

Classroom Claims Trainings Begin Next Week

This is your chance to meet Lindsey and Sarah for an in-person classroom claims training. The classroom claims trainings begin next week and there are openings for March 24th and 25th. Register now on our website; these trainings are **FREE!** Come join us for a day of claims!

[Event Registration](#)

Topics of discussion will include:

- Cost Centers in *iepoint* >
- ISBE forms
- 50-66A Tuition Cost Sheet.
- Personnel Claim in *iepoint* >

Permissions On for May 9th Transmissions

Permissions are now on for the next required *FACTS* and *Personnel Approval Transmissions* that are due Friday, May 9, 2014.

You may transmit as many times as necessary until the end of business on Friday, May 9th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Updating the Official School Calendar

Winter weather has greatly affected many school districts in the state. These additional snow and Act of God days will impact the school days calculation for Indicator 11 compliancy. If you are receiving the error that the 60 day timeline has not been met due to these snow days, the district superintendent must update the school calendar via ISBE's District Calendar IWAS application. Once these changes have been made to the official school calendar, *iepoint* > will download the new calendars and re-calculate the number of school days. You can view a copy of your district calendar in *iepoint* > by selecting *Forms - > Calendars*.

Dates to Remember

April 18 - 21, 2014 - Office Closed for Easter Break

May 9, 2014 - Required *FACTS* & *Personnel Approval Transmissions*

May 26, 2014 - Office Closed in Observance of Memorial Day

June 30, 2014 - FINAL *FACTS* & *Personnel Approval Transmissions*



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Tech Tip: Backup Your Data

The Spring storm season is fast approaching! Be sure to send a copy of data today by going to *File -> System Maintenance -> Send Copy of Data*. *Send Copy of Data* files can be used as a secondary backup in the event your data is lost due to data corruption.

Harrisburg Project maintains all *Send Copy of Data* files for 180 days, however, this **SHOULD NOT** be your primary source of backup. Talk with your tech department today to be sure they are completing a **DAILY ONSITE BACKUP** of your *iepoint* > database.

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
3/18/14	Online	<i>iepoint</i> > Claims Training	1:00 PM - 3:00 PM	<u>Notes</u>
3/19/14	Online	<i>iepoint</i> > Claims Training	9:00 AM - 11:00 AM	<u>Notes</u>
3/24/14	Belleville	Claims Classroom Training	9:00 AM - 12:00 PM	<u>Notes</u>
3/25/14	Crestwood	Claims Classroom Training	8:30 AM - 11:30 AM	<u>Notes</u>
3/25/14	Glendale Heights	Claims Classroom Training	1:00 PM - 4:00 PM	<u>Notes</u>

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.