



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

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www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

New School Year - New Tasks!

Since the school year is now in full swing, many of you are wondering what needs to be done in I-Star. Before any work can be done for the 2017-2018 school year, *Start New Year* must be completed - make this the number one priority.

ISBE is still working to finalize the 'Data Pickup' dates. We will publish those dates as soon as they are released.

Items that should be made priority at this time:

- Delete students from 2017-2018 that didn't return to your district this school year - use the last day the student received services in the 2016-2017 school year as the End Date. Example - the student graduated or moved to another district.
- Be in contact with your SIS Administrator to discuss their timeline for uploading the initial 2017-2018 enrollment information into SIS. I-Star records will be disapproved until this information is current in SIS.
- Begin entering new students for the 2017-2018 school year.
- Provide Case Managers a list of student re-evaluation dates for the current school year. This information can be obtained in I-Star if you track this information in Events. To run this report, follow these steps: Reports -> Student -> Events -> Reevaluation in Date Order
- Be sure you have up-to-date private facility contracts for students placed in a private facility. Remember, if they are living at one private facility but receiving education at another location you will need two (2) contracts in place.
- If staff members did not return for the 2017-2018 school year and didn't work the 2016-2017 summer term, uncheck the 'Include in Approval' box. Note: Only uncheck this box if they were used to calculate the student claim in 2016-2017; otherwise delete the staff member.

Dates to Remember

October 9, 2017 - Office Closed in Observance of Columbus Day

November 1, 2017 - Orphanage Summer Term Reimbursement Due

November 10, 2017 - Office Closed in Observance of Veterans Day



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Email your questions to client support at:
support@hbug.k12.il.us

Event Registration

Registration for all events, both online and at location may now be found at the following link: [Event Registration](#)

We are currently experiencing a high volume of registrations for our current webinars; this is awesome! However, in recent webinars we have had low attendance. If you are unable to attend the webinar that you have registered for, open the registration email and click on “cancel your registration”. This will remove your name from the attendance list and allow others to register. Thank you for your cooperation in this matter.

Date	Location	Name	Time	Notes
9/20/17	Online	Case Load Overview	9:00 AM - 11:00 AM	Notes
9/20/17	Online	Transportation Overview	1:00 PM - 3:00 PM	Notes
9/21/17	Online	Events Overview	1:00 PM - 3:00 PM	Notes

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.