Harrisburg Project
Software Support for Special Education

WEEKLY NEWS BRIEFING   WEEK OF AUGUST17, 2020

www.hbug.k12.il.us   support@hbug.k12.il.us   800-635-5274

Fund B Student Approval & Claims Data Due Today

The deadline to complete Fund B *Student Approval* and *Student Claims* records is today, August 17th; data will be collected at the end of business. No new records will be allowed after today!

Fund B Data Entry Tips:

- **Change School Year to 2019-2020 - the screen should be red.**

- **Enter total amount paid for Regular Term; Summer Term when applicable.**

- **When total tuition paid is more than the maximum allowed, check that you have entered the correct Private Facility number on the *Student Approval* record. If the Private Facility number is incorrect, a loss of funding will occur.**

I-Star Reports to run from the 2019-2020 School Year:

- **'Student Approval Error Listing', select Fund B in Report Filters. Correct any errors, only 'Approved' records will be collected.**

- **'Student Claim Errors by Res Dist/Serv Schl', select Fund B in Report Filters, only 'Approved' records will be collected.**

- **'Student Reimbursement Fund B', this is your proof of the submitted claim, retain for audit purposes.**

If you need assistance with a Fund B *Student Approval or Student Claims* record, contact Harrisburg Project at **(800) 635-5274 or at** support@hbug.k12.il.us.

Upcoming Training Schedule

After a very busy training schedule over the Summer, the training team is taking a short break! They will kick things off in September with the 'New User' trainings. Be sure to watch the Events section of our website, www.hbug.k12.il.us to sign up!

Dates to Remember
August 17, 2020 - Fund B *Student Approval & Claim*s Data Due

August 18, 2020 - Data Correction Opens for Fund B *Student Approval & Claims*

September 7, 2020 - Office Closed in Observance of Labor Day

September 30, 2020 - Data Correction Closes for Fund B *Student Approvals & Claims*