

Illinois State Board of Education
Division of Educator and School Development

**Steps to Recognition
Nonpublic Elementary and Secondary Schools**

The following is a chronological list of steps to follow for initial recognition of a nonpublic elementary or secondary school by the Illinois State Board of Education. Because recognition is voluntary on the part of the school, it is the school's responsibility to follow through in preparing for the process. ISBE staff will be happy to answer questions and provide assistance at any time. The office phone number is 217/782-2948.

1. A school must be registered for one calendar year using the Nonpublic Registration, Enrollment and Staff Report. Information regarding Nonpublic Registration is available from the Data Analysis Division at 217/782-3950.
2. The school administrator must request the information for becoming a state *recognized* nonpublic school in writing. ISBE will respond with the application materials required for an initial recognition visit. Write to Patrick Murphy, Division Administrator, Educator and School Development Division, Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001.

Or, you can visit our website at www.isbe.net/esd and under the Nonpublic School Recognition link find the Guidelines for the Development of the Educational Program Description. Follow the directions inside this document for completion. Send two copies of your Educational Program Description along with a letter asking to obtain state recognition for your school to Patrick Murphy, Division Administrator, Educator and School Development Division, Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001.

3. An Educational Program Description must be submitted using the format provided by ISBE. When the Educational Program Description and other materials have been reviewed and found to be acceptable, a date for an on-site review will be established.
4. Please submit two copies of your current school calendar. Include the starting and ending times for a full and half day of attendance. An acceptable calendar must have at least 880 hours of instruction per year or 176 pupil attendance days. Instructional time does not include lunch, recess, or passing time between classes.
5. A Nonpublic School Consultant from the State Board of Education will chair an on-site team review. A representative from the Regional Office of Education and a minimum of two other educators of your choosing (one from a public school and one for a nonpublic school) will normally comprise the review team.
6. The team makes a recommendation regarding the recognition status of the school and drafts a report.
7. A written report of the on-site team review including its recommendation is prepared.
8. A Certificate of Recognition is issued by the State Superintendent of Education once it is determined that a nonpublic school meets the recognition requirements. Recognition is awarded annually by the State Superintendent of Education.