

*Please read entire instructions
before completing the General State Aid Claim for 2011-2012*

GENERAL STATE AID CLAIM INSTRUCTIONS FOR 2011-2012 Payable in 2012-2013

Your General State Aid (GSA) claim for 2011-2012 payable during 2012-2013 ***must be*** completed electronically using the Illinois State Board of Education's (ISBE) Web Application Security (IWAS) system. **Detailed IWAS instructions are available at the following ISBE website:** <http://www.isbe.net/funding/html/gsa.htm>.

Please note that **all GSA claim form calculations** are performed automatically for you when you click on the **"Calculate and Save"** button at the bottom of the electronic GSA claim form.

All GSA claim "calendar data" automatically transfers in from the approved Final Public School Calendar on file with ISBE. Calendar data cannot be changed directly on the GSA claim form. GSA claims cannot be submitted until the approved Final Public School Calendar is on file with ISBE; however, you may input all other data, calculate and save it until the final calendar is on file.

There are two parts to the General State Aid Claim to be completed by each district, university lab school, regional superintendent, and intermediate service center filing a claim. Attachment A should be completed first, followed by the General State Aid Claim Form. Electronically transmit your GSA Claim to the regional superintendent before June 21, 2012. This will allow the regional superintendent time to transmit their approval of your claim to the Illinois State Board of Education on or before July 1, 2012.

ATTACHMENT "A" INSTRUCTIONS

Do not include non-claimable pupils. Please see page 3, Column 4, Lines 1-9.

COLUMN 1, Line 1 - The regular school begin date is *automatically* uploaded from your approved Final 2011-2012 Public School Calendar.

The regular school begin date is the first day of any school activity including an institute day, an in-service day, or a pupil attendance day.

COLUMN 2, Line 9 - The regular school end date is *automatically* uploaded from your approved Final 2011-2012 Public School Calendar.

The actual days of pupil attendance for a district's resident pupils who attend a recognized school in another district or cooperative are claimable, only if tuition is paid by the resident district **and** the resident district receives monthly attendance reports from the providing facilities.

Non-special education pupils residing in foster family homes are claimable pupils for General State Aid purposes.

Days of attendance in Column 3 must be carried out to **one decimal** place only. **DO NOT ROUND FIGURES.**

If pre-kindergarten and kindergarten pupils attend school on the basis of half days, please convert the half days into equivalent whole days. For example, if a pupil attends 23 half-days in a calendar month of 23 days, the district records 11.5 days for this particular pupil.

Local Education Agencies (LEA) with differing calendars between attendance centers should accumulate each month's actual attendance days as reported at each attendance center.

In filing the Final Public School Calendar, the LEAs should reflect the pupil attendance days used at the majority of attendance centers. If this is found to be abused, ISBE will re-compute the attendance by attendance center during the audit.

Charter school attendance should be accumulated in the same manner as out-of-district/private placement attendance. Attendance will be limited to the total days used in reporting the public school attendance.

Part-Time Pupils—Pupils regularly enrolled in a public school for only a part of the school day are counted on the basis of 1/6 day for every class hour of instruction of 40 minutes or more attended.

COLUMN 3, Lines 1-9 - Record all claimable days of pupil attendance for pre-kindergarten through sixth grade. Generally, a claimable pupil resides within the district and does not have their tuition paid.

COLUMN 4, Lines 1-9 - Record all claimable days of pupil attendance for grades seven and eight.

Special Education pupils who are between 12 ½ and 14 ½ years of age at the beginning of the school year should be reported in Column 4, regardless of whether they are working below this grade level.

COLUMN 5, Lines 1-9 - Record all claimable days of pupil attendance for grades nine through twelve.

Attendance for Special Education pupils who are at least 14 ½ years of age at the beginning of the school year should be reported in Column 5, regardless of whether they are working below this grade level.

COLUMN 6, Lines 1-9 – *Automatically* calculated when the “**Calculate and Save**” button is clicked at the bottom of the electronic GSA claim form.

COLUMN 3-6 Line 10 – *Automatically* calculated when the “**Calculate and Save**” button is clicked at the bottom of the electronic GSA claim form.

GENERAL STATE AID CLAIM FORM INSTRUCTIONS

COLUMN 1, Line 1 – Automatically carried over from Attachment A when the “**Calculate and Save**” button is clicked at the bottom of the electronic GSA claim form.

COLUMN 2, Line 9 - Automatically carried over from Attachment A when the “**Calculate and Save**” button is clicked at the bottom of the electronic GSA claim form.

COLUMN 3, Lines 1-9 - The totals (from the Attachment A, Column 6, Lines 1-10) for General State Aid Claim for 2011-2012 (Column 6, Lines 1-10) are *automatically* placed when the “**Calculate and Save**” button is clicked at the bottom of the electronic GSA claim form.

COLUMN 4, Lines 1-9 - Record the total days of pupil attendance for the regular school year for the non-claimable pupils in the same manner as for claimable pupils.

A **non-claimable pupil** is (1) a pupil who does not reside within the district or (2) attends school in the district on a tuition basis as provided in Section 10-20.12a or (3) a pupil residing in an Orphanage or Children's Home or otherwise qualifies for tuition reimbursement under either Section 14-7.03 (special education orphanage) or 18-3 (regular orphanage) of the School Code or (4) At-Risk, Head Start, pre-kindergarten regular, pre-kindergarten bilingual, and post-graduate pupils. Record their attendance in Column 4, Line 1-9.

Days of attendance are recorded by regular calendar months with the exception that any pupil attendance days in August are added to the month of September and those in June are added to the month of May.

Full pupil attendance days require at least five clock hours of instruction per day under the direct supervision of teachers except on the opening and closing days of the school year.

Half day pupil attendance days require at least three clock hours of instruction per day under the direct supervision of teachers.

Instructional time does not include time spent passing between classes, lunch period, or recess.

For Homebound or Hospitalized Pupils – An instructional session of one clock hour but less than four clock hours per day may be counted as 1/2 day of attendance. To be counted for a full day of attendance, the student must receive four or more hours of instruction.

COLUMN 5, Lines 1-9 - Pupil attendance days are *automatically* transferred in from your approved Final 2011-2012 Public School Calendar.

NOTE: All ADA computations will be extended to the second decimal place and recorded as such. The third decimal place will be truncated, not rounded (e.g., record 75.837 as 75.83).

COLUMN 6, Lines 1-9 – The calculated average daily attendance (ADA), for **CLAIMABLE PUPILS ONLY**. Column 3 divided by Column 5 are *automatically* calculated when the “**Calculate and Save**” button is clicked at the bottom of the electronic GSA claim form.

COLUMN 7, Lines 1-9– The calculated average daily attendance (ADA), for **NONCLAIMABLE PUPILS ONLY**. Column 4 divided by Column 5 are automatically calculated when the “**Calculate and Save**” button is clicked at the bottom of the electronic GSA claim form.

Line 10, COLUMNS 3 – 5 – Automatically calculated upon hitting the “**Calculate and Save**” button

Line 10, COLUMN 6 – Automatically calculated upon hitting the “**Calculate and Save**” button.

Line 10, COLUMN 7 - Automatically calculated upon hitting the “**Calculate and Save**” button.

Line 11 – Calculate the total attendance of all claimable students for which you pay tuition. Accumulate individual student’s attendance and divide by Column 5, Line 10.

Tuition pupils are defined as resident pupils that attend educational facilities and/or receive their education from a source other than the school district of residence. This source may be, but is not limited to, one of the following:

- a. Another school district;
- b. A special education joint-agreement or cooperative, even though the special education pupil in the cooperative is attending class(es) operated by the joint agreement in the pupil's own district;
- c. An area vocational center;
- d. An approved special education private facility.

Line 12 - Automatically calculated upon hitting the “**Calculate and Save**” button

Line 13 - Automatically calculated upon hitting the “**Calculate and Save**” button

SCHOOL CALENDAR DATA

Districts must complete lines 15-18.

Line 14 - Automatically calculated upon hitting the “**Calculate and Save**” button

Line 15 - The **approved** number of Teacher Institute days is *automatically* uploaded from your approved Final 2011-2012 Public School Calendar on file with ISBE.

Line 16 - The number of **approved** Full Day Parent-Teacher conference days is *automatically* uploaded from your approved Final 2011-2012 Public School Calendar on file with ISBE.

Line 17 - The number of **approved** Act of God days is *automatically* uploaded from your approved Final 2011-2012 Public School Calendar on file with ISBE.

Line 18 - The number of **approved** waiver days for Full Day Teacher In-service (WFI), Full Day Parent Teacher Conference (WFPT) and Full Day School Improvement (WFS) are *automatically* uploaded from your approved Final 2011-2012 Public School Calendar on file with ISBE.

Line 19 - Automatically calculated upon hitting the “**Calculate and Save**” button

PENALTY For each day that Line 19 is less than 180 days as specified in Section 10-19 of the School Code, Section 18-12 of the School Code requires the State Board of Education to reduce the General State Aid Claim by .56818%.

Finalizing Claim Once the claim is complete and accurate, review your claim by hitting the “**Review Claim**” button at the bottom of your claim form. Once you have reviewed your claim it must be electronically submitted to the next level for approval or submission to ISBE. Depending on your access level you will see a “**Submit to District**”, “**Submit to ROE**”, “**Submit to ISC**”, “**Submit to ISBE**”, and “**Approve**” or “**Disapprove**” button at the bottom of your claim form.

Certification Anytime a claim moves to the next administrative level, a “**Certification**” message window pop-ups requiring the confirmation that the properly authorized IWAS person certifies the accuracy of the claim.

PROCEDURE FOR DETERMINING MONTHLY STATE AID PAYMENTS TO DISTRICTS

The Illinois State Board of Education will compute each district's claim once all claim forms and Equalized Assessed Valuation tax data have been collected for all the school districts in the state. The districts will be advised as to the amount of the computed claim during August 2007.

CLAIM CALCULATIONS

The data submitted will be used to determine each district's General State Aid Claim payments for 2011-2012 payable during 2012-2013.

FOR MORE INFORMATION

General State Aid Claim Form Completion

Jim Mathes at (217) 782-5256 or jmathes@isbe.net

School Calendar Data

Marj Beck at (217) 782-5256 or mbeck@isbe.net

IWAS Technical Assistance

Call Center (217) 558-3600

INTERNET RESOURCES

General State Aid Claim Form Instructions

<http://www.isbe.net/funding/html/gsa.htm>

GSA Frequently Asked Questions (FAQ)

<http://www.isbe.net/funding/html/gsa.htm>

IWAS Instructions for the GSA Claim Form Submission

<http://www.isbe.net/funding/html/gsa.htm>

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