



WEEKLY NEWS BRIEFING

MARCH 31, 2014

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Permissions On for May 9th Transmissions

Permissions are now on for the next required *FACTS* and *Personnel Approval Transmissions* that are due Friday, May 9, 2014.

You may transmit as many times as necessary until the end of business on Friday, May 9th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

FAQ: *FACTS* End Dates in *iepoint* >

Q: How do I know which *FACTS* record End Date to use for a student who is no longer receiving services?

A: The End Date on a student's *FACTS* record should reflect the LAST DAY services were received. The only exception is when entering an End Date on a *FACTS* record in the previous School Year to correct an Exit data error caused by correcting a Name or DOB field in the current School Year. In this case, the End Date should be 07-31 of the previous school year.

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*



Use Events & *iepoint* > to make Annual Reviews Easier

If you track "Events" in *iepoint* >, you can run reports to assist you in completing meetings such as "Annual Reviews" and "Re-evaluations". Simply track the events and important dates associated with them and run reports from the Events menu fly-out. If you track annual reviews in *iepoint* >, you can run the report "Annual Review Date Order" by going to *File->Print Reports->Student->Events*. This report will give you a breakdown of the students who have the annual review event in their record and put them in date order for your staff to easily navigate the list.

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.