



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

JUNE 13, 2016

[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

800-635-5274

### Personnel & FINAL FACTS Approval Due June 30<sup>th</sup>

The *Personnel Approval* & **FINAL FACTS Approval** transmissions are due on Thursday, June 30<sup>th</sup>. Harrisburg Project recommends that you *Refresh Common Data* and *Check Data Validity* frequently in order to be prepared for these transmissions.

Don't wait until the last minute, transmit your data once it is **ERROR** free! Remember, you can transmit as many times as necessary until the end of business on Thursday, June 30<sup>th</sup>. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

After June 30<sup>th</sup> the student approval file for the 2015-2016 regular term as well as for students who entered summer school prior to June 30 will be closed and **WILL NOT** be reopened for corrections.

If you need any assistance with the *Personnel Approval* or **FINAL FACTS Approval** transmissions, do not hesitate to contact Harrisburg Project at 800-635-5274 or by email at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

### Final Transmission Tip: Changes after Transmitting

If you transmit the *FACTS Approval* file prior to June 30<sup>th</sup> you **WILL NEED TO RETRANSMIT** your data if a new *FACTS Approval* record is added or if any changes are made to an existing *FACTS Approval* record. You may transmit data through the end of business on Thursday, June 30<sup>th</sup>.

**DO NOT** make changes to the **FINAL FACTS Approval** file after your final transmission. If changes are made to the *FACTS Approval* file after June 30<sup>th</sup>, a loss of funding will occur.

The **ONLY** changes that can be made after June 30<sup>th</sup> to a *FACTS Approval* record is an End Date and Exit Code.

#### Dates to Remember

May 16, 2016 - August 5, 2016:  
Office Hours will be 7:30AM-4:00PM; Closed on Friday

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



#### Inside this Issue . . . .

<b>Personnel Approval &amp; FINAL FACTS Approval Due June 30<sup>th</sup></b>	<b>1</b>
<b>Final Transmission Tip: Changes after Transmitting</b>	<b>1</b>
<b>Master Files Now Available</b>	<b>2</b>
<b>Event Registration</b>	<b>2</b>

Please remember that our client support staff is just an email away!  
Email your questions to client support at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

## Master Files Now Available

Updated Master Files, reflecting the May transmissions and most recent error reports, are now available on our website. Master Files are ‘snapshots in time’ of your student and personnel data at ISBE, which allows you to see approval codes for each record transmitted. To access the Master Files, click the link below:

[Master Files](#)

## 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
6/20/16	Online	Creating Cost Centers in <i>iePoint</i> >	9:00 AM - 10:00 AM	<a href="#">Notes</a>
6/22/16	Online	50-66A Tuition Cost Sheet	9:00 AM - 10:00 AM	<a href="#">Notes</a>
7/25/16	Online	Creating Cost Centers in <i>iePoint</i> >	9:00 AM - 10:00 AM	<a href="#">Notes</a>
7/27/16	Online	50-66A Tuition Cost Sheet	9:00 AM - 10:00 AM	<a href="#">Notes</a>

**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.**

### 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.**