

## SIS ID Number Import

The next SIS ID number import will be available after the December 11<sup>th</sup> *FACTS Approval* transmission. Please watch the weekly news briefing for this announcement.

To receive the most ISBE SIS ID's during the matching process be sure the following items are being done:

- Enter the SIS ID in the yellow box on the student general page
- Be sure the First Name, Last Name and DOB matches the district SIS system
- Students reported under Fund Codes L, P or N should be enrolled in SIS under the Private Student Indicator (PSS)

## Permissions for December 11<sup>th</sup> Transmissions

The next required *FACTS* and *Personnel Approval* transmissions are due Friday, December 11<sup>th</sup>. **Permissions for these transmissions will be turned on December 1<sup>st</sup>.**

Once permissions are on you may transmit as many times as necessary until the end of business on Friday, December 11<sup>th</sup>. Remember, if you are a member of a Super Site, your Super Site may have designated an earlier due date.

## Personnel IEIN Number Now Required

In order to claim reimbursement for personnel working with Special Education students an IEIN number is now required; even staff members working under work assignments: PAT, PAU, BA, PDL, PMD, POT, POM, PPT, PRT, PRC, NHV, NHA, NOT, NPT, NSL and PA. An error will be received in *iePoint* > if an IEIN number is not entered.

If a staff member does not currently have an IEIN number, an IEIN number must be obtained by accessing the Illinois State Board of Education's Educator Licensure Information System (ELIS) at <http://www.isbe.net/ELIS/default.htm>

### Dates to Remember

November 25-27, 2015 - Office Closed for Thanksgiving Holiday

December 11, 2015 - Required *FACTS* & *Personnel Approval* Transmissions

December 18, 2015 - January 1, 2016 - Office Closed for Christmas Break

January 18, 2016 - Office Closed in Observance of Martin Luther King Birthday



### Inside this Issue . . .

SIS ID Number Import	1
Permissions for December 11 <sup>th</sup> Transmissions	1
Personnel IEIN Number Now Required	1
Event Registration	2

## 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
11/30/15	<i>Online</i>	Preparing to Transmit - December 11 <sup>th</sup> Transmission	9:00 AM - 10:00 AM	<a href="#">Notes</a>
12/03/15	<i>Online</i>	Preparing to Transmit - December 11 <sup>th</sup> Transmission	1:30 PM - 2:30 PM	<a href="#">Notes</a>
12/09/15	<i>Online</i>	Preparing to Transmit - December 11 <sup>th</sup> Transmission	9:00 AM - 10:00 AM	<a href="#">Notes</a>

**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.