



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JUNE 29, 2015

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Personnel & FINAL FACTS Approval Due Tomorrow

There is 1 working day until the required June 30th *Personnel Approval* and **FINAL FACTS Approval** transmissions. You can transmit as many times as necessary until the end of business on Tuesday, June 30th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Please remember that after June 30, 2015, the student approval file for the 2014-2015 regular term as well as for students who entered summer school prior to June 30th will be closed and **WILL NOT** be reopened for any changes.

If you were unable to attend the “Final Transmission To Do List” webinar, the recorded session is available on our website by clicking the link below:

[Final Transmission To Do List](#) - PDF

[Final Transmission To Do List](#) - Video

If you need any assistance with the *Personnel Approval* or **FINAL FACTS Approval** transmissions be sure to call client support at 800-635-5274 or email support at support@hbug.k12.il.us.

Permissions for Claims Transmissions

Permissions for the Reimbursement transmissions will be turned on July 1st. These include:

- Pupil Reimbursement Claims (Fund Codes D, E, and F - Orphanage Regular Term Only) - Due July 15th
- Excess Cost Claim (Fund Codes X and J) - Due August 17th
- Pupil Reimbursement Claim (Fund Code B - Private Facility) - Due August 17th
- Personnel Reimbursement - Due August 17th

Dates to Remember

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

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

July 15, 2015 - Regular Term Orphanage Claim Transmission



HAPPY 4TH OF JULY

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**Summer Office Hours:
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
7/07/15	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	<i>Start New Year</i>	2:00 PM - 3:00 PM	Pending
7/29/15	Online	<i>Start New Year</i>	9:00 AM - 10:00 AM	Pending
8/03/15	Online	<i>Start New Year</i>	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	<i>Start New Year</i>	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.

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.