



I-Star

Transportation & Events Overview



PRESENTED BY: HARRISBURG PROJECT



Transportation Overview

Purpose of using the Transportation:

1. Print reports for Bus Company
2. Track the Student's Transportation Schedule, Special Need, and Billing Information





Transportation

Approvals and Claims

IEP

Student

Approvals

Personnel

Claims

To add the student's transportation information, you will first need to search for the desired student from the *Student Approvals Filter*.

Home Approvals and Claims IEP Admin Goal Mgmt Facility Search IEP Quality Reports User Guide Recent Updates

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:

Status:

Grade:

Term:

Related Services:

EE Code:

Local District ID:

DOB:

show only Out of District:

Resident District:

Resident School:

Serving District:

Serving Schools:

Disability:

Fund:

Program:

Reimbursement Status:

Class Teacher:

Class Name:

Event:

Search Clear Search Rercheck Edit Export to Excel Export using Import Format

Student Approvals (0 Add)

Transportation

Once you have located to student, you will need to select the student's profile.

To select the Student Profile, click the student profile icon under the **Actions** column located to the left of the Student's Name.

Within the Student Profile, you can enter:

- Transportation
- Notes
- Events

Actions	Ind	Student Name
	11 13	Martin, DemoLangdon Dwight

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Transportation

Next, click the Transportation box to enter the student's special transportation information.





Transportation

Use this to modify transportation for this student.

Transportation

This will allow you to add the following information :

Transportation Schedule →

Special needs →

Billing History →

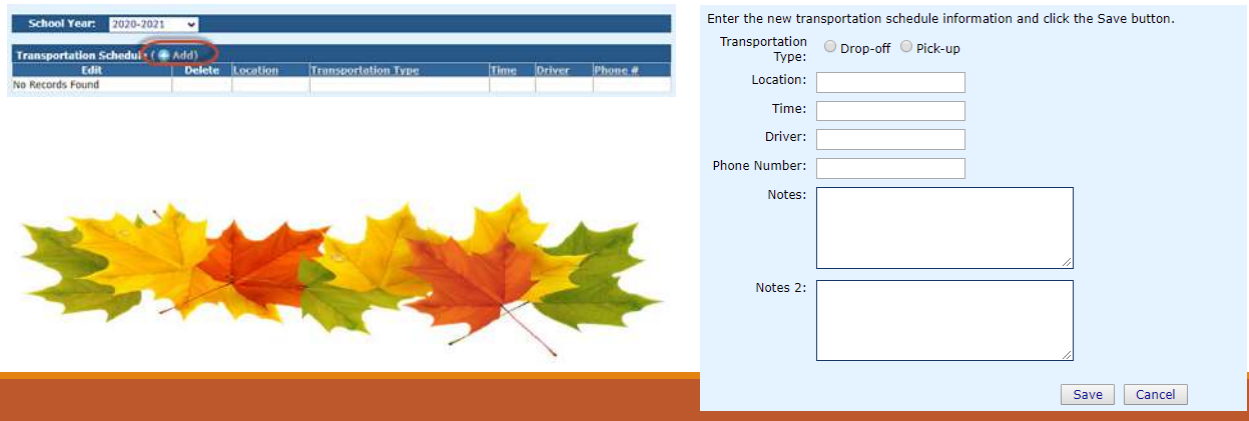
School Year:	2020-2021						
Transportation Schedules (+ Add)							
Edit	Delete	Location	Transportation Type	Time	Driver	Phone #	
No Records Found							
Special Needs (+ Add)							
Edit	Delete	Special Needs					
No Records Found							
Billing History (+ Add)							
Edit	Delete	District To Bill	Start Date	End Date	Charge Rate		
No Records Found							



Transportation Schedule

To Add the *Transportation Schedule*, click the Add Icon.

Enter the new transportation schedule information and click the Save button.



The screenshot shows the 'Transportation Schedules' interface. At the top, there is a 'School Year' dropdown menu set to '2020-2021'. Below it is a table with columns: 'Edit', 'Delete', 'Location', 'Transportation Type', 'Time', 'Driver', and 'Phone #'. The table currently shows 'No Records Found'. A yellow arrow points from the 'Add' icon in the table header to the right-hand form.

The form on the right is titled 'Enter the new transportation schedule information and click the Save button.' It contains the following fields:



- Transportation Type:** Radio buttons for 'Drop-off' and 'Pick-up'.
- Location:** Text input field.
- Time:** Text input field.
- Driver:** Text input field.
- Phone Number:** Text input field.
- Notes:** Text area.
- Notes 2:** Text area.

At the bottom right of the form are 'Save' and 'Cancel' buttons.

Transportation Schedule

After you have entered the appropriate information and clicked Save at the bottom of the screen, it will take you back to the Student Transportation schedule.

To edit a Transportation Schedule record, click the pencil icon.

School Year: 2020-2021							
Transportation Schedule (+ Add)							
Edit	Delete	Location	Transportation Type	Time	Driver	Phone #	
		Home	Pick-up	07:00 AM	Hornet	5186186186	

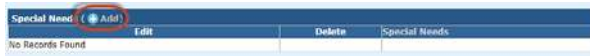
To delete a Transportation Schedule record, click the red X icon.

Transportation – Special Need

To Add the *Special Need*, click the Add icon.



Select the Special Need from the drop-down below and click Save.



Select the new special need and click the Save button.

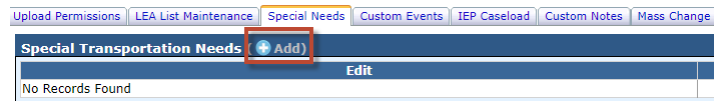
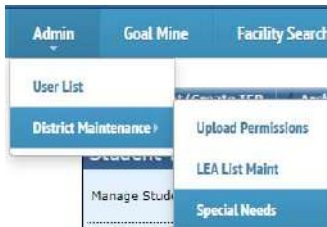
Special Need:

NOTE: Special needs in this drop-down are populated from the *special needs definition* that required an initial set up.

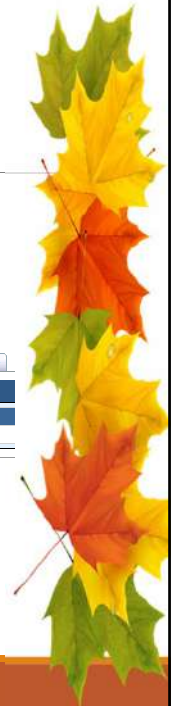


Transportation – Special Needs Definition

Special Needs Definition is where you can set up your special needs for the drop-downs on the special transportation section of the student's profile.



To Add a Special Need to the drop-drop down in the special transportation section of the student profile, select Admin → District Maintenance → Special Needs → click Add.





Transportation – Special Need Definition

The Special Need definition will show up in your list.

Special Transportation Needs (Add)

Enter the new special need and click the Save button.

Special Need

Special Need: Wheel Chair Lift

Save Cancel

Edit	Delete	Special Need
		Bus Aide
		Seat Belt Harness
		Child Safety Restraint System
		Needs Assistance On/Off Bus
		Closest, Safest Stop
		Wheel Chair Lift

- To edit a definition, click the pencil icon.
- To delete, click the red X.

Transportation – Billing History

To Add the Billing History, click the Add icon.



Enter the transportation billing information and click Save.

Edit	Delete	District To Bill	Start Date	End Date	Charge Rate
No Records Found					

Enter the new transportation billing information and click the Save button.

Billing District Entity:

Start Date: MM/DD/YYYY

End Date: MM/DD/YYYY

Charge Rate:

Notes:

Save Cancel





Transportation



Once you are complete entering the Student Transportation information, click Return.

Once you have clicked Return, this will bring you back to the Student Profile Page.

Transportation Schedule (Add)						
Edit	Delete	Location	Transportation Type	Time	Driver	Phone #
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Home	Pick-up	07:15 AM	Hornet	(800) 555-1212
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School	Drop-off	08:00 AM	Hornet	(800) 555-1212

Special Needs (Add)	
Edit	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wheel Chair Lift	

Billing History (Add)			
Edit	Delete	District To Bill	Charge Rate
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Harrisburg CUSD 3	

[Return](#)

Facility Search | Goal Mine | IEP Quality | Reports

Profile | Current/Create IEP | Archived IEPs | Activity Log

Student: **DemoSabine Isa Adams** SIS ID: 99999

Transportation

Use this to modify transportation for this student.

Back To Student Approvals

Use this to modify approvals for this student.

Student Profile

Name: **DemoSabine Isa Adams**
 SIS ID: 999999010
 Natural Language: English
 Home Language: English
 Home School: Harrisburg CUSD 3
 Serving School: Harrisburg CUSD 3
 Grade: 6th
 Gender: Female
 Birthdate: 10/22/2001
 Ethnicity: Hispanic or Latino

Transportation Reports

To Run a Transportation Report:

Click the Reports Tab

Report Type: (Student)

Report Categories: (Transportation)

Select Desired Report

IEP | Admin | Goal Mine | Facility Search | IEP Quality | **Reports** | User Guide | Recent Updates

I-STAR Reports

Report Type: **Student** | Report Category: **Transportation**

Select Report	Description
<input type="radio"/>	Student Transportation By Private Facility
<input type="radio"/>	Student Transportation Report
<input type="radio"/>	Student Transportation Special Needs
<input type="radio"/>	Transportation Billing History
<input type="radio"/>	Unused Transportation Schedules
<input type="radio"/>	Unused Transportation Special Needs

Report Description:
Select a report to see description here...



Transportation Reports

You can also Filter/ Sort the selected report.

When complete, click 'Run Report'



Transportation Reports

Transportation Billing History

Resident District	Student District to Bill	Age	Start	Stop	Charge Rate	Billing/Notes	School Year
20-083-0030-26	Adams, DemoSabbie Isa Harrisburg CUSD 3	14	09/01/2015	01/14/2016	\$75.00		
20-083-0030-26	Adams, DemoSabbie Isa Harrisburg CUSD 3	14	09/01/2015	01/14/2016	\$75.00		
20-083-0030-26	Adams, DemoSabbie Isa Harrisburg CUSD 3	14	09/01/2015	01/14/2016	\$75.00		
20-083-0030-38	Adams, DemoSabbie Isa Harrisburg CUSD 3	14	09/01/2015		\$75.00		



Student Transportation Report

Serving School	Harrisburg Middle School	School Year			
Student	Parent Information	Grade	Schedule Notes		
Age	Disability	Time	Location	Driver	Phone Number
Adams, DemoMarusei Vance	Benita Smith 121 Main Street HARRISBURG, IL 62948	14	Intellectual Disability (IHD)	Mr. Smith	305-555-0000
	Home	Pick-up 7:30 am		Mr. Smith	305-555-0000
		Pick-up 7:45 am	Phs K. Door	Mr. Smith	555-555-5555
		Pick-up 8:30 pm	Phs K. Door	Miss Jamie	222-222-2222
		Drop-off 2:45 pm	Aunt Eba's	Miss Jamie	222-222-2222
Special Need	Needs Assistance On/Off Bus				
Charge Rate	Start Date	End Date			

Events Overview



- Custom Events
- Single Occurrence Event vs. Recurring Event
- Event Reports

Events

To Add Events, you will first need to search for the desired student from the Student Approvals Filter.

Approvals and Claims IEP

Student Approvals

Personnel Claims

Home Approvals and Claims IEP Admin Goal Mine Facility Search IEP Quality Reports User Guide Recent Updates

Approvals Claims Programs Upload Files Case Load Definition

Reported Un-Reported Possible Youth In Care

Student SIS ID:

Last Name:

First Name:

School Year: 2020-2021 ▼

Status:

Grade:

Term:

Related Services:

EE Code:

Local District ID:

DOB:

Student Approvals Filter

Show only Out of

District:

Resident District:

Resident School: Select district to load schools ▼

Serving District:

Serving School:

Disability:

Fund:

Program:

Reimbursement Status:

Class Teacher:

Class Name:

Event:

Search Clear Search Refresh/Edits Export to Excel Export using Import Format

Student Approvals (@ Add)

Events

Within the Student Profile, you can enter:

- Transportation
- Notes
- Events



Actions	Ind	Student Name
	11 13	Martin, DemoLangdon Dwight

(Page 1 of 1)

- Once you have located the student, you will need to select the student's Profile.

- To select the Student Profile, click the icon located under the Actions column located to the left of the Student Name.

Events

To Add an Event, Click Events from the Student Profile.

Events (0)		
Type	Most Recent Date	Next Event Date
No Records Found		

Next, click the Add icon.

Events (Add)				
Actions	Type	Description	Next Recent Date	Next Event Date
No Records Found				



Student Profile

Name: **DemoSabine Isa Adams**
 SIS Id: 999999010
 Natural Language: English
 Home Language: English
 Home School: **Harrisburg CUSD 3**
 Serving School: **Harrisburg CUSD 3**
 Gender: **Female**
 Birthdate: **10/22/2001**
 Ethnicity: **Hispanic or Latino**

Phone Numbers (Modify)

Type	Number
Mobile	(618) 252-2222
Home	(618) 555-6255

Addresses (Modify)

Type	Address
Home	512 N. Main Harrisburg, IL 62946

Other Information (Modify)

Medical #	Anticipated Grad Date	Eligibility Determination Date
123456789	05/25/2022	

Notes (0)

Update Date	Note Type	Note
No Records Found		

Events (0)

Type	Most Recent Date	Next Event Date
No Records Found		

Events / Custom Events

To populate additional 'Event Types' to your drop-down, you will need to create a 'Custom Event'.

To Add a 'Custom Event' click:

Admin → District Maintenance → Custom Events → Add

Custom Events



To create a new custom Event Type, enter the Event and click the Save button.

Events



Manage Event Step 1 of 2

You are setting up an event.

Event Type: Annual Review

Description 1:

Description 2:

Single Occurrence Event Recurring Event

Single Event

Event Date: 08/31/2020 MM/DD/YYYY All Day Event

Continue - Please continue the wizard.
 Cancel - Please exit the wizard.

Cancel Continue

Once the Event Type has been selected from the drop-down menu, you can enter:

- Description 1
- Description 2
- Determine if this will be a 'Single Occurrence Event' or a 'Recurring Event.'

Single Occurrence vs. Recurring Event

Single Occurrence Event Recurring Event

Single Event

Event Date: 08/31/2020 MM/DD/YYYY All Day Event

Recurring Events can be set to occur:

- Daily
- Weekly
- Monthly
- Yearly

Single Occurrence Event Recurring Event

Recurring Pattern

Daily Weekly Monthly Yearly

Every 1 day(s)
 Every weekday

Start: 08/31/2020 MM/DD/YYYY All Day Event

End: No end date
 End after: 10 occurrences
 End by: MM/DD/YYYY



After occurrence is set, click Continue.

Continue - Please continue the wizard.
 Cancel - Please exit the wizard.

Cancel Continue








Events

Events (+ Add)				
Actions	Type	Description	Most Recent Date	Next Event Date
  	Annual Review			08/15/2019 12:00 AM



Actions

-  View
-  Edit
-  Delete



When complete, click "Return to Profile."

Events

You will notice the Event will populate on the selected Student Profile.

Other Information  Modify

Medicaid #	Anticipated Grad Date	Eligibility Determination Date
	06/01/2028	01/23/2020

Notes (0)

Update Date	Note Type	Note
No Records Found		

Events (1)

Type	Most Recent Date	Next Event Date
Annual Review	8/31/2020 12:00:00 AM	



Event Reports



Admin Goal Mine Facility Search IEP Quality **Reports** User Guide

I-STAR Reports

Report Type: **Student** Report Categories: **Events**

Select Report	Description
<input type="radio"/>	All Students by Event
<input type="radio"/>	Annual Review In Date Order
<input type="radio"/>	Current IEP In Date Order
<input type="radio"/>	Initial Eval In Date Order
<input type="radio"/>	Reevaluation In Date Order
<input type="radio"/>	Students Notes

Report Description:
Select a report to see description here...

Event Report Filters



Reports Filters

Please select a Resident District.

Student SIS ID:

School Year: **2020-2021**

Gender:

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:

Error Type:

For Approval Records
Choose only one. If no options are selected, then all records will be returned(including future dated)

Active as of today:

Active on Child Count:

Date:

Active as of:

Only Future Dated:

For Caseload Enrollment Records
Choose only one. If no options are selected, then all records will be returned(including future dated)

Active Enrollment:

Future Enrollment:

Run Report Export Report Clear Filters



I-Star Resource Website

www.hbug.k12.il.us



Contact:

Harrisburg Project
(800) 635-5274

support@hbug.k12.il.us

With I-Star Questions and Feedback

