Harrisburg Project
Software Support for Special Education

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

FACTS & Personnel Approval Transmissions - Due 05/06

There are <u>5</u> working days until the May 6th required *FACTS & Personnel Approval* transmissions. Permissions are now on for these transmissions. You may transmit as many times as necessary until the end of business on Friday, May 6th. Remember, if you are a member of a Super Site, the Super Site may have designated an earlier due date.

FACTS Not Reported vs *FACTS* Transmitted to ISBE

Two reports are offered during the ISBE Reporting process: *"FACTS Not Reported"* and *"FACTS Transmitted to ISBE"*.

There are two reasons why a student may appear on *"FACTS Not Reported"*:

- The *FACTS* Begin Date is after December 1st
- The *FACTS* End Date is before December 1st
- The *"Include in FACTS Approval"* box is unchecked

"FACTS Approval Transmitted to ISBE" details all *FACTS* records that are transmitted to ISBE. All current year *FACTS Approval* records are transmitted to ISBE (unless "Include in *FACTS Approval* box" is unchecked) to ensure that all *Exit Data* is reported.

Updating Contact Information

When a district or cooperative has a change in staff or new staff members, be sure to contact Harrisburg Project at 800-635-5274 or by email at support@hbug.k12.il.us. By updating pertinent contact information, each staff member can receive important from Harrisburg Project or ISBE.

Dates to Remember

May 6, 2016 - Required *FACTS & Personnel Approval* Transmissions

May 16-24, 2016 - Spring HUG Sessions

May 30, 2016 - Office Closed in Observance of Memorial Day

June 30, 2016 - Required *Personnel Approval* and FINAL *FACTS Approval* Transmissions

July 4, 2016 - Office Closed in Observance of Independence Day

July 15, 2016 - Orphanage (Funds D, E, F) Regular Term Reimbursement Transmission

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**Please remember that our client support staff is just an email away!
Email your questions to client support at 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
5/16/16	**Belleville**	**Harrisburg User Group - Belleville**	**9:00 AM - 12:00 PM**	Notes
5/16/16	*Online*	**Harrisburg User Group Spring 2016 - Online**	**FULL**	Notes
5/17/16	**Champaign**	**Harrisburg User Group - Champaign**	**9:00 AM - 12:00 PM**	Notes
5/17/16	**Springfield**	**Harrisburg User Group - Springfield**	**9:00 AM - 12:00 PM**	Notes
5/18/16	**Lockport**	**Harrisburg User Group - Lockport**	**9:00 AM - 12:00 PM**	Notes
5/18/16	**Bartonville**	**Harrisburg User Group - Peoria Area**	**9:00 AM - 12:00 PM**	Notes
5/19/16	**Glendale Heights**	**Harrisburg User Group - Glendale Heights**	**9:00 AM - 12:00 PM**	Notes
5/19/16	**DeKalb**	**Harrisburg User Group - DeKalb**	**9:00 AM - 12:00 PM**	Notes
5/23/16	**Benton**	**Harrisburg User Group - Southern Illinois**	**9:00 AM - 12:00 PM**	Notes
5/24/16	**Gages Lake**	**Harrisburg User Group - SEDOL Cooperative**	**8:30 AM - 11:30 AM**	Notes
5/24/16	**South Holland**	**Harrisburg User Group - ECHO Cooperative**	**8:30 AM - 11:30 AM**	Notes
5/24/16	**Woodstock**	**Harrisburg User Group - SEDOM Cooperative**	**1:00 PM - 4:00 PM**	Notes
5/24/16	**Chicago Heights**	**Harrisburg User Group - SPEED Cooperative**	**1:00 PM - 4:00 PM**	Notes
5/26/16	*Online*	**Harrisburg User Group Spring 2016 - Online**	**1:00 PM - 4:00 PM**	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.

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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.

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