



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

MAY 22, 2017

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

District Per Capita Tuition Rates Now Available

The District Per Capita Tuition Rates are now available and will automatically be available in I-Star. To access the Special Education tuition Cost Sheet Data, click the link below:

[Tuition Cost Sheet Data](#)

Questions regarding the 2015-2016 Per Capita Tuition Charge information should be directed to School Business Services at 217-785-8779.

Questions regarding other data should be directed to Jodi Whitlow at ISBE jwhitlow@isbe.net or 217-782-5256.

Student Reimbursement Instructions Available

The Special Education Student Reimbursement Instructions and the differences documents are now available on our website. To access these documents, click the link below:

[2016-2017 Reimbursement Procedures for Students with Disabilities](#)

[2016-2017 Reimbursement Procedures for Students with Disabilities Differences](#)

Summer School Approval Process

The specific approval process for special education summer school 2017 is described in the following sections of this memorandum. However, for pupil reporting purposes, please note that all additions of students for the 2016-17 regular school term and the 2017 summer term must be completed through the Funding and Child Tracking System (FACTS) in I-Star.

[Summer School Approval Process for Children with Disabilities](#)

The instruction booklets and forms referenced in italics within this memorandum can be accessed by clicking on the appropriate underlined hyperlink.

Dates to Remember

May 29, 2017 - Office Closed in Observance of Memorial Day

July 4, 2017 - Office Closed in Observance of 4th of July Holiday

July 17, 2017 - Fund E, F Reimbursement Claim Due in I-Star

August 15, 2017 - Fund B, X, J Claim and Personnel Approval & Claim Due in I-Star



Remember -
our fallen heroes.
They are the reason
that we are free.

Inside this Issue . . .

District Per Capita Tuition Rates Now Available 1

Student Reimbursement Instructions Available 1

Summer School Approval Process 1

Error 61- Educator Total Days Exceeds Maximum Days 2

Event Registration 2

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

Error 61 - Educator Total Days Exceeds Maximum Days

Personnel records for staff employed by your district the previous school year and not employed for the 2016-17 school year could still be necessary to calculate the student claim. Unchecking the “Include on Approval” eliminates Error 61, which implies the staff person is employed at two districts for the current school year. Unchecking this box allows you to use this employee in program costs without creating conflict.

If have any additional questions regarding this error, please contact Harrisburg Project at (800) 635-5274 or 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
5/23/17	Online	Creating Cost Centers in I-Star	10:30 AM - 11:30AM	Notes
5/25/17	Online	ISBE 50-66A Tuition Cost Sheet	2:00 PM - 3:30 PM	Notes
6/06/17	Online	Creating Cost Centers in I-Star	9:00 AM - 11:00 AM	Notes
6/07/17	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 9:00 AM	Notes
6/20/17	Online	Creating Cost Centers in I-Star	9:00 AM - 11:00 AM	Notes
6/21/17	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 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.