

FACTS & Personnel Approval Due March 8th

There are 9 working days until the March 8th required *FACTS* and *Personnel Approval* Transmissions. Don't wait until the last minute; transmit your data once it is error free!

You may transmit as many times as necessary until the end of business on Friday, March 8th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Claims Trainings

Don't forget to sign up for a classroom claims training in March! Held March 18, 19, & 20, these trainings will be held at three different locations across the state. We will be discussing the entire claims process – Cost Centers in *iepoint*> and IBSE forms, including the 50-66A Tuition Cost Sheet. You can register now on our website and the fee is only \$60 per person! Come join us for a day of claims!

[Event Registration](#)

IAASE

Harrisburg Project will be attending the IAASE Winter Conference in Springfield on February 26th. We are looking forward to seeing everyone. Be sure to stop by our table to get answers to any questions you may have about *iepoint*>.

On-Site Trainings Available

Harrisburg Project is now taking requests for on-site trainings for April 10th, 11th, or 12th. 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 your 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.

Dates to Remember

March 4, 2013 - Office Closed in observance of Pulaski Day

March 8, 2013 - Required *FACTS* and *Personnel Approval* Transmissions



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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	Notes
2/28/13	Online	Preparing to Transmit	9:00 AM - 10:00 AM	
3/05/13	Online	Preparing to Transmit	9:00 AM - 10:00 AM	
3/11/13	Online	Claims Training (Online)	9:00 AM - 12:00 AM	Notes
3/12/13	Online	Claims Training (Online)	1:00 PM - 4:00 PM	Notes
3/13/13	Online	Claims Training (Online)	9:00 AM - 12:00 PM	Notes
3/18/13	Belleville	Claims Classroom Training	9:00 AM - 2:00 PM	Notes
3/19/13	Glendale Heights	Claims Classroom Training	9:00 AM - 2:00 PM	Notes
3/20/13	Gages Lake	Claims Classroom Training	9:00 AM - 2:00 PM	Notes

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.