



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JANUARY 22, 2013

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Optional FACTS & Personnel Approval Transmissions

There are 4 working days remaining until the January 25, 2013 optional *FACTS* and *Personnel Approval* transmissions.

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.

On-Site Training Available

Harrisburg Project is now taking requests for an on-site training for February 27th. 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.

Master Files Available and SIS IDs Import Available

Updated Master Files are now available on our website. Master Files are 'snapshots in time' of your student and personnel data at ISBE, which also allow you to see approval codes for each record transmitted. To access the Master Files, click the link below:

[Master Files](#)

The SIS IDs based on the information from the December 14th *FACTS Approval* transmission are now available to import. An *iePoint > Manager* can complete this import by going to *File -> iePoint > Manager -> Import SIS Information*.

Dates to Remember

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

February 12, 2013 - Office Closed in observance of Lincoln's Birthday

February 18, 2013 - Office Closed in observance of President's Day



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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
1/23/13	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.

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.