



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JUNE 17, 2013

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Personnel & FINAL FACTS Approval Due June 28th

There are 10 working days until the required June 28th *Personnel* and *FINAL FACTS Approval* transmissions. 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.

Please remember that after June 28, 2013, the student approval file for the 2012-2013 regular term as well as for students who entered summer school prior to June 28th will be closed and **WILL NOT** be re-opened for any changes.

Be sure to attend one of the “Preparing to Transmit - June 28 - FINAL FACTS Approval Transmission” webinars that will be held June 19th and 25th. To register for one of the sessions, simply click the below:

[Event Registration](#)

To view the complete “Final Transmission To Do List” on our website, click the link below:

[Preparing to Transmit - June 28 - FINAL FACTS Approval](#)

Harrisburg Project will be open on Friday, June 28th to assist you with the *FINAL FACTS* and *Personnel Approval* transmissions from 7:30 AM - 4:00 PM. If you need any assistance be sure to contact client support at 800-635-5274 or email support at support@hbug.k12.il.us.

Important Reminder:

Refresh Common Data and Check Data Validity frequently in order to be prepared for the upcoming *Personnel* and *FINAL FACTS Approval* transmissions that are due by Friday, June 28th.

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



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Master Files 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 allows 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 information from the May10th *FACTS Approval* transmission are now available to import.

An *iepoint > Manager* can complete this import by going to *File -> iepoint > Manager -> Import SIS Information*.

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.