

Personnel & FINAL FACTS Approval Due June 30th

There are 6 working days until the required June 30th **Personnel** and **FINAL FACTS Approval** transmissions. You can transmit as many times as necessary until the end of business on Monday, June 30th. 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 30th 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](#)

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

Harrisburg Project will be open on Friday, June 27th to assist you with the **FINAL FACTS** and **Personnel Approval** transmissions from 7:30 AM - 4:00 PM. If you need any assistance be sure to contact client support at 800-635-5274 or email support at support@hbug.k12.il.us.

Permissions for Claims Transmissions

Permissions for the Reimbursement transmissions will be turned on July 1st. These include:

- Pupil Reimbursement Claims (Funds D, E and F - Orphanage Regular Term Only) - Due July 15th
- Excess Cost Claim (Fund Code X and J) - Due August 15th
- Pupil Reimbursement Claim (Fund Code B - Private Facility) - Due August 15th
- Personnel Reimbursement - Due August 15th

Dates to Remember

June 30, 2014 - FINAL FACTS & Personnel Approval Transmissions

July 3 - 4, 2014 - Office Closed in Observance of 4th of July

July 15, 2014 - Regular Term Orphanage Claim Transmission



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Event Registration 2

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

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
6/26/14	Online	Final Transmission To-Do List	9:00 AM - 10:00 AM	
7/08/14	Online	Creating Cost Centers in <i>iePoint</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</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</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.