



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

NOVEMBER 25, 2013

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FACTS & Personnel Approval Transmission Due 12/13

The next required FACTS and Personnel Approval transmissions are due Friday, December 13th. **Permissions for these required transmissions will be turned on November 29th.**

Once permissions are on you may transmit as many times as necessary until the end of business Friday, December 13th. Remember, if you are a member of a Super Site, your Super Site may have designated an earlier due date.

Master Files Available 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 also allow 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 the information from the October 11th FACTS Approval transmission are now available to import. An *iePoint* > Manager can complete this import by going to *File* -> *iePoint* > Manager -> *Import SIS Information*.

Thanksgiving Holiday Office Schedule

Harrisburg Project will be closed Wednesday, November 27th - Friday, November 29th. Normal office hours will resume on Monday, December 2, 2013 at 8:00 AM.

Dates to Remember

November 27, 28, 29, 2013 - Office Closed - Thanksgiving Holiday

December 13, 2013 - Required FACTS & Personnel Approval Transmission

December 20, 2013 - January 1, 2014 - Office Closed for Christmas Break



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.