



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JUNE 27, 2016

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Personnel & FINAL FACTS Approval Due Thursday

There are 4 working days until the required June 30th *Personnel Approval* and **FINAL FACTS Approval** 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.

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.

Permissions for Claims Transmissions

Permissions for the Reimbursement transmissions will be turned on July 6th. These include:

- Pupil Reimbursement Claims (Fund Codes D, E and F - Orphanage Regular Term Only) - Due July 15th
- Excess Cost Claim (Fund Codes X and J) - Due August 15th
- Pupil Reimbursement Claim (Fund B - Private Facility) Regular and Summer Term - Due August 15th
- Personnel Reimbursement - Due August 15th

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.

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 three reasons why a student may appear on ‘FACTS Not Reported’.

- The *FACTS* Begin Date is after December 1st
- The *FACTS* End Date is Before December 1st
- 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* records are transmitted to ISBE (unless the ‘Include in *FACTS Approval* box’ is unchecked) to ensure that all *Exit Date* is reported.

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
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.