



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

DECEMBER 7, 2015

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### **FACTS & Personnel Approval Transmissions Due 12/11**

There are 5 working days until the December 11<sup>th</sup> *FACTS* and *Personnel Approval* transmissions. 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 > 2016.1.4 Has Been Released**

Harrisburg Project released *iePoint > 2016.1.4* last week. This release included transmission maintenance tasks. *iePoint >* will automatically receive this update upon logging into the program, however, an *iePoint > Manager* will have to complete the update process.

If you previously transmitted with *iePoint > 2016.1.3* prior to December 2<sup>nd</sup>, we ask that you re-transmit with the new version.

### **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 in *FACTS* records that are transmitted to ISBE. All current year *FACTS* records are transmitted to ISBE (unless the "Include in *FACTS Approval* box" is unchecked) to ensure all *Exit Data* is reported.

#### 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
12/09/15	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.