



WEEKLY NEWS BRIEFING

JANUARY 12, 2016

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Optional *FACTS* & *Personnel Approval* Transmissions

Permissions are now on for the optional *FACTS* and *Personnel Approval* transmissions that are due Friday, January 22nd. If you are a member of a SuperSite, your SuperSite may have designated an earlier due date.

In order for *iepoint*> to have the most up to date information, be sure to *Refresh Common Data* on a daily basis when preparing for a transmission.

Personnel IEIN Requirement

Please remember that all staff members, even non-certified, are now required to have an IEIN entered into *iepoint*>. Districts/Cooperative can access IEINs by logging into the ELIS for Administrators System in IWAS -> System Listing -> Educators -> ELIS for Administrators.

For additional information regarding obtaining the IEIN, please refer the ISBE memo [IEIN # and Approval Errors](#) or contact Larry Wilson at 217-782-5256 or by email at lwilson@isbe.net.

Reports Available to Assist with IDEA Excess Cost Worksheet

The following system reports are available in *iepoint*> to assist you in gathering the required data for the IDEA Excess Cost Worksheet that is due by Friday, January 29th:

- Students Grades KG-8 Active on Child Count Day
- Students Grades 9-12 Active on Child Count Day
- Students Grades KG-12 Active on Child Count day

The above system reports can be found by logging into *iepoint*> then clicking *File* -> *Student* -> *Reports* -> *ISBE Approval* and then select the appropriate report listed above.

If you need additional assistance with the IDEA Excess Cost Worksheet, please refer to the recent ISBE Memo: [FY 2016 IDEA Excess Cost](#).

Dates to Remember

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

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

February 12, 2016 - Office Closed in Observance of Lincoln's Birthday

February 15, 2016 - Office Closed in Observance of President's Day

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.