



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

OCTOBER 11, 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

### IMPORTANT!!! Prior to I-Star Transition

Before your district/cooperative completes the transition to I-Star you **MUST DO** the following:

- Enter End Date/Exit Code in *iepoint* > 2016 DATA2016 for students **NOT** receiving services in the current school year. (RED Screen)
- Delete students from *iepoint* > DATA2017 if not receiving services in the current school year. (WHITE Screen)
- Correct **ALL** Exit Data Errors
- Make sure all students in *iepoint* > 2016 DATA2017 have a SIS ID in **EITHER** the SIS ID (yellow box) or ISBE SIS ID (gray box). The SIS ID **DOES NOT** need to be in both boxes.
- Make sure the *FACTS Approval* Begin Date is the **first student attendance day** on the official school calendar. The SIS enrollment day **should be the same** or **prior to** the first student attendance day on the official school calendar. This is easier to fix in *iepoint* > than after you transition to I-Star.
- All users must have an approved IWAS Account, an approved I-Star Account and Request Access from approved I-Star account. **Please review the I-Star [Minimum Requirements](#) document for additional information.**
- At least one (1) user from each district **must** attend either an On-Line or In-Person I-Star training. All additional users can watch the recorded On-Line session: [I-Star Approvals New User Training](#).

Please, call Harrisburg Project if you have any questions before you make the transition to I-Star. We are more than happy to answer any questions that you have regarding this process.

#### Dates to Remember

November 8, 2016 - Office Closed due to Election Day

November 11, 2016 - Office Closed in Observance of Veterans Day

November 23-25, 2016 - Office Closed for Thanksgiving Holiday

December 16, 2016 - January 2, 2017 - Office Closed for Christmas Break



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## FINAL Mandatory I-Star Training Dates

The **FINAL** sessions of required I-Star trainings are filling up. If you have not attended or signed up to attend, time is running out! The only seats available for our classroom trainings are October 24<sup>th</sup> and 25<sup>th</sup> and the online training on November 1<sup>st</sup>.

Please visit [Event Registration](#) to sign up for a training. **Please print the notes before the training and bring them with you.** These trainings are open to anyone, regardless of the location. For more information on I-Star, visit <http://www.hbug.k12.il.us/IStar/default.aspx>.

## Summer Orphanage Reimbursement Transmission - Due November 2<sup>nd</sup>

The 2015-2016 Summer Orphanage Reimbursement transmission is due Wednesday, November 2<sup>nd</sup>. This transmission will be completed by districts that reported Orphanage students (Funds D, E, or F) who attended Summer school during the 2015-2016 school year.

Permissions to transmit this file are now on. **Remember, this file will be sent from *iePoint* > 2016 DATA2016, the red screen.**

### 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.**