

Optional FACTS & Personnel Approval Transmissions

Permissions are now on for the optional *FACTS* and *Personnel Approval* Transmissions that are due Friday, January 23, 2015.

You may transmit as many times as necessary until the end of business on Friday, January 23rd. If you are a member of a SuperSite, your SuperSite may have designated an earlier due date.

Dates to Remember

January 19, 2015 - Office Closed in Observance of Martin Luther King Holiday

January 23, 2015 - Optional *FACTS* & *Personnel Approval* Transmissions

January 30, 2015 - IDEA Excess Cost Worksheet due

IDEA Excess Cost Worksheet

The following reports are available in *iePoint* > **2015.1.0** to assist you in gathering the required data for the IDEA Excess Cost Worksheet that is due by Friday, January 30th:

- Students Grades KG-8 Active on Child Count Date
- Students Grades 9-12 Active on Child Count Date
- Students Grade KG-12 Active on Child Count Date

The same reports are also available for the 2013-2014 school year and can be found on our website under [Master Files](#). To access the *Master Files* application you will need the *HBUG Login* and *Password* which is found inside of *iePoint* > by going to *File* -> *System Maintenance* -> *View Site Configuration*.

If you need additional assistance with the IDEA Excess Cost Worksheet, please refer to the recent ISBE Memo: [Notice of Excess Cost Deadline](#).

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.

