



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

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Personnel Approval Deadline is Friday, June 28th

There are 5 working days until the data pickup of the *Personnel Approval* records in I-Star. ISBE will collect **ALL Personnel Approval** records at the end of business, Friday June 28th.

Harrisburg Project **will be open** on the 28th from 7:30AM-4:30PM if you need assistance with this data pickup.

In order to assist you with entering *Personnel Approval* information, we have held on-line trainings. If you were unable to attend or just want to review, click the link below to view a recorded training or print the presentation:

[Personnel Snapshot \(Video\)](#)

[Personnel Snapshot \(PDF Presentation\)](#)

Remember, you will only enter salary and benefit information **IF** the staff member is being attached to a program to calculate the student claim.

SIS Warning Message on Student Approval Records

All 2019 Student Enrollment records in SIS must be exited using the last day of school, unless the student is attending summer school.

I-Star DOES NOT have this same requirement. The only time you should be ending a *Student Approval* record is if the student will not be returning in the 2019-20 school year or you are completing an End/Add in order to show a change of service for the 2019-20 school year.

Once SIS has entered the exit date, **ALL I-Star Student Approval** records (that do not have an end date) will show the following informational message: W-148 SIS enrollment returns an end date of XX-XX-XXXX.

The only time you should enter the same end date into I-Star is if the student WILL NOT return to the district for the 2019-20 school year. Once ISBE opens the 2019-20 school year, all records **WITH OUT** an End Date will move moved into the school year.

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:
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Student Approval Data Pickup - July 15th

ISBE will collect **ALL Student Approval** records on July 15th. In order for ISBE to collect a *Student Approval* record it must be listed as 'Approved'. Be sure to take a moment and review the 'Student Approval Errors Listing' report to be sure that **ALL Student Approval** records are error free! This includes the Fund A (non-claimable) records.

To run the above report, click the *Report Tab -> Student -> Errors -> Student Approval Error Listing -> Select Error Type as Fatal*.

Student Reimbursement Due Dates

The Student Reimbursement Due Dates are quickly approaching! Please be sure the person responsible for completing these claims in I-Star is aware of these due dates:

July 15th - Fund E (Orphanage)
Fund F (Orphanage Private Facility)
Fund X (Excess Cost)
Fund J (Private Residential)

August 15th - Fund B (Private/Residential Facility) **Regular & Summer Term**

Harrisburg Project has held several online claims training sessions. These sessions were recorded if you were unable to attend or if you just need to review the documentation while working on any of the above claims. To locate the recorded claims sessions, click the link below:

[Student Claims](#)

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

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)

- 6/25 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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