

Thank You for Transmitting

Harrisburg Project would like to thank each and every one of our clients for making the March 7th *FACTS* and *Personnel Approval* transmissions a success!

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](#)

Dates to Remember

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

June 30, 2014 - FINAL *FACTS* & *Personnel Approval* Transmissions



FAQ: Personnel Begin & End Dates in iePoint>

Q: I entered an End Date on Personnel who are no longer with us but still received an error from ISBE. Why is that?

A: Only yellow fields in *iePoint*> are reported to ISBE. Personnel Begin & End Dates are white fields in *iePoint*> and are therefore NOT transmitted to ISBE. All *Personnel Approval* records included in your database are transmitted to ISBE. Personnel who are no longer employed in your district should either have the 'Report in Personnel Approval' box unchecked or be deleted. Please keep in mind that Personnel who were employed for the previous Summer Term or part of the Regular Term should remain in the database in order to be claimed at the end of the year.

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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
3/17/14	<i>Online</i>	iePoint> Claims Training	9:00 AM - 11:00 AM	Notes
3/18/14	<i>Online</i>	iePoint> Claims Training	1:00 PM - 3:00 PM	Notes
3/19/14	<i>Online</i>	iePoint> Claims Training	9:00 AM - 11:00 AM	Notes
3/24/14	Belleville	Claims Classroom Training	9:00 AM - 12:00 PM	Notes
3/25/14	Crestwood	Claims Classroom Training	8:30 AM - 11:30 AM	Notes
3/25/14	Glendale Heights	Claims Classroom Training	1:00 PM - 4:00 PM	Notes
3/26/14	Algonquin	Claims Classroom Training	9:00 AM - 12:00 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.