



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

AUGUST 16, 2016

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

I-Star Replacement of *iePoint* > 2016-2017 School Year

Harrisburg Project has added training locations to our Event Registration page! Two classroom trainings have been added to the end of the schedule as well as one additional online training. We **cannot** add seats to the trainings currently listed as full. While we are thrilled that everyone would like to migrate to I-Star as early as possible, in order to provide assistance and guidance to each individual client we must stagger the migration and transition to the new system. To view the current training schedule, click the link below:

[Event Registration](#)

These trainings are open to anyone, regardless of the location. For more information on I-Star, visit <http://www.hbug.k12.il.us/IStar/default.aspx>.

Start New Year Deadline - Thursday August 18th

As of Thursday, August 18th, access to *iePoint* > 2016 will be denied until the *Start New Year* process has been completed. Only an *iePoint* > Manager can complete *Start New Year*. We highly recommend that you review the *Start New Year* instructions prior to completing this process. Access the training information by click the links below:

[Start New Year - Video](#)

[Start New Year - PDF Instructions](#)

Once you complete *Start New Year*, you **WILL NOT** have an *iePoint* > 2017 icon, however when you log into *iePoint* > 2016 DATA2017 will be the current school year and will be the **WHITE** screen. In order to access *DATA2016* (**RED** screen) you will go to *file -> change school year -> DATA2016*. **Once *Start New Year* has been completed, the only information that should be entered into *DATA 2016* is an End Date and Exit Code.**

Dates to Remember

August 18, 2016 - Deadline to complete *Start New Year* in *iePoint* >

September 5, 2016 - Office Closed in Observance of Labor Day

October 10, 2016 - Office Closed in Observance of Columbus Day

November 8, 2016 - Office Closed due to Election Day



Inside this Issue . . .

I-Star Replacement of <i>iePoint</i> > 2016-2017 School Year	1
Start New Year Deadline - Thursday August 18 th	1
2016-2017 Special Education Planning Calendar	2
Errors in DATA2017	2
Kenzie Schmitt - New Staff Member	2

Email your questions to client support at:
support@hbug.k12.il.us

Errors in *DATA2017*

At this time of year, it is very common to receive 'Begin Date not Valid for Private Facility' and 'Please download current school year calendars for evaluating district' when doing a *Check Data Validity* or *Check FACTS* in *DATA2017*. These errors will be corrected when Private Facility is approved by ISBE and when the 2016-2017 district calendars are released. We will announce in the news briefing when the 2016-2017 district calendars are available to download.

2016-2017 Special Education Planning Calendar

ISBE is pleased to announce that the '2016-2017 Planning Calendar' has been updated for the 2016-2017 school year. This document does not replace any official notification of deadlines or requirements; instead it is intended to be used as an additional resource to assist district and Special Education cooperative planning. To view this document, click the link below:

[2016-2017 Planning Calendar](#)

Kenzie Schmitt - New Staff Member

On behalf of the Regional Office of Education #20 / Harrisburg Project, I would like to introduce myself as the new employee in customer support. My name is Mackenzie Schmitt, and a recent graduate from Murray State University. At Murray State, I majored in Elementary Education. I have recently moved back to Southern Illinois to pursue my career at the Regional Office of Education. I am very excited to be given the opportunity to be a part of such a great team, which has been known for their excellence in customer support. To make sure customer needs are being met, I am currently being trained on the new programs that will allow me to provide assistance to you. I look forward to meeting each and every one of you, and will strive to meet the needs of all my clients!

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.