

Start New Year Deadline was August 18th

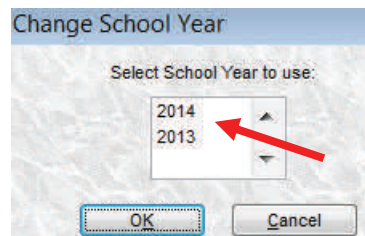
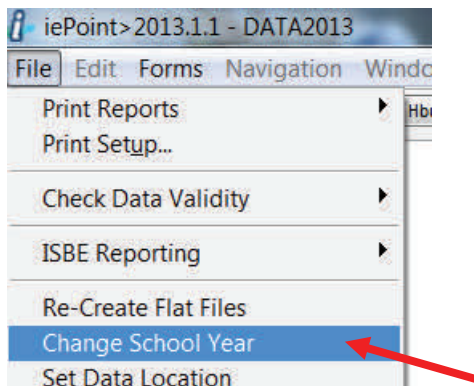
As of August 18th, access to *iepoint* > 2013 will be denied until the *Start New Year* process has been completed. Only an *iepoint* > *Manager* can complete *Start New Year*.

We highly recommend that you review the *Start New Year Instructions* and/or video prior to completing this process. To access the training information simply click the links below:

[Start New Year - Video](#)

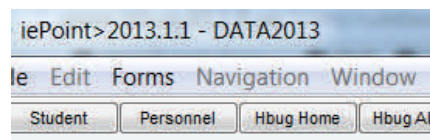
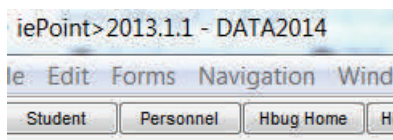
[Start New Year Instructions](#)

Once completed, *iepoint* > 2013 will contain two data years, *DATA2013* and *DATA2014*. *DATA2014* is now considered the current school year; therefore, *iepoint* > 2013 will open in *DATA2014* with a WHITE background. Although *iepoint* > 2013 defaults to open in *DATA2014*, *DATA2013* can be accessible. To switch between school years, select File -> Change School Year and select the data year that you would like to view and click OK.



The background in *DATA2013* will be RED to indicate you are not viewing the current school year.

DATA2014 vs DATA2013



Dates to Remember

September 2, 2013 - Office Closed in Observance of Labor Day

October 10, 2013 - IWAS Authorization Deadline

October 11, 2013 - *FACTS* and *Personnel Approval/Required Transmission*

October 14, 2013 - Office Closed in observance of Columbus Day



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IWAS Authorization Required

If you are still receiving the error “IWAS Authorization Missing - Contact District Superintendent” you do need to contact your District Superintendent. The District Superintendent is required to login each school year to IWAS and complete these authorizations. The deadline to have this completed is Thursday, October 10th.

The District Superintendent should take the following steps:

- 1) Login to IWAS website
- 2) System Listing
- 3) Annual Column
- 4) Special Education Authorization (Harrisburg Project)
- 5) 2014 School Year - click continue
- 6) Check the 5 boxes (2 - student; 2 - personnel; 1 - I authorize...)

Once the IWAS Authorization has been completed, be sure to *Refresh Common Data* daily to check for the updated information. Remember, there is a 24-48 hour turnaround time for a completed IWAS Authorization to show up in *iePoint* > .

FAQ: Private Facility Begin Date Error

Q: I have entered the current 2013-2014 begin date from the Harrisburg Project Private Facility search page for a Fund B student and I am still getting the error “begin date must be in current school year”. How do I correct this?

A: The current 2013-2014 private facility begin dates will not be reflected in *iePoint* > *DATA2014* until the release of *iePoint* > **2014.1.0** which will be in mid-September. As long as you have the correct begin date entered, updating to the new version of *iePoint* > will take care of these errors.

2013-2014 Data Transmission Dates Available

The 2013-2014 ISBE Data Transmission Dates are now available on our website. Be sure to print this calendar so you will be prepared for all of the upcoming *iePoint* > transmissions for the 2013-2014 school year. To print this calendar, click the link below:

[2013-2014 ISBE Data Transmission Dates](#)

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
9/06/13	Online	IWAS Authorization	9:00 AM - 10:00 AM	Notes
9/10/13	Online	iePoint> New User	8:30 AM - 12:00 PM	Notes
9/12/13	Online	iePoint> New User	1:00 PM - 4:00 PM	Notes
9/20/13	Online	IWAS Authorization	9:00 AM - 10:00 AM	Notes
10/01/13	Online	Harrisburg User Group - Fall 2013	9:00 AM - 11:00 AM	Notes
10/02/13	Online	Harrisburg User Group - Fall 2013	9:00 AM - 11:00 AM	Notes
10/03/13	Online	Harrisburg User Group - Fall 2013	1:00 PM - 3:00 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.