



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JUNE 10, 2019

www.hbug.k12.il.us

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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:

Categories - Click to Expand/Collapse Tree	
[-] Claims	
Child Nutrition - ACES	
Spec Ed Room and Board Claim	
Web-based Illinois Nutrition System (WINS)	
[-] Annual	
Districts ADA/Prior GSA Claim	
Orphanage Tuition 18-3	
Pupil Transportation Claim Reimbursement System	

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

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*:

The screenshot shows the 'Student Approvals Filter' interface. It includes various filter options such as 'Show only Out of District', 'Login District for Out of District', 'Resident District', 'Resident School', 'Serving District', 'Serving School', 'Disability', 'Fund', 'Class Teacher', 'Class Name', and 'Event'. At the bottom, there are buttons for 'Search', 'Recheck Edits', 'Export to Excel', and 'Export using Imp'. A large red arrow points to the 'Recheck Edits' button.

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

The screenshot shows the 'I-STAR Reports' interface. The 'Report Type' is set to 'Student' and 'Report Categories' is set to 'Errors'. The 'Report Description' section shows a list of reports, with 'Student Approval Errors Listing' selected. The 'Reports Filters' section is visible, with a red banner that says 'Please select a Resident District.' The filters include fields for Student SIS Id, School Year (2018-2019), Gender, Grade, Term, Ethnicity, Private Facility, Class Name, Teacher Name, Location Name, Related Service, Resident District, Serving District, Serving School, Disability, Fund, Indicator Errors, Include on Approval (Yes), and Error Type (Fatal).

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)

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