS Enrollment



Hide SIS Enrollment Res RCDTS:12-040-0010-26-2011 Ste Marie Elem School
 Serv RCDTS:12-040-0010-26-2011 Ste Marie Elem School
 Serv Prov:12-040-0010-26-0000 Jasper County CUD 1
 Beg Date:8/15/2018 End Date:

- To see if the record has any errors, click Save & Check

Save & Check Errors

Edit Results	
(F-025) Section 14-7.03 Eligibility Items Is/are Missing or Invalid.	
(F-027) Section 14-7.03 Eligibility verification is NOT complete.	
(F-048) If FUND = DEF, 3 GUARDIANSHIP can't be Blank	
(F-053) If FUND = DEF, 3 PLACING AGENCY can't be Blank	
(W-115) Indicator 11 Errors Exist	

Warnings/Errors vs. Approved/Disapproved

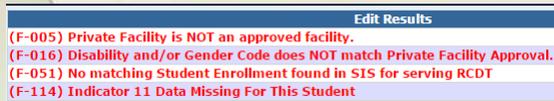
Warnings = Approved

- Warning messages start with (W-



Errors = Disapproved

- Error messages start with (F-



Errors/Disapproved must be corrected by Pickup Date!!!

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Fund Codes

- 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

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Fund Codes (cont.)

- 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 attend public education programs and are placed in a residence for the purpose of care/custody, welfare, medical/mental health treatment rehab or protection by an Illinois public agency with authority and responsibility for the students
 - **Fund E – Orphanage Act – Individual Programs** – students attend public school educational programs and are placed in a residence by an Illinois public agency
 - **Fund F – Private Facilities/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 H – Phillip J. Rock Center and School**

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Fund Codes (cont.)

- State Reimbursement Fund Codes
 - **Fund J – Private Residential Facility/Public School District Education Program/Fund for Children Requiring Special Education Services** – students placed by a school district into a private residential program who attend a public school educational program
 - **Fund X – Funding for Children with Excess Costs** – students in public programs whose education costs exceed four times district per capita tuition

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Fund Codes (cont.)

- Fund Codes for Students NOT Receiving Services:
 - **Fund N – Non-Public School Students NOT Receiving Services** – non-public students, including home-schooled, who have been evaluated and had their eligibility determined and are NOT receiving special education services. (Indicator 11 and PPNP compliance)
 - **Fund U – Public School Students NOT Receiving Services** – public school students who have been initially evaluated, had their eligibility determined and are NOT receiving special education services (Indicator 11 compliance)

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% Special Ed vs. % Time Inside Reg. Classroom

% Special Ed

- Reflects the amount of time for which a student receives special ed services under his/her 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
- $(\text{Instructional minutes received} / \text{Total Instructional minutes possible}) * 100$
- Instructional 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 (formerly LRE)

% Time Inside Reg. Classroom

- Reflects the amount of time for which a student receives special ed services under his/her 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 Code (formerly LRE)

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Resident & Serving Districts/Schools

Resident District: Harrisburg CUSD 3 - 20-083-0030-26
 Resident School: Harrisburg Middle School - 20-083-0030-26-1
 Serving District: Harrisburg CUSD 3 - 20-083-0030-26 (2)
 Serving School: Harrisburg Middle School - 20-083-0030-26 (4)

- 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

Student Approval

* To perform an end/add on a student approval record, click the chain icon in the Actions column for the student:

Actions	Ind	Student Name & Grade	SIS Id	Resident RCDT	DOB	Fund	Priv Fac	Disab	Rel Svcs	Ed Env	% SpEd	% Reg	Term	Begin Date	End Date	Exit Code	Incl on Appr	Status	Errors
	11 13	Flores, DemoCash Grant (N)	999999001	20-083-0030-26	8/15/2008	A		1		02	100	50	R	8/13/2020			<input checked="" type="checkbox"/>	D	1

* Edit the end date for the current record if what has auto filled is not correct. Choose the Exit Code and click End/Add

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: 08/26/2020

Exit Code: 20-Changed Name, DOB, Fund, etc.

State Performance Plan (SPP) Indicators

Actions	Ind	Student Name & Grade	SIS Id
	11 13	Evans, DemoElena Cali (N/)	999999027
	11 13	Flores, DemoCash Grant (N/)	999999001

- Indicator 11 (60 school day evaluation) response is required for ALL students
- Indicator 13 (Post-Secondary Transition) response is required for students age 14 ½ or older (except Fund Code L, P, N, U)

SPP 11

- To add a new SPP 11 record, click Add

Student Indicator 11 (Add)				
Student	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: 2021

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
1. There are measurable postsecondary goals in the areas of employment, education and / or training, and independent living. 34 CFR 300.320(b)				
1a.	Is there a measurable postsecondary goal for employment which will occur after high school/aging out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1b.	Is there a measurable postsecondary goal for education and/or training which will occur after high school/aging out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1c.	Is there a measurable postsecondary goal for independent living which will occur after high school/aging out? 105ILCS 5/14-0.03(a)-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The postsecondary goals are updated annually. 34 CFR 300.320(b)				
2a.	Has the current IEP been updated for employment ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2b.	Has the current IEP been updated for education and/or training ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2c.	Has the current IEP been updated for independent living ? 105ILCS 5/14-0.03(a)-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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".				
3a.	Was an age appropriate assessment given prior to the IEP meeting that addressed employment ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3b.	Was an age appropriate assessment given prior to the IEP meeting that addressed education and/or training ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3c.	Was an age appropriate assessment given prior to the IEP meeting that addressed independent living ? 105ILCS 5/14-0.03(a)-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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(d)				
4a.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary employment 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"/>
4b.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary education and/or training 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"/>
4c.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary independent living goal that will occur during and/or after high school to facilitate movement from school to post-school? 105ILCS 5/14-0.03(a)-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The IEP includes a course of study that will reasonably enable the student to meet his/her postsecondary goals. 34 CFR 300.320(h)				
5a.	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 objectives that merely is a description of the course material to be taught?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. There are annual IEP goals related to the student's transition service needs. 34 CFR 300.320(2)(i)				
6a.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of employment ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6b.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of education and/or training ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6c.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of independent living ? 105ILCS 5/14-0.03(a)-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. There is evidence that the student was invited to the IEP team meeting where transition services were discussed. 34 CFR 300.321(b)				
7a.	Was the student invited to the IEP meeting by being listed on the notification of Conference form AND/OR did the student sign in as an IEP team member at the meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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)				
8a.	Is it to early to determine if the student will need outside agency involvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8b.	If transition services are listed that will be provided by or paid 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"/>
8c.	If transition services are listed that will be provided by or paid by an outside agency, is there evidence of current written PRON 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"/>
Does the IEP meet the requirement of Indicator 13?				
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Yes: If items 1a through 8c are ALL answered Yes, then the IEP meets Indicator 13 requirements.
 No: If one or more items were answered No, with the exception of 8c, then the IEP does not meet Indicator 13 requirements.
 Incomplete: If items 1a through 7a and 8a are ALL answered Yes AND 8b is answered No, then the IEP meets Indicator 13 requirements.
 No: If one or more items were answered No, with the exception of 8c, then the IEP does not meet Indicator 13 requirements.

Student Approvals Recheck Edits



- Click Recheck Edits
- You will receive two emails on the status of the error check. The first will tell you that the processing has started and the second will tell you that it's complete.
- The errors can be viewed on each Approval record or on the error report

Approvals | Claims | Programs | Upload Files | Case Load Definition

Reported | Un-Reported | Possible Youth In Care

Student Approvals Filter

Student SIS ID:

Last Name:

First Name:

School Year: 2020-2021

Status:

Grade:

Term:

Related Services:

EE Code:

Local District ID:

DOB:

Show only Out of District:

Resident District:

Resident School:

Serving District:

Serving School:

Disability:

Fund:

Program:

Reimbursement Status:

Class Teacher:

Class Name:

Event:

Search | Clear Search | **Recheck Edits** | Report to Excel | Export using Import Format

Student Approval Error Report



To run a report with all errors click:
Reports

Select Report Type:
Student

Select Report Categories:
Errors

Select:
Student Approval Error Listing

Click:
Run and/or Export Report

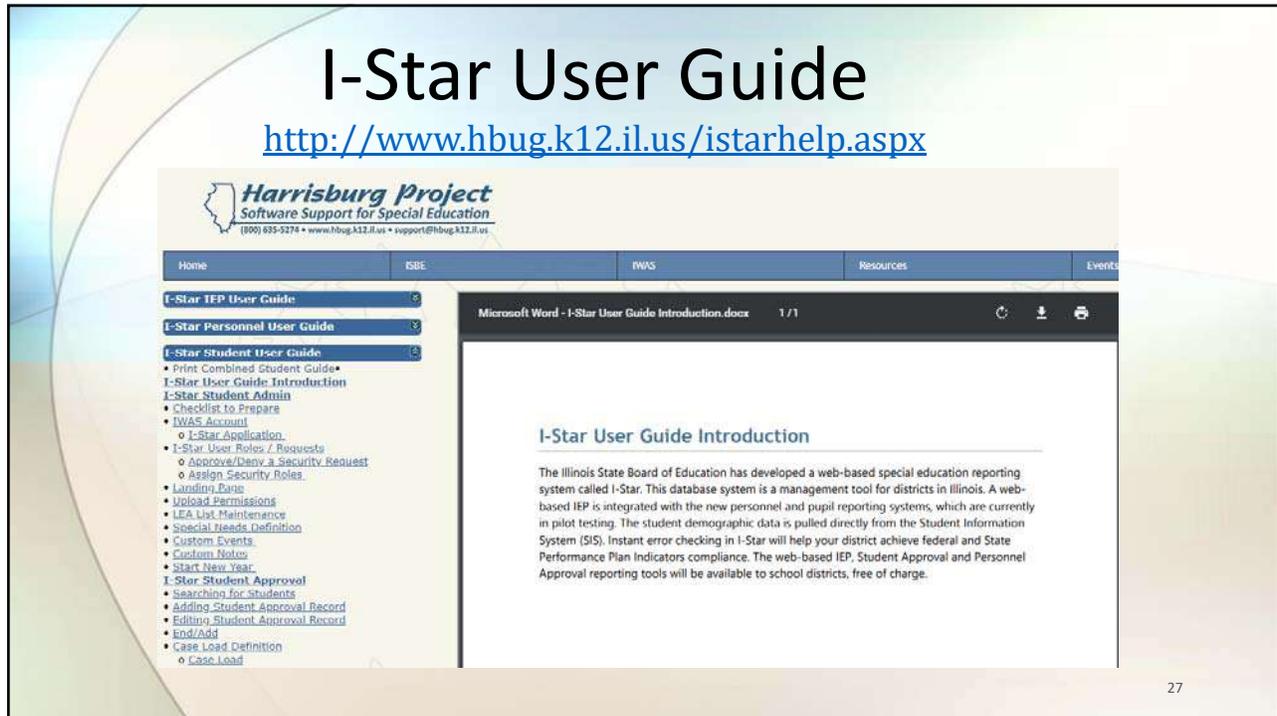
The screenshot shows the I-STAR Reports interface. At the top, there is a navigation menu with 'Admin', 'Goal Mine', 'Facility Search', 'IEP Quality', 'Reports', and 'User Guide'. The 'Reports' tab is selected. Below the menu, there are dropdowns for 'Report Type' (set to 'Students') and 'Report Categories' (set to 'Errors'). A 'Select Report Description' section lists several options, with 'Student Approval Error Listing' selected. A 'Report Description' box provides details for the selected report. Below this is a 'Reports Filters' section with various dropdowns for 'Student ID#', 'School Year', 'Grade', 'Term', 'Ethnicity', 'Private Facility', 'Class Name', 'Teacher Name', 'Location Name', 'Age', 'Related Service', 'Resident District', 'Serving District', 'Serving School', 'Disability', 'Fund', 'Indicator Errors', 'Include on Approval', and 'Error Type'. At the bottom, there are checkboxes for 'For Approval Records' and 'For Caseboard Enrollment Records', and buttons for 'Run Report', 'Export Report', and 'Clear Filters'.

I-Star Resource Website www.hbug.k12.il.us

The screenshot shows the Harrisburg Project I-Star Resource Website dashboard. The header includes the Harrisburg Project logo, a user profile for 'Quinn', and the I-Star logo. The main content area is divided into several sections: 'Hot Topics' with links to various training and reporting resources; 'Manuals & Guides' with links to user guides and manuals; 'Deadlines' with a calendar of upcoming events; 'Student Profile & Approval' with links to student profiles and approval processes; 'Student Claims' with links to claim management; 'Personnel Approval' with links to personnel approval processes; and 'Recently Added' with a featured image of a hand holding a lightbulb. The dashboard is designed with a clean, professional layout and includes navigation tabs at the top.

I-Star User Guide

<http://www.hbug.k12.il.us/istarhelp.aspx>



Harrisburg Project
Software Support for Special Education
(800) 635-5274 • www.hbug.k12.il.us • support@hbug.k12.il.us

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Microsoft Word - I-Star User Guide Introduction.docx 1 / 1

I-Star User Guide Introduction

The Illinois State Board of Education has developed a web-based special education reporting system called I-Star. This database system is a management tool for districts in Illinois. A web-based IEP is integrated with the new personnel and pupil reporting systems, which are currently in pilot testing. The student demographic data is pulled directly from the Student Information System (SIS). Instant error checking in I-Star will help your district achieve federal and State Performance Plan Indicators compliance. The web-based IEP, Student Approval and Personnel Approval reporting tools will be available to school districts, free of charge.

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Contact

Harrisburg Project

(800) 635-5274

support@hbug.k12.il.us

with I-Star Questions
and Feedback

Contact

IWAS Helpdesk

with IWAS Account Questions

(217) 558-3600

IWAS User Guide:

<ftp://help.isbe.net/webapps/iwas/pdf/IWASUserGuide.pdf>