



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JUNE 6, 2016

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Personnel & FINAL FACTS Approval Due June 30th

The *Personnel Approval* & **FINAL FACTS Approval** transmissions are due on Thursday, June 30th. Harrisburg Project recommends that you *Refresh Common Data* and *Check Data Validity* frequently in order to be prepared for these transmissions.

Don't wait until the last minute, transmit your data once it is **ERROR** free! Remember, you can transmit as many times as necessary until the end of business on Thursday, June 30th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Be aware that once you have transmitted your data, **IF ANY** corrections are made to a *FACTS Approval* record or a **NEW FACTS Approval** is added, you will need to retransmit your data.

After June 30th the student approval file for the 2015-2016 regular term as well as for students who entered summer school prior to June 30 will be closed and **WILL NOT** be reopened for corrections.

If you need any assistance with the *Personnel Approval* or **FINAL FACTS Approval** transmissions, do not hesitate to contact Harrisburg Project at 800-635-5274 or by email at support@hbug.k12.il.us.

Final Transmission Tip: Private Facility Students

If you are reporting Private Facility Students on the June 30th **FINAL FACTS Approval** transmission, be sure to check the following items:

- Confirm the student is actually placed at the Private Facility selected.
- Ensure the three digit Private Facility Code is correct, and that it matches the code used on the Placement Contract.
- Make sure the Private Facility Students *FACTS* Begin Date agrees with the state approved Private Facility Begin Date.
- If a Student is placed in one private facility for tuition purposes and a different private facility for the school district's payment of room and board, be sure the student is reported as "Dually Enrolled" per the [FACTS Approval Manual](#).

Dates to Remember

May 16, 2016 - August 5, 2016:
Office Hours will be 7:30AM-4:00PM; Closed on Friday

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



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

Students Turning 6 & 10 During the Summer

We suggest running the following system reports to determine which students will turn 6 or 10 during the summer: *File -> Print Reports -> Students -> General -> Alpha List of Students Turning 6* or *Alpha List of Students Turning 10*.

Once you have determined which students will turn 6 or 10 during the summer, the student *FACTS Approval* record should be updated **PRIOR TO JUNE 30TH FINAL FACTS APPROVAL** transmission as follows:

Students turning 6 must have their *FACTS Approval* record ended before their 6th birthday and given the new EE code appropriate for ages 6-21 on the new record.

Students turning 10 with a disability of N must have their *FACTS Approval* record ended the day before their 10th birthday and given a new disability code on the new record.

If the student will not be receiving services during the summer, you can end the record the last day of the school year with exit code of 20. The new record will have a begin date of the first day of the new school year in August with either the correct EE code or Disability.

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 |
|---------|----------|---|--------------------|-----------------------|
| 6/20/16 | Online | Creating Cost Centers in <i>iepoint</i> > | 9:00 AM - 10:00 AM | Notes |
| 6/22/16 | Online | 50-66A Tuition Cost Sheet | 9:00 AM - 10:00 AM | Notes |
| 7/25/16 | Online | Creating Cost Centers in <i>iepoint</i> > | 9:00 AM - 10:00 AM | Notes |
| 7/27/16 | Online | 50-66A Tuition Cost Sheet | 9:00 AM - 10:00 AM | Notes |

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.