



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JUNE 24, 2013

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Personnel & FINAL FACTS Approval Due June 28th

There are 5 working days until the required June 28th *Personnel* and *FINAL FACTS Approval* transmissions. You can transmit as many times as necessary until the end of business on Friday, June 28th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Please remember that after June 28, 2013, the student approval file for the 2012-2013 regular term as well as for students who entered summer school prior to June 28th will be closed and **WILL NOT** be re-opened for any changes.

Be sure to attend the “Preparing to Transmit - June 28 - FINAL FACTS Approval Transmission” webinar that will be held June 25th. To register for this session, simply click the below:

[Event Registration](#)

To view the complete “Final Transmission To Do List” on our website, click the link below:

[Preparing to Transmit - June 28 - FINAL FACTS Approval](#)

Harrisburg Project will be open on Friday, June 28th to assist you with the *FINAL FACTS* and *Personnel Approval* transmissions from 7:30 AM - 4:00 PM. If you need any assistance be sure to contact client support at 800-635-5274 or email support at support@hbug.k12.il.us.

Important Reminder:

Refresh Common Data and Check Data Validity frequently in order to be prepared for the upcoming *Personnel* and *FINAL FACTS Approval* transmissions that are due by Friday, June 28th.

Dates to Remember

May 20, 2013 - Summer Schedule Starts: Monday - Thursday 7:30 AM - 4:00 PM

June 28, 2013 - Required *Personnel* and *FINAL FACTS Approval* Transmissions—Harrisburg Project staff will be in the office on this Friday to handle client support issues for the transmissions.

July 4, 2013 - Office closed in observance of 4th of July

July 15, 2013 - Pupil Reimbursement Claims: Funds D, E and F - Orphanage Regular Term



Inside this Issue . . .

Personnel & FINAL FACTS Approval Due June 28 th	1
Permissions for Claims Transmissions	2
Event Registration	2

Permissions for Claims Transmission

Permissions for the Reimbursement transmissions will be turned on July 1st. These include:

- Pupil Reimbursement Claims (Fund Code D, E, and F - Orphanage Regular Term Only)- Due July 15th
- Excess Cost Claim (Fund Codes X and J) - Due August 15th
- Pupil Reimbursement Claims (Fund Code B - Private Facility Only) - Due August 15th
- Personnel Reimbursement - Due August 15th

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
6/25/13	Online	Preparing to Transmit - June 28 - FINAL FACTS APPROVAL TRANSMISSION	9:00 AM - 10:00 AM	Notes
7/09/13	Online	Start New Year	9:00 AM - 10:00 AM	Notes
7/23/13	Online	Start New Year	9:00 AM - 10:00 AM	Notes
7/30/13	Online	Start New Year	9:00 AM - 10:00 AM	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.