



WEEKLY NEWS BRIEFING

JANUARY 20, 2015

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800-635-5274

Optional FACTS & Personnel Approval Transmissions

There are 4 working days until the optional *FACTS* and *Personnel Approval* Transmissions that are due Friday, January 23, 2015.

You may transmit as many times as necessary until the end of business on Friday, January 23rd. If you are a member of a SuperSite, your SuperSite may have designated an earlier due date.

IDEA Excess Cost Worksheet

The IDEA Excess Cost Worksheet is due by Friday, January 30th. Harrisburg Project has created the following reports to assist you in gathering the required data:

- Students Grades KG-8 Active on Child Count Date
- Students Grades 9-12 Active on Child Count Date
- Students Grade KG-12 Active on Child Count Date

To access these reports log into *iepoint* > **2015.1.0** and go to *File* -> *Print Report* -> *Student* -> *ISBE Approval*.

The same reports are also available for the 2013-2014 school year and can be found on our website under [Master Files](#). To access the *Master Files* application you will need the *HBUG Login* and *Password* which is found inside of *iepoint* > by going to *File* -> *System Maintenance* -> *View Site Configuration*.

Dates to Remember

January 23, 2015 - Optional *FACTS & Personnel Approval* Transmissions

January 30, 2015 - IDEA Excess Cost Worksheet due

February 12, 2015 - Office Closed in Observance of Lincoln's Birthday

February 16, 2015 - Office Closed in Observance of President's Day

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.