

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

Permissions will be on as of Tuesday, December 1<sup>st</sup> for the next required *FACTS* and *Personnel Approval* transmissions that are due by Friday, December 11<sup>th</sup>.

Be sure to *Refresh Common Data* to ensure you have the most up to date information in *iePoint*>. In order to have all errors corrected prior to transmitting, we recommend completing a *Check Data Validity* on a daily basis by going to *File -> Check Data Validity -> Student Approval* and/or *Personnel Approval*. Once you are error free don't wait, send your file ASAP. 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.

## *iePoint*> 2016.1.3 Coming This Week

Harrisburg Project will be releasing *iePoint*> 2016.1.3 this week. This release will include the updated State Performance Plan Indicator 13 form. *iePoint*> will automatically receive this update upon logging into the program, however, an *iePoint*> *Manager* will have to complete the update process.

## Tech Tip: Network Upgrades

As the holiday season approaches many districts will be doing network modifications, upgrades, and system changes which may interfere with *iePoint*'s internet communication. If you know your location has recently experienced an upgrade and you are now having difficulties *Refreshing Common Data* or completing a *Send Copy of Data*, please contact your IT department to help investigate the issue. It can be a simple fix more often than not by adding our domain to new or updated content filters or permitting new firewall exceptions.

### Dates to Remember

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

January 22, 2016 - Optional *FACTS* & *Personnel Approval* Transmissions



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