



Harrisburg Project **Software Support for Special Education**

WEEKLY NEWS BRIEFING

MAY 11, 2015

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800-635-5274

Thank You for Transmitting

Harrisburg Project would like to extend our gratitude to all of our clients for making the May 8th *FACTS* and *Personnel Approval* transmissions a success!

Summer School Memo and Sp Ed Director Changes

Per the recent memo from ISBE, “For pupil reporting purposes, please note that all additions of students for the 2014-15 regular school term and the 2015 summer term must be completed by the June transmission of the Funding and Child Tracking System (FACTS), State Reimbursement Approval File. This transmission will be due at the Illinois State Board of Education (ISBE) no later than June 30, 2015.”

For additional information regarding the approval process and funding sources for Summer Term 2015 or how to update ISBE when the Special Education Director changes in a district, please see refer to the following memo:

[2015 Summer School Approval and Reimbursement Memo and Sp Ed Director Change Procedures](#)

Dates to Remember

May 18, 2015 - August 10, 2015 -
Summer Hours 7:30 AM - 4:00 PM

May 25, 2015 - Office Closed in
Observance of Memorial Day

June 30, 2015 - FINAL *FACTS*
Approval and *Personnel Approval*
transmissions



Summer Office Hours

Harrisburg Project will start summer office hours beginning the week of May 18th and will continue through the week of August 3rd.

Office hours will be Monday - Thursday, 7:30 AM - 4:00 PM.

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.