



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

MARCH 16, 2015

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FACTS & Personnel Approval Transmissions Due 3/18

There are 3 working days until the March 18th required *FACTS & Personnel Approval* transmissions.

You may transmit at many times as necessary until the end of business on Wednesday, March 18th. Don't wait until the last minute; transmit once you are error free.

Remember, if you are a member of a Super Site, your Super Site may have designated an earlier due date.

Dates to Remember

March 18, 2015 - *FACTS & Personnel Approval* Required Transmissions

April 3-6, 2015 - Office Closed for Easter Break

May 8, 2015 - *FACTS & Personnel Approval* Required Transmissions

May 25, 2015 - Office Closed in Observance of Memorial Day

FACTS Not Reports vs FACTS Transmitted to ISBE

Two reports are offered during the ISBE Reporting process: 'FACTS Not Reported' and 'FACTS Transmitted to ISBE'.

There are three reasons why a student may appear on 'FACTS Not Reported':

- The *FACTS* Begin Date is after December 1st
- The *FACTS* End Date is before December 1st
- The 'Include in *FACTS Approval*' box is unchecked

'*FACTS Approval Transmitted to ISBE*' details all *FACTS* records that are transmitted to ISBE. All current year *FACTS* records are transmitted to ISBE (unless 'Include in *FACTS Approval* box' is unchecked) to ensure that all *Exit Data* is reported.



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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.

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
3/24/15	Online	<i>iePoint</i> > Claims Training	9:00 AM - 12:00 PM	Notes
3/25/15	Online	<i>iePoint</i> > Claims Training	1:00 PM - 4:00 PM	Notes
3/26/15	Online	<i>iePoint</i> > Claims Training	9:00 AM - 12:00 PM	Notes

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.