

FACTS & Personnel Approval Due Friday - Oct. 9th

The first required *FACTS* and *Personnel Approval* transmissions of the 2015-2016 school year are due this Friday, October 9th.

In order to have the most up-to-date information in *iePoint > 2016.1.0* be sure to *Refresh Common Data* and *Refresh Calendars* daily by going to *File -> System Maintenance -> Refresh Common Data* and *File -> System Maintenance -> Refresh Calendars*. By doing these processes daily all Private Facility, District Calendars and IWAS Authorization information should be reflecting the current information displayed by ISBE.

If you need assistance with the transmitting process, be sure to contact Harrisburg Project at 800-635-5274 or by email at support@hbug.k12.il.us.

Don't wait until the last minute, transmit your data once it is error free! Remember, you can transmit your data as many times as necessary until the end of business on Friday, October 9th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

ISBE Data Transmission Dates: 2015-2016 School Year

ISBE has provided a current *FACTS* and *Personnel Approval* Reimbursement transmission calendar for the 2015-2016 school year. Be sure to print this information for a quick reference on upcoming transmission dates.

[2015-2016 ISBE Data Transmission Dates](#)

Dates to Remember

October 9, 2015 - *FACTS & Personnel Approval Transmissions*

October 12, 2015 - Office Closed in Observance of Columbus Day

November 2, 2015 - Summer Orphanage Claim Transmission Due (Funds D, E or F)

November 11, 2015 - Office Closed in Observance of Veteran's Day



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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.

IWAS Authorization Deadline - October 8th

The deadline for completing the IWAS Authorization is Thursday, October 8th. If you are still receiving the error “IWAS Authorization is missing - contact District Superintendent” be sure to do that today! Once logged into the IWAS account, the District Superintendent should check all five (5) boxes under the System Listing -> Annual ->Special Education Authorization (Harrisburg Project) tab.

Once the District Superintendent completes the IWAS Authorization it does take 24-48 hours before it is completed and available in *iePoint*>. Be sure to *Refresh Common Data* daily in order to have the most up-to-date IWAS Authorization information available in your *iePoint*> **2016.1.0** database.

FACTS Not Reported vs FACTS Transmitted to ISBE

Two reports are offered during the ISBE Reporting process “*FACTS Not Reported*” and “*FACTS Transmitted to ISBE*”. There are three reasons why a student may appear on “*FACTS Not Reported*”:

- The *FACTS* Begin Date is after December 1st
- The *FACTS* End Date is before December 1st
- The “Include in *FACTS Approval*” box is unchecked

“*FACTS Approval Transmitted to ISBE*” details all *FACTS* records that are transmitted to ISBE. All current year *FACTS* records are transmitted to ISBE (unless “Include in *FACTS Approval* box” is unchecked) to ensure all Exit Data is reported.

Summer Orphanage Reimbursement Transmission Due - November 2nd

The 2014-2015 Summer Orphanage Reimbursement transmission is due Monday, November 2nd. This transmission will be completed by districts that reported Orphanage students (Funds D, E, or F) who attended Summer school during the 2014-2015 school year.

Permissions are now on and you can transmit this file once you are error free until the end of business on Monday, November 2nd. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Remember, this file will be sent from *iePoint*> **2015.1.7 DATA2015, the red screen.**