



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

OCTOBER 11, 2017

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

2016-2017 Exit Data Deadline - October 16th

The students that are not receiving services in the 2017-2018 school year should have an *End Date* and *Exit Code* entered into the 2016-2017 school year. This data will be picked up at the end of business on Monday, October 16th.

To determine what students require this information to be entered, run the 'Students Missing Exit Data' report by selecting *Student -> Errors* and change the school year to 2016-2017 in the Report Filters. If you need assistance correcting errors on this report, contact Harrisburg Project at 800-635-5274 or by email at support@hbug.k12.il.us.

Summer Orphanage Reimbursement Due November 1st

The 2016-2017 Summer Orphanage Reimbursement data will be picked up at the end of business on Wednesday, November 1, 2017. All districts that reported Orphanage students (Funds D, E, or F) attending summer school during the 2016-2017 school year are required to complete this data in order to receive reimbursement for the 2016-2017 school year.

Reimbursement information for this claim will be entered into the 2016-2017 school year. If students received special transportation (related service of 25) to attend summer school, 100% of those charges should be included on the claim record.

If you need assistance with this claim, please contact Harrisburg Project at support@hbug.k12.il.us or at 800-635-5274.

Recheck Edits Completed by ISBE

ISBE completed 'Recheck Edits' for all districts overnight. It is possible that when you open I-Star today, you will have more errors listed than you were seeing yesterday, depending on when you last performed 'Recheck Edits'. We recommend doing this at the beginning of every workday during this time of year so that you have the most up-to-date information in your I-Star database.

Dates to Remember

October 16, 2017 - Exit Data Due for 2016-2017 School Year

November 1, 2017 - Orphanage Summer Term Reimbursement Due

November 10, 2017 - Office Closed in Observance of Veterans Day



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

2017-2018 Special Education Planning Calendar Available

The Special Education Planning Calendar contains important information related to Special Education Funding, Student Assessment, Student Enrollment in I-Star & SIS as well as other miscellaneous items that should be completed each month. We highly recommend that all Data Entry staff and Special Education Directors review this document on a monthly basis. To access this document, click the link below:

[2017-2018 Special Education Planning Calendar](#)

Recorded Training Videos - Student, Personnel, and IEP

Harrisburg Project has provided several training videos for our clients to review at your convenience. These videos are broken down into the following categories:

- Student
- Personnel
- IEP

Each category has valuable information for the new user, as well as for the staff member just needing a refresher. We have recently added new videos to the student section that will demonstrate how to accurately use the Caseload, Events, or Transportation sections of I-Star.

To access these videos and the PDF training documents, click the appropriate link:

[Student Training Videos](#)
[Personnel Training Videos](#)
[IEP Training Videos](#)

If you have questions after reviewing any of these videos, please contact us at 800-635-5274 or by email at support@hbug.k12.il.us.

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.