



# **Special Education Private Facility Calendars**

**August 9, 2018**

**Presented by:  
The Division of  
Funding and Disbursement Services**



## Presentation Outline

- Introductions and Implementation Plan
- IWAS sign-up and approval levels
- Calendar navigation, data entry and submission
- Amendments and Due Dates
- Question and Answer



## Webinar Tips

- ***Tips for Listening***
  - Computer speakers
  - Headset connected to a computer
  - Telephone
- ***Question and Answer***
  - Q&A will be held at the end of the webinar.
  - Please type your questions into the Question Box within the Control Panel
  - All typed messages are logged
  - Text questions will be posted in a Q&A document after the Webinar
- ***Troubleshooting***
  - If you are disconnected from the Webinar at any time, you can click the link that was provided to you in your email. Alternatively, you can re-register for the Webinar to gain access.
  - If you are listening via telephone and close out of the Webinar on your computer, you will be disconnected.



## Special Education Private Facility Calendars

ISBE Staff presenters - Larry Smith and Marj Beck

The new calendar system will be online August 15

All 2018-19 calendars submitted and approved to date will be imported into the new system. Please review for accuracy.

The current calendar Excel template for the 2018-19 school year will not be available after August 15.



## Special Education Private Facility Calendars

All current facility administrators with ISBE IWAS accounts will have automatic access to the new calendar system but will need to approve new users within their organization

Administrators that do not have an ISBE IWAS account will be sent notification to setup their account.

Login and access via IWAS is separate from the Consolidated Financial Report site.



## Acronyms and Terminology

- IWAS – ISBE Web Application Security
- RCDTS – Region/County/District/Type/School – unique identifier used by ISBE
- SEPF – Special Education Private Facilities
- Agency Admin – Individuals with access to enter and submit calendars for all sites and programs under an Operating Agency to ISBE for final approval
- Site Admin – Individuals with access to enter calendars for all programs under a site and submit to Agency Admin for approval

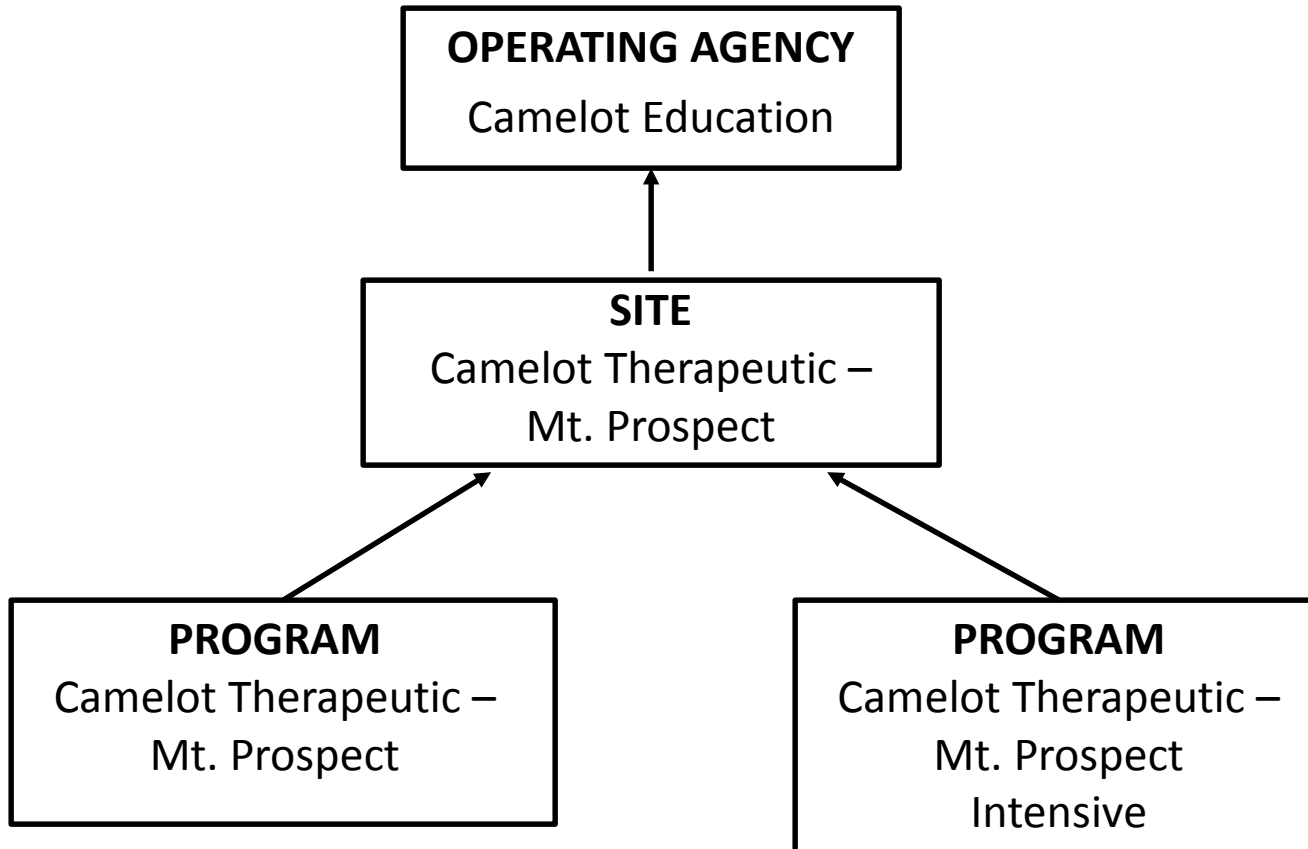


## Acronyms and Terminology

- Program Author – Individuals with access to enter calendar information for a program only
- Operating Agency – Sometimes referred to as “provider organization” or “provider agency”; the “control” over multiple sites
- Site – where a program is located; there may be multiple programs at one site (e.g., regular and intensive); sometimes called a “facility”
- Program – a specific “action plan” at a site
- Entity ID/Program ID – unique number used by ISBE to identify a program; replaced the three-digit “Private Facility Code”



# Agency Hierarchy







## Creating your IWAS Login

- Go to <http://www.isbe.net>
- Click on “System Quick Links”
- Under “Data Systems”, select “IWAS”

The screenshot shows the Illinois State Board of Education website. The header includes the logo and the text "Illinois State Board of Education". Below the header is a navigation bar with "HOME", "ADMINISTRATORS", and "TEACHERS" links. A "CURRENT TOPICS" section is visible, featuring a banner for "Licensure Renewal is Here!". A dropdown menu titled "System Quick Links" is open, showing a list of systems. Under the "DATA SYSTEMS" section, "IWAS: ISBE Web Application Security" is highlighted. A red arrow points from the text "select 'IWAS'" in the list above to this option. Another red arrow points from the text "Click on 'System Quick Links'" to the dropdown button.



## Creating your IWAS Login



The screenshot shows the Illinois State Board of Education (ISBE) IWAS login page. At the top, the ISBE logo and name are displayed, along with the names of the Chairman (James T. Meeks) and State Superintendent (Tony Smith, Ph.D.). Below this is a decorative banner with the acronym 'IWAS' repeated. The page is divided into a left sidebar and a main content area.

**Left Sidebar:**

- ISBE Home
- Home
- Sign Up Now
- Get Password
- Contact Us
- Help
- [IWAS User Guide](#) 
- [IWAS Training Video](#)

**Main Content Area:**

**Already have an account? Login Here :**

Login Name  
 Password  
 Remember Login Name

**Forgot Your Password?**

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

**New Partner - Sign up Now**

Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

[Sign Up Now](#) ← **First-time User?**

**Need Help?**

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

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## Creating your IWAS Login

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[ISBE Home](#)

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[Sign Up Now](#)

[Get Password](#)

[Contact Us](#)

[Help](#)

[IWAS User Guide](#)

[IWAS Training Video](#)

⊖ = Required

**Password requirements:**

- at least eight (8) characters in length
- contains at least one Upper case letter
- contains at least one Lower case letter
- contains at least one Numeral
- contains at least one of the following special symbols !@#%^^&\*()

**First Name**  ⊖

**Last Name**  ⊖

**Login Name**  ⊖ ?

**Password**  ⊖ ?

**Confirm Password**  ⊖ ?

**Email Address**  ⊖ ?

**Secret Question**  ⊖ ?

**Answer**  ⊖ ?

Please type the characters you see in the picture below before continuing:

48381460 ⊖

[Continue >>](#)

About SSL Certificates
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[ISBE Home](#)

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[IWAS User Guide](#)

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\* = Required

**Password requirements:**

- at least eight (8) **characters** in length
- contains at least **one Upper case letter**
- contains at least **one Lower case letter**
- contains at least **one Numeral**
- contains at least one of the following special symbols **!@#%&\*^&()\***

<b>First Name</b>	<input style="width: 90%;" type="text" value="Test"/>	<span style="color: red;">*</span>
<b>Last Name</b>	<input style="width: 90%;" type="text" value="SiteM"/>	<span style="color: red;">*</span>
<b>Login Name</b>	<input style="width: 90%;" type="text" value="TestSiteAdminM"/>	<span style="color: red;">*</span> <span style="color: blue;">?</span>
<b>Password</b>	<input style="width: 90%;" type="password" value="....."/>	<span style="color: red;">*</span> <span style="color: blue;">?</span> <span style="color: red;">Strong!</span>
<b>Confirm Password</b>	<input style="width: 90%;" type="password" value="....."/>	<span style="color: red;">*</span> <span style="color: blue;">?</span>
<b>Email Address</b>	<input style="width: 90%;" type="text" value="nfoard@isbe.net"/>	<span style="color: red;">*</span> <span style="color: blue;">?</span>
<b>Secret Question</b>	<input style="width: 90%;" type="text" value="What is the name of this app?"/>	<span style="color: red;">*</span> <span style="color: blue;">?</span>
<b>Answer</b>	<input style="width: 90%;" type="text" value="sepf"/>	<span style="color: red;">*</span> <span style="color: blue;">?</span>

**Please type the characters you see in the picture below before continuing:**

=
\*

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## Creating your IWAS Login



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I W A S    I W A S    I W A S    I W A S    I W A S    I W A S    I W A S    I W A S    I W A S

Login: TESTSITE

Home	<b>Congratulations Test SiteM on signing up for your personal IWAS Internet account.</b>
System Listing	You have completed the first step in the sign-up process for using the ISBE Internet-based systems. You now have one Login ID and Password to access most of ISBE's Internet-based systems. Please remember this information as you will need it in the future.
Change Password	
Messages - Inbox	From this page you can click on the " <b>Continue</b> " button to access a list of the available ISBE Internet-based systems.
Messages - Archived	
Contact Us	
Help	
Log Out	
<a href="#">IWAS Training Video</a>	

**Continue** > >

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# Accessing the SEPF Calendar App

- Request access to the application under "Special Education"

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*IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN*

Login: TESTSITEADMINM

**My Systems**

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
<ul style="list-style-type: none"> <li>Special Education</li> </ul>	
Special Education Private Facility (SEPF) →	<a href="#">Sign Up Now</a>





# Accessing the SEPF Calendar App

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Home

System Listing

Change Password

Messages - Inbox

Messages - Archived

Contact Us

Help

Log Out

[IWAS Training Video](#)

**Special Education Private Facility - SEPF**

**My Profile (For ALL Systems)**

\* = Required

<b>First Name</b>	<input type="text" value="Test"/>
<b>Middle Name</b>	<input type="text"/>
<b>Last Name</b>	<input type="text" value="SiteM"/>
<b>RCDT (No dashes)</b>	<input type="text" value="05016014600"/> <a href="#">Find District</a>
<b>School (No dashes)</b>	<input type="text" value="050160146000537"/> <a href="#">Find School</a>
<b>Title</b>	<input type="text"/>
<b>Entity Name</b>	<input type="text"/>
<b>Address 1</b>	<input type="text"/>
<b>Address 2</b>	<input type="text"/>
<b>City</b>	<input type="text"/>
<b>State</b>	<input type="text"/>
<b>Zip</b>	<input type="text"/> - <input type="text"/>
<b>Phone</b>	<input type="text" value="217"/> - <input type="text" value="123"/> - <input type="text" value="4563"/> ext. <input type="text"/>
<b>Fax</b>	<input type="text"/> - <input type="text"/> - <input type="text"/> ext. <input type="text"/>
<b>Summer Phone</b>	<input type="text"/> - <input type="text"/> - <input type="text"/> ext. <input type="text"/>
<b>Email</b>	<input type="text" value="nfoard@isbe.net"/>
<b>Broadcast Email</b>	YES -- Send system messages to the above email address <input style="font-size: 0.8em;" type="button" value="?"/>
<b>Email Type</b>	HTML <input style="font-size: 0.8em;" type="button" value="?"/>

**My Access Level (For the SEPF Non-public SEPF - QA System)**

Please enter the justification for access to the system. If you are already approved you can view your access level below. If you want to change your access level after you have been approved please contact your entity administrator.

<b>Access Level</b>	NONE <input style="font-size: 0.8em;" type="button" value="?"/>
<b>Justification</b> <small>(max 1000 characters)</small>	<input style="width: 90%; height: 40px;" type="text" value="Please provide me with site admin access."/>
<b>Status</b>	NONE
<b>Admin Contact</b>	--



## Accessing the SEPF Calendar App

<b>Program Author</b>	Facility User Cat D. These individuals have access to enter calendar information for a program. Must provide RCDTS (program) for IWAS registration.
<b>Site Author</b>	These individuals have access to enter calendar information for all programs under the site. Must provide RCDTS (program) for IWAS registration to identify the site.
<b>Site Admin</b>	These individuals have access to enter calendar information for all programs under the site. Must provide RCDTS (program) for IWAS registration to identify the site. This individual has authority to submit calendar to the Operating Agency Admin for further approval.
<b>Agency Author</b>	Agency Authors have access to enter calendar information for all sites. This individual has authority to submit calendar to the Operating Agency Admin for further approval.
<b>Agency Admin</b>	RCDT/District Admin. These individuals have access to enter and submit calendar information to ISBE for final approval for all sites and programs under Operating Agency. The Agency Admin approves signups of the program and site individuals.





# Accessing the SEPF Calendar App

- As an Operating Agency user, the application will be available as part of an administrative account
- When the Operating Agency Administrator logs in to IWAS, the administrator must approve access
  - Check under “Require Action” for sign-ups pending your approval

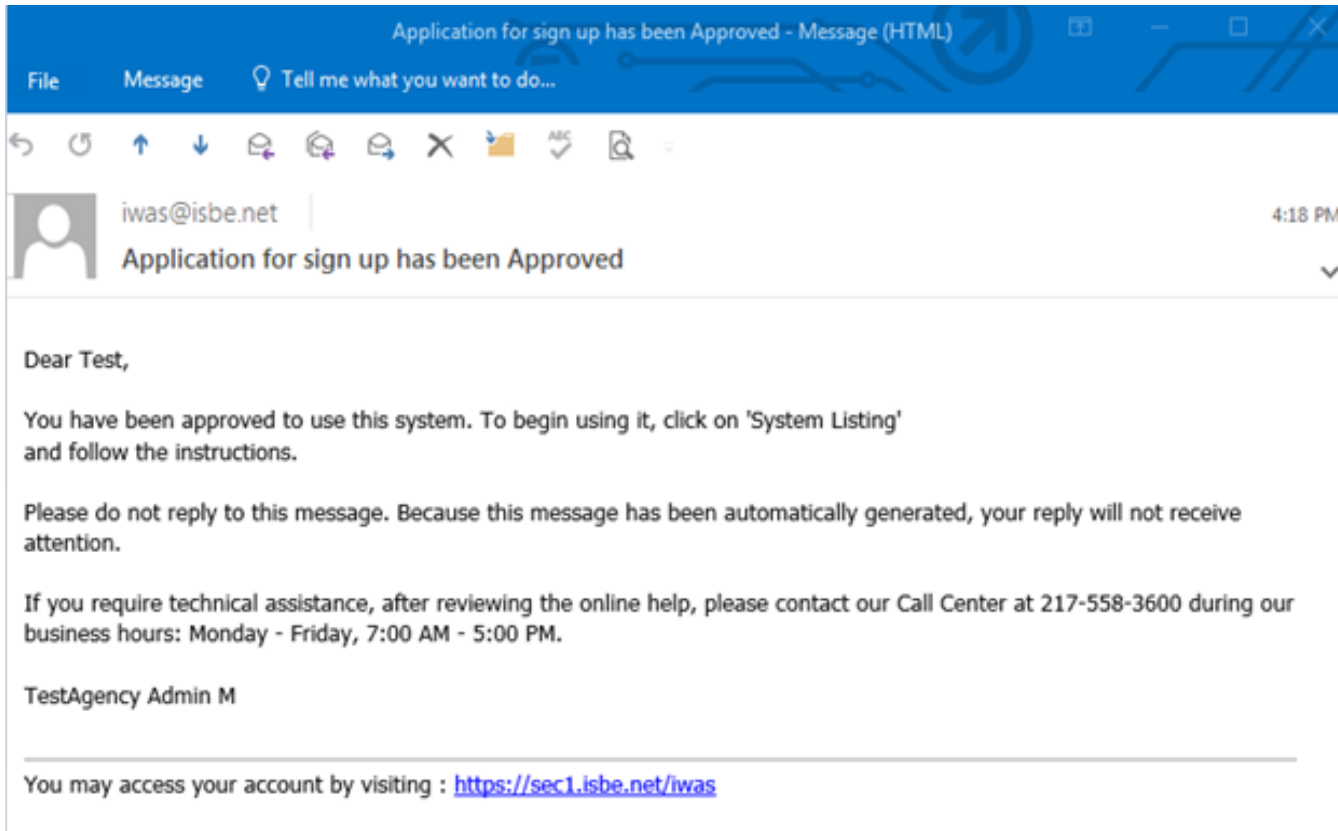


# Accessing the SEPF Calendar App

- Operating Agency Administrator
  - Will set the access level (Program, Site, Agency; Author or Admin)
  - Will approve or disapprove the application
    - Reason for disapproval may be provided
- Once approval is granted, the new user will receive an e-mail confirmation



# APPROVED!





# Accessing the SEPF Calendar App

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**ISBE Home**

**Home**

**Sign Up Now**

**Get Password**

**Contact Us**

**Help**

[IWAS User Guide](#)

[IWAS Training Video](#)

**Already have an account? Login Here :**

**Login Name**

**Password**

Remember Login Name

**LOG IN**

**Forgot Your Password?**

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

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[Help](#)

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## Accessing the SEPF Calendar App

- Select “System Listing”

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I WAS I WAS I WAS I WAS I WAS I WAS I WAS I WAS I WAS I WAS

Login: NFOARD

- Home
- System Listing**
- Pending Sign Ups
- Pending Documents
- Change Password
- Preferences
- Search
- Help
- Log Out
- [IWAS Training Video](#)

you last logged in 7/11/2018 2:58:40 PM.

Messages :

- [8 unread Inbox message\(s\)](#)
- [0 unread Archived message\(s\)](#)

Require Action :

- [0 Sign-ups pending your approval](#)
- [0 Documents pending your approval](#)
- [0 Feedback messages pending review](#)

We have your email address listed as:  
**nfoard@isbe.net**  
If this is NOT correct, [click here](#) to update.

**News Items**

**Closing a School or Entity**

For school closures, each District should contact ISBE before July 1st in preparation for the next school year. A District may also close a school at some time mid-year. [More...](#)

**Changes in IWAS Administrative Accounts**



# Accessing the SEPF Calendar App

- On “My Systems”, find “Special Education” under Categories, then select “Special Education Private Facility (SEPF)”

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My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

**Categories** - Click to Expand/Collapse Tree    **Authorization**

Special Education

Special Education Private Facility (SEPF)    [i](#)    [📅](#)    [👤](#)    **Authorized**

Legend: [i](#) : System Description - Detailed    [📅](#) : Due Dates    [👤](#) : Profile

[Want to Signup for Other Systems?](#)

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## Accessing the SEPF Calendar App (cont.)

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*IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN*

Login: TESTAGENCYADMU

**My Systems**

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

**Categories** - Click to Expand/Collapse Tree    **Authorization**

**Special Education**

**Special Education Private Facility (SEPF)**       **Authorized**

**Legend:** : System Description - Detailed    : Due Dates    : Profile

[Want to Signup for Other Systems?](#)

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[IWAS Training Video](#)



## Navigating the Private Facility Calendar

- The banner includes the Region County District Type Code, the Operating Agency ID, Operating Agency Name, and IWAS User's Access level. These are prepopulated based on the user's profile
- Next is the School Year and Site dropdowns. The School Year dropdown allows the user to select the school year for the calendar being entered. There will be a time when two school years will be active. The current school year may need an Amended calendar(s) (due no later than June 1). The upcoming school year Proposed calendar will need submitted (due date April 15) and these timelines overlap. The Site dropdown allows the user to select the site for the calendar being entered for which the user has access
- The headings in the table, **School Year**, **Program ID**, **Program**, **Type**, **Status** **Submit Date**, **Approve/Denied Date** and **Action** can be clicked to sort as needed

APPLICATION HOME | ISBE HOME | LOGOUT

SESSION 18:20  
TIMEOUT

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### Special Education Private Facility

RCDT: 15016022800    Operating Agency ID: 1933    Operating Agency Name: UCAN    User Access: Agency Admin

Home    Private Facility    Calendar ▾

School Year: 2018-2019    Site: --Select a Site--

Search:

School Year	Program Entity Id	Program	Type	Status	Submit Date	Approved/Denied Date	Action
2019	64069	UCAN Academy South	Proposed	Not Entered			<a href="#">Enter</a>
2019	64070	UCAN Academy South - Intensive	Proposed	Not Entered			<a href="#">Enter</a>





## Navigating the Private Facility Calendar (cont.)

- Verify the School Year, Site and the Program for calendar entry, then click the Enter link
- Recognized school holidays will automatically populate in the calendar in red

[Reset Holidays](#)

**August 2018**

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**September 2018**

Mon	Tue	Wed	Thu	Fri
	3	4	5	6
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**October 2018**

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**November 2018**

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**December 2018**

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**January 2019**

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**February 2019**

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

**March 2019**

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**April 2019**

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**May 2019**

Mon	Tue	Wed	Thu	Fri
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**June 2019**

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**July 2019**

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**August 2019**

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### Calendar Legend - Total Number of Days

Calendar Code	Code Description	Number of Days
HOL	Recognized School Holiday	10

Hours Per Day - Summer Term :  \*

Notes:

[Submit](#)



## Navigating the Private Facility Calendar (cont.)

Regular term days are added by clicking the date of the first day of student attendance on the calendar for the regular term school year. This will cause a pop-up to be displayed on the screen with the clicked date as the start date

**Start Date:**  
08/22/2018

**End Date:**  
05/31/2019

**Attendance Type:**  
X - Regular Term - Full Student Attendance Day

**Program(s) :**  
 Ucan/High School  
 UCAN Academy South  
 UCAN Academy South - Intensive

**Override holidays (HOL) in selected date range**

**Save** **Delete** **Close**

- Verify the Start Date
- Enter the regular term end date in the appropriate box
- Choose the Attendance Type from the dropdown, i.e. Regular Term – Full Student Attendance Days (calendar code X), Regular Term - Half Student Attendance Days (calendar code 1/2X)
- Provided the same regular term calendar applies to an additional program(s) for which the user has access the additional program can be selected by clicking the box next to the program
- If a holiday(s) is not recognized by the facility the 'Override holidays (HOL) in selected date range' can be checked; this can be done for an individual date or a range of dates as entered in the pop-up
- Click the Save button and the calendar will populate with the type of day selected between the selected Start Date and End Date; the same process can be done to delete an individual day or a range of days by following the same procedures and click the Delete button



## Navigating the Private Facility Calendar (cont.)

Reset Holidays

### August 2018

### September 2018

### October 2018

### November 2018

### December 2018

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Mon	Tue	Wed	Thu	Fri
HOL	X	X	X	X
10	11	12	13	14
X	X	X	X	X
17	18	19	20	21
X	X	X	X	X
24	25	26	27	28
X	X	X	X	X

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
X	X	X	X	X
8	9	10	11	12
HOL	X	X	X	X
15	16	17	18	19
X	X	X	X	X
22	23	24	25	26
X	X	X	X	X
29	30	31		
X	X	X		

Mon	Tue	Wed	Thu	Fri
			1	2
			X	X
5	6	7	8	9
X	X	X	X	X
12	13	14	15	16
X	X	X	X	X
19	20	21	22	23
X	X	X	HOL	X
26	27	28	29	30
X	X	X	X	X

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
X	X	X	X	X
10	11	12	13	14
X	X	X	X	X
17	18	19	20	21
X	X	X	X	X
24	25	26	27	28
X	HOL	X	X	X
31				
X				

### January 2019

### February 2019

### March 2019

### April 2019

### May 2019

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
	HOL	X	X	X
7	8	9	10	11
X	X	X	X	X
14	15	16	17	18
X	X	X	X	X
21	22	23	24	25
HOL	X	X	X	X
28	29	30	31	
X	X	X	X	

Mon	Tue	Wed	Thu	Fri
				1
				X
4	5	6	7	8
X	X	X	X	X
11	12	13	14	15
X	HOL	X	X	X
18	19	20	21	22
X	X	X	X	X
25	26	27	28	
X	X	X	X	

Mon	Tue	Wed	Thu	Fri
				1
				X
4	5	6	7	8
HOL	X	X	X	X
11	12	13	14	15
X	X	X	X	X
18	19	20	21	22
X	X	X	X	X
25	26	27	28	29
X	X	X	X	X

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
X	X	X	X	X
8	9	10	11	12
X	X	X	X	X
15	16	17	18	19
X	X	X	X	X
22	23	24	25	26
X	X	X	X	X
29	30			
X	X			

Mon	Tue	Wed	Thu	Fri
		1	2	3
		X	X	X
6	7	8	9	10
X	X	X	X	X
13	14	15	16	17
X	X	X	X	X
20	21	22	23	24
X	X	X	X	X
27	28	29	30	31
HOL	X	X	X	X



## Navigating the Private Facility Calendar (cont.)

- Attendance Type days can be entered individually or as a range.
- Individually enter the same date as the Start and End Date
- Choose the Attendance Type
- Click Save

**Start Date:**

**End Date:**

**Attendance Type:**

**Program(s) :**

- Ucan/High School
- UCAN Academy South
- UCAN Academy South - Intensive

Override holidays (HOL) in selected date range



## Navigating the Private Facility Calendar (cont.)

- As a range, enter the Start Date as the first date in the range and the End Date as the last date in the range
- Choose the Attendance Type
- Click Save

**Start Date:**

**End Date:**

**Attendance Type:**

**Program(s) :**

- Ucan/High School
- UCAN Academy South
- UCAN Academy South - Intensive

Override holidays (HOL) in selected date range



## Navigating the Private Facility Calendar (cont.)

- Attendance Day types display color coded
- Regular Term Full Student Attendance Days are green
- Regular Term Half Student Attendance Days are gold
- Not-in-Attendance days are grey
- Holidays are red
- Summer days show up as blue

Reset Holidays

### August 2018

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

### September 2018

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

### October 2018

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

### November 2018

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### December 2018

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

### January 2019

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

### February 2019

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

### March 2019

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### April 2019

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

### May 2019

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31



## Navigating the Private Facility Calendar (Cont.)

Summer term days are added by clicking the date of the first day of summer term. A pop-up will display with the clicked date as the start date.

**Start Date:**

**End Date:**

**Attendance Type:**

**Program(s) :**  
 Ucan/High School  
 UCAN Academy South  
 UCAN Academy South - Intensive

**Override holidays (HOL) in selected date range**

- Verify the Start Date
- Enter the Summer Term End Date in the appropriate box
- Choose the Attendance Type from the dropdown, i.e. Summer Term – Full Student Attendance Days
- Click the Save button and the calendar will populate with the type of day selected between the Start Date and the End Date; the same process can be done to delete an individual day or a range of days by following the same procedures and click the Delete button



## Navigating the Private Facility Calendar (cont.)

- Verify the Calendar Legend – Total Number of Days

### Calendar Legend - Total Number of Days

Calendar Code	Code Description	Number of Days
X	Regular Term - Full Student Attendance Day	186
1/2X	Regular Term - Half Student Attendance Day	3
S	Summer Term - Full Student Attendance Day	28
HOL	Recognized School Holiday	10
NIA	Not in Attendance	5





## Navigating the Private Facility Calendar (cont.)

January 2019					February 2019					March 2019					April 2019					May 2019				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
	HOL	x	x	x					x					1/2x	x	x	x	x	x			x	x	x
7	x	x	x	x	x	x	x	x	x	HOL	x	x	x	x	x	x	x	x	x	x	x	x	x	x
14	x	x	x	x	x	HOL	x	x	x	x	x	x	x	x	x	x	x	x	NIA	x	x	x	x	x
21	HOL	x	x	x	x	x	x	x	x	x	x	x	x	x	NIA	NIA	NIA	x	x	x	x	x	x	x
28	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x				HOL	x	x	x	x

June 2019					July 2019					August 2019				
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
					S	S	S	HOL	S					
10	S	S	S	S	S	S	S	S	S	5	6	7	8	9
17	S	S	S	S	S	S	S	S	S	12	13	14	15	16
24	S	S	S	S						19	20	21	22	23
					29	30	31			26	27	28	29	30

Hours Per Day - Summer Term :  \*  Notes:

- Hours Per Day – Summer Term must be entered. Please note a minimum of 120 hours of summer school (Extended School year (ESY) is required per Section 401.10 a) 3) B) of Part 401
- A user may enter a note if they so choose by typing in the Notes box
- Click the Submit button when the calendar is complete. If the calendar does not submit, an error message will appear. Read the error message and correct as necessary then click Submit again. Dependent upon the access level the user has, the calendar will be submitted to the appropriate account for approval



## Navigating the Private Facility Calendar (cont.)

- A pop-up will appear confirming the submission of the calendar as well as a confirmation email will be sent to the email address on file for the IWAS account

**Success!**



Your 2019 calendar for UCAN Academy South has been submitted and a confirmation email has been sent.

Ok

- Click the OK button
- The status will now be Pending “XX” approval, depending on the access level of the submitter
- The submitted calendar can be viewed or copied by clicking the View or Copy link under Action

School Year	Program Entity Id	Program	Type	Status	Submit Date	Approved/Denied Date	Action
2019	64069	UCAN Academy South	Proposed	Pending ISBE Admin Approval	08/08/2018 1:49 PM		<a href="#">Copy View</a>



## Navigating The Private Facility Calendar (cont.)

The calendar can be copied for programs that use the same calendar. This is done by:

- Clicking the Copy link under Action
- Choose the program to copy the calendar to in the pop-up box
- Click Copy

Copy calendar from: **UCAN Academy South**

Copy calendar to:

**UCAN Academy South - Intensive**

**Copy** **Close**

- Verify the Calendar Legend for accuracy
- Verify the Hours Per Day – Summer Term if applicable are accurate. Please note a minimum of 120 hours of summer school (Extended School year (ESY) is required per Section 401-10 a)3)B) of Part 401
- Click the Submit button when the verifications are complete
- The status will be pending “XX” approval, depending on the access level of the submitter
- A pop-up will appear confirming the submission of the calendar as well as a confirmation email will be sent to the email address on file for the IWAS account



## Navigating the Private Facility Calendar (cont.)

Success!



Your 2019 calendar for UCAN Academy South has been submitted and a confirmation email has been sent.

Ok

- Once the calendar has been approved or disapproved by the next level, an email will be sent to the email entered in the IWAS user’s profile for notification purposes
- If the calendar is Approved, the process is complete
- The approved calendar can be copied by clicking the Copy link under Action
- The approved calendar can be viewed by clicking the View link under Action
- The approved calendar can be amended by clicking the Amend link under Action


School Year	Program Id	Program	Type	Status	Submit Date	Approved/Denied Date	Action
2019	64069	UCAN Academy South	Proposed	Approved by ISBE	07/31/2018 1:37 PM	07/31/2018 2:50 PM	<a href="#">Copy</a> <a href="#">Amend</a> <a href="#">View</a>
2019	64070	UCAN Academy South - Intensive	Proposed	Approved by ISBE	07/31/2018 2:15 PM	07/31/2018 2:50 PM	<a href="#">Copy</a> <a href="#">Amend</a> <a href="#">View</a>



## Navigating the Private Facility Calendar (cont.)

- If the calendar is Disapproved click the Enter link under Action
- View the 'Reason for Disapproval'

School Year	Program Entity Id	Program	Type	Status	Submit Date	Approved/Denied Date	Action
2019	64069	UCAN Academy South	Proposed	Disapproved by ISBE	08/08/2018 1:49 PM	08/08/2018 2:07 PM	<a href="#">Enter</a>

 **Reason for Disapproval:** Contacted by facility to disapprove calendar due to wrong start date for summer term.

- Make necessary corrections
- Click the Submit button to submit the calendar to the next level for approval



## Navigating the Private Facility Calendar (cont.)

- Author level access personnel (Program, Site or Agency Author) will submit the calendar to Admin level access (Site or Agency Admin) for submittal
- The admin level personnel will receive an email that a document requires action
- The admin level personnel will login into IWAS and note there are documents that Require Action

<a href="#">Home</a>
<a href="#">System Listing</a>
<a href="#">Pending Documents</a>
<a href="#">Change Password</a>

**Messages :**  
[35 unread Inbox message\(s\)](#)  
[0 unread Archived message\(s\)](#)

**Require Action :**  
[0 Sign-ups pending your approval](#)  
[4 Documents pending your approval](#)

- Click the link 'Documents pending your approval' which will take the user to the system(s) that requires action
- Choose Special Education Private Facility (SEPF)
- Find the document pending admin approval and click the Submit/Disapprove link

School Year	Program Entity Id	Program	Type	Status	Submit Date	Approved/Denied Date	Action
2019	64069	UCAN Academy South	Proposed	Pending Site Admin Approval	08/08/2018 2:18 PM	08/08/2018 2:07 PM	Submit/Disapprove



## Navigating the Private Facility Calendar (cont.)

- Verify the calendar, legend and summer hours looks accurate and click either Submit to ISBE or Disapprove as appropriate and an email will be sent to the original author
- Choosing Submit to ISBE completes the process

### Calendar Legend - Total Number of Days

Calendar Code	Code Description	Number of Days
X	Regular Term - Full Student Attendance Day	186
1/2X	Regular Term - Half Student Attendance Day	3
S	Summer Term - Full Student Attendance Day	28
HOL	Recognized School Holiday	10
NIA	Not in Attendance	5

**Regular School Year Begins:** 08/22/2018

**Regular School Year Closes:** 05/31/2019

**Summer School Session Begins:** 06/11/2019

**Summer School Session Closes:** 07/19/2019

**Total Regular Days:** 187.5 days

**Total Summer Hours:** 28 \* 5 = 140 hours

Submit to ISBE

Disapprove



- Choosing Disapprove requires entry of a Reason for Disapproval, then click Confirm. This will send a message to the appropriate author to make the corrections via the Special Education Private Facility system

Are you sure you want to disapprove?

Reason for Disapproval:

Confirm

Close



## Amendments and Due Dates

- If a change to the previously approved calendar is necessary, an amended calendar can be entered by clicking the Amend link under Action
- Make the necessary change(s) and submit by clicking the submit button

School Year	Program Entity Id	Program	Type	Status	Submit Date	Approved/Denied Date	Action
2019	1934	Ucan	Proposed	Approved by ISBE	08/08/2018 9:03 AM	08/08/2018 2:40 PM	<a href="#">Copy</a> <a href="#">Amend</a> <a href="#">View</a>







## Amendments and Due Dates (cont.)

- **Proposed** Calendars are due **April 15** prior to the start of the school year
- **Amended** Calendars must be submitted by **June 1** following the regular school term; amended Calendars submitted after June 1 **will not** be processed
- Regular School Term shall consist of at least 176 days of student attendance
- A Student Attendance Day requires at least 5 hours of instruction
- Summer School Term shall consist of at least 120 hours of instruction



## Contact Information for Questions

### Division of Funding and Disbursement Services

Phone: 217/782-5256

Fax: 217/782-3910

IPCRB General Email

[ILPCRB@isbe.net](mailto:ILPCRB@isbe.net)

IWAS login questions/ISBE Helpdesk

Phone: 217/558-3600