



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

MAY 2, 2017

[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

## Claims Trainings Available on Website

The I-Star Student & Personnel Claim training sessions commenced last week. If you were unable to attend a live session we have the recorded sessions available on our website. We have also compiled a combined Q&A document from all recorded sessions. The material in each training is the same so you do not have to watch each session.

Simply click the link below to access the recording, presentation packet, and Q&A:

[I-Star Claims - Recording](#)

[2016-2017 Student and Personnel Claims Training - Presentation Packet](#)

[I-Star Claims Q&A](#)

## Detailed Online Claims Training Sessions

Starting the week of May 9<sup>th</sup>, Harrisburg Project will host online detailed claims trainings to discuss “Creating Cost Centers in I-Star” and completing the “ISBE 50-66A Tuition Cost Sheet”. To register for one of these sessions, simply click the link below:

[Event Registration](#)

Once you register for one of these sessions, be sure to print the [Notes](#) for the session prior to the training date.

## Students Attending Summer Term

At this time of year it is important that students attending Summer school be entered correctly into I-Star. If the student will be attending the same serving school as the regular term, the term should reflect “B” for Both. If the serving school will change, the original record should reflect term of “R” and an *End/Add* should be completed to show the change in Serving School for the Summer term. The term should reflect “S” for Summer.

Please remember, High School districts should report incoming 9<sup>th</sup> graders if they are attending Summer school.

### Dates to Remember

May 29, 2017 - Office Closed in Observance of Memorial Day

July 4, 2017 - Office Closed in Observance of 4<sup>th</sup> of July Holiday

July 17, 2017 - Fund E, F Reimbursement Claim Due in I-Star

August 15, 2017 - Fund B, X, J Claim and Personnel Approval & Claim Due in I-Star



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Email your questions to client support at:  
[support@hbug.k12.il.us](mailto: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
5/09/17	Online	Creating Cost Centers in I-Star	9:00 AM - 11:00 AM	<a href="#">Notes</a>
5/11/17	Online	ISBE 50-66A Tuition Cost Sheet	2:00 PM - 3:30 PM	<a href="#">Notes</a>
5/23/17	Online	Creating Cost Centers in I-Star	9:00 AM - 11:00 AM	<a href="#">Notes</a>
5/25/17	Online	ISBE 50-66A Tuition Cost Sheet	2:00 PM - 3:30 PM	<a href="#">Notes</a>
6/06/17	Online	Creating Cost Centers in I-Star	9:00 AM - 11:00 AM	<a href="#">Notes</a>
6/07/17	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 9:00 AM	<a href="#">Notes</a>
6/20/17	Online	Creating Cost Centers in I-Star	9:00 AM - 11:00 AM	<a href="#">Notes</a>
6/21/17	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 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.