JULY 2020

Special Education Approval & Reimbursement: I-Star; Harrisburg Project

☐ 7/15/20 - Student Approval records (all fund codes except B) DUE in I-Star.
☐ 7/15/20 - 7/31/20, Data corrections window for Excess Cost (Fund Codes X, J).
☐ 7/31/20 - Data corrections deadline for Orphanage Regular Term (Fund Codes D, E, F).
☐ Special Education Orphanage & Student Eligibility Verification Final Errors resolved with ISBE.

ISBE Student Information System (SIS)

☐ 7/31/20 – Winter/Spring/Summer, Student and Teacher Course Assignment data DUE.
☐ 7/31/20 – Exit/Enrollments for 2020 DUE:
  o Birth to 3 data submissions finalized
  o College course assignment data submission finalized
  o Early Childhood data submissions finalized
  o Early Childhood outcomes data submissions finalized
  o ELL data submissions finalized
  o ELL Screener data submissions finalized
  o Homeless data submissions finalized
  o Immigrant data submissions finalized
  o Participant Demographic (Birth to 3) data submissions finalized
  o Regional Safe Schools Program (RSSP) data submissions finalized
  o Service Provider data submissions finalized
  o Student Address data submissions finalized
  o Student Course Assignment data submissions finalized
  o Student Discipline data submissions finalized
  o Teacher Course Assignment data submissions finalized

IDEA Part B Grants

☐ 7/1/20 – Earliest Start Date for IDEA Grants
☐ 7/20/20 – File IDEA Completion/Final Expenditure Report for FY20 for a grant that ends June 30, 2020.
☐ 7/20/20 – File 4th quarter IDEA Expenditure Report through IWAS for grants with approved extensions (end dates of August 31, 2020).
☐ 7/31/20 – 4th quarter Periodic Performance Reports DUE for all grants, regardless of end date.
☐ 7/31/20 – For districts/cooperatives with approved extensions to 8/31/20, last day to submit an amendment to the IDEA grants. Grant amendments must be submitted 30 days before the end of the grant period.

Other Special Education Director Activities

☐ Create related service caseloads for regular school term.
☐ Review need for renewals of 34-37 Room and Board Reimbursement Applications.
☐ Compute Program Cost Sheets.
☐ Prepare financial documentation for IDEA Expenditure Report.
☐ Plan for professional development.
☐ 7/1/20 - Self-assessments returned to ISBE for review for SPP 9.
☐ 7/1/20 - Self-assessments returned to ISBE for review for SPP 10.
AUGUST 2020

Special Education Approval & Reimbursement: I-Star; Harrisburg Project

- 8/1/20 – I-Star New Year Rollover.
- 8/15/20 – 2019-20 Special Education Transportation Reimbursement claims DUE – Submitted via IWAS.
- 8/17/20 – Student approval records (Fund Code B) DUE in I-Star.
- 8/17/20 – 2019-20 Private Facility Regular and Summer term claims (Fund Code B) DUE in I-Star.
- 8/16/20 – 9/16/20 Data corrections window for Special Education Private Facility Tuition Claim.
- 8/30/20 – 2019-20 Final payment for Orphanage vouchered.

ISBE Student Information System (SIS)

- 8/1/20 – First Day for School Year 2020 Enrollments:
  - Begin Birth to 3 data submissions
  - Begin College course assignment data submission
  - Begin Early Childhood data submissions
  - Begin Early Childhood outcomes data submissions
  - Begin ELL data submissions
  - Begin ELL Screener data submissions
  - Begin Homeless data submissions
  - Begin Immigrant data submissions
  - Begin Participant Demographic (Birth to 3) data submissions
  - Begin Regional Safe Schools Program (RSSP) data submissions
  - Begin Service Provider data submissions
  - Begin Student Address data submissions
  - Begin Student Course Assignment data submissions
  - Begin Student Discipline data submissions
  - Begin Teacher Course Assignment data submissions
- 8/15/2020 – Adjusted Cohort Graduation Rates DUE/finalized.

Student Assessment

- 8/14/20 – Data Correction for ACCESS completed for accountability and school report card.

Other Special Education Director Activities

- Review and plan schedule for ISP meetings.
- Review need for renewals of 34-37 Room and Board Reimbursement Applications.
- Collect ESY attendance for claim in November.
- Send ISBE deviation application requests (class size, 70/30, age range), where appropriate.
- Complete Private Placement contracts.
- Review IDEA grant expenditures. Submit timely amendments, as needed.
PLANNING CALENDAR – Illinois Special Education Directors

2020-2021 Academic Year

SEPTEMBER 2020

Special Education Approval & Reimbursement: I-Star; Harrisburg Project

☐ 9/16/20 – Data corrections DUE for Special Education Private Facility Tuition Claim.
☐ 9/30/20 – 2019-20 Excess Cost reimbursement payment vouchered.
☐ 9/30/20 – 2019-20 First Quarter reimbursement payment for Private Facility vouchered.
☐ 9/30/20 – Special Education Transportation Reimbursement; 2019-20 First Quarter reimbursement payment vouchered.
☐ 9/30/20 – 2020-21 First Quarter estimate payment for Orphanage vouchered.
☐ Make sure all new students are entered into I-Star.
☐ Review student approval error reports and make necessary corrections.

ISBE Student Information System (SIS)

☐ Ensure students are enrolled timely and accurately.

IDEA Part B Grants

☐ 9/20/20 – File IDEA Completion/Final Expenditure Report for FY20 for grants that end August 31, 2020.
☐ 9/30/20 – Eligible districts that seek to take a Maintenance of Effort (MOE) reduction must submit MOE reduction form by this date.
☐ 9/30/20 – The targeted resolution date for IDEA maintenance of effort (MOE) is September 30. Districts/cooperatives are encouraged to submit composite/district/ exception worksheets early along with any supporting documentation (e.g. auditor letters) and work with the MOE coordinator to identify all options.

Student Assessment

☐ Monthly/Weekly Assessment webinars scheduled at 10:00 a.m. on Fridays.
☐ Early September – DLM-AA-AA Instructionally Embedded assessment opens. Students enrollment record must be indicated for students to participate in the instructionally embedded assessments.

Other Special Education Director Activities

☐ Send a list of students (Private Placements) to high school principals who are projected to graduate.
☐ Review need for renewals of 34-37 Room and Board Reimbursement Applications.
☐ Complete and send testing accommodation forms.
☐ Review IDEA grant expenditures. Submit timely amendments, as needed.

ISBE Special Education Data Analysis to Guide Monitoring

☐ 9/1/20 - Distribute Illinois Special Education Accountability and Support System LEA Determinations and tiered level of support assignments for districts.
☐ 9/1/20 - Findings of noncompliance issued for SPP 9 as part of Determinations.
☐ 9/1/20 - Findings of noncompliance issued for SPP 10 as part of Determinations.
☐ 9/1/20 - Findings of noncompliance issued for SPP 11 as part of Determinations.
☐ 9/1/20 - Findings of noncompliance issued for SPP 12 as part of Determinations.
☐ 9/1/20 - Findings of noncompliance issued for SPP 13 as part of Determinations.
OCTOBER 2020

**Special Education Approval & Reimbursement: I-Star; Harrisburg Project**
- □ 10/16/20 – Reconcile school year 2019-2020 Exit data.
- □ Review student approval error reports and make necessary corrections.

**IDEA Part B Grants**
- □ 10/15/20 – Annual Financial Reports (AFRs) are due to ROEs. The AFR contains the bulk of the data needed to complete the IDEA excess cost worksheets.
- □ 10/20/20 – IDEA Expenditure Report due through IWAS.
- □ 10/30/20 – 1st quarter Periodic Performance Reports DUE.
- □ 10/31/20 – 5th quarter Periodic Performance Reports DUE for all grants that end August 31, 2020.

**Student Assessment**
- □ Monthly/Weekly Assessment webinars scheduled at 10:00 a.m. on Fridays.
- □ DLM-AA-AA Instructionally Embedded assessment open.

**Other Special Education Director Activities**
- □ Prepare financial documentation for IDEA Expenditure Report.
- □ Review IDEA grant expenditures. Submit timely amendments, as needed.
- □ Review need for renewals of 34-37 Room and Board Reimbursement Applications.

**ISBE Special Education Data Analysis to Guide Monitoring**
- □ ISBE notifies districts with findings of noncompliance for Indicator 9.
- □ ISBE notifies districts with findings of noncompliance for Indicator 10.
NOVEMBER 2020

Special Education Approval & Reimbursement: I-Star; Harrisburg Project

- 11/2/20 - 2019 Summer Term Orphanage Approvals and Claims (Fund Codes D, E, F) DUE in I-Star.
- 11/1/20 - 2019-20 Special Education Room and Board Claims due in IWAS.
- 11/4/20 - 2019-20 Special Education Transportation Reimbursement FINAL corrections transmitted via PTCRS.
- Review student approval error reports and make necessary corrections.
- Make sure all students are entered into I-Star in preparation for the Dec. 1st Child Count.

ISBE Student Information System (SIS)

- Ensure staff review and document within the Early Childhood Transition System (Indicator 12).
- 11/6/20 – ACCESS file sent to Vendor for Label Printing.
- 11/16/20 – SIS 2021 Enrollment Deadline. Fall Enrollment Counts are based on individual students’ enrollments. These counts will reflect students enrolled as of 10/01/2020.
- 11/16/20 – Service Provider data (Students receiving IDEA Services Only) DUE.
- 11/16/20 – Student Addresses (Students receiving IDEA Services Only) DUE.

Student Assessment

- Monthly/Weekly Assessment webinars scheduled at 10:00 a.m. on Fridays.
- ACCESS File sent to vendor.
- DLM-AA-AA Instructionally Embedded assessment open.

Other Special Education Director Activities

- Check Harrisburg Project for Upcoming Trainings and Harrisburg User Group Sessions.
- Review IDEA grant expenditures. Submit timely amendments, as needed.
- Review need for renewals of 34-37 Room and Board Reimbursement Applications.
DECEMBER 2020

Special Education Approval & Reimbursement: I-Star; Harrisburg Project

- 12/1/20 – 2/26/21, Ensure all students are entered into I-Star in preparation for the December 1st Child Count.
- 12/15/20 – Summer reimbursement payment for Orphanage vouchered.
- 12/30/20 – 2019-20 Special Education Transportation Reimbursement Second Quarter payment vouchered.
- 12/30/20 – 2019-20 Second Quarter reimbursement payment for Private Facility vouchered.
- 12/30/20 – 2020-21 Second Quarter estimated payment for Orphanage vouchered.
- Review student approval error reports and make necessary corrections.

IDEA Part B Grants

- When districts complete/submit their December Child Count numbers, they have the final data needed to complete the IDEA Excess Cost Worksheets.
- 12/1/20 – Annual Audits due to ISBE for Charter Schools under the Charter School Commission. The audit contains the bulk of the data needed to complete the IDEA excess cost worksheets.

Student Assessment

- Monthly/Weekly Assessment webinars scheduled at 10:00 a.m. on Fridays.

Other Special Education Director Activities

- Check Harrisburg Project for Upcoming Trainings and Harrisburg User Group Sessions.
- Send ISBE deviation application requests (class size, 70/30, age range), where appropriate.
- Review need for renewals of 34-37 Room and Board Reimbursement Applications.
JANUARY 2021

Special Education Approval & Reimbursement: I-Star; Harrisburg Project

- Make sure all students are entered into I-Star in preparation for the Dec. 1st Child Count.
- Student Reimbursement Computation Sheets available in I-Star.
- Review student approval error reports and make necessary corrections.

ISBE Student Information System (SIS)

- 1/20/21 – Fall of School Year 2021 (2020-21) – Teacher and Student Course assignment data DUE.

IDEA Part B Grants

- 1/20/21 – IDEA Expenditure Report due through IWAS.
- 1/30/21 – 2nd quarter Periodic Performance Reports DUE.
- 1/31/21 – IDEA Excess Cost Worksheets are DUE to ISBE the last working day of January each year. School districts complete the Excess Cost System in IWAS and Charter Schools complete the Excess Cost Worksheet.

Student Assessment

- 1/13/21 - 2/16/21, Testing window for ACCESS/EL.
- DLM-AA-AA Instructionally Embedded assessments open January 2 through February 24, 2021.
- Weekly Assessment webinars scheduled at 10:00 a.m. on Fridays.

Other Special Education Director Activities

- Review IDEA accounts vs. revenue received and determine if grant needs to be amended.
- Review IDEA grants salaries vs. district accounts to ensure accuracy.
- Conduct "Needs Assessment" (IDEA grant). Needs Assessment will be required to be completed prior to completion and submission of the Consolidated District Plan which will be released in the Spring in IWAS.
- Review need for renewals of 34-37 Room and Board Reimbursement Applications.
- Prepare financial documentation for IDEA Expenditure Report.
- Prepare financial documentation for IDEA Excess Cost Worksheets.
- Check Harrisburg Project website for Upcoming Trainings and Harrisburg User Group Sessions.
PLANNING CALENDAR – Illinois Special Education Directors

2020-2021 Academic Year

FEBRUARY 2021

Special Education Approval & Reimbursement: I-Star; Harrisburg Project

- 2/24/21 – All corrections/additions for the December 1st Child Count closed.
- Review student approval error reports and make necessary corrections.

Student Assessment

- 2/10/21 – Data lockdown begins for DLM-AA.
- 2/16/21 – ACCESS, Last day of testing.
- 2/24/21- DLM-AA Instructionally embedded assessments closes.
- Weekly Assessment webinars scheduled at 10:00 a.m. on Fridays.

Other Special Education Director Activities

- Determine ESY staffing needs.
- Prepare memo to request ESY postings.
- Check Harrisburg Project for Upcoming Trainings and Harrisburg User Group Sessions.
- Review IDEA grant expenditures. Submit timely amendments, as needed.
- Educational Surrogate Parent appointment and withdraw forms submitted.
- Review need for renewals of 34-37 Room and Board Reimbursement Applications.

ISBE Special Education Data Analysis to Guide Monitoring

- ISBE submits the Annual Performance Report (APR) to the US Department of Education, Office of Special Education Programs (OSEP).
MARCH 2021

Special Education Approval & Reimbursement: I-Star; Harrisburg Project

☐ 02/25/21 – 03/11/21, Final Verification and clean-up of Dec. 1st approval records by Funding and disbursement Staff.
☐ 3/20/21 – 3/31/21, ISBE notifies selected districts required to complete the Indicator 14 Post-School Outcomes survey. For more information and to view the schedule of district participation, review the information at https://www.isbe.net/Pages/SPP-APR-Indicator-14.aspx
☐ 3/27/21 – 4/7/21, ISBE preparation of final file to USDE.
☐ 3/27/21 – IDEA grant funds will be frozen until district certification is completed.
☐ 3/30/21 – 2019-20 Third Quarter reimbursement payment for Private Facility vouchered.
☐ 3/30/21 – 2020-21 Third Quarter estimated payment for Orphanage vouchered.
☐ 3/30/21 – 2019-20 Third Quarter reimbursement payment for Spec Education Transportation vouchered.
☐ Review student approval error reports and make necessary corrections.

IDEA Part B Grants

☐ Projected allocations released (March/April).
☐ Preliminary (estimated) IDEA nonpublic proportionate share amounts are calculated and posted on the Funding and Disbursements webpage. Districts must use these amounts for the Timely and Meaningful Consultations (TMCs) with representatives of nonpublic schools and home-schooled students.

Student Assessment

☐ 3/1/21 – Earliest date to schedule ISA testing.
☐ 3/1/21 – 4/30/21, Testing window for ISA.
☐ 3/10/21 – 5/5/21, Testing window for DLM-AA.
☐ Weekly Assessment webinars scheduled at 10:00 a.m. on Fridays.

Other Special Education Director Activities

☐ Begin working on budget for next FY.
☐ Check Harrisburg Project for Upcoming Trainings and Harrisburg User Group Sessions.
☐ Review IDEA grant expenditures. Submit timely amendments, as needed.
☐ Educational Surrogate Parent appointment and withdraw forms submitted.
☐ Review need for renewals of 34-37 Room and Board Reimbursement Applications.

ISBE Special Education Data Analysis to Guide Monitoring

☐ 3/1/21 – 5/30/21, Survey window for SPP 8
APRIL 2021

Special Education Approval & Reimbursement: I-Star; Harrisburg Project

- Verified December 1st Child Count Data reported to OSEP will constitute the state’s official 2020-21 special education count.

IDEA Part B Grants

- 4/20/21 – IDEA Expenditure Report DUE through IWAS.
- Projected allocations released (March/April).
- 4/30/21 – 3rd quarter Periodic Performance Reports DUE.
- Schedule and hold timely and meaningful consultation meetings to meet the May 31 timeline.

Student Assessment

- 4/13/21 – Primary test date for SAT.
- 4/13/21 – 4/15/21, Primary test dates for PSAT 8/9 or PSAT 10.
- 4/13/21 – 4/23/21, Accommodated Window for SAT/PSAT.
- 4/27/21 – Make-up test date for SAT/PSAT.
- 4/30/21 – Latest date for ISA.
- Weekly webinars scheduled at 10:00 a.m. on Fridays.

Other Special Education Director Activities

- Post and Hire ESY staff.
- Plan for participation in graduation (private school and Certificate of Attendance).
- Prepare financial documentation for IDEA Expenditure Report.
- Check Harrisburg Project for Upcoming Trainings and Harrisburg User Group Sessions.
- Review IDEA grant expenditures. Submit timely amendments, as needed.
- Educational Surrogate Parent appointment and withdraw forms submitted.
- Review need for renewals of 34-37 Room and Board Reimbursement Applications.

ISBE Special Education Data Analysis to Guide Monitoring

- 4/1/21 – Self-assessments out to districts for SPP 4.
- 4/1/21 – 6/30/21, Survey window for SPP 14
Special Education Approval & Reimbursement: I-Star; Harrisburg Project

- 5/17/21 – Orphanage Approvals (Fund Codes D, E and F) due in I-Star for any student records with a begin date of 3/1/21 or prior.
- Make sure all students that will be claimed in I-Star as attending "ESY" are marked "B" in the "term" field on the approval record.
- Review student approval error reports and make necessary corrections.
- Ensure districts have correctly submitted the Final Public School Calendar via IWAS reflecting any Emergency Days or other changes to the previously approved calendar as this could affect Indicator 11 calculations.

IDEA Part B Grants

- Grant applications available (May/June).
- Submit IDEA Grant.
- Ensure district has submitted Consolidated District Plan for approval.
- 5/31/21 – Last day to submit an amendment to the IDEA grants. Grant amendments must be submitted 30 days before the end of the grant period.
- 5/31/21 – Last day to submit request for end date extension to August 31.
- 5/31/21 – Deadline, completing Timely & Meaningful Consultation (TMC) with nonpublic representatives.

Student Assessment

- Early May - ACCESS Preliminary Scores posted in SIS.
- 5/5/21 - Last date for DLM-AA-AA Assessment.
- Late May - Last day of ACCESS corrections.
- Review data and determine if district should file the 1% waiver for alternate assessment.

Other Special Education Director Activities

- 5/1/21 - Self-assessments out to districts for SPP 9.
- 5/1/21 - Self-assessments out to districts for SPP 10.
- Hold "Timely and Meaningful Consultation" meeting with parochial schools/home schoolers.
- Collect student attendance data for program cost sheets.
- Make sure all necessary Summary of Performance (SOP) documents are completed and mailed home.
- Review IDEA grant expenditures. Submit timely amendments, as needed.
- Educational Surrogate Parent appointment and withdraw forms submitted.
- Review need for renewals of 34-37 Room and Board Reimbursement Applications.
JUNE 2021

Special Education Approval & Reimbursement: I-Star; Harrisburg Project

- 6/15/21 – Orphanage Regular Term (Fund Codes D, E, and F) approvals/claims due in I-Star.
- 6/15/20 - 7/31/20, Data corrections window for Orphanage Regular Term (Fund Codes D, E, F).
- Ensure districts have correctly submitted the Final Public School Calendar via IWAS reflecting any Emergency Days or other changes to the previously approved calendar as this could affect Indicator 11 calculations in the final submission.
- Review student approval error reports and make necessary corrections.
- 6/20/21 – 2019-20 Special Education Transportation reimbursement final payment vouchered.
- 6/20/21 – 2019-20 Special Education Private Facility reimbursement final payment vouchered.
- 6/30/21 – 2020-21 Personnel approval DUE in I-Star.

IDEA Part B Grants

- Grant applications available (May/June).
- Submit IDEA Grant.
- 6/30/21 – End of FY20 regular grant period.

Student Assessment

- Late June – Posting of preliminary DLM-AA results in SIS.
- Late June/Early July – DLM-AA data sent to vendor for Individual Score Reports.

Other Special Education Director Activities

- 6/1/21 - Self-assessments returned to ISBE for review for SPP 4.
- Collect ESY attendance for claim in November.
- Collect data and start to prepare for the special education claims-Orphanage.
- Compute private placement ADA after all "regular terms" have ended.
- Educational Surrogate Parent appointment and withdraw forms submitted.
- Review need for renewals of 34-37 Room and Board Reimbursement Applications.
- 6/15/21 - Timely and Meaningful Consultation must be completed and available for ISBE review.
- 6/30/21 - Findings of noncompliance issued for SPP 4.
Planning Calendar – Illinois Special Education Directors

2020-2021 Academic Year

Helpful Links

Special Education Approval & Reimbursement; FACTS/ I-Star; Harrisburg Project
- Funding & Disbursements – Special Education:
  - https://www.isbe.net/Pages/Special-Education-Approval-and-Reimbursement.aspx
- Home/Hospital Instruction
  - https://www.isbe.net/Documents/home_hospital_qa.pdf#search=Special%20Education%20Approval%20and%20Reimbursement
- IDEA Flow-through and Preschool Grants Q/A:
- Illinois Purchased Care Review Board (IPCRB):
  - https://www.isbe.net/Pages/Illinois-Purchased-Care-Review-Board.aspx
- Harrisburg Project:
  - http://www.hbug.k12.il.us

ISBE Student Information System (SIS)
- SIS Key Dates: https://www.isbe.net/Pages/Student-Information-System-Key-Dates.aspx
- SIS Data Elements:
  - https://www.isbe.net/Documents/data_elements_alltabs.pdf#search=SIS%20Data%20Elements
- SIS Home Page: https://www.isbe.net/Pages/Student-Information-System.aspx

IDEA Part B Grants
- IDEA Part B - Grants and Guidance:
  - https://www.isbe.net/Pages/IDEA-Part-B-Grant-Program-Information.aspx

Other Resources
- PARCC: https://www.isbe.net/Pages/PARCC-Place.aspx
  - Practice tests: http://parcc-assessment.org/assessments/practice-tests
- DLM-AA: https://www.isbe.net/Pages/DLM-AA.aspx; http://dynamiclearningmaps.org/illinois
- ACCESS for ELL: https://www.isbe.net/Pages/ACCESS-for-ELLS.aspx
- SAT: https://www.isbe.net/Pages/SAT.aspx
- Early Childhood: https://www.isbe.net/Pages/early-childhood-special-education-services.aspx
- Multilingual: https://www.isbe.net/Pages/Multilingual-Services.aspx
- Educator Licensure: https://www.isbe.net/Pages/Educator-Licensure.aspx
- Notice and Consent Forms/IEPs:
  - https://www.isbe.net/Pages/Special-Education-Individualized-Education-Program.aspx
- SPP, Data, and Accountability:
  - https://www.isbe.net/Pages/State-Performance-Plan-Data-and-Accountability.aspx
- LEA Determinations: https://www.isbe.net/Pages/Special-Education-LEA-Determinations.aspx
- Significant Disproportionality: https://www.isbe.net/Pages/Significant-Disproportionality.aspx
- Tiered Supports and Resources: https://www.isbe.net/Pages/SPED-Tiered-Supports.aspx
- Assistive Technology: https://www.isbe.net/Pages/Special-Education-Assistive-Technology.aspx
- Independent Evaluators Registry: https://www.isbe.net/Pages/IIER.aspx
- Educational Surrogate Parents:
  - https://www.isbe.net/Pages/Special-Education-Surrogate-Parent-Program.aspx
- Information for Parents/Guardians:
  - https://www.isbe.net/Pages/Special-Education-Parents-of-Students-with-Disabilities.aspx
- IEP Facilitation: https://www.isbe.net/Pages/IEP-Facilitation-System.aspx

2020-2021 (Updated JULY 2020) ISBE Special Education