Office Hours: Monday - Friday 8:00AM - 4:00PM



WEEKLY NEWS BRIEFING

JULY 1, 2019

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

# Student Approval Records Data Pickup - July 15th

ISBE will pick up ALL *Student Approval* records at the end of business Monday, July 15<sup>th</sup>. In order for a *Student Approval* record to be picked up, the record must be listed as 'Approved'.

The only edit that will allowed to a *Student Approval* record after July 15<sup>th</sup> is to add an *End Date* and *Exit Code*. (Fund Code B *Student Approval* records will be open for editing until August 15<sup>th</sup>)

Be sure to review the 'Student Approval Errors Listing' from the Report Tab prior to July 15<sup>th</sup>. To run this report, select Student -> Errors -> Student Approval Errors Listing -> Error Type FATAL.

### **Dates to Remember**

June 3 - August 2, 2019 - Summer Office Hours 7:30AM-4:30PM Monday - Thursday; Closed Friday (except for Data Pickup Days)

July 4, 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

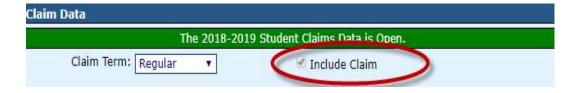
# Student Reimbursement Records Data Pickup - July 15th

The deadline to complete the *Student Claim* records for Fund Codes E, F, X, J (regular term) is the end of business Monday, July 15<sup>th</sup>.

Be prepared for this deadline! Be sure that you have attended a claims webinar for the specific fund code that you need to complete or watch a recorded session:

### Recorded Claims Sessions

Please note: If you ARE NOT going to submit a claim for a Fund X student you should open the *Student Claim* record and UNCHECK the 'Include in Claim' box to avoid reminder emails and calls.





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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)

- 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)

Email your questions to client support at: <a href="mailto:support@hbug.k12.il.us">support@hbug.k12.il.us</a>