

**IWAS SUBMISSION INSTRUCTIONS FOR THE
PREKINDERGARTEN AT-RISK PROGRAM RECORD AND
THE PRESCHOOL FOR ALL PROGRAM RECORD**

Projects are required to submit the Prekindergarten At-Risk Program (Program Code 3705-00) Record (formerly ISBE 86-36) and the Preschool for All Program (Program Code 3705-70) Record (formerly ISBE 86-36A) through the IWAS (ISBE Web Application Security) System. Submission of this information is required by law; noncompliance may result in a delayed grant payment.

All Pre-K Program Records must be submitted to ISBE via IWAS by June 30, 2011.

PLEASE READ THESE INSTRUCTIONS CAREFULLY

1. You must sign up to gain access to IWAS. Read the sign-up instructions and select the correct access level.
2. The Superintendent/Administrator must approve your access and access level.
3. For joint agreements, the administrative district/agent is responsible for entering and submitting the data to ISBE. The data should be combined for all of the projects under the joint agreement and reported as one program.
4. Enter the data. (Note that the Superintendent/Administrator may also enter data.) Remember to SAVE before going to the next page.
5. Once correct and complete data have been entered, the Program Coordinator submits the data to the Superintendent/Administrator for approval.
6. After the Superintendent/Administrator approves the data, only the Superintendent/Administrator will have the ability to SUBMIT the data to ISBE.
7. Project staff may print the form before and after entering the data.

Please Note: If your project receives funds from the Prekindergarten At-Risk Program (3707-00) AND the Preschool for All Program (3705-70), you must aggregate the data for reporting. Individual program data should be reported separately ONLY in Questions 2A and 2B.

The funded program(s) for your project will be displayed on the IWAS Pre-K Program Record system once it opens. If there is an error in this program indicator, notify Mrs. Kalpana Desai at 217/782-3950 or kkdesai@isbe.net.

Instructions for Accessing the Pre-K Program Record via IWAS

- Step 1:** Go to <http://isbes1.isbe.net/iwas/asp/login> (this will route you to the security module). You may also access IWAS by going to the ISBE home page (<http://isbe.net>) and clicking on the IWAS link located on the upper menu bar.
- Step 2:** Click on the “**Sign Up Now**” link to obtain a login ID. The link will take you to a page that will ask you to provide your name, a login name, a password, and a secret question/answer.



- Step 3:** From the list of **Systems** sign up for the application, select “**Pre-K Program Record**” under the heading of “Reporting” and “Annual.” Click on “Sign Up Now.” When signing up for an application, enter your Region, County, District, Type (RCDT) code, the reason for access, etc.

If you do not know your RCDT code, click on “**Find District**” and select your county and region. In the “**category**” field, select public district. Select your district and submit your application by clicking on “**insert RCDT code.**” If you are not a public school district, select the “other” category.

- Step 4: Choosing Access Level:**

The Superintendent/Administrator must assign an access level before approving the person to access the system.

The **Program Coordinator** is responsible for entering, reviewing, and submitting the data to the Superintendent/Administrator for approval. The Program Coordinator must not only have IWAS access, but also be approved for access to the Pre-K Program Record.

After entering all of the requested information, submit the IWAS sign-up request to your Superintendent/Administrator, who has the authority to approve your access to IWAS and the Pre-K Program Record as a Program Coordinator.

District Superintendents are approved automatically for access to all of the IWAS systems. If not already approved, **administrators** of nonpublic schools, private daycare centers, or not-for-profit organizations should request approval to access IWAS by calling the ISBE Helpdesk at 217/558-3600.

Step 5: Log out of IWAS after submitting the request. Once you are approved by your Superintendent/Administrator, you may begin accessing the application.

Instructions for Entering Pre-K Program Record Data

Step 1: You may access IWAS through <http://isbes1.isbe.net/iwas/asp/login> or through the ISBE home page (www.isbe.net). Enter your login name and password.

Step 2: Click on **System Listing**, located on the left side of the screen.

Step 3: Select **“Pre-K Program Record.”** Note that this option will become available only after your sign-up request has been approved by your Superintendent/Administrator. Click on **“Authorized”** or **“Pre-K Program Record”** to display the first page of the application.



Step 4: Select the **“2011 Open”** fiscal year from the drop-down menu.



Pre-K Program Record Data Elements

All of the data elements are required fields. You must select “Yes” or “No,” or enter at least zero in the fields, when appropriate. Do not leave any blanks. Use the Tab button to proceed to the next question.

1. **Screening:** Questions 1a and 1b are required fields. You must enter a number greater than zero or an error message will appear. You will be unable to save the report if you do not enter this information.

2. Program Participation:

Question 2A is only for projects receiving Prekindergarten At-Risk Program funds (Preschool for All Cont. 3-5 Grant). If you do not operate a Prekindergarten At-Risk Program, Question 2A will be blocked out and you will be unable to enter data. Enter only Prekindergarten At-Risk Program data for the required fields of 2a through 2d in Question 2A. Field 2a must be greater than zero and fields 2b through 2d must be at least zero.

Question 2 B is only for projects receiving Preschool for All Program funds (Preschool for All 3-5 Grant). If you do not operate a Preschool for All Program, Question 2B will be blocked out and you will be unable to enter data. Enter only Preschool for All Program data for the required fields of 2a through 2f in question 2B. Field 2a must be greater than zero and equal the total of fields 2b through 2d ($2b + 2c + 2d = 2a$). Fields 2b through 2f must be at least zero.

Questions 3 through 9 require aggregated data if you operate Prekindergarten At-Risk AND Preschool for All programs.

3. **Program Design:** Check all that apply. Projects with multiple program designs and joint agreements should report all program designs in this question.
4. **Program Location:** Check where the program is located and enter the number of classrooms and the number of sessions per day. The system will automatically enter the total after you click “SAVE.” If you place a check in Question 4b, you must enter the number of children served and the hours of services provided in each home for each visit. The number of hours of services provided at home should be reported as a whole number and one decimal place. If your answer is a whole number, include a zero after the decimal point, e.g., 3.0. The field will allow a number entry of 0.1 through 5.0.
5. **Number of Teachers and Aides:** Report the number of teachers funded for the Prekindergarten At-Risk Program (3705-00) and for the Preschool for All Program (3705-70). The field will allow entry of numbers up to 999.9. The number should be reported as a whole number and one decimal place. If your answer is a whole number, include a zero after the decimal point, e.g., 3.0. Do NOT include any zeros in front of the number—1.5 is correct; 001.5 is incorrect.
6. **Each Session Data:** Report the total number of children in the largest and smallest sessions. Report all other data asked under this question. If there are no children with an IEP, you

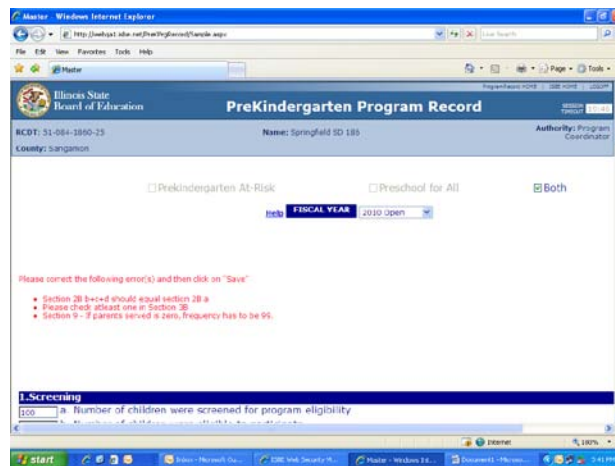
must enter at least a zero in this field. Even if your program operates for hours only, you must enter 00 in the “minute” field: three hours and no minutes = 3 hours/00 minutes; two hours and 45 minutes = 2 hours/45 minutes.

7. Joint Agreement: Read the question carefully and report the correct data. Do not include the administrative county and district when reporting the number of districts and counties in the joint agreement.

8. & 9. Parent Involvement and Parent Education: Report the unduplicated* number of parents participating in these activities. If your project operates at multiple sites, combine all data and report the aggregated data only. If different sites offer these activities with different frequencies, use the best average frequency you can report under the “Frequency” key. If you did not offer certain activities, you must record zero for “number of parents served” and select “99” for the “Frequency” code.

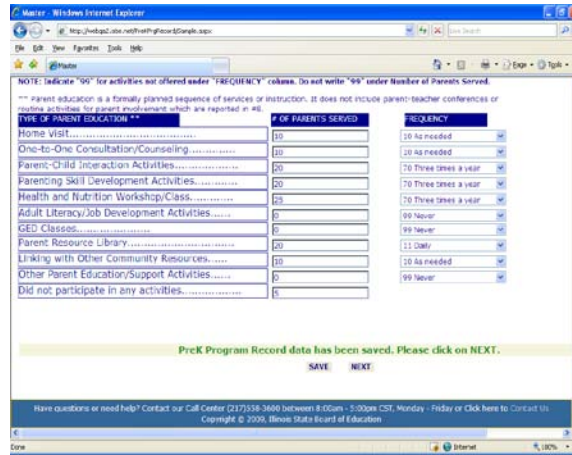
***Unduplicated count:** Report the parent only once in a particular/specific parent involvement or parent education activity.

The “Save” Button: You will not be able to save the report until all data requested on the first page have been entered correctly. After you click on “Save,” IWAS will notify you of any errors or missing data. You must make the corrections and click on “Save” again before you will be allowed to proceed to the next page.



The Program Coordinator has the option of editing the saved data before the information is submitted to the Superintendent/Administrator. Once the report has been submitted to the Superintendent/Administrator, the data cannot be edited unless the Superintendent/Administrator disapproves the report.

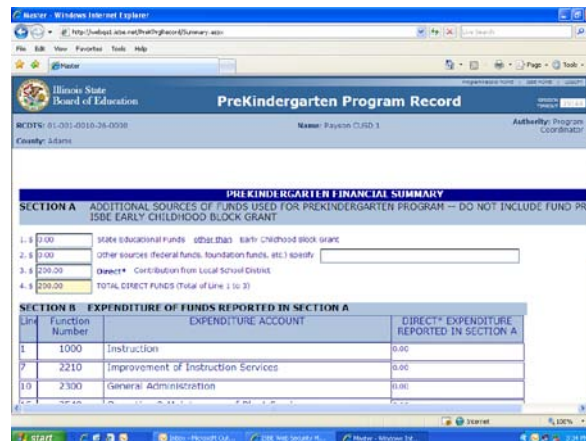
When all of the data have been entered on the main first page and are correct, and after clicking on “Save” again, the following message will appear at the bottom of the page: **“Pre-K Program record data has been saved. Please click on NEXT.”** You may then proceed to the Financial Summary page by clicking on “Next.”



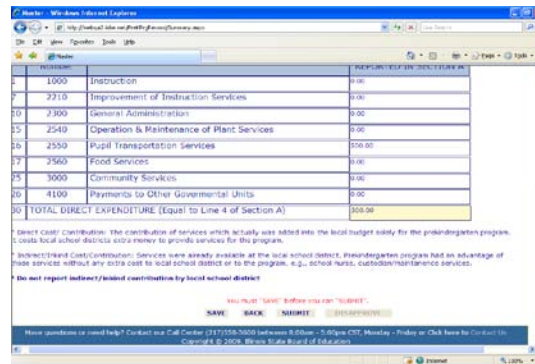
If you operate Prekindergarten At-Risk AND Preschool for All programs, aggregate your financial summary data and report it here.

Financial Summary: If your prekindergarten program(s) has/have used any additional direct* funds other than the ISBE Early Childhood grant, report that contribution. Even if projects do not have any data to report here, you must enter a zero in all three lines of Section A. Section B will automatically show zeros. If a project has any dollar amount showing in Section A, you must report the dollar amount in the Section B line item expenditure. If a particular line item has no amount, you must enter 0.00 in the space. The system will automatically add the amount in Section A. The total will be automatically calculated in Section B after you click on “Save.” If the totals in Section A and Section B do not match, an error message will appear before you will be able to submit. Correct the errors and click on “Save” again. You have the option to edit the data before you submit the report to the Superintendent/Administrator. Once you have submitted the report to the Superintendent/Administrator, you will not be able to edit the data unless the Superintendent/Administrator disapproves the report.

***Direct Contribution:** The contribution of services that was added into the local budget solely for the prekindergarten program(s). It costs local school districts/entities extra money to provide services for this/these prekindergarten program(s).



The “Back” Button: If you click on “Back” before saving the data, the system will clear everything you have entered on this page. If you click on “Save” after entering the data and then want to edit it before submitting it to the Superintendent/Administrator, you may click on “Back” and edit the data on the main page or Financial Summary page. Remember to save the data again, or the edits will be lost.

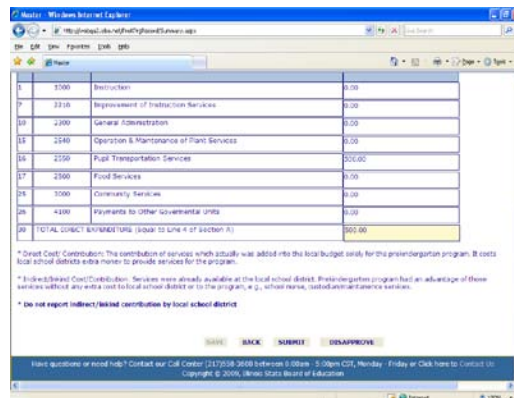


Submitting the Data: Once all of the data have been entered and saved, the Program Coordinator may submit the data to the Superintendent/Administrator by clicking on the “Submit” button located at the bottom of the Financial Summary page. The Program Coordinator will not be able to save, edit, or disapprove the data once the report has been submitted to the Superintendent/Administrator.

Submitting to ISBE: The Superintendent/Administrator may enter, save, and submit data as long as the Program Coordinator has not submitted the data for approval.

When the Program Coordinator submits the data to the Superintendent/Administrator, the Superintendent/ Administrator will receive an IWAS notification about the pending document. The system status will be “PA–pending approval,” and the Superintendent/Administrator will not be able to edit or save unless he/she disapproves the data.

Disapproving the Data: If the data require editing, the Superintendent/Administrator may disapprove the data by clicking on “Disapprove.” Once disapproved, the Superintendent/ Administrator may edit the data, save the report again, and submit it to ISBE by clicking on the “Submit” button at the bottom of Financial Summary page. The Superintendent/ Administrator will not be able to edit data or submit the report again once s/he submits to ISBE, unless ISBE disapproves the data.



Printing: You may print the document by following the computer Print options.

ISBE disapproval: If ISBE finds an error, the agency has the option of disapproving the report and returning it electronically to the Superintendent/Administrator. If ISBE disapproves the report, the Superintendent/Administrator and the Program Coordinator will receive a message via IWAS that the Prekindergarten Program Record has been disapproved, with the reasons for the disapproval. The Superintendent/Administrator or Program Coordinator must correct any errors and resubmit the report to ISBE.

If you have IWAS technical questions, contact the ISBE Helpdesk at 217/558-3600.

**If you have program questions, contact Mrs. Kalpana Desai at 217/782-3950
or kkdesai@isbe.net.**