



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

MAY 18, 2015

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Updating Contact Information

When a district or cooperative has a change in staff or new staff members, be sure to contact Harrisburg Project at 800-635-5274 or by email at support@hbug.k12.il.us. By updating pertinent contact information, each staff member can receive important information from Harrisburg Project or ISBE.

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

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 |
|---------|----------|-------------------------------------------|---------------------|-----------------------|
| 6/09/15 | Online | Creating Cost Centers in <i>iepoint</i> > | 9:00 AM - 11:00 AM | Notes |
| 6/10/15 | Online | Final Transmission To-Do List | 10:00 AM - 11:00 AM | Pending |
| 6/11/15 | Online | ISBE 50-66A Tuition Cost Sheet | 9:00 AM - 11:00 AM | Notes |
| 6/18/15 | Online | Final Transmission To-Do List | 10:00 AM - 11:00 AM | Pending |
| 6/25/15 | Online | Final Transmission To-Do List | 10:00 AM - 11:00 AM | Pending |
| 7/07/15 | Online | Creating Cost Centers in <i>iepoint</i> > | 9:00 AM - 11:00 AM | Notes |
| 7/09/15 | Online | ISBE 50-66A Tuition Cost Sheet | 9:00 AM - 11:00 AM | Notes |
| 7/20/15 | Online | Start New Year | 2:00 PM - 3:00 PM | Pending |
| 7/29/15 | Online | Start New Year | 9:00 AM - 10:00 AM | Pending |
| 8/03/15 | Online | Start New Year | 9:00 AM - 10:00 AM | Pending |
| 8/11/15 | Online | Creating Cost Centers in <i>iepoint</i> > | 9:00 AM - 11:00 AM | Notes |
| 8/12/15 | Online | ISBE 50-66A Tuition Cost Sheet | 9:00 AM - 11:00 AM | Notes |
| 8/13/15 | Online | Start New Year | 2:00 PM - 3:00 PM | Pending |

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.

Summer Office Hours: Beginning today, Harrisburg Project is available Monday - Thursday 7:30 AM - 4:00 PM.

