



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

MARCH 18, 2013

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Permissions On for May 10th Transmissions

Permissions are now on for the next required *FACTS* and *Personnel Approval Transmissions* that are due Friday, May 10, 2013.

You may transmit as many times as necessary until the end of business on Friday, May 10th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Master Files Available and SIS IDs Import Available

Updated Master Files are now available on our website. Master Files are 'snapshots in time' of your student and personnel data at ISBE, which allows you to see approval codes for each record transmitted. To access the Master Files, click the link below:

[Master Files](#)

The SIS IDs based on information from the March 8th *FACTS Approval* transmission are now available to import.

An *iePoint* > *Manager* can complete this import by going to *File* -> *iePoint* > *Manager* -> *Import SIS Information*.

Classroom Claims Trainings Begin This Week

This is your chance to meet Lindsey and Sarah for an in person classroom claims training. The classroom claims trainings begin this week and there are still openings for March 19th, & 20th. Register now on our website; the fee is only \$60 per person! Come join us for a day of claims!

[Event Registration](#)

Topics of discussion will include:

- Cost Centers in *iePoint* >
- ISBE forms
- 50-66A Tuition Cost Sheet
- Personnel Claim in *iePoint* >

Dates to Remember

March 18 - 20, 2013 - Classroom Claims Training

March 29 - April 1, 2013 - Office Closed for Easter Break

May 10, 2013 - Required *FACTS* and *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
3/19/13	Glendale Heights	Claims Classroom Training	9:00 AM - 2:00 PM	Notes
3/20/13	Gages Lake	Claims Classroom Training	9:00 AM - 2:00 PM	Notes

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.