



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

MAY 2, 2016

[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 Transmissions - Due 05/06**

There are 5 working days until the May 6<sup>th</sup> required *FACTS & Personnel Approval* transmissions. Permissions are now on for these transmissions. You may transmit as many times as necessary until the end of business on Friday, May 6<sup>th</sup>. Remember, if you are a member of a Super Site, the Super Site may have designated an earlier due date.

### **FACTS Not Reported vs FACTS Transmitted to ISBE**

Two reports are offered during the ISBE Reporting process: “*FACTS Not Reported*” and “*FACTS Transmitted to ISBE*”.

There are two reasons why a student may appear on “*FACTS Not Reported*”:

- The *FACTS* Begin Date is after December 1<sup>st</sup>
- The *FACTS* End Date is before December 1<sup>st</sup>
- The “*Include in FACTS Approval*” box is unchecked

“*FACTS Approval Transmitted to ISBE*” details all *FACTS* records that are transmitted to ISBE. All current year *FACTS Approval* records are transmitted to ISBE (unless “*Include in FACTS Approval* box” is unchecked) to ensure that all *Exit Data* is reported.

### **Updating Contact Information**

When a district or cooperative has a change in staff or new staff members, be sure to contact Harrisburg Project at 800-635-5274 or by email at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us). By updating pertinent contact information, each staff member can receive important from Harrisburg Project or ISBE.

#### Dates to Remember

May 6, 2016 - Required *FACTS & Personnel Approval* Transmissions

May 16-24, 2016 - Spring HUG Sessions

May 30, 2016 - Office Closed in Observance of Memorial Day

June 30, 2016 - Required *Personnel Approval* and FINAL *FACTS Approval* Transmissions

July 4, 2016 - Office Closed in Observance of Independence Day

July 15, 2016 - Orphanage (Funds D, E, F) Regular Term Reimbursement Transmission



#### Inside this Issue . . .

<i>FACTS &amp; Personnel Approval</i> Transmissions - Due 05/06	1
<i>FACTS Not Reported vs FACTS Transmitted to ISBE</i>	1
Updating Contact Information	1
Event Registration	2

Please remember that our client support staff is just an email away!  
Email your questions to client support at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

## 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
5/16/16	Belleville	Harrisburg User Group - Belleville	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/16/16	<i>Online</i>	Harrisburg User Group Spring 2016 - Online	<b>FULL</b>	<a href="#">Notes</a>
5/17/16	Champaign	Harrisburg User Group - Champaign	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/17/16	Springfield	Harrisburg User Group - Springfield	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/18/16	Lockport	Harrisburg User Group - Lockport	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/18/16	Bartonville	Harrisburg User Group - Peoria Area	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/19/16	Glendale Heights	Harrisburg User Group - Glendale Heights	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/19/16	DeKalb	Harrisburg User Group - DeKalb	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/23/16	Benton	Harrisburg User Group - Southern Illinois	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/24/16	Gages Lake	Harrisburg User Group - SEDOL Cooperative	8:30 AM - 11:30 AM	<a href="#">Notes</a>
5/24/16	South Holland	Harrisburg User Group - ECHO Cooperative	8:30 AM - 11:30 AM	<a href="#">Notes</a>
5/24/16	Woodstock	Harrisburg User Group - SEDOM Cooperative	1:00 PM - 4:00 PM	<a href="#">Notes</a>
5/24/16	Chicago Heights	Harrisburg User Group - SPEED Cooperative	1:00 PM - 4:00 PM	<a href="#">Notes</a>
5/26/16	<i>Online</i>	Harrisburg User Group Spring 2016 - Online	1:00 PM - 4:00 PM	<a href="#">Notes</a>

**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.**