



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

DECEMBER 2, 2013

www.hbug.k12.il.us

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800-635-5274

FACTS & Personnel Approval Transmission Due 12/13

There are 9 working days until the December 13th required *FACTS* and *Personnel Approval* transmissions. Permissions are now on for these transmissions.

You may transmit as many times as necessary until the end of business Friday, December 13th. Don't wait until the last minute; transmit once your data is error free!

Remember, if you are a member of a Super Site, your Super Site may have designated an earlier due date.

Dates to Remember

December 13, 2013 - Required *FACTS & Personnel Approval* Transmission

December 20, 2013 - January 1, 2014 - Office Closed for Christmas Break

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
12/04/13	Online	Preparing to Transmit - December 13 th Transmission	9:00 AM - 10:00 AM	Notes
12/09/13	Online	Preparing to Transmit - December 13 th Transmission	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.