



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JULY 28, 2014

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August Transmission Due Dates

Be sure to mark your calendar for August 15th. The following transmissions are due:

- Personnel Approval - FINAL
- Personnel Reimbursement
- Private Facility Claim - (Fund B)
- Excess Cost Claim - (Fund J, X)

Permissions are on so you will be able to transmit these files until the end of business Friday, August 15th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

The recorded Claims Webinars and notes are available on our website if you need assistance with the above claims. They can be found by clicking the link below:

[Claims Trainings](#)

Start New Year Now Available

Start New Year is now available to complete at your convenience and is required to be completed by August 18, 2014. Once you have completed *Start New Year*, you will access *DATA2015* by going to *File -> Change School Year -> 2015* and the screen should be **RED**. You **WILL NOT** have an *iepoint > 2015* icon at this time. After August 18, *DATA2015* will open as the default school year in *iepoint*.

Before performing *Start New Year* be sure to print the [Start New Year Instructions](#) and end all student's not receiving services next school year, such as:

- Graduates
- 8th grade going to high school
- Students who have moved

If you were unable to attend the *Start New Year* webinar, the recorded session is available to view at your convenience, simply click the link below:

[Start New Year](#)

Dates to Remember

August 15, 2014 - Personnel Approval/Reimbursement Transmissions; Private Facility and Excess Cost Pupil Reimbursement Transmissions

August 18, 2014 - Deadline to complete Start New Year

September 1, 2014 - Office Closed in Observance of Labor Day



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Summer Office Schedule:
Harrisburg Project is available for assistance
Monday - Thursday,
7:30 AM - 4:00 PM.

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
7/29/14	Online	Creating Cost Centers in <i>iePoint</i> >	1:30 PM - 3:30 PM	Notes
7/31/14	Online	ISBE 50-66A Tuition Cost Sheet	1:30 PM - 3:30 PM	Notes
8/05/14	Online	Start New Year	2:00 PM - 3:00 PM	Notes
8/12/14	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.