Harrisburg Project
Software Support for Special Education

www.hbug.k12.il.us   support@hbug.k12.il.us   800-635-5274

2018-19 Pupil Transportation Claim System Available

ISBE has opened the 2018-19 Pupil Transportation Claim Reimbursement System (PTCRS) for the 2018-19 school year.

In addition to opening the PTCRS System for claim data from the Local Education Agencies, the following resources are available to assist you with the 2018-19 claim:

- **Pupil Transportation Claim Reimbursement System User Guide**

- **Student Transportation Reimbursement Claim Instructions**

- **Depreciation Instructions Student Transportation**

- **Mileage and Cost Allocation Worksheet**

- **Estimated Student Transportation Claim Completion Worksheet**

The Pupil Transportation Claim Reimbursement System (PTCRS) is found on the IWAS website:

The Annual Pupil Transportation Reimbursement claim is due to ISBE on or before August 15th.

If you have questions regarding PTCRS, please contact Christine Kolaz at ckolaz@isbe.net or call (217)782-5256.

Dates to Remember
June 3 - August 2, 2019 - Summer Office Hours 7:30AM-4:30PM Monday - Thursday; Closed Friday (except for Data Pickup Days)

June 28, 2019 - Personnel Approval Due in I-Star

July 4-5, 2019 - Office Closed in Observance of 4th of July

July 15, 2019 - Excess Cost (Fund X, J) Student Claim Due in I-Star and Orphanage (Fund DEF) Regular Term Student Claim Due in I-Star
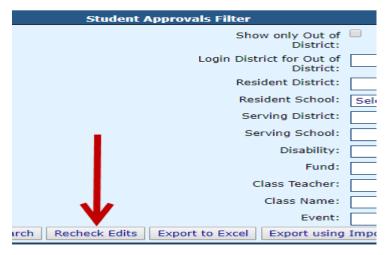
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2018-19 Student Approval Cleanup Reminder

Districts should complete a recheck edit of all *Student Approval* records and then run the 'Student Approval Error Listing' to ensure that all *Student Approval* records are error free by July 15, 2019. To complete the recheck edit, go to the *Student Approval* Filter and click on *Recheck Edits*:

Once *Recheck Edits* completes, go to the Report Tab and run the Student Approval Error Listing report by choosing the following filters:

All *Student Approval* records, especially Fund Codes B, E, F, X and J which generate State Reimbursement, need to be error free in order to process a claim for funding.

To review the recent ISBE memo, click the link below:

2018-19 Student Approval Error Cleanup Reminder

Please contact Harrisburg Project at (800)635-5274 or by email at support@hbug.k12.il.us for assistance with *Student Approval* errors.

Events Registration

To register for a Harrisburg Project training, visit the 'Events' page directly on our website or at the following link: Events**.**

Click the name of the event you wish to attend to open the registration form. Any notes for the webinar will appear to the right of the event link.

Events

(click the events to register, change date in drop-down)

• FULL - 6/10 Preparing for Personnel Approval Snapshot 9:00AM (PPT)

• 6/11 Claims - All Fund Codes 1:00PM (PPT)

• 6/12 Claims - Fund Code F (Private Facility Orphanage) 9:00AM (PPT)

• 6/18 I-Star End of School Year 2018-19 1:00PM (PPT)

• 6/19 Claims - Fund Code X (Excess Cost) 9:00AM (PPT)

• 6/24 Preparing for Personnel Approval Snapshot 1:00PM (PPT)

• 7/8 Claims - Fund Code E (Regular Term Orphanage) 1:00PM (PPT)

• 7/9 Claims - Fund Code F (Private Facility Orphanage) 1:00PM (PPT)

• 7/10 Claims - Fund Code X (Excess Cost) 9:00AM (PPT)

• 7/16 Claims - Fund Code B (Private Facility) 1:00PM (PPT)

• 7/29 Claims - Fund Code B (Private Facility) 1:00PM (PPT)

• 8/7 Claims - Fund Code B (Private Facility) 9:00AM (PPT)

• 8/13 Claims - Fund Code B (Private Facility) 1:00PM (PPT)

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