

August Transmission Due Dates

There are 5 working days remaining until the August 15th reimbursement transmissions:

- Personnel Approval - FINAL
- Personnel Reimbursement
- Private Facility Claim - (Fund B)
- Excess Cost Claim - (Fund J, X)

You may send your file as many times as necessary until the end of business Friday, August 15th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

The recorded Claims Webinars and notes are available on our website if you need assistance with the above claims. They can be found by clicking the link below:

[Claims Trainings](#)

Private Facility Search Updated

The *Private Facility* Search on our website has been updated to reflect the approved *Private Facility* locations for the 2014-2015 school year. To access the *Private Facility* Search simply click the link below:

[Private Facility Search](#)

If you need to review a *Private Facility* for a previous school year simply choose a different school year in the "School Year" drop down.

Dates to Remember

August 15, 2014 - Personnel Approval/Reimbursement Transmissions; Private Facility and Excess Cost Pupil Reimbursement Transmissions

August 18, 2014 - Deadline to complete Start New Year

September 1, 2014 - Office Closed in Observance of Labor Day



Back to School

Inside this Issue . . .

August Transmission Due Dates	1
Private Facility Search Updated	1
IWAS Authorization for School Year 2014-2015	2
Errors in DATA2015 & Calendars Available	2
Event Registration	2

Harrisburg Project returns to normal office hours starting this week.

We are available for assistance Monday - Friday, 8:00 AM - 4:00 PM.

IWAS Authorization for School Year 2014-2015

In order to transmit *FACTS* and *Personnel Approval* information with *iePoint*> for the 2014-2015 school year, a current IWAS Authorization must be completed by the District Superintendent. This must be completed prior to the first data transmission which is October 10, 2014. Please review the recent ISBE memo that includes the instructions for accessing the IWAS portal and updating the IWAS Authorization.

[IWAS Authorization](#)

For your convenience, Harrisburg Project provides a web application that will allow a district to login and verify if the IWAS Authorization has been completed for their district. To access this information you will need the *HBUG Login* and *Password* which can be found in *iePoint*> by going to *File -> System Maintenance -> View Site Configuration*.

To access this information simply click the link below:

[IWAS Authorization List](#)

Errors in DATA2015 & Calendars Available

At this time of year, it is very common to receive 'IWAS Authorization is Missing', 'Begin Date not Valid for Private Facility' and 'Please download current school year calendars for evaluating district' when doing a Check Data Validity or Check *FACTS* in DATA2015. These errors will be corrected when the district superintendent completes the IWAS Authorization, the Private Facility is approved by ISBE and by downloading current school year calendars.

Official School Calendars for 2015 are now available and can be received into *iePoint*> by doing the following: *File -> System Maintenance -> Refresh Calendars*. To view the Official Calendars on the ISBE website, click the link below:

[2014-2015 Official School Calendars](#)

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
8/12/14	Online	Start New Year	9:00 AM - 10:00 AM	<u>Notes</u>

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.