Harrisburg Project
Software Support for Special Education

Personnel & FINAL *FACTS Approval* Due June 30th

There are 12 working days until the required June 30th *Personnel Approval* and **FINAL** *FACTS Approval* transmissions. You can transmit as many times as necessary until the end of business on Tuesday, June 30th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Please remember that after June 30, 2015, the student approval file for the 2014-2015 regular term as well as for students who entered summer school prior to June 30th will be closed and **WILL NOT** be reopened for any changes.

If you need any assistance with the *Personnel Approval* or **FINAL** *FACTS Approval* transmissions be sure to call client support at 800-635-5274 or email support at suppport@hbug.k12.il.us.

Updated Calendars

District Superintendents should have completed the FINAL school calendar for the 2014-2015 school year. In order for *iePoint>* to reflect the most up-to-date calendar, be sure to *Refresh Calendars* by going to *File -> System Maintenance -> Refresh Calendars*. The updated calendar should reflect that emergency days (XED) have been changed to the final day type. To verify this, go to *Forms -> Calendars* and double click on the official 2015 district calendar.

Personnel IEIN Requirement

Currently *iePoint>* allows Personnel to be reported using Social Security Numbers for staff with the following Work Assignments: PAT, PAU, BA, PDL, PMD, PMT, POT, POM, PPT, PRT, PRC, NHV, NHA, NOT, NPT, NSL and PA. *iePoint>2015.1.6* was released June 1st and implemented Warning messages for these staff members. I-Star is the new data collection system that will replace *iePoint>*. This new system will require IEIN numbers for all personnel records. If you have personnel records that are still using Social Security Numbers, they need to sign up for an ELIS account to obtain an IEIN. To create an ELIS account, review the attached instructions:

How to Create an ELIS Account

Final Transmission Tip: Private Facility Students

If you are reporting Private Facility (B Fund) Students on the June 30th FINAL *FACTS Approval* transmission, be sure to check the following items:

- **Confirm the student is actually attending the Private Facility selected.**

- **Ensure the three digit Private Facility Code is correct, and that it matches the code used on the Placement Contract.**

- **Make sure the Private Facility Students *FACTS* Begin Date agrees with the state approved Private Facility Begin Date.**

- **If a student is placed in one private facility for tuition purposes and a different facility for the school district's payment of room and board, be sure the student is reported as 'Dually Enrolled' per the *FACTS* Approval Manual.**

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
6/18/15	*Online*	Final Transmission To-Do List	10:00 AM - 11:00 AM	Notes
6/25/15	*Online*	Final Transmission To-Do List	10:00 AM - 11:00 AM	Notes
7/07/15	*Online*	Creating Cost Centers in **iePoint>**	9:00 AM - 11:00 AM	Notes
7/09/15	*Online*	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	Notes
7/20/15	*Online*	*Start New Year*	2:00 PM - 3:00 PM	Pending
7/29/15	*Online*	*Start New Year*	9:00 AM - 10:00 AM	Pending
8/03/15	*Online*	*Start New Year*	9:00 AM - 10:00 AM	Pending
8/11/15	*Online*	Creating Cost Centers in **iePoint>**	9:00 AM - 11:00 AM	Notes
8/12/15	*Online*	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	Notes
8/13/15	*Online*	*Start New Year*	2:00 PM - 3:00 PM	Pending

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.