



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JUNE 3, 2013

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Permissions Are On for June 28th Transmissions

Permissions are now on for the June 28th *Personnel Approval* and **FINAL FACTS Approval** transmissions.

Per the recent ISBE Memo “June 28, 2013 - final transmission of all regular term student approval or students who entered a summer school program prior to June 30. This includes changes to start and end dates, term codes, fund code changes, addition of related services (e.g., special transportation) and private facility codes. **After June 28, 2013 the student approval file for the 2012-13 regular term as well as for students who entered summer school programs prior to June 30 will be closed and will not be reopened for any changes.**”

You may transmit as many times as necessary until the end of business on June 28th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Final Transmission Tip: Private Facility Students

If you are reporting Private Facility (B Fund) Students on the June 28th *FINAL FACTS Approval* transmission be sure to check the following items:

- Confirm the student is actually attending the Private Facility selected.
- Ensure the three digit Private Facility Code is correct, and that it exactly matches the code used on the Placement Contract.
- Make sure Private Facility Student *FACTS* Begin Dates agree with the state approved Private Facility Begin Dates.
- If a student is placed in one private facility for tuition purposes and a different facility for the school district’s payment of room and board, be sure the student is reported as ‘Dually Enrolled’ per the *FACTS Approval Manual*.

Dates to Remember

May 20, 2013 - Summer Schedule Starts: Monday - Thursday 7:30 AM - 4:00 PM

June 28, 2013 - Required *Personnel* and **FINAL FACTS Approval** Transmissions

July 4, 2013 - Office closed in observance of 4th of July

July 15, 2013 - Pupil Reimbursement Claims: Funds D, E and F - Orphanage Regular Term



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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
6/03/13	Online	Creating Cost Centers in <i>iePoint</i> >	9:00 AM - 11:00 AM	Notes
6/04/13	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	Notes
6/05/13	Online	Creating Cost Centers in <i>iePoint</i> >	9:00 AM - 11:00 AM	Notes
6/06/13	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	Notes
6/19/13	Online	Preparing to Transmit - June 28 - FINAL FACTS APPROVAL TRANSMISSION	FULL	Notes
6/25/13	Online	Preparing to Transmit - June 28 - FINAL FACTS APPROVAL TRANSMISSION	9:00 AM - 10:00 AM	Notes
7/09/13	Online	Start New Year	9:00 AM - 10:00 AM	Notes
7/23/13	Online	Start New Year	9:00 AM - 10:00 AM	Notes
7/30/13	Online	Start New Year	9:00 AM - 10:00 AM	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.