

### FACTS & Personnel Approval Due March 8<sup>th</sup>

There are 4 working days until the March 8<sup>th</sup> 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 8<sup>th</sup>. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

### New IDEA Part B NPPS Procedures

As stated in a memo sent by ISBE last week, beginning this year, preliminary estimates will be calculated for an LEAs non-public proportionate share students from the student approval transmission due on March 8<sup>th</sup>. It is VERY important that all districts and coops provide accurate child count information for this transmission.

The memo, dated March 1, 2013, can be found on our website under ISBE Resources->Memos from ISBE or simply click the link below:

[New IDEA Part B NPPS Procedures Beginning 2013-14](#)

### Additional Language Codes Available

ISBE has made the following Language Codes available for use during the March 8<sup>th</sup> transmission:

166 Chin (Haka)

167 Karen (S'gaw)

168 Kirundi (Rundi)

Simply *Refresh Common Data* in order to receive these codes into *iePoint* >.

#### Dates to Remember

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

March 29 - April 1, 2013 - Office Closed for Easter Break

May 10, 2013 - Required *FACTS* and *Personnel Approval* Transmissions



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## Claims Trainings

Don't forget to sign-up for a classroom claims training in March! Held March 18<sup>th</sup>, 19<sup>th</sup>, & 20<sup>th</sup>, these trainings will be available at three different locations across the state. We will be discussing the entire claims process – Cost Centers in *iePoint* > and ISBE 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

Thanks to those of you who came to see us at IAASE. We always enjoy seeing and visiting with our clients. It was great to see you!

## On-Site Trainings Available

Harrisburg Project is now taking requests for on-site trainings for April 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup>. 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](mailto: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	Notes
3/11/13	Online	Claims Training (Online)	9:00 AM - 12:00 AM	<a href="#">Notes</a>
3/12/13	Online	Claims Training (Online)	1:00 PM - 4:00 PM	<a href="#">Notes</a>
3/13/13	Online	Claims Training (Online)	9:00 AM - 12:00 PM	<a href="#">Notes</a>
3/18/13	Belleville	Claims Classroom Training	9:00 AM - 2:00 PM	<a href="#">Notes</a>
3/19/13	Glendale Heights	Claims Classroom Training	9:00 AM - 2:00 PM	<a href="#">Notes</a>
3/20/13	Gages Lake	Claims Classroom Training	9:00 AM - 2:00 PM	<a href="#">Notes</a>

**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**

**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.