



WEEKLY NEWS BRIEFING

OCTOBER 13, 2015

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

## Thank You for Transmitting!

Harrisburg Project would like to extend our gratitude to all of our clients. You made the first *FACTS & Personnel Approval* transmissions of the 2015-2016 school year a success!

## Summer Orphanage Reimbursement Due November 2<sup>nd</sup>

The 2014-2015 Summer Orphanage Reimbursement transmission is due Monday, November 2<sup>nd</sup>. This transmission will be completed by districts that reported Orphanage students (Funds D, E, or F) who attended Summer school during the 2014-2015 school year.

Permissions are now on and you can transmit this file once you are error free until the end of business on Monday, November 2<sup>nd</sup>. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Remember, this file will be sent from *iepoint* > 2015.1.7 DATA2015, the red screen.

## Tech Tip: Backup Your Data

*Send Copy of Data* files are a fast, free and easy way to backup your data off-site. Be sure to send a copy of data today by going to *File -> System Maintenance -> Send Copy of Data*. *Send Copy of Data* files can be used as a secondary backup in the event your data is lost due to data corruption.

Harrisburg Project maintains all *Send Copy of Data* files for 180 days, however, this **SHOULD NOT** be your primary source of backup. Talk with your tech department today to be sure they are completing a **DAILY ONSITE BACKUP** of your *iepoint* > database.

### Dates to Remember

November 2, 2015 - Summer Orphanage Claim Transmission Due (Funds D, E or F)

November 11, 2015 - Office Closed in Observance of Veteran's Day

November 25-27, 2015 - Office Closed for Thanksgiving Holiday

December 11, 2015 - Required *FACTS & Personnel Approval* Transmissions



### 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.