

Optional FACTS & Personnel Approval Transmissions

Permissions are now on for the optional *FACTS* and *Personnel Approval* Transmissions that are due Friday, January 25, 2013.

You may transmit as many times as necessary until the end of business on Friday, January 25th. If you are a member of a SuperSite, your SuperSite may have designated an earlier due date.

Dates to Remember

January 21, 2013 - Office Closed in observance of Martin Luther King Jr. Birthday

January 25, 2013 - Optional *FACTS* and *Personnel Approval* Transmissions

On-Site Trainings Available

Harrisburg Project is now taking requests for on-site trainings for February 27th, 28th, and March 1st. An on-site training is customized to fit your needs at a location specified by you, discussing topics determined by you!

There is a \$400.00 fee for the training. If you or your district is interested in an on-site training, please contact Harrisburg Project at 800-635-5274 or email support@hbug.k12.il.us.



Event Registration

Registration for all events, both online and at location, may now be found at the following link:

[Event Registration](#)

Date	Location	Name	Time
1/17/13	Online	Preparing to Transmit - Optional Transmission	2:00 PM - 3:00 PM
1/23/13	Online	Preparing to Transmit - Optional Transmission	9:00 AM - 10:00 AM

Please Note: If you are unable to attend a training in which you have registered, please refer to your registration email and click “cancel your registration” found at the bottom of the email.

Inside this Issue . . .

Optional FACTS & Personnel Approval Transmissions	1
On-Site Trainings Available	1
Event Registration	1

Important Notice:

Please do not include any student or personnel information in e-mail and voicemail communications with Harrisburg Project. We also ask that clients refrain from sending any e-mail attachments containing sensitive information.