

### **Personnel & FINAL FACTS Approval Due June 30<sup>th</sup>**

There are **10** working days until the required June 30<sup>th</sup> **Personnel** and **FINAL FACTS Approval** transmissions. You can transmit as many times as necessary until the end of business on Monday, June 30<sup>th</sup>. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Please remember that after June 30, 2014, the student approval file for the 2013-2014 regular term as well as for students who entered summer school prior to June 30<sup>th</sup> will be closed and **WILL NOT** be reopened for any changes.

To view the complete "Final Transmission To Do List" on our website click the link below:

[Final Transmission To Do List - PDF](#)

If you need any assistance be sure to contact client support at 800-635-5274 or email support at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

### **Final Transmission Tip: Private Facility Students**

If you are reporting Private Facility (B Fund) Students on the June 30<sup>th</sup> **FINAL FACTS Approval** transmission be sure to check the following items:

- Confirm the student is actually attending the Private Facility selected.
- Ensure the three digit Private Facility Code is correct, and that it exactly matches the code used on the Placement Contract.
- Make sure the Private Facility Students **FACTS** Begin Dates agree with the state approved Private Facility Begin Dates.
- If a student is placed in one private facility for tuition purposes and a different facility for the school district's payment of room and board, be sure the student is reported as 'Dually Enrolled' per the [FACTS Approval Manual](#).

#### Dates to Remember

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

July 3 - 4, 2014 - Office Closed in Observance of 4<sup>th</sup> of July

July 15, 2014 - Regular Term Orphanage Claim Transmission



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Summer Office Schedule: Harrisburg Project is available for assistance Monday - Thursday, 7:30 AM - 4:00 PM.

## Master Files and SIS IDs Import Available

Updated Master Files are now available on our website. Master Files are ‘snapshots in time’ of your student and personnel data at ISBE, which allows you to see approval codes for each record transmitted. To access the Master Files, click the link below:

[Master Files](#)

The SIS IDs based on information from the May 9<sup>th</sup> *FACTS Approval* transmissions are now available to import. An *iePoint > Manager* can complete this import by going to *File -> iePoint > Manager -> Import SIS Information*.

## 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
6/17/14	Online	Final Transmission To-Do List	9:00 AM - 10:00 AM	
6/26/14	Online	Final Transmission To-Do List	9:00 AM - 10:00 AM	
7/08/14	Online	Creating Cost Centers in <i>iePoint &gt;</i>	1:30 PM - 3:30 PM	
7/10/14	Online	ISBE 50-66A Tuition Cost Sheet	1:30 PM - 3:30 PM	
7/17/14	Online	Start New Year	9:00 AM - 10:00 AM	
7/21/14	Online	Creating Cost Centers in <i>iePoint &gt;</i>	9:00 AM - 11:00 AM	
7/23/14	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	
7/28/14	Online	Start New Year	9:00 AM - 10:00 AM	
7/29/14	Online	Creating Cost Centers in <i>iePoint &gt;</i>	1:30 PM - 3:30 PM	
7/31/14	Online	ISBE 50-66A Tuition Cost Sheet	1:30 PM - 3:30 PM	
8/05/14	Online	Start New Year	2:00 PM - 3:00 PM	
8/12/14	Online	Start New Year	9:00 AM - 10:00 AM	

**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.