

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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Welcome to the Illinois State Board of Education's online IEP system, I-Star (IEP Special Education Tracking and Reporting).

Illinois's online IEP is fully integrated with SIS (Student Information System), EIS (Educator Information System) and ELIS (Educator Licensure Information System). The system is accessed through IWAS (ISBE Web Application Security) so each user will need an IWAS account. If you do not have an IWAS account, visit <https://sec1.isbe.net/iwas> and click on User Guide.

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During the pilot of I-Star the following steps need to be performed for a successful experience:

- All staff that will require access to I-Star must have an IWAS account
- All District or Coop Administrators must assign security roles
- All students must have a SIS ID, including PreK students and other students served in a community.
- SIS ID's batch uploads must be done daily
- Personnel must have IEIN number. Social Security numbers will not be accepted.

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Before being assigned a role in the IEP system, you must create an IWAS (ISBE Web Application System) account to establish authorization to use ISBE systems. Many ISBE web applications are accessed through IWAS for security and convenience. For guidance on setting up an IWAS account you may access the IWAS User Guide: <https://sec1.isbe.net/iwas/documents/pdf/IWASUserGuide.pdf>

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After an IWAS account has been created, you will sign up for the I-Star system.

Currently there are five Approval Groups in IWAS for I-Star:

1. Document Author
2. District Administrator
3. ISBE Administrator
4. ISBE Staff
5. ISBE Help Desk

Standard users have Document Author IWAS accounts. A District Superintendent or Coop Director will have a District Administrator account.

For directions to access I-Star, you can view the IWAS User Manual (page 5) <https://sec1.isbe.net/iwas/documents/pdf/IWASUserGuide.pdf>

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If you know the level of access that you need in I-Star you can submit a security request and the request will be reviewed and approved/denied by your District or Coop Administrator. To submit a request, click on the "Request Access" link on your Landing Page. After you submit a request, the Landing Page link "Request Access" will change to "Review Your Security Request" until the request is either approved or denied by the user's security administrator.

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 (Modify)

3. You will be able to see your current access, if any, and request access if needed.

User's Assigned System Roles (Clear)					
District Security Administrator (Clear)			IEP Case Management Tool (Clear)		
Request Access	Current Access	Role Name	Request Access	Current Access	Role Name
☐	☐	District Security Administrator	☐	☐	IEP Basic Access ?
☐	☒		☐	☒	IEP Administrator Access ?
☐	☐		☐	☐	IEP Read-Only Access ?
Personnel Approvals (Clear)			Personnel Approvals / Claims Import (Clear)		
Request Access	Current Access	Role Name	Request Access	Current Access	Role Name
☐	☒	Personnel Approvals Full Access	☐	☒	Import Personnel Claims Full Access
☐	☐	Personnel Approvals Read Only	☐	☐	Import Personnel Claims Read Only
Personnel Claims (Clear)			Student Approvals (Clear)		
Request Access	Current Access	Role Name	Request Access	Current Access	Role Name
☐	☒	Personnel Claims Full Access	☐	☐	Student Approvals Full Access
☐	☐	Personnel Claims Read Only	☐	☐	Student Approvals Read Only
Student Claims (Clear)					
Request Access	Current Access	Role Name			
☐	☐	Student Claims Full Access			
☐	☐	Student Claims Read Only			

NOTE: Under IEP Case Management Tool, you will see 3 possible roles. Click the question mark icon to view descriptions of these roles.

IEP Case Management Access Levels

I. IEP Administrator Access

- a. Create IEPs
- b. Search for students
- c. Modify an IEP Access List
- d. Manage Form Contacts, Letterheads, Coversheets, and Common Users
- e. Access and modify IEPs when listed on the IEP Access List

II. IEP Basic Access:

- a. Access and modify IEPs when listed on the IEP Access List

III. IEP Read-Only Access:

- a. Read-only access to IEPs when listed on the IEP Access List

[Continue](#)

4. Decide which level of access that you would like to be granted. Select the **Save** radio button then click **Continue**.

5. Once a security request is submitted, the message on your Landing Page will reflect that.



Review Your Security Request

You recently submitted a request to modify your access. Use this link to view/modify your request.

6. Security request approval is performed by a district or cooperative administrator.

Once you have logged into IWAS, requested access to I-Star and established your security role in I-Star, you will see the I-Star **Landing Page**. The system menu at the top of the **Landing Page** is used throughout the entire I-Star system and will be similar for all users. The **Landing Page** will differ for users based on their security role in the system. This is an example of what the **Landing Page** may look like. Some users may have access to administrative portions of the system while others may not.

I-Star

[Home](#)[Approvals & Claims](#)[Admin](#)[Facility Search](#)[Goal Mine](#)[IEP Quality](#)

Train01Lauren Long: Coop User

Welcome Coop User

Train01Lauren Long

Norris City Annex

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.

My IEP Students

SISID	Name	IEP Status / Start	Home School
No Records Found			

(Page 1 of 1) Page Items Per Page

[View All](#)



Manage Security

Use this quick link to manage security for your staff members.



Search for an IEP Student

Use this quick link to go to the Student Search.



Approvals and Claims

Use this quick link to go to Claims



IEP Common Users

Use this quick link to modify common users for your district.



IEP Letterheads

Use this quick link to modify letterheads.



IEP Coversheets

Use this quick link to modify coversheets.



IEP Form Contacts

Use this quick link to modify form contacts.



Go to DemoGiles Cato Collins's IEP

Use this quick link to return the last IEP you were working on.



Request Access

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

Meetings

Meetings for:

You will see a list of upcoming meetings here if you were listed as a meeting attendee. You can look for upcoming meetings up to 4 weeks by changing the selection in the dropdown that is present in the header.

Subject	Date
No Records Found	

Reminders

Reminders for:

You will see a list of reminders that you have set up. You can look for future reminders up to 4 weeks by changing the selection in the dropdown that is present in the header.

Subject	Date	Type
No Records Found		

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I-Star User Guide
 **I-Star IEP**

The topics under this header are related to the I-Star IEP.

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I-Star User Guide
 **Student Profile**

The student profile information is automatically imported from the Student Information System (SIS). The following information carries over from SIS to I-Star:

- Name
- SIS ID
- Natural Language
- Home Language
- Home School

- Serving School
- Gender
- Birthdate
- Ethnicity

Profile
 Current/Create IEP
 Archived IEPs
 Activity Log

Student: **John X Three**
 SIS ID: **999999903**
 DOB: **1/1/1999 (14 yrs 7 mos)**

Student Profile

Name: **John X Three**
 SIS Id: **999999903**
 Natural Language: **English**
 Home Language: **English**
 Primary:
 Secondary:
 Home School: **Harrisburg High School**
 Serving School: **Norris City Annex**
 Gender: **Female**
 Birthdate: **1/1/1999**
 Ethnicity: **White**

Phone Numbers (✖ Modify)

Type	Number
Home	(123) 456-7890

Addresses (✖ Modify)

Type	Address	Invalid?
Home	16 S. Webster St Harrisburg, IL 62946	☐

Parents/Guardians (✖ Modify)

Name: **Neil Atkins**
 Type: **Parent**
 Gender: **Male**
 Birthdate:
 Ethnicity:

Languages (✖ Modify)

Language	Primary?
English	☒

Phone Numbers (✖ Modify)

Type	Number
Home	(123) 456-7890

Addresses (✖ Modify)

Type	Address	Invalid?
Home	16 S. Webster St Harrisburg, IL 62946	☐

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Phone numbers associated with the student can be entered on the student's profile page.

Student Profile

Name: **John X Three**
 SIS Id: **999999903**
 Natural Language: **English**
 Home Language: **English**
 Primary:
 Secondary:
 Home School: **Harrisburg High School**
 Serving School: **Norris City Annex**
 Gender: **Female**
 Birthdate: **1/1/1999**
 Ethnicity: **White**

Phone Numbers (✖ Modify)

Type	Number
Home	(123) 456-7890

Addresses (✖ Modify)

Type	Address	Invalid?
Home	123 Happy St Harrisburg, IL 62946	☐

Click **Modify** in the "Phone Numbers" box.

Phone Numbers (✖ Modify)

Type	Number
Home	(123) 456-7890

You may add, edit, and delete multiple phone numbers using the wizard. Click **Add** next to "Phone Numbers" to add a new phone number.

Phone Numbers (+ Add)			
Edit	Delete	Type	Number
		Home Phone	(123) 456-7890

Enter the new phone number and click the **Save** button.

Phone Type: Home

Phone Number:

Extension:

Save Cancel

You can also choose from the list of Existing Phone Numbers if any have been previously added for this student or any of their current guardians. Simply click the checkmark to add the existing phone number for the student.

Existing Phone Numbers	
Select	Phone Number
☒	(123) 456-7890 (Home)

Click **Return** to get back to the Student Profile page.

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I-Star User Guide

Addresses

Addresses associated with the student can be entered on the student's profile page.

Student Profile
Name: **John X Three**
SIS Id: **999999903**
Natural Language: **English**
Home Language: **English**
Primary:
Secondary:
Home School: **Harrisburg High School**
Serving School: **Norris City Annex**
Gender: **Female**
Birthdate: **1/1/1999**
Ethnicity: **White**

Phone Numbers (X Modify)

Type	Number
Home	(123) 456-7890

Addresses (X Modify)

Type	Address	Invalid?
Home	123 Happy St Harrisburg, IL 62946	☐

Click **Modify** in the "Addresses" box.

Addresses (X Modify)		
Type	Address	Invalid?
Home	16 S. Webster St Harrisburg, IL 62946	☐

You may add, edit, and delete multiple addresses using the wizard. Click **Add** next to "Addresses" to add a new address.

Addresses (+ Add)				
Edit	Delete	Type	Address	Invalid?
		Home Address	123 Happy St Harrisburg, IL 62946	☐

Enter the new address and click the **Save** button.

Type: **Home** ▼

Address:

City:

State: **Illinois** ▼

Zip: -

You can also choose from the list of Existing Addresses if any have been previously added for this student or any of their current guardians. Simply click the checkmark to add the existing address for the student.

Existing Addresses	
Select	Address
☒	123 Happy St. Harrisburg, IL 62946 (Home Address)

Click **Return** to get back to the Student Profile page.

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I-Star User Guide

Parents/Guardians

Click **Modify** next to "Parent/Guardians" to edit the parents and guardians for a student.

Parents/Guardians (X) **Modify**

Name: **Jim Three**

Type: **Parent**

Gender: **Male**

Birthdate:

Ethnicity:

Languages (X) **Modify**

Language	Primary?
English	☒

Phone Numbers (X) **Modify**

Type	Number
Home	(123) 456-7890

Addresses (X) **Modify**

Type	Address	Invalid?
Home	123 Happy St. Harrisburg, IL 62946	☐

Click **Add** next to "Current Parent/Guardian(s)" to add a new parent or guardian.

Current Parent/Guardian(s) (+) Add							
Edit	Remove	Parent/Guardian	Addresses		Phones		Languages
		Jim Three Father Begin: 1/1/1999 Interpreter Needed: ☐	Type	Address (Modify)	Type	Number (Modify)	Language (Modify) Primary?
			Home	123 Happy St. Harrisburg, IL 62946	Home	(123) 456-7890	English ☒

This wizard allows you to add a new parent or guardian, add the student as his/her own guardian, or search for a sibling's parent or guardian. To add a new parent/guardian, click **Add a New Parent/Guardian**.

Create Parent/Guardian Step 1 of 1

Search for or add a parent/guardian. At any time you may cancel the search by clicking the Return button and going back to the student's guardians page.

You are setting up a student's parent and/or guardian. You may tie the student to an existing parent/guardian if you are aware of a sibling for this student. If you do not know of a sibling you will need to create a new parent/guardian.

[Add a New Parent/Guardian](#) 

[The Student is His/Her Own Guardian](#)

[Search for a Sibling's Parent/Guardian](#)

Return 

Note: You can also add the student as his/her own guardian or if a parent/guardian has already been added the guardian of a sibling, you can search for them and add them.

Step 1. Enter the information for the student's parent/guardian. The fields noted with a red asterisk are required to continue through the wizard.

Step 2. Select a phone number for this parent/guardian. Click **Add** next to "Phone Numbers" to add a new phone number. Enter the new phone number and click the **Save** button. Phone numbers can also be selected from existing phone numbers associated with this student. Click the check mark to select an existing phone number.

Click **Continue** to proceed to the next step of the wizard.

Step 3. Select an address for this parent/guardian. Click **Add** next to "Addresses" to add a new addresses. Enter the new address and click the **Save** button. Addresses can also be selected from the list of existing addresses associated with this student. Click the checkmark to add the existing address.

Step 4. Choose a language for the parent/guardian. Click **Add** next to "Languages". Select a language from the dropdown and indicate if it is the primary language and click **Save**.

Click **Save**.

Confirm the begin date that this person became the student's parent/guardian. The date defaults to the student's date of birth. Confirm the relationship to the student.

Click **Save**.

Click **Return** to go back to the Student Profile page.

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Parent Info Import

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I-Star User Guide

Creating a Case Load

On your home screen, you will find the students in your caseload under the *My IEP Students* section.

My IEP Students			
SISID	Name	Birthdate	Home School
No Records Found			
(Page 1 of 1) Page 1 Items Per Page 20 			
View All			

To add students to your caseload, click **Search for an IEP Student** on the home screen.



You can search for a student by entering either their SIS ID or the combination of the Last Name, First Name, Date of Birth, and Gender.

Search My Students (0)

Recent: Student Search

SIS Required	Advanced
SIS ID: *	Exact Name Match: ☐
or	Grade:
Last Name: *	Ethnicity:
First Name: *	Mother's Maiden Name:
DOB: * MM/DD/YYYY	Guardian Last Name:
Gender: *	Guardian First Name:

* Note: To search for students you must provide either the SIS ID, or the combination of Last Name, First Name, Date of Birth (DOB) and Gender.

Once you have entered this information, click **Search**.

If a student is found, you can then add the student to your caseload by clicking **Select**. If the student has an active IEP, you must chose to add that IEP to your caseload or to create a new IEP for your caseload.

Once you add a student, you will have view only access. To change your access level for this student, click **Current/Create IEP**.

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

Student: John X Three SIS ID: 999999903 DOB: 1/1/1999 (14 yrs 7 mos)

NOTE: If this is the first time this student's record has been visited, you will need to add a new IEP package. Choose the Resident District to be associated with this student's IEP.

Add IEP Package Step 1 of 2

Please select the Resident District for this IEP package.

Resident District:

☒ Continue - Please continue the wizard.

☐ Cancel - Please exit the wizard.

Click **Continue**.

You can add the Parent/Guardian(s) information at this time or choose to enter it at a later time. See [Parents/Guardians](#).

Add IEP Package

Step 2 of 2

You may add and remove the student's guardians using this wizard. You may also add and remove parents using this wizard. You also have the ability to select from historical guardians associated with this student.

Current Parent/Guardian(s) (+ Add)

Edit	Remove	Parent/Guardian	Addresses	Phones	Languages
No Records Found					

You may select guardians from the Historical Guardians list below for this student.

Historical Guardian(s)

Relationship	Name	Begin Date	End Date
No Records Found			

Note: You may not add, edit, remove or select surrogate parents. Surrogates may only be assigned by ISBE staff and are shown here for informational purposes only.

☒ Save - Please save the IEP Package.

☐ Cancel - Please exit the wizard.

 Previous

 Cancel

Continue 

Click **Continue**.

You will then be able to manage the Access List for that student's IEP. See [Adding Users to the Access List](#).

Manage the access list for this IEP

You may add, edit and delete users that can access this IEP.

(Add me!)

Access List (+ Add)

Edit	Delete	Name	Entity	Interpreter	Read-Only	Notifications	Make Forms Official
No Records Found							

You can select a user from the list of common user for your district.

Common Users

Select	Name	Interpreter	Read-Only	Notifications	Make Forms Official
No Records Found					

☒ Return

☐ Cancel - Please exit the wizard.

 Cancel

Return 

Once all users have been added, click **Return**.

NOTE: For students who already have an IEP Package set up, use the following steps to create a caseload.

You will be required to enter a *purpose of visit* to this student's IEP.

Purpose for IEP Activity

You must enter a reason why you are visiting the IEP at this time.

Purpose of Visit:

Notes:

Save

Cancel

Click **Modify** next to "Access List".

IEP Overview

Access List:

Access List (Modify)

Name	Entity	Interpreter	Read-Only	Notifications	Make Forms Official
		☐	☐	☐	☐

If you have IEP Administrative access you will have the option to click **(Add Me!)** to add yourself to the access list.

Note: If you have been setup as a basic user, you will need to contact the District Administrator or the IEP Administrator to set up your caseload.

Manage the access list for this IEP

You may add, edit and delete users that can access this IEP.

(Add me!)

Access List (+ Add)

Edit	Delete	Name	Entity	Interpreter	Read-Only	Notifications	Make Forms Official
No Records Found							

You can then configure the appropriate settings on the level of access you would like for this student.

Manage the access list for this IEP

You may add, edit and delete users that can access this IEP.

You are changing Wovsed Admin access to this IEP. Configure the appropriate settings based on the level of access you want to give to Wovsed Admin.

User: Wovsed Admin

Interpreter:

☐

Read-Only Flag:

☐

Receive Notifications:

☒

Make Forms Official:

☒

Will Attend Meetings:

☒

Edit

Cancel

Once the user has been added, this student will appear in the list of "My Students" on the user's homepage. The user will also be granted access to the IEP Case Management module of this application by their security administrator.

 Adding IEP Common Users

From the home screen click **IEP Common Users**.

 **IEP Common Users**
[Use this quick link to modify common users for your district.](#)

Click **Add** next to "Common Users".

Common Users (+ Add)						
Edit	Delete	Name	Interpreter	Read-Only	Notifications	Make Forms Official
		DistrictDoc1, wovsed1	☐	☐	☒	☐

Enter the I-Star User to the access list for this IEP and click **Search**. If the user is found, you can add them to the access list by clicking the checkmark beside their name.

I-Star User

First Name:

Last Name:

You can then configure the level of access that you want this user to have by checking the appropriate boxes and click **Add**.

Manage the access list for this IEP

You may add, edit and delete users that can access this IEP.

You are changing Wovsed Admin access to this IEP. Configure the appropriate settings based on the level of access you want to give to Wovsed Admin.

User: **Wovsed Admin**

Interpreter: ☐

Read-Only Flag: ☐

Receive Notifications: ☒

Make Forms Official: ☒

Will Attend Meetings: ☒

You will then see that user in your "Common Users" grid.

Common Users (+ Add)						
Edit	Delete	Name	Interpreter	Read-Only	Notifications	Make Forms Official
		DistrictDoc1, wovsed1	☐	☐	☒	☐
		Doc Author, wovsed2	☐	☐	☒	☐

Click **Return** to go back to your home screen.

 Adding Users to the Access List

To add common users, click **Current/Create IEP**. You will be required to enter a reason why you are visiting the student's IEP.

Choose the "Purpose of Visit" option from the drop down that best fits the reason you are visiting.

Purpose for IEP Activity

You must enter a reason why you are visiting the IEP at this time.

Purpose of Visit:

Notes:

Save

Cancel

You will be taken to the **IEP Overview** tab of the student's IEP. From here, click **Modify** in the "Access List" box.

Access List (Modify)					
Name	Entity	Interpreter	Read-Only	Notifications	Make Forms Official
		☐	☐	☐	☐

To add users from the Common Users pool to the "Access List" select the check mark beside the user that you would like to add.

Common Users					
Select	Name	Interpreter	Read-Only	Notifications	Make Forms Official
☒	DistrictDoc1, wovsed1	☐	☐	☒	☐

Click **Add** in the "Access List" box to add a user that is not listed in the Common Users pool.

Access List (Add)							
Edit	Delete	Name	Entity	Interpreter	Read-Only	Notifications	Make Forms Official
		Atkins, Lindsey	South Eastern Sp Ed Program	☐	☐	☒	☐

Enter the First Name and Last Name for the IWAS user account and click **Search**. If the user is found, you can add them to the access list by clicking the checkmark beside their name.

I-Star User

First Name:

Last Name:

Cancel

Search

You can then configure the level of access that you want this user to have by checking the appropriate boxes.

Manage the access list for this IEP

You may add, edit and delete users that can access this IEP.

You are changing Wovsed Admin access to this IEP. Configure the appropriate settings based on the level of access you want to give to Wovsed Admin.

User: **Wovsed Admin**

Interpreter: ☐

Read-Only Flag: ☐

Receive Notifications: ☒

Make Forms Official: ☒

Will Attend Meetings: ☒

Once the user has been added, this student will appear in the list of "My Students" on the user's homepage. The user will also be granted access to the IEP Case Management module of this application by their security administrator.

Repeat this step for all users who need to be added to this student's IEP.

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I-Star User Guide

Create an IEP

From your *Home* page, click on the student in your caseload that you would like to create an IEP. This will take you to their *Student Profile* page. On the *Student Profile* page, click **Current/Create IEP**.

The screenshot shows the 'Student Profile' page for a student named John X Three. The 'Current/Create IEP' tab is highlighted with a red box. Other tabs include 'Profile', 'Archived IEPs', and 'Activity Log'. The student's SIS ID is 999999903 and their date of birth is 1/1/1999 (14 yrs 7 mos).

You must enter a "Purpose of Visit" and click **Save**.

Purpose for IEP Activity

You must enter a reason why you are visiting the IEP at this time.

Purpose of Visit:

Notes:

This will open to the *IEP Overview* tab. Click **Setup a Conference**.

A six step wizard will guide you through completing the Conference Summary.

Step 1. Enter a "Purpose of Conference". Click **Continue**.

Step 2. Enter information regarding the time and place of the conference. Fields marked with a red asterisk are required. Click **Continue**.

Step 3. Add or edit the parent/guardian(s) for this student if you have not already done so on the student's profile page. Click **Add** next to "Current Parent/Guardian(s)" to add new. When you are done or if you have already set them up, click **Continue**.

Step 4. Set up conference attendees if you have not already done so. Click **Add** next to "Conference Attendees". From here, you can add the student to the attendee list. You can search for School Personnel, an Educational Surrogate Parent, and Other Individual, or add an unknown person by title. Click **Continue**.

NOTE: When searching for school personnel, I-Star will search the personnel database. When searching for and Educational Surrogate Parent, I-Star searches the surrogate parent database. When searching for other individuals, I-Star searches individuals who have previously been added in I-Star.

Step 5. Enter dates of the most recent evaluation, next evaluation, anticipated graduation date, if known. If the student has a medicaid number, enter it here. Fill in information on *Procedural Safeguards*. The *Placement* section is read-only in this location. Placement will be entered on ISBE form 37-44Q, *Educational Services and Placement*.

Step 6. Select the personnel that will appear on this form. You can choose to indicate the person selected to be the contact as well as the signator. The same person can be the contact and the signator. You can update the personnel information for title and phone number by clicking the respective **Modify** buttons.

When step 6 is completed, you will have the option to **Save**, which will save this conference, **Save and Preview**, which allows you to preview the *Conference Summary* you have just created in draft mode, or **Cancel**, which cancels all information that you have entered in this wizard.

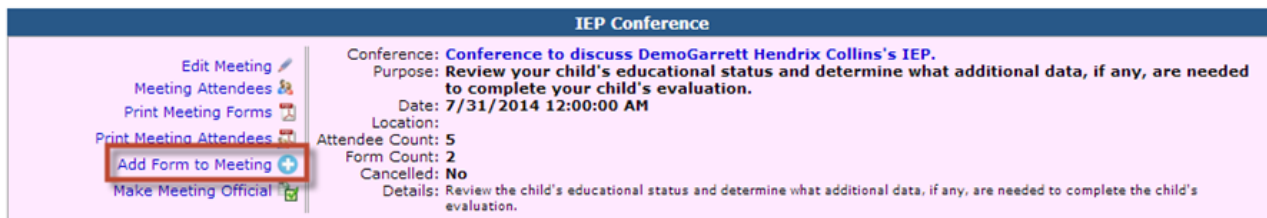
I-Star will then open to the *IEP Overview* page. You can view your IEP that you set up by clicking the *IEP Timeline* tab next to *IEP Overview*.

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I-Star User Guide

Add Form to Meeting

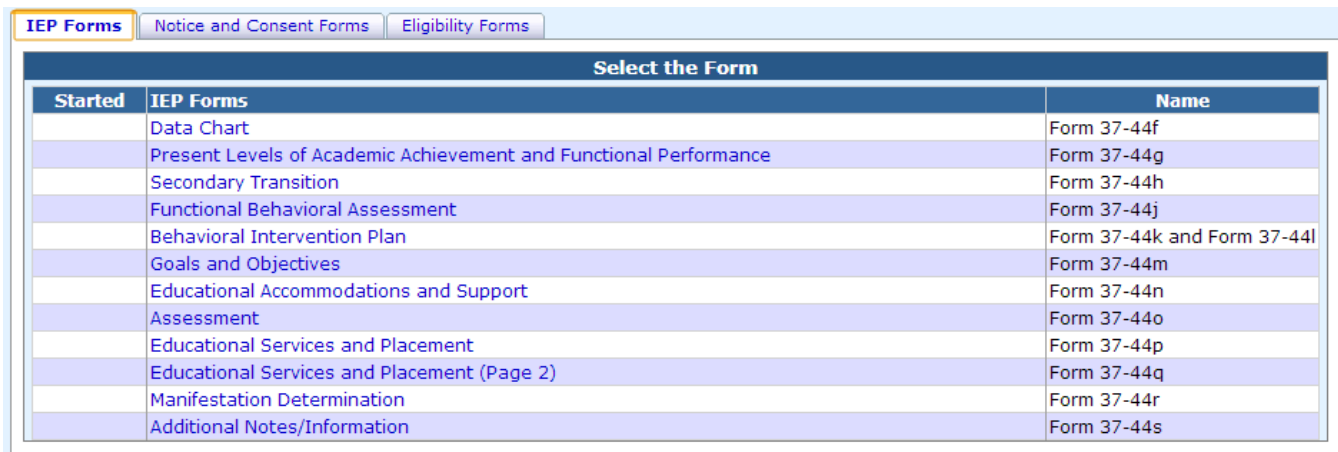
1. In the pink section of the IEP Conference, click **Add Form to Meeting**, the fifth option on the right hand side of the conference information.



The screenshot shows the 'IEP Conference' interface. On the left, there is a list of actions: 'Edit Meeting', 'Meeting Attendees', 'Print Meeting Forms', 'Print Meeting Attendees', 'Add Form to Meeting' (highlighted with a red box), and 'Make Meeting Official'. On the right, there is a summary of the conference: 'Conference: Conference to discuss DemoGarrett Hendrix Collins's IEP.', 'Purpose: Review your child's educational status and determine what additional data, if any, are needed to complete your child's evaluation.', 'Date: 7/31/2014 12:00:00 AM', 'Location:', 'Attendee Count: 5', 'Form Count: 2', 'Cancelled: No', and 'Details: Review the child's educational status and determine what additional data, if any, are needed to complete the child's evaluation.'

After clicking to add form to meeting, you will be able to choose to add an IEP form, a Notice and Consent Form, or an Eligibility Form by clicking the respective tabs.

Click the name of the form you would like to add to enter the wizard to complete the form in the student's IEP.



The screenshot shows the 'Select the Form' dialog box. It has three tabs: 'IEP Forms', 'Notice and Consent Forms', and 'Eligibility Forms'. The 'IEP Forms' tab is selected. Below the tabs is a table with two columns: 'Started' and 'Name'.

Started	Name
	Data Chart
	Form 37-44f
	Present Levels of Academic Achievement and Functional Performance
	Form 37-44g
	Secondary Transition
	Form 37-44h
	Functional Behavioral Assessment
	Form 37-44j
	Behavioral Intervention Plan
	Form 37-44k and Form 37-44l
	Goals and Objectives
	Form 37-44m
	Educational Accommodations and Support
	Form 37-44n
	Assessment
	Form 37-44o
	Educational Services and Placement
	Form 37-44p
	Educational Services and Placement (Page 2)
	Form 37-44q
	Manifestation Determination
	Form 37-44r
	Additional Notes/Information
	Form 37-44s

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I-Star User Guide

Making an IEP Official

An IEP is considered official when all forms associated with that meeting are made official. You can mark each form official separately or choose to make the entire meeting official.

IEP Conference

[Edit Meeting](#)
[Meeting Attendees](#)
[Print Meeting Forms](#)
[Print Meeting Attendees](#)
[Add Form to Meeting](#)
[Make Meeting Official](#)

Conference: **Conference to discuss John X Two's IEP.**
 Purpose: **Review and/or revise your child's IEP to determine special education and related services and placement.**
 Date: **10/21/2013 9:00:00 AM**
 Location:
 Attendee Count: **7**
 Form Count: **9**
 Cancelled: **No**
 Details: Review and/or revise the child's IEP to determine special education and related services and placement.

[Click Here to Hide All the Forms Associated with the Meeting](#)

[Edit Form](#)
[Delete Form](#)
[Make Form Official](#)
[Print Form](#)
[Form Activity Log](#)

Form: **Form 37-44: Conference Summary**
 Date: **10/21/2013**
 Status: **Draft**
 Update Info: **DistrictDoc1, wovsed1 - 10/21/2013 9:27:13 AM**

[Edit Form](#)
[Delete Form](#)
[Make Form Official](#)
[Print Form](#)
[Form Activity Log](#)

Form: **Form 37-44q: Educational Services and Placement (Page 2)**
 Date: **10/21/2013**
 Status: **Draft**
 Update Info: **DistrictDoc1, wovsed1 - 10/17/2013 3:13:25 PM**

When making the meeting official, I-Star will go through an error check of the forms that are associated with that meeting. If any errors are found, you'll need to correct them before making the meeting/form official.

To correct the errors that were found, click on the red icon and I-Star will take you to the form that needs corrected. In the *Errors* column you can see a description of the error that needs to be corrected.

Change the Form Status
Step 1 of 1

All forms in draft mode that are associated with the conference you selected are listed below. Any forms that have errors will be denoted with a red X. You may click on that X to start the wizard for that form and fix any errors. Forms that have no errors are denoted with a check mark. You may select those forms to be updated to Official status. After you select all the form(s) you wish to change to Official status on click the Change Status button.

Forms with Draft Status (Select All) (Clear All)						
View	Make Official	Passed Edits?	Errors	Form Date	Name	Description
(0)	☐	✓		10/21/2013	Form 37-44	Conference Summary
(0)	☐	✓		10/21/2013	Form 37-44q	Educational Services and Placement (Page 2)
(0)	☐	✓		10/21/2013	Form 37-44p	Educational Services and Placement
(0)	☐	✓		10/21/2013	Form 37-44o	Assessment
(0)	☐	✓		10/21/2013	Form 37-44n	Educational Accommodations and Support
(0)	☐	✓		10/21/2013	Form 37-44g	Present Levels of Academic Achievement and Functional Performance
(0)	☐	✓		10/21/2013	Form 37-44m	Goals and Objectives
(0)	☐	✓		10/21/2013	Form 37-44h	Secondary Transition
(0)	☐	✗	The required Role Special Education Teacher is not represented at the meeting. At least one must be present.	10/17/2013	Form 34-57d	Notification of Conference

[Print Errors](#) [Change Status](#)

[Return](#)

Once all errors are corrected, you'll then be able to make the meeting/forms official. Simply click the checkbox of the forms that you wish to make official and then click **Change Status**.

Change the Form Status

Step 1 of 1

All forms in draft mode that are associated with the conference you selected are listed below. Any forms that have errors will be denoted with a red X. You may click on that X to start the wizard for that form and fix any errors. Forms that have no errors are denoted with a check mark. You may select those forms to be updated to Official status. After you select all the form(s) you wish to change to Official status on click the Change Status button.

Forms with Draft Status (Select All) (Clear All)						
View	Make Official	Passed Edits?	Errors	Form Date	Name	Description
(0)	☒	☒		10/21/2013	Form 37-44	Conference Summary
(0)	☒	☒		10/21/2013	Form 37-44q	Educational Services and Placement (Page 2)
(0)	☒	☒		10/21/2013	Form 37-44p	Educational Services and Placement
(0)	☒	☒		10/21/2013	Form 37-44o	Assessment
(0)	☒	☒		10/21/2013	Form 37-44n	Educational Accommodations and Support
(0)	☒	☒		10/21/2013	Form 37-44g	Present Levels of Academic Achievement and Functional Performance
(0)	☒	☒		10/21/2013	Form 37-44m	Goals and Objectives
(0)	☒	☒		10/21/2013	Form 37-44h	Secondary Transition
(0)	☒	☒		10/17/2013	Form 34-57d	Notification of Conference

[Print Errors](#)

[Change Status](#)

[Return](#)

I-Star will take you back to the *IEP Timeline*.

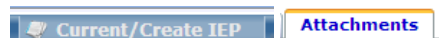
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I-Star User Guide

Adding Attachments to the IEP

Occasionally there will be portions of an IEP that are not reflected in the forms alone. These additional documents can be uploaded to the I-Star system for these situations.

Step 1: From the Current/Create IEP tab for a student, click Attachments.



Step 2: Click the Add button beside Additional Documents.



Step 3: Enter a Title and Description for the document you are attaching.

Step 4: Click Choose File, locate the file that you want to attach and click Open.

Step 5: Click Save

Import Document

Step 1 of 1

You are importing a document. Select a file from your local system and click Submit when you are ready. The document will be uploaded immediately and you will not be able to cancel out after submitting.

Title:

11-12 facts

Description:

old facts pdf

File:

Choose File

FACTS Record 11-12.pdf

☒ Import - Please import the document.
 ☐ Cancel - Please exit the wizard.

Cancel

Save

Once the attachment is saved, you can view, edit and/or delete from the Attachments tab for that student.

IEP Overview	IEP Timeline	IEP Forms	Notice and Consent Forms	Eligibility Forms	Print History	Activity Log	Attachments
+ Add Form	Print IEP	Setup a Conference	Annual Review	Reevaluation			

Additional Documents (+ Add)					
View	Edit	Delete	Title	Description	
			11-12 facts	old facts pdf	

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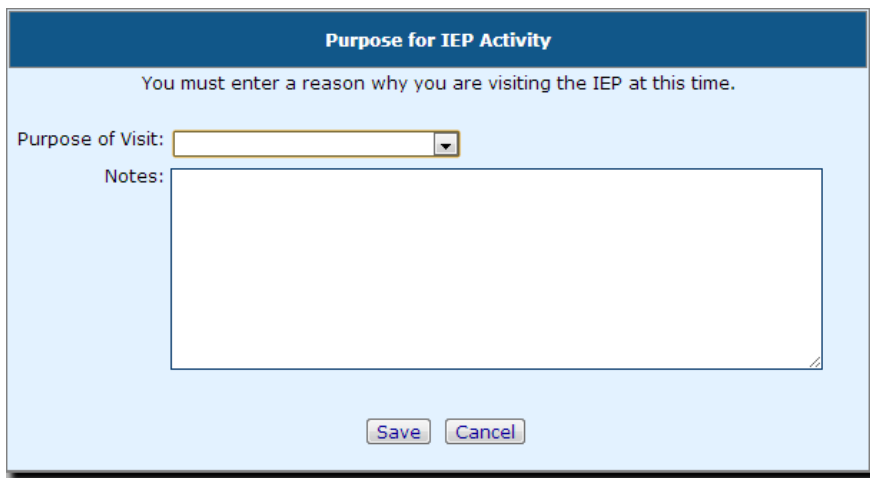
I-Star User Guide

 **Print IEP**

Go to the profile page of the student's IEP that you wish to print. Click **Current/Create IEP**.

Profile	Current/Create IEP	Archived IEPs	Activity Log
Student: John X One		SIS ID: 999999901	DOB: 1/1/1999 (14 yrs 7 mos)

State your purpose of visit and click **Save**.



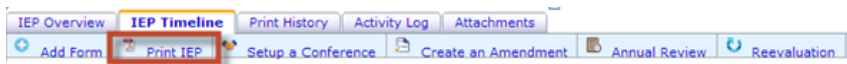
Purpose for IEP Activity

You must enter a reason why you are visiting the IEP at this time.

Purpose of Visit:

Notes:

It will open to the *IEP Overview* tab. Click **Print IEP**.

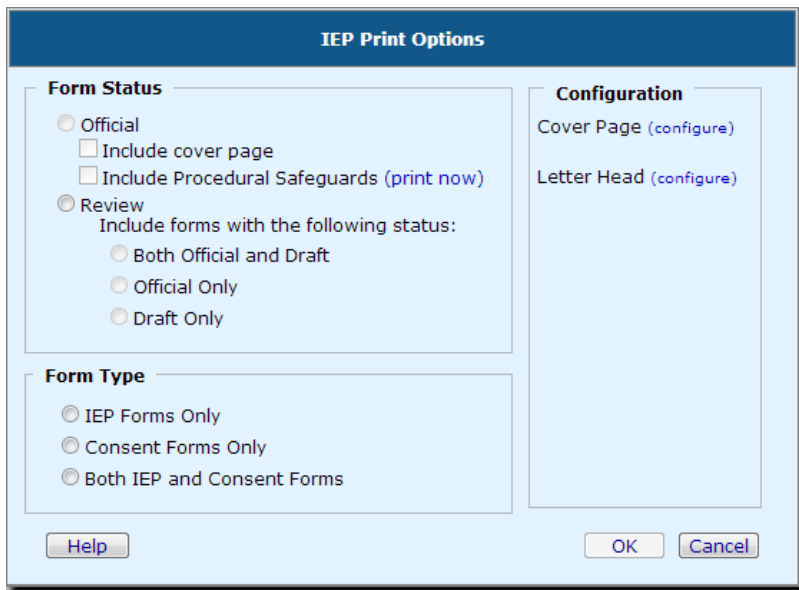


IEP Overview | **IEP Timeline** | Print History | Activity Log | Attachments

You will then be able to choose what you would like to print.

Under *Form Status*, choose to print the "Official" forms including cover pages that have been set up and/or the *Procedural Safeguards* or to print the forms in draft or "Review" mode.

Under *Form Type*, you can also choose to print only IEP Forms, only Consent forms, or both IEP and Consent forms.



IEP Print Options

Form Status

☐ Official

☐ Include cover page

☐ Include Procedural Safeguards ([print now](#))

☐ Review

Include forms with the following status:

☐ Both Official and Draft

☐ Official Only

☐ Draft Only

Form Type

☐ IEP Forms Only

☐ Consent Forms Only

☐ Both IEP and Consent Forms

Configuration

Cover Page ([configure](#))

Letter Head ([configure](#))

Click **OK** when you are ready to print.

For further explanation, click **Help**.

Print Entire IEP Help

Form Status

When printing an entire IEP the user has the option to choose *Official* or *Review*.

Official: When *Official* is chosen only document's that have a form status of official will be merged into the PDF document that is created. Documents with a status of draft are always omitted. Furthermore, when *Official* is chosen the REVIEW watermark is omitted from the documents. This is the only time the system will generate the documents without the REVIEW watermark. And finally, *Official* indicates that a snapshot of the document containing all official documents merged as one will be created and stored in the IEP Package Print History for future review. This documents represents an official IEP that was presented to and used by the IEP team and all other parties involved with the student's IEP. Once the snapshot is created it will never change and may never be removed from the system.

Review: When *Review* is chosen the user is indicating that they wish to view the IEP in its entirety, but not as an official version. When *Review* is chosen all documents that are included will contain a REVIEW watermark. The only method to create a document without the REVIEW watermark is to Print the Entire IEP and choose *Official*. Finally, when *Review* is chosen the system will not create a snapshot of the document.

Review Options: When *Review* is chosen the user has the option to chose what forms to include in the document based on their status. The user may choose to include all documents by selecting *Both Official And Draft*. The user may also only include *Official Form* or *Draft forms* by choosing the applicable option. Please note that when *Official* is chosen as the print option only documents with a form status of official are included.

Form Type

When printing an entire IEP the user has the option to choose *IEP Forms*, *Consent Forms* or *Both IEP and Consent Forms*.

IEP Forms: Only IEP type forms (37-44) will be included. All Consent type forms (34-57) will be excluded.

Consent Forms: Only Consent type forms (34-57) will be included. All IEP type forms (37-44) will be excluded.

Both IEP And Consent Forms: Both IEP type forms (37-44) and Consent type forms (34-57) will be included.

OK

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I-Star User Guide

Configuring a Cover Page

In *IEP Print Options*, click **Configure** next to "Cover Page".

IEP Print Options

Form Status

☐ Official

☐ Include cover page

☐ Include Procedural Safeguards ([print now](#))

☒ Review

Include forms with the following status:

☐ Both Official and Draft

☐ Official Only

☒ Draft Only

Form Type

☐ IEP Forms Only

☐ Consent Forms Only

☐ Both IEP and Consent Forms

Configuration

[Cover Page \(configure\)](#)

[Letter Head \(configure\)](#)

[Help](#) [OK](#) [Cancel](#)

From here, you can choose an image and upload it to appear on the cover page. Click **Choose File** and browse to the location where your image is located. Select the image and click **Open**.

Note: The file height must be no more than 11 inches tall and the width must be no more than 8.5 inches wide. The file size cannot exceed 500 KB.

Choose the location on the page where you would like this image to appear.

Configure Cover Page

Step 1 of 1

You may upload an image to be used as a cover page for your student's IEPs. You may also select the location on the page where your image will be displayed. Please note that the only thing on your cover page will be the image you upload, so everything you wish to display needs to be part of that image.

You are configuring the IEP cover page to be associated with district: **Eldorado CUSD 4**

Location:

Image: [Cover Sheet.pptx](#)

☒ Save - Please save the cover page.
☐ Cancel - Please exit the wizard.

When you have chosen an image and stated the location on the page, click **Save**.

I-Star will return to the *IEP Overview* page. To view your cover page, click **Print IEP**. You should then see the image that you uploaded.

IEP Print Options

Form Status

☐ Official
☐ Include cover page
☐ Include Procedural Safeguards ([print now](#))
☒ Review
 Include forms with the following status:
☐ Both Official and Draft
☐ Official Only
☐ Draft Only

Form Type

☐ IEP Forms Only
☐ Consent Forms Only
☐ Both IEP and Consent Forms

Configuration

Cover Page ([configure](#))



Middle Center

Letter Head ([configure](#))

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I-Star User Guide

Configuring Letter Head

In *IEP Print Options*, click **Configure** next to "Letter Head".

IEP Print Options

Form Status

☐ Official

☐ Include cover page

☐ Include Procedural Safeguards ([print now](#))

☐ Review

Include forms with the following status:

☐ Both Official and Draft

☐ Official Only

☐ Draft Only

Form Type

☐ IEP Forms Only

☐ Consent Forms Only

☐ Both IEP and Consent Forms

Configuration

Cover Page ([configure](#))

Letter Head ([configure](#))

[Help](#) [OK](#) [Cancel](#)

From here, you can choose the image you would like to serve as your letter head by clicking **Choose File**.

Configure Letter Head Step 1 of 1

You may upload an image to be used as a letter head for your district. The letter head will be placed on notice and consent forms to be sent to the parent. The maximum dimensions are 8 inches by 2 inches.

You are saving the letter head to be on Consent Forms associated with district: **Eldorado CUSD 4**

Image: [Choose File](#) No file chosen

☒ Save - Please save the letter head.

☐ Cancel - Please exit the wizard.

[Cancel](#) [Save](#)

Select the image and click **Open**.

Once you've chosen your letter head, click **Save**.

I-Star will return to the *IEP Overview* page. To view your letter head, click **Print IEP**. You should then see the image that you uploaded.

IEP Print Options

Form Status

☐ Official

☐ Include cover page

☐ Include Procedural Safeguards ([print now](#))

☐ Review

Include forms with the following status:

☐ Both Official and Draft

☐ Official Only

☐ Draft Only

Form Type

☐ IEP Forms Only

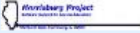
☐ Consent Forms Only

☐ Both IEP and Consent Forms

Configuration

Cover Page ([configure](#))

Letter Head ([configure](#))



[Help](#) [OK](#) [Cancel](#)

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While in the student's IEP, on the *IEP Timeline* tab, click **Create an Amendment**.

You will have to choose the personnel that spoke with the parent regarding the amendment. Click **Add**.

Personnel That Spoke to the Parent/Guardian (+ Add)	
Delete	Personnel
No Records Found	

Step 1. Use the *Personnel Search* to find the personnel who spoke with the parent.

Personnel Search		
Multiple	OR	Single
District:		IEIN:
Last Name:		SSN:
First Name:		
Gender:		
Include Retired ☐		
Search Clear Search Cancel		
Note: You must supply District, IEIN or SSN to search for teachers that you have never created an approval record for in the past.		

If the personnel for whom you are searching is appears in the *Personnel Search Results*, click the checkmark under *Select* to choose them.

Personnel Search		
Multiple	OR	Single
District:		IEIN:
Last Name:		SSN:
First Name:		
Gender:		
Include Retired ☐		
Search Clear Search Cancel		
Note: You must supply District, IEIN or SSN to search for teachers that you have never created an approval record for in the past.		

Or if the person has already been added to the student's "Access List", you can simply click the checkmark under *Select* to add them.

You may select personnel from the access list listing below. If a person not listed in the access list spoke to the parent/guardian you may click the Add link above to search for that personnel.

Access List						
Select	Name	Entity	Title	Interpreter	Read-Only	Notifications
☒	Wovsed Admin	Wabash & Ohio Valley Sp Ed Dist		☐	☐	☒
☒	wovsed1 DistrictDoc1	Norris City Annex		☐	☐	☒

Once you have added the personnel that you need, click **Continue**.

Step 2. Select the method of communication.

Form Date: 8/30/2013	*MM/DD/YYYY
Date of Contact: 8/30/2013	*MM/DD/YYYY

Method of Communication	
Relevant	Items
☐	Met in person
☐	Spoke on the phone
☒	Exchanged e-mails/texts
☐	Exchanged faxes

Click **Continue**.

Step 3. Enter the changes that are being made to the student's IEP.

Effective Date: *MM/DD/YYYY

Changes and Explanation of Changes:

Click **Continue**.

Step 4. Select the personnel to be contact and signator for this IEP.

Form Contact List (Modify) (Clear)					
Contact	Sincerely	Personnel	Title(s)		Phone(s)
☒	☒	Johnny Smith	Title (Modify)	Type	Number (Modify)
			Principal	Mobile	(217) 622-5555

Click **Save**.

Step 5. Choose the form(s) you wish to amend from the "Available Forms" box.

IEP Amendment

Step 5 of 5

You may add, edit and remove multiple forms to be included on this amendment. The forms available to add are listed in the bottom grid. Click the check mark in the Select column to add it to the amendment. When you are done setting up the forms for the amendment click Return. You will be able to return to this wizard at any time while the amendment status is still Draft. To amend the form, either click the Edit button in the grid below or the Edit button back on the Forms Assistant.

Forms Included in Amendment

Actions	View Original	View New	Name	Current Errors
No Records Found				

Available Forms

View	Select	Name	Description	Meeting Date
	☒	Form 37-44m	Goals and Objectives	05/20/2013
	☒	Form 37-44p	Educational Services and Placement	05/20/2013
	☒	Form 37-44q	Educational Services and Placement (Page 2)	05/20/2013
	☒	Form 37-44b	Eligibility Determination (Other than SLD)	05/20/2013
	☒	Form 37-44n	Educational Accommodations and Support	05/20/2013
	☒	Form 37-44g	Present Levels of Academic Achievement and Functional Performance	05/20/2013
	☒	Form 37-44	Conference Summary	05/20/2013

Return

Click **Return**.

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I-Star User Guide

Archived IEP

Archiving an IEP is done a variety of ways.

When performing the [Annual Review](#) function, the current IEP is archived when the new IEP is made official.

When performing the [Reevaluation](#) function, the current IEP is archived when the new IEP is made official.

If you do not wish to use the Annual Review or Reevaluation functions, you can also [Setup a Conference](#). The date the new IEP goes into effect, the current IEP will be archived.

To access the archived IEPs, click **Archived IEPs** in the top toolbar.

Profile

Current/Create IEP

Archived IEPs

Activity Log

You can then view and/or print the IEP as well as viewing the print history of that IEP.

Archived IEP Packets							
View	Print History	Resident District	Status	Year	IEP Start	IEP End	Not Eligible
		Harrisburg CUSD 3	Official	2013	10/30/2012	10/21/2013	☐

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I-Star User Guide

Annual Review

For an annual review, if a student has an existing IEP in I-Star, you will use the Annual Review option from Current/Create IEP.

NOTE: You should NOT perform the Annual Review or Reevaluation processes unless you have an official IEP for that student and want to create a new IEP Package.

IEP Overview

IEP Timeline

Print History

Activity Log

Attachments

Add Form

Print IEP

Setup a Conference

Create an Amendment

Annual Review

Reevaluation

Review the Access List to verify that all users on it should remain. You can also add any new users that need access to the student's IEP. Click Save once you are astisfied with the Access List.

Annual Review

Please review the access list to make sure they are still appropriate. Saving will start a new IEP.

Access List (+ Add)

Edit	Delete	Name	Entity	Interpreter	Read-Only	Notifications	Make Forms Official
		Admin, Wovsed	Wabash & Ohio Valley Sp Ed Dist	☐	☐	☒	☐
		DistrictDoc1, wovsed1	Norris City Annex	☐	☐	☒	☐

You can select a user from the list of common user for your district.

Common Users

Select	Name	Interpreter	Read-Only	Notifications	Make Forms Official
No Records Found					

Proceed by following the steps to [Create an IEP](#).

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I-Star User Guide

Reevaluation

For a reevaluation, if a student has an existing IEP in I-Star, you will use the *Reevaluation* option from Current/Create IEP.

NOTE: You should NOT perform the Annual Review or Reevaluation processes unless you have an official IEP for that student and want to create a new IEP Package.

IEP Overview

IEP Timeline

Print History

Activity Log

Attachments

Add Form

Print IEP

Setup a Conference

Create an Amendment

Annual Review

Reevaluation

Review the access list and make changes if necessary. To add new users to the access list refer to [Adding Users to the Access List](#). This process will create a new IEP for this student. Click **Save**.

Proceed by following the steps to [Create an IEP](#).

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I-Star User Guide

Activity Log

Click **Activity Log** to access the *Student Log Book*.

Profile

Current/Create IEP

Archived IEPs

Activity Log

Student: John X Four

SIS ID: 999999904

DOB: 1/1/1999 (14 yrs 8 mos)

From here, you can see the Student Log Book. This shows the User Name, Log Date, Type of navigation, Reason for visiting the IEP, and the Activity count.

Click the *Details* tab to filter your activity log. Here you can choose to search by begin date and end date of activity by a specific user.

In the bottom, you must also choose the Activity Items that you would like to appear in the search. Once you choose an activity item, click **Search**.

Filter Activity Log

Begin Date: MM/DD/YYYY End Date: MM/DD/YYYY User:

Student Activity Logs

Filters

Begin Date: **8/20/2013**
End Date: **9/3/2013**
User: **Admin, Wovsed**

You must select an Activity Item to view.

Activity Items

- ☒ Data Transactions
- ☐ Printed IEPs
- ☒ Screen Navigations

Student Activity Logs

Filters

Begin Date: **8/20/2013**
End Date: **9/3/2013**
User: **Admin, Wovsed**

Activity Items

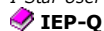
- ☒ Data Transactions
- ☐ Printed IEPs
- ☒ Screen Navigations
 - Academic Achievement and Functional Performance
 - Amendment Forms
 - Conference Attendees
 - Conference Summary
 - Create Parent/Guardian
 - Evaluation Results
 - Forms Assistant
 - IEP Access List
 - Iep Packages
 - Manage IEP Status
 - Notification of Conference
 - Profile
 - Select Form
 - Student Guardians
 - Student Meetings

Screen Navigations for IEP Access List

User Name	Page View Date	Reason
Wovsed Admin (Coop Admin)	9/3/2013 10:42:13 AM	Review/Print the IEP
Wovsed Admin (Coop Admin)	9/3/2013 10:42:13 AM	Review/Print the IEP
Wovsed Admin (Coop Admin)	9/3/2013 10:37:02 AM	Review/Print the IEP
Wovsed Admin (Coop Admin)	9/3/2013 10:37:02 AM	Review/Print the IEP
Wovsed Admin (Coop Admin)	9/3/2013 10:32:54 AM	Review/Print the IEP
Wovsed Admin (Coop Admin)	9/3/2013 10:32:54 AM	Review/Print the IEP
Wovsed Admin (Coop Admin)	9/3/2013 10:30:55 AM	Review/Print the IEP
Wovsed Admin (Coop Admin)	9/3/2013 10:30:55 AM	Review/Print the IEP
Wovsed Admin (Coop Admin)	8/29/2013 10:52:29 AM	Draft/Create the IEP
Wovsed Admin (Coop Admin)	8/29/2013 10:52:29 AM	Draft/Create the IEP
Wovsed Admin (Coop Admin)	8/29/2013 10:46:54 AM	Draft/Create the IEP
Wovsed Admin (Coop Admin)	8/29/2013 10:46:54 AM	Draft/Create the IEP
Wovsed Admin (Coop Admin)	8/29/2013 10:34:39 AM	Draft/Create the IEP
Wovsed Admin (Coop Admin)	8/29/2013 10:34:38 AM	Draft/Create the IEP
Wovsed Admin (Coop Admin)	8/29/2013 10:21:30 AM	Draft/Create the IEP
Wovsed Admin (Coop Admin)	8/29/2013 10:21:30 AM	Draft/Create the IEP
Wovsed Admin (Coop Admin)	8/29/2013 10:16:37 AM	Draft/Create the IEP
Wovsed Admin (Coop Admin)	8/29/2013 10:16:37 AM	Draft/Create the IEP
Wovsed Admin (Coop Admin)	8/29/2013 10:14:07 AM	Draft/Create the IEP
Wovsed Admin (Coop Admin)	8/29/2013 10:14:07 AM	Draft/Create the IEP
Wovsed Admin (Coop Admin)	8/29/2013 10:11:46 AM	
Wovsed Admin (Coop Admin)	8/29/2013 10:11:46 AM	

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I-Star User Guide



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I-Star User Guide



This portion of the User Guide is for district or cooperative administrator IWAS accounts who will be managing security for all I-Star users.

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I-Star User Guide

Assign Security Roles

There are two layers of security when using the I-Star system. The first layer is provided by [IWAS](#). IWAS narrows user access down to a district and/or school level. The second layer is provided inside the I-Star system. This layer allows a District or Coop Admin to assign specific roles to I-Star users.

Once all of your I-Star users have established IWAS accounts and logged into I-Star at least once, you can start managing security for them.

From the [Landing Page](#) click the Manage Security button.



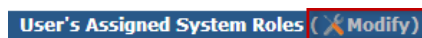
The User List screen will have two tabs. Manage Security tab shows all users assigned to your district(s). If the user has logged into I-Star at least one, a district administrator can assign security roles to all the users on their behalf. Security Requests tab shows any users who have requested a user role. If a district or coop administrator has not assigned a security role to a user, they can request a role here for district or coop admin approval or denial.

To assign security for users:

Step 1: Select a user in the IWAS UserID list.

Iwas UserId
wovsedDistDoc1
wovsedDistDoc2
wovsedDistDoc3

Step 2: Click **Modify** to edit the security role for the user.



Step 3: Click the question mark icon under IEP Case Management Tool for a description of the 3 security roles.

IEP Case Management Tool (Clear)	
Current Access	Role Name
☐	IEP Basic Access ?
☐	IEP Administrator Access ?
☐	IEP Read-Only Access ?

Step 4: Evaluate the roles and click Continue.

IEP Case Management Access Levels

I. IEP Administrator Access

- a. Create IEPs
- b. Search for students
- c. Modify an IEP Access List
- d. Manage Form Contacts, Letterheads, Coversheets, and Common Users
- e. Access and modify IEPs when listed on the IEP Access List

II. IEP Basic Access:

- a. Access and modify IEPs when listed on the IEP Access List

III. IEP Read-Only Access:

- a. Read-only access to IEPs when listed on the IEP Access List

[Continue](#)

Step 5: Select the type of role that you would like this user to have by clicking the appropriate button in the Current Access column.

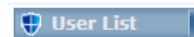
Current Access
☐
☐
☐

Step 6: District Superintendents and/or cooperative directors are the only IWAS users that can manage security in the IWAS system. Since this can be a time-consuming task, they may delegate this responsibility to another user or users in their district or cooperative. Select the button under the Current Access column under District Security Administrator.

District Security Administrator (Clear)	
Current Access	Role Name
	District Security Administrator

Step 7: Once the security roles have been selected, click Save.

Step 8: Click User List to continue managing security for other users.



To request a security role [I-Star User Roles](#).

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I-Star User Guide

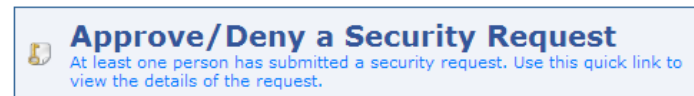
Approve/Deny a Security Request

District or Cooperative Administrators can assign security roles to all users or users can request the type of role they desire for approval/denial.

For instructions on how users can request access see [I-Star User Roles](#).

If a user has submitted a security request, the district or cooperative administrator will be notified of that on the [Landing Page](#) when they login to I-Star.

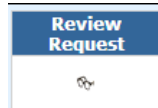
Step 1: Click Approve/Deny a Security Request.



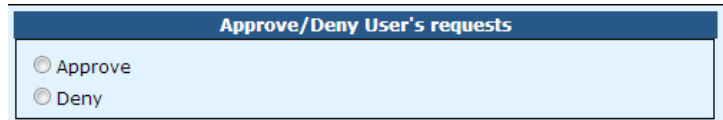
Step 2: Click the Security Requests tab.



Step 3: Click the icon in the Review Request column to view the request.



Step 4: Review the request under the System Roles section and click Approve or Deny.



Step 5: Click Save.

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I-Star User Guide

I-Star File Formats

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I-Star User Guide

Notice & Consent Forms

[Required Notice & Consent Forms, including the Explanation of procedural Safeguards \(provided in Arabic, Chinese, English, Gujarati, Korean, Polish, Russian, Spanish, Tagalog, Urdu, Vietnamese\)](#)

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Notice & Consent Instructions

[Required Notice & Consent Instructions](#)

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ISBE IEP Forms

[IEP Forms \(English\)](#)

[IEP Forms \(Spanish\)](#)

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I-Star User Guide

ISBE IEP Instructions

[IEP Instructions](#) provided by the Illinois State Board of Education

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I-Star User Guide

I-Star Personnel

The topics under this header are related to the I-Star Personnel Approval.

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I-Star User Guide

I-Star Personnel Approval

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I-Star User Guide

Searching for Personnel

From the Home page, click on the **Approvals and Claims** button.



Then click the **Personnel Approvals and Claims** button.



You can search for personnel by several different filters.

NOTE: Make sure to click the Expand/Collapse button to see all filter options.

Approvals
Approvals/Claims Reports
Claims
File Upload
Logout

Reported
Un-Reported

Personnel Approvals Filter

IEIN:
Entity:

School Year:
Errors Only: ☐

Last Name:
First Name:

Approval Status: Excl ☐
Term: Excl ☐

Work Assign: Excl ☐
Spec Ed Type: Excl ☐

(Collapse)
Search
Clear Search
Recheck Edits

Personnel Approvals (+ Add)

(Page of)
Page
Items Per Page

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I-Star User Guide

Adding Personnel Approval Record

To add a personnel approval record, click **Add** under the filters box.

Personnel Approvals (+ Add)

(Page of)
Page
Items Per Page

Search for personnel by using multiple criteria, **District**, **Last Name**, **First Name**, and **Gender**. You can also choose to include **Retired** personnel. OR you can search by entering just the personnel's **IEIN**. Then click **Search**.

Manage Personnel Claims and Approvals

For an approval, select the personnel, enter the approval parameters and select the work assignments. For a claim, enter the salary information and days claimed.

Search for and select the person the approval is for.

Personnel Search

Multiple
OR
Single

District:
IEIN:

Last Name:

First Name:

Gender:

Include Retired ☐

Search
Clear Search
Cancel

Note: Including a district will search EIS with the entered filters. Leaving the district out will perform a name search on ELIS.

Your results will appear in the **Personnel Search Results** box. To choose the personnel from the results, click the checkmark under the **Select** column.

Personnel Search Results					
Select	IEIN	Name	Gender	Ethnicity	District
☒	**** 153	Train03Isabella A Ortiz	Female	Unknown	Wabash & Ohio Valley Sp Ed Dist

From here, you can add personnel approval information. Select the **year**, **entity**, **special ed type**, and **term**. Check the box next to **Cross Category** if it applies. The **Include Approval** and **Include Claims** boxes default to being checked.

Personnel Information	
Approval / Claim Summary Information for: Train03Isabella A Ortiz Search	
(Show current credentials)	
Personnel Approval Information	
Year: 2014-2015 ▼	
Entity: Wabash & Ohio Valley Sp Ed Dist ▼	Cross Category: ☐
Special Ed Type: 1-Certified Professional Employee (claimed) ▼	Include Approval: ☒
Term: Both ▼	Include Claim: ☒

To add a work assignment, click Add.

Work Assignment(s) (Add)											
Edit	Delete	Move Up	Move Down	Code	Assignment	Status	Regular Preschool FTE	Regular FTE	Summer Preschool FTE	Summer FTE	
No Records Found											

Choose the work assignment from the dropdown and click **Save**.

Work Assignment(s) (Add)											
Edit	Delete	Move Up	Move Down	Code	Assignment	Status	Regular Preschool FTE	Regular FTE	Summer Preschool FTE	Summer FTE	
No Records Found											
Enter the new work assignment and click the Save button.											
Work Assignment: SLD - Specific Learning Disability ▼											
Save Cancel											

That work assignment will be added for that personnel record. You can add up to three (3) work assignments for one personnel approval record.

Work Assignment(s) (Add)											
Edit	Delete	Move Up	Move Down	Code	Assignment	Status	Regular Preschool FTE	Regular FTE	Summer Preschool FTE	Summer FTE	
				SLD	Specific Learning Disability		0	0	0	0	

NOTE: You can click **Show current credentials** to expand the summary information for personnel. This will show you the current credentials from ELIS (Educator Licensure Information System).

NOTE: You can click on the work assignment codes in the table to see the Licensure Requirements for the specific codes.

Licensure Requirements for: Specific Learning Disability			
Certificate Code	Endorsement Code	Approval Code	Outside Approval
		LBSI	N
		LBSS	N
		LD	N
		LD S	N
APA	LBSI		N
APE	LBSI		N
APE	LBSS		N
APE	LD		N
APE	LDG		N
APE	LDS		N
APE	LDSD		N
APE	LDU		N
PEDU	LBSI		N
PEDU	LBSS		N
PEDU	LD		N
PEDU	LDG		N
PEDU	LDS		N
PEDU	LDSD		N
PEDU	LDU		N
PEL		STE	N
PEL	LBSI		N
PEL	LBSS		N
PEL	LD		N
PEL	LDG		N
PEL	LDS		N
PEL	LDSD		N
PEL	LDU		N
RES	LBSI		N
VIT	LBSI		N

(Page 1 of 1) Page Items Per Page

Close

When you click Save, I-Star will check for errors on this record. If errors are present, you will be given the option to continue editing or to close and exit the record. If any, errors will show at the bottom of the approval record.

Save is complete. Validation errors have occurred.

Please Choose:

Errors are present (Close Errors)

Description
(33) Work Assignment not approved

Once you exit the record, you will be taken back to the personnel approvals tab.

Approvals Approvals/Claims Reports Claims File Upload Lockout

Reported Un-Reported

Personnel Approvals Filter

IEIN: Entity:

School Year: Errors Only: ☐

(Expand) Search Clear Search Recheck Edits

Personnel Approvals (+ Add)

Actions	Full Name	IEIN	Work Assignments	SpecEd Type	Term	Status	Cross Category	Summer Days	Regular Days	FTE	Approval?	Claim?	Errors
	Ortiz, Train03Isabella	9000153	SLD	1	B	D	☐	0	0	0.000	☒	☒	1

(Page 1 of 1) Page Items Per Page

To edit a personnel approval record, simply click on the name of the personnel or the pencil icon in the **Actions** column.

Approvals

Approvals/Claims Reports

Claims

File Upload

Logout

Reported

Un-Reported

Personnel Approvals Filter

IEIN:

Entity: Wabash & Ohio Valley Sp Ed Dist

School Year: 2014-2015

Errors Only:

(Expand)

Search

Clear Search

Recheck Edits

Personnel Approvals (+ Add)

Actions	Full Name	IEIN	Work Assignments	SpecEd Type	Term	Status	Cross Category	Summer Days	Regular Days	FTE	Approval?	Claim?	Errors
	Ortiz, Train03Isabella	9000153	SLD	1	B	D	☐	0	0	0.000	☒	☒	1

(Page 1 of 1)

Page 1

Items Per Page 20

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I-Star User Guide

Checking Data Validity

To check for errors in your personnel file, click **Recheck Edits** on the Personnel Approvals Filter to recalculate your errors.

Approvals

Approvals/Claims Reports

Claims

File Upload

Logout

Reported

Un-Reported

Personnel Approvals Filter

IEIN:

Entity:

School Year: 2014-2015

Errors Only:

(Expand)

Search

Clear Search

Recheck Edits

Personnel Approvals (+ Add)

(Page of)

Page

Items Per Page

Click on the **Approval/Claims Reports** tab, then select the report *Personnel Error Listing*.
Select the filters and sort order for the report and click **Run Report**.

Approvals Approvals/Claims Reports Claims File Upload Lockout

Reports

Select Report	Description
☐	All Personnel Approval*
☐	Home Hospital Worksheet*
☐	Para-Professional Data Collection*
☐	Personnel Approval
☐	Personnel Approval Blank Data Entry Form*
☐	Personnel Approval Not Reported*
☐	Personnel Approval Reported*
☐	Personnel Claim Salary Blank Data Entry Form*
☒	Personnel Error Listing
☐	Personnel Reimbursement Claimed*
☐	Personnel Reimbursement Computation Regular Term*
☐	Personnel Reimbursement Entry Form*

* Default filters applied

Report Title

Reports Filters

School Year: Entity:

Approval Status: Excl ☐ Term: Excl ☐

Work Assign: Excl ☐ Spec Ed Type: Excl ☐

Incl. Approvals: Incl. Claims: Incl. Para Pros:

Sort Order:

(Collapse) Clear Filters

Run Report

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I-Star User Guide

I-Star Personnel Reimbursement

The topics under this header are related to the I-Star Personnel Reimbursement.

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I-Star User Guide

Adding Personnel Reimbursement Record

To add a reimbursement record for personnel, click the **Claims** tab.

Students Personnel Room and Board

Approvals Approvals/Claims Reports Claims File Upload Lockout

Reported Un-Reported

You can search by the IEIN, Last Name, Approval Status, Work Assignment, Entity, First Name, Term, or Special Ed Type.

Note: Click **Expand** to view all search filters.

When you find the personnel that you would like to select, click on their name or the pencil icon under the **Actions** tab.

Personnel Claims														
Actions	Full Name	IEIN	Work Assignments	SpecEd Type	Term	Status	Cross Category	Summer Days	Regular Days	FTE	Claim?	Salary	Est. Reimb	Errors
 	Ortiz, Train03Isabella	9000153	SLD	1	B	D	☐	0	0	0.000	☒	\$0	\$0	1

(Page 1 of 1)

Page

1

Items Per Page

20



You will see the personnel approval information at the top and the reimbursement section below.

The 2014-2015 Personnel Approvals system has the following open dates:
7/1/2014 - 6/15/2015

Personnel Information

Train03Isabella A Ortiz
 (Show current credentials)

Personnel Approval Information

Year: 2014-2015 ▼
 Entity: Wabash & Ohio Valley Sp Ed Dist ▼ Cross Category: ☐
 Special Ed Type: 1-Certified Professional Employee (Claimed) ▼ Include Approval: ☒
 Term: Both ▼ Include Claim: ☒

Work Assignment(s) (+ Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Status	Regular FTE	Preschool FTE	Regular FTE	Summer Preschool FTE	Summer FTE
				SLD	Specific Learning Disability	Disapproved	0.000		0.000	0.000	0.000

The 2014-2015 Personnel Claims system has the following open dates:
7/1/2014 - 9/15/2015

FTE Information

	Regular	Summer
FTE:	0.000	0.000
Days Employed:	0	0
FTE Days:	0.000	0.000

Salary Information

	Regular	Summer	Total
Local Salary:	\$0	\$0	\$0
IDEA Disc / FT Salary:	\$0	\$0	\$0
IDEA Preschool Salary:	\$0	\$0	\$0
Other Salary:	\$0	\$0	\$0

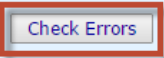
Estimated Reimbursement

HHI Reimb: \$0
 Reimb: \$0
 Total Reimb: \$0

You can edit both sections in this location.

NOTE: Once an approval record is added, a claim record will automatically be added. You will just edit the claim as needed for the personnel.

When you have completed the information in the reimbursement record, you can check for errors on this record. Simply click the **Check Errors** button. If errors are present, they will show below.



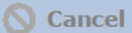
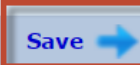
(Close Errors)

Errors are present	Description
(33)	Work Assignment not approved

When ready, click the **Save radio button** and then click **Save**.

☒ Save - Please save this Approval / Claim

☐ Cancel - Please exit the wizard.

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I-Star User Guide

Checking Data Validity

To check for errors in your personnel file, click **Recheck Edits** on the Personnel Claims Filter to recalculate your errors.

Approvals Approvals/Claims Reports **Claims** File Upload Lockout

Personnel Claims Filter

IEIN: Entity:

School Year: Errors Only: ☐

(Expand) Search Clear Search **Recheck Edits**

Personnel Claims

(Page of) Page Items Per Page

Click on the **Approval/Claims Reports** tab, then select the report *Personnel Error Listing*.
 Select the filters and sort order for the report and click **Run Report**.

Approvals Approvals/Claims Reports **Claims** File Upload Lockout

Reports

Select Report	Description
☐	All Personnel Approval*
☐	Home Hospital Worksheet*
☐	Para-Professional Data Collection*
☐	Personnel Approval
☐	Personnel Approval Blank Data Entry Form*
☐	Personnel Approval Not Reported*
☐	Personnel Approval Reported*
☐	Personnel Claim Salary Blank Data Entry Form*
☒	Personnel Error Listing
☐	Personnel Reimbursement Claimed*
☐	Personnel Reimbursement Computation Regular Term*
☐	Personnel Reimbursement Entry Form*

* Default filters applied

Report Title

Reports Filters

School Year: Entity:

Approval Status: Excl ☐ Term: Excl ☐

Work Assign: Excl ☐ Spec Ed Type: Excl ☐

Incl. Approvals: Incl. Claims: Incl. Para Pros:

Sort Order:

(Collapse) Clear Filters

Run Report

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I-Star User Guide
Personnel Reports

To access personnel reports, click the **Approvals/Claims Reports** tab while in the personnel section of I-Star.
 Select the report you'd like to run.

Students
Personnel
Room and Board

Approvals
Approvals/Claims Reports
Claims
File Upload
Logout

Reports

Select Report	Description
☒	All Personnel Approval*
☐	Home Hospital Worksheet*
☐	Para-Professional Data Collection*
☐	Personnel Approval
☐	Personnel Approval Blank Data Entry Form*
☐	Personnel Approval Not Reported*
☐	Personnel Approval Reported*
☐	Personnel Claim Salary Blank Data Entry Form*
☐	Personnel Error Listing
☐	Personnel Reimbursement Claimed*
☐	Personnel Reimbursement Computation Regular Term*
☐	Personnel Reimbursement Entry Form*

* Default filters applied

Report Title

Note: You can change the title of the report by typing the new report name in the Report Title box.

Choose the report filters you'd like for this report by clicking the dropdown boxes under **Report Filters**. Here, you can also change the sort order of the report.

NOTE: Sort order will default to "Entity->Last Name->First Name".

Reports Filters

School Year:
Entity:

Approval Status: Excl ☐
Term: Excl ☐

Work Assign: Excl ☐
Spec Ed Type: Excl ☐

Incl. Approvals:
Incl. Claims:
Incl. Para Pros:

Sort Order:

(Collapse)
Clear Filters

Run Report

When finished, click **Run Report**. A separate tab will open in your internet browser to preview the report. From there, you can print the report.

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I-Star User Guide

 **I-Star Student**

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I-Star User Guide

 **I-Star Student Approval**

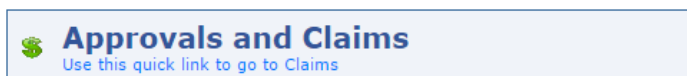
The topics under this header are related to the I-Star Student Approval.

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I-Star User Guide

 **Searching for Students**

From the Home page, click on the **Approvals and Claims** button.



Then click the **Student Approvals and Claims** button.



Student Approvals and Claims

Use this quick link to go to Student

You can search for Student by several different filters.

NOTE: Make sure to click the Expand/Collapse button to see all filter options.

[Approvals](#) [Claims](#) [Reports](#) [Programs](#) [Student Lockout](#)

[Reported](#) [Un-Reported](#)

Student Approvals Filter

Student SIS Id:	Resident District:
Last Name:	Resident School: Select district to load schools
First Name:	Serving District:
School Year: 2014-2015	Serving School:
Status:	Disability:
Grade:	Fund:
Term:	
Tuition Status:	

Student Approvals (+ Add)

(Page of) Items Per Page

The **Reported** tab will search for Students that have an approval record. The **Un-Reported** tab will search for Students that are in your SIS upload but do not have an approval record.

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I-Star User Guide

Adding A Student Approval Record

To add a Student approval record, click **Add** under the filters box.

Student Approvals (+ Add)

(Page of) Items Per Page

Search for Students by using multiple criteria: Last Name, First Name, DOB and Gender or search by SIS ID. You can add criteria from the **Advanced** section to refine your results. Once your criteria is entered, click **Search**.

Student Approval

Step 1 of 1

Click on save to add Approval

Student Search

SIS Required	Advanced
SIS ID: *	Exact Name Match: ☐
or	Grade:
Last Name: *	Ethnicity:
First Name: *	Mother's Maiden Name:
DOB: * MM/DD/YYYY	Guardian Last Name:
Gender: *	Guardian First Name:

* Note: To search for students you must provide either the SIS ID, or the combination of Last Name, First Name, Date of Birth (DOB) and Gender.

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I-Star User Guide

Editing Student Approval Record

To edit a student approval record, simply click on the name of the student or the pencil icon in the **Actions** column.

[Approvals](#)
[Claims](#)
[Reports](#)
[Programs](#)
[Student Lockout](#)

[Reported](#)
[Un-Reported](#)

Student Approvals Filter

Student SIS Id:
Last Name:
First Name:
School Year:
Status:
Grade:
Term:
Tuition Status:

Resident District:
Resident School:
Serving District:
Serving School:
Disability:
Fund:

Student Approvals (+ Add)

Actions	Ind	Student Name	SIS Id	Resident RCDT	Fund	Rel Svc	Ed Env	Term	Begin Date	End Date	Incl on Appr	Status
	11 13	Adams, DemoManuel Vance	999999094	20-083-0030-26	A				8/20/2014		☒	D
	11 13	Anderson, DemoJavier Brett	999999105	20-083-0030-26	A	02	01	R	8/22/2014		☒	D
	11 13	Collins, DemoGarrett Hendrix	999999052	20-083-0030-26	A	16	01	R	8/18/2014		☒	

(Page 1 of 1)
Page
Items Per Page

Complete the approval fields that are required for the student.

Approval Status:
School Year:
Include on Approval: ☒
Dually Enrolled: ☐
Fund:
Resident District:
Resident School:
Serving District:
Serving School:
Disabilities:
Related Service:
Education Environment:
% Time inside Reg Classroom:
Term:
Begin Date: * MM/DD/YYYY
End Date: MM/DD/YYYY
Exit Code:
Local District Id:

Check for errors on this particular record by clicking the **Check Errors** button at the bottom of the approval record.

When the approval record is completed, select the **Continue** radio button and then click **Save**.

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I-Star User Guide

Checking Data Validity

Coming Soon!

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 Indicator 11

To edit Indicator 11 data, click the red 11 box in the **Student Approvals** grid.

Student Approvals (+ Add)												
Actions	Ind	Student Name	SIS Id	Resident RCDT	Fund	Rel Srvc	Ed Env	Term	Begin Date	End Date	Incl on Appr	Status
 	 11 13	Adams, DemoManuel Vance	999999094	20-083-0030-26	A	07	01	R	8/20/2014		☒	A
 	 11 13	Anderson, DemoJavier Brett	999999105	20-083-0030-26	A	02	01	R	8/22/2014		☒	D
 	 11 13	Collins, DemoGarrett Hendrix	999999052	20-083-0030-26	A	16	01	R	8/18/2014		☒	

(Page 1 of 1) Page Items Per Page 

Enter evaluating information and dates for the student.

Initial Evaluation Start Year:
Initial Evaluation Parental MM/DD/YYYY
Consent Date:
Initial Eligibility Determination MM/DD/YYYY
Date:
Evaluating District:
Reason Timeline Not Met: 
Reason Not Applicable: 

☒ Save - Please save the SPP11 data.
☐ Cancel - Please exit the wizard.

When completed, select the **Save** radio button and then click **Save**.

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 Indicator 13**Coming Soon!**

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 I-Star Student Reimbursement

The topics under this header are related to the I-Star Student Reimbursement.

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 Adding Reimbursement Record

Once an approval record is saved for a student, an accompanying claim record will be made under the **Claims** tab.

Approvals **Claims** Reports Programs Student Lockout

Student Claims Filter

Student SIS Id:
 Last Name:
 First Name:
 School Year:
 Status:
 Grade:
 Term:
 Tuition Status:

Resident District:
 Resident School:
 Serving District:
 Serving School:
 Disability:
 Fund:
 Program:

Delete	Student Name	RCDT	Fund	Term	Begin Date	End Date	Program Name	Student ADE	Est. Reimb.	Reimb Status	Tuition Bill	Errors
	Anderson, DemoJavier Brett	R: 20-083-0030-26 S: 04-004-2000-26	A	R	8/22/2014							0
	Collins, DemoGarrett Hendrix	R: 20-083-0030-26 S: 20-083-0030-26	A	R	8/18/2014							0
	Edwards, DemoAnselma Joan	R: 20-083-0030-26 S: 20-083-0030-26	E	R	3/10/2015							0
	Edwards, DemoAnselma Joan	R: 20-083-0030-26 S: 20-083-0030-26	E	S	3/10/2015							0
	Fisher, DemoDianne Zula	R: 20-083-0030-26 S: 20-083-0030-26	A	R	8/25/2014							0

(Page 1 of 1) Page Items Per Page

Select a student to complete the claim data by clicking their name.

Enter the applicable information for this claim record.

FACTs Approval:

Claim Data

The 2014-2015 Student Claims system has the following open dates:
4/1/2015 - 10/15/2015

Claim Term: ☒ Include Claim

Tuition

Method of Computing Days

Manual ☐
 Calendar ☐
 Program ☐

Participation Rates

% Regular Ed: FTE:
 % Special Ed: ADE:

Participation Days

	Enrolled	In Session
Regular		
Total		

Errors

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

If it is necessary to edit the student's approval record from this screen, click the double arrows beside **FACTs Approval** at the top to edit. You can check for errors on this particular claim record by clicking the **Check Errors** button at the bottom.

When completed, select the **Continue** radio button and then click **Save**.

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To access student reports, click the **Reports** tab while in the student section of I-Star.

Select the report you'd like to run.

 Students	 Personnel	 Room and Board
Approvals	Claims	Reports
Programs	Student Lockout	

Reports	
Select Report	Description
☐	Alphabetical List Of Facts Students
☐	Facts Not Reported
☐	Facts Reported
☐	Student Approvals Blank

* Default filters applied

Report Title

Note: You can change the title of the report by typing the new report name in the Report Title box.

Choose the report filters you'd like for this report by clicking the dropdown boxes under **Reports Filters**. Under **Additional Filters/Sorting Options**, you can change the sort order of the report and choose a pre-query.

Reports Filters	
Student SIS Id:	Resident District:
School Year: 2015	Serving District:
Gender:	Disability:
Grade:	Fund:
Term:	Include on Approval:
Ethnicity:	
Private Facility:	
Group By:	

Additional Filters / Sorting Options	
Currently Active FACTS Information: ☐	
Active on Child Count Date FACTS Information: ☐	
Sort Order:	

[Run Report](#)

When finished, click **Run Report**. A separate tab will open in your internet browser to preview the report. From there, you can print the report.

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