



Harrisburg Project

Software Support for Special Education

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 15th. 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 15th is to add an *End Date* and *Exit Code*. (Fund Code B *Student Approval* records will be open for editing until August 15th)

Be sure to review the 'Student Approval Errors Listing' from the Report Tab prior to July 15th. 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 15th.

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.



Inside this Issue . . .

Student Approval Records Data Pickup - July 15th 1

Student Reimbursement Records Data Pickup - July 15th 1

Events Registration 2

Claim Data

The 2018-2019 Student Claims Data is Open.

Claim Term: Regular

Include Claim

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:
support@hbug.k12.il.us