

FACTS & Personnel Approval Due Friday, March 7th

There are **4** working days remaining until the required *FACTS* and *Personnel Approval* Transmissions that are due Friday, March 7, 2014.

Be sure to *Refresh Common Data* and *Check Data Validity* frequently in order for *iePoint > 2014.1.2* to have the most up-to-date information.

Don't wait until the last minute, transmit your data once it is error free! Remember, you can transmit your data as many times as necessary until the end of business Friday, March 7th.

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

Recorded Preparing to Transmit - Training Session

If you were unable to attend an online "Preparing to Transmit" training session, the recorded session is now available on our website. To view the recorded training or to print the session notes, click the appropriate link the below:

[Preparing to Transmit - March 7th](#)

[Preparing to Transmit - March 7th \(Notes\)](#)

If you need any assistance with the required March 7th *FACTS* & *Personnel Approval* transmissions please contact client support at 800-635-5274 or by email at support@hbug.k12.il.us.

Dates to Remember

March 7, 2014 - Required *FACTS* & *Personnel Approval* Transmissions

April 18 - 21, 2014 - Office Closed for Easter Break

May 9, 2014 - Required *FACTS* & *Personnel Approval* Transmissions

May 26, 2014 - Office Closed in Observance of Memorial Day



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Reminder: Daylight Savings Time begins Sunday, March 9th. Don't forget to "Spring Forward"!

Classroom Claims Trainings

Classroom claims trainings will be held March 24th, 25th, and 26th. These trainings will be **FREE** and available at four different locations across the state. We will be discussing the entire claims process - Cost Centers in *iepoint*> and ISBE forms, including the 50-66A Tuition Cost Sheet. Be sure to register as space is limited. Come join us for a day of claims!

[Event Registration](#)

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 |
|---------|------------------|---|---------------------|
| 3/04/14 | Online | Preparing to Transmit - March 7 th | 10:00 AM - 11:00 AM |
| 3/17/14 | Online | <i>iepoint</i> > Claims Training | 9:00 AM - 11:00 AM |
| 3/18/14 | Online | <i>iepoint</i> > Claims Training | 1:00 PM - 3:00 PM |
| 3/19/14 | Online | <i>iepoint</i> > Claims Training | 9:00 AM - 11:00 AM |
| 3/24/14 | Belleville | Claims Classroom Training | 9:00 AM - 12:00 PM |
| 3/25/14 | Crestwood | Claims Classroom Training | 8:30 AM - 11:30 AM |
| 3/25/14 | Glendale Heights | Claims Classroom Training | 1:00 PM - 4:00 PM |
| 3/26/14 | Algonquin | Claims Classroom Training | 9:00 AM - 12:00 PM |

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.