



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

FEBRUARY 9, 2015

[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

800-635-5274

### FACTS & Personnel Approval Due March 6<sup>th</sup>

Permissions are now on for the next required *FACTS* and *Personnel Approval* transmissions that are due Friday, March 6, 2015.

You may transmit as many times as necessary until the end of business on Friday, March 7<sup>th</sup>. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Don't wait; transmit your data once it is error free!

#### Dates to Remember

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

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

March 2, 2015 - Office Closed in Observance of Pulaski Day

March 6, 2015 - *FACTS & Personnel Approval/Required Transmissions*

### 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
2/26/15	Online	Preparing to Transmit - March 6 <sup>th</sup>	9:00 AM - 10:00 AM	
3/03/15	Online	Preparing to Transmit - March 6 <sup>th</sup>	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.