



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JUNE 10, 2013

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Personnel & FINAL FACTS Approval Due June 28th

The *Personnel Approval* and **FINAL FACTS Approval** transmissions are due on Friday, June 28th. Harrisburg Project recommends that you *Refresh Common Data* and *Check Data Validity* frequently in order to be prepared for these transmissions.

Don't wait until the last minute, transmit your data once it is **ERROR** free. Remember, you can transmit as many times as necessary until the end of business on Friday, June 28th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Be aware that once you have transmitted your data, if any corrections are made to a *FACTS Approval* record or a new *FACTS Approval* record is added, *iePoint* > will display a warning message stating that you will need to retransmit your data.

If you need any assistance for the *Personnel Approval* or **FINAL FACTS Approval** be sure to call client support at 800-635-5274 or email support at support@hbug.k12.il.us.

Final Transmission Tip: Summer School Students

Students who entered a summer school program prior to June 28th should be included in the **FINAL FACTS Approval** that is due Friday, June 28th.

The deadline is Thursday, August 1, 2013 for adding Orphanage or Private Facility (Fund codes B, D, E, F, and J) students who entered a summer school program after June 30th. Requests must be submitted in writing to Kathy Joyce kjoyce@isbe.net via written notification or fax at 217-782-3912.

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—Harrisburg Project staff will be in the office on this Friday to handle client support issues for the 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



Inside this Issue . . .

Personnel & FINAL FACTS Approval Due June 28th 1

Final Transmission Tip: Summer School Students 1

Event Registration 2

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
6/19/13	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.