

CHILD COUNT FORMS & FACTS

VASE is the responsible agent for all State and Federal Special Education Reporting for its member districts.

It is VERY IMPORTANT that case managers provide VASE with the most up-to-date information as soon as possible. This includes:

- Forms to Enter New Student Information
- Forms to Exit Students from special education caseload
- All ORIGINAL special education forms, including referral forms, eligibility forms, IEPs, amendments, evaluation reports, etc.
- **All records** for students who have transferred in including most recent IEP and re-evaluation with psychological report

Procedures for Records

- Case manager sends information to VASE Technical Assistant for Records.
- VASE Technical Assistant for Records reviews all records to ensure completion of all required forms.
- VASE Technical Assistant for Records gives records to VASE Technical Assistant for State and Federal Reporting.
- VASE Technical Assistant for State and Federal Reporting reviews all records and converts information from records into codes required for ISTAR. ISTAR is the system the State of Illinois utilizes to track students receiving special education services.
- The VASE Technical Assistant for State and Federal Reporting submits the ISTAR information to ISBE via an electronic system that communicates with SIS. SIS numbers are required for entry of a record into the system.
- The VASE Technical Assistants will contact personnel if changes are needed on forms or if forms are missing. These forms are placed in a holding cabinet until forms are turned in.
- Once the records are deemed complete, then the Technical Assistant for Records files them.
- At required times throughout the year the ISTAR data is transmitted to ISBE. Prior to these transmission periods, the VASE office sends Class List information to Case Managers to review for accuracy. **THIS IS EXTREMELY IMPORTANT!**