



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

FEBRUARY 22, 2016

[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

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### Permissions for March 4<sup>th</sup> Transmissions Are Now On

Permission are now on for the next required March 4<sup>th</sup> *FACTS Approval* and *Personnel Approval* Transmissions.

It is very important that the December 1, 2015 child count is accurate for your district. Make sure that all students receiving special education and related services on December 1, 2015 are reported with the March 4, 2016 *FACTS Approval* transmission.

You may transmit as many times as necessary until the end of business on Friday, March 4<sup>th</sup>.

Remember, if you are a member of a Super Site, your Super Site may have designated an earlier due date.

#### Dates to Remember

March 4, 2016 - Required *FACTS & Personnel Approval* Transmissions

March 7, 2016 - Office Closed in Observance of Pulaski Day

March 21, 2016 - Child Count Validation

March 25-28, 2016 - Office Closed in Observance of Easter

May 6, 2016 - Required *FACTS & Personnel Approval* Transmissions

### Child Count Validation Transmission - March 21<sup>st</sup>

Once the March 4<sup>th</sup> *FACTS Approval* transmission has been processed, ISBE will be sending a Student Error/Warning report to your district. In order for your district to have an accurate December 1 Child Count reported to OSEP, please be diligent in reviewing and correcting these errors.

ISBE is allowing an optional *FACTS Approval* transmission on March 21<sup>st</sup>. This will allow you to make changes and corrections based off of the updated error reports from the March 4<sup>th</sup> transmission. This is essential to ensure the updated data is reflected in the December 1 Child Count.

For the accuracy of your data, it is important that you participate in this optional transmission.

For any additional questions regarding the changes to the December 1 child count reporting, review the following ISBE Memo:

[Important Changes to Dec 1 Child Count Reporting](#)



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Please remember that our client support staff is just an email away!  
Email your questions to client support at  
[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

## ***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 1<sup>st</sup>
- The *FACTS* End Date is before December 1<sup>st</sup>
- 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.

## **IAASE**

Thanks to those who came to visit us at IAASE. We always enjoy seeing and visiting with our clients!

**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.