



555 West Monroe Street, Suite 900
Chicago, Illinois 60661

NONPUBLIC REGISTRATION, ENROLLMENT, AND STAFF REPORT

NOT-FOR-PROFIT ONLY
FIRST-TIME REGISTRANTS ONLY

ROE/ISC DEPARTMENT

Instructions: Registration of nonpublic schools is done under the authority of 105 ILCS 5/2-3.25o, 23 Ill. Admin. Code 425.20, and other applicable statutes, rules, and regulations. This completed application, including original signature, must be **received** by ISBE between October 1 and June 25 for the school to be registered by June 30.

ELIGIBILITY

To be eligible for registration, a school must meet **all** of the following criteria:

- Filed with the Illinois Secretary of State as a [non-profit organization](#).
- Not based in a home unless all instruction is provided remotely or virtually. Students may not come to your home for instruction.
- Your school must enroll students other than your own children.
- Students are enrolled in at least two grades between PreK – 12 (any two grades).
- The school is currently open with students enrolled and attending classes.

NONPUBLIC SCHOOL INFORMATION

NONPUBLIC SCHOOL NAME	NAME OF COUNTY IN WHICH NONPUBLIC SCHOOL IS LOCATED
NONPUBLIC SCHOOL ADDRESS (Street, City, ZIP Code)	NONPUBLIC SCHOOL ADMINISTRATOR'S NAME
	NONPUBLIC SCHOOL TELEPHONE (Include Area Code)
NAME OF PUBLIC SCHOOL DISTRICT IN WHICH SCHOOL IS LOCATED	NONPUBLIC SCHOOL WEBSITE (If Applicable)
RCDT# OF PUBLIC SCHOOL DISTRICT (If Known)	NONPUBLIC SCHOOL ADMINISTRATOR'S EMAIL

AFFILIATION

Select an affiliation from the list below. Enter the name of the affiliation if you select "Other Religious Affiliation."

- | | |
|--|--|
| <input type="checkbox"/> 21 Amish | <input type="checkbox"/> 05 Jewish |
| <input type="checkbox"/> 26 Association of Christian Schools International (of Colorado) | <input type="checkbox"/> 06 Lutheran |
| <input type="checkbox"/> 02 Baptist | <input type="checkbox"/> 22 Mennonite |
| <input type="checkbox"/> 03 Christian Schools International (of Michigan) | <input type="checkbox"/> 07 Methodist |
| <input type="checkbox"/> 27 Christian Schools of Illinois | <input type="checkbox"/> 16 Montessori School |
| <input type="checkbox"/> 17 Greek Orthodox | <input type="checkbox"/> 25 Pentecostal |
| <input type="checkbox"/> 20 Illinois Association of Christian Schools | <input type="checkbox"/> 08 Presbyterian |
| <input type="checkbox"/> 01 Independent-Regular (Not Religious Affiliated) (Not Parent Operated) | <input type="checkbox"/> 09 Protestant Episcopal |
| <input type="checkbox"/> 19 Independent-Special Education (Not Religious Affiliated) (Not Parent Operated) | <input type="checkbox"/> 10 Roman Catholic |
| <input type="checkbox"/> 23 Islamic/Muslim | <input type="checkbox"/> 11 Seventh-Day Adventist |
| | <input type="checkbox"/> 14 Other Religious Affiliation Please Specify |

NONPROFIT VERIFICATION

Instructions: If you selected 01, 16, or 19 above as your affiliation, please complete this section. **All other applicants**, please skip this section and proceed to the Assurances.

Registration is available only to NOT-FOR-PROFIT entities that are subject to the General Not For Profit Corporation Act of 1986 (805 ILCS 105) or incorporated as a not-for-profit entity in another state and authorized to do business in the State of Illinois pursuant to the Business Corporation Act of 1983 (805 ILCS 5). You must supply the file number assigned to the not-for-profit school by the Illinois Secretary of State, Department of Business Services. This number may be found on the application returned to the school by the Secretary of State's office or at <http://www.ilsos.gov/corporatellc/>.

The Secretary of State file number indicating not-for-profit status for this school is _____.

ASSURANCES

Instructions: Review these assurances, and check "Yes" to indicate compliance. Note that each must be "Yes" before the school can be registered.

Yes

- ☐ 1. The school provides instruction in the English language in the areas of language arts, mathematics, biological and physical science, social science, fine arts, and physical development and health.
- ☐ 2. The school offers an annual academic term that satisfies one of the following: at least 176 5-hour days of pupil attendance; at least 880 per-pupil clock hours; **or** an academic term that satisfies any other minimum instructional requirement established in statute. Students are required to attend daily during the school's entire regular school term.
- ☐ 3. The physical facilities occupied by the school comply with the applicable local building code and fire safety requirements.
- ☐ 4. The school will report immunization/health examination data (by November 15), eye examination data (by June 30), and dental examination data (by June 30), as prescribed in 105 ILCS 5/27-8.1.
- ☐ 5. The school complies with 105 ILCS 5/22-30, 22-33, 23 Ill. Adm Code 1.540, and any other law pertaining to the self-administration or self-carry of prescription or non-prescription medications.
- ☐ 6. The school can document that each student participating in interscholastic athletics has had an annual physical examination and that it complies with the concussion policy and other requirements of 105 ILCS 5/22-80 and 105 ILCS 25/1.20.
- ☐ 7. The school complies with applicable federal and state laws prohibiting discrimination including the [Racism-Free Schools Law](#) and assurances that the school will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- ☐ 8. The school agrees to comply with any other applicable State and federal laws, relevant case law, and State and federal rules and regulations.
- ☐ 9. The school complies with requirements for birth certificates, student records, and any other requirements under 105 ILCS 5/2-3.13a and 23 Ill. Adm Code 375.75.
- ☐ 10. The school complies with the requirements of [Faith's Law](#) by adopting the [required policies, notification requirements, and completing required employment history reviews](#) prior to hiring an applicant.

BULLYING POLICY

Instructions: If you selected 01, 16, or 19 above as your affiliation, please complete this section. **All other applicants**, please skip this section and proceed to the next page.

Yes

- ☐ 1. The school has adopted a bullying policy that is compliant with 105 ILCS 5/27-23.7. Public school district policies in compliance may be seen at <https://www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf>.
- ☐ 2. The school's current bullying policy is distributed annually to students and their parents or guardians.
- ☐ 3. Upon being registered, the school will submit a copy of the school's bullying policy to ISBE through the electronic IWAS system for review and approval when instructed to do so.
- ☐ 4. The school will update (as necessary) and resubmit their bullying policy every two years to ISBE through the electronic IWAS system for review and approval.

DISTRICT RELATIONS

Instructions: In the space below, please provide the name of the public-school district(s) **in which your students live**, the city in which the district office is located, the RCDT code (if known), and the number of students attending your school that live within that district. Please note that you should use the physical address of each student's home and not the address of your nonpublic school.

If the number of districts exceeds this table, attach additional sheets to this Report, containing the remaining student-district data. If the district is in another state, enter the state's name under "District Name" and supply a total for all of the students from that state (do not break the students down by out-of-state districts).

The total number of students on this page must match the total number of students on the next page.

DISTRICT NAME	CITY OF DISTRICT OFFICE	DISTRICT RCDT CODE	NUMBER OF STUDENTS
STUDENT TOTAL			

Instructions: Complete the applicable data elements below with whole numbers by grade, racial/ethnic, and gender distribution of all nonpublic students, 3 to 21 years old, on the official membership rolls as of the last school day in September. A child with an individualized education program (IEP) or an individualized services plan (ISP) should be counted as a child with a disability. A child with a disability receives special education and other services. **DO NOT COUNT ANY STUDENT MORE THAN ONCE.**

Grade	Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)		American Indian or Alaska Native (A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.)		Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)		Black or African American (A person having origins in any of the black racial groups of Africa.)		Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)		White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)		Two or More Races (A person having origins in more than one race.)		Total	
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Pre-K																
K																
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
Spec Ed Pre-K																
Spec Ed K																
Spec Ed 1																
Spec Ed 2																
Spec Ed 3																
Spec Ed 4																
Spec Ed 5																
Spec Ed 6																
Spec Ed 7																
Spec Ed 8																
Spec Ed 9																
Spec Ed 10																
Spec Ed 11																
Spec Ed 12																
Ungraded Pre-K (Age 3-4)																
Ungraded Elementary (K-8) (Age 5-13)																
Ungraded Secondary (9-12) (Age 14-21)																
Total All Rows																
TOTAL																

OTHER STUDENT DATA

Instructions: Indicate below whether the students at the school are day students only (this is most common), residential students, or a mixture. Also, indicate the estimated number of individual students (not families), ages 5-17, whom the school considers to be coming from low-income families (students whose families are receiving public aid, students living in institutions for neglected or delinquent children, students who are being supported in foster homes with public funds, and students eligible for free or reduced-price lunches). If there are no students in the school who would be defined as low-income, enter zero. Lastly, indicate the number of graduates from the previous year.

The students attending the school are: ☐ Day Students ☐ Residential Students ☐ Mixed Day and Residential

Estimated Number of Pupils from Low-Income Families: _____

Count all 12th grade graduates (including mid-year graduates) who completed their requirements during the past school year.

Male _____ Female _____

Instructions: Full-time equivalence is defined as the amount of time employed in an assignment category divided by the amount of time that a full-time NON-VOLUNTEER employee would be expected to serve in that assignment category. One full-time equivalent number is expressed as 1.0.

The following examples illustrate how full-time equivalence should be computed:

- a. If a teaching position were filled by two persons, one male and one female, each working one-half day, count each person as 0.5 and add 0.5 to the count for male teachers and 0.5 to the count for female teachers.
- b. If a full-time employee were assigned to teaching one-half time and worked as a guidance counselor the remaining time, count this person as 0.5 teaching and 0.5 pupil personnel services staff.

Include FILLED NON-VOLUNTEER POSITIONS ONLY, and round each full-time equivalent number to the nearest tenth decimal place. For example, round to 1.4 if the computed equivalence number equals 1.38.

Administrative Staff includes superintendents, assistant superintendents, administrators, principals, business managers, and administrative assistants.

Pre-Kindergarten Teachers includes teachers of students at the kindergarten level or age 5.

Elementary Teachers includes teachers of students in grades 1 through 8 or age 6 through 13.

Secondary Teachers includes teachers of students in grades 9 through 12 or ages 14 through 21.

Special Education Teachers includes those teachers of students in special education programs.

Pupil Personnel Services Staff includes guidance counselors, social workers, nurses, psychologists, and other medical staff.

Supervisory Staff includes deans, supervisors, consultants, coordinators, and directors.

Support Staff includes secretaries, custodians, and teacher aides.

Total Staff includes sum of all assignment categories.

FULL-TIME AND PART-TIME STAFF AS OF THE LAST SCHOOL DAY IN SEPTEMBER (Do NOT include volunteer help.) EQUIVALENCY OF STAFF (FULL-TIME AND PART-TIME)

	Classroom Teachers					Special Education	Pupil Personnel Services Staff	Supervisory Staff	Support Staff	Total
	Administrative Staff	Pre-Kindergarten	Kindergarten	Elementary (1-8)	Secondary (9-12)					
Female										
Male										

By signing and submitting this application, I acknowledge that the information on this form is true and accurate to the best of my knowledge. I also understand that registration must be renewed annually through ISBE's IWAS system and that failure to do so will result in the school's registration status being forfeited.

Digital or Original Administrator's Signature

Submission Date (mm/dd/yyyy)

Print/Type Administrator Name