

**NONPUBLIC REGISTRATION, ENROLLMENT, AND STAFF REPORT**

**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 after September 30 and before June 26 for the school to be registered by June 30.

**Submit this report to the Illinois State Board of Education, Data Analysis Division, 100 North First Street, S-284, Springfield, Illinois 62777-0001.**

**NONPUBLIC SCHOOL INFORMATION**

NONPUBLIC SCHOOL NAME	NAME OF COUNTY IN WHICH SCHOOL IS LOCATED
NONPUBLIC SCHOOL ADDRESS (Street, City, Zip Code)	NAME OF SCHOOL ADMINISTRATOR'S NAME
NAME OF PUBLIC SCHOOL DISTRICT IN WHICH SCHOOL IS LOCATED	NONPUBLIC SCHOOL TELEPHONE (Include Area Code)
RCDT# OF PUBLIC SCHOOL DISTRICT (If Known)	NONPUBLIC SCHOOL FAX (Include Area Code)
	NONPUBLIC SCHOOL ADMINISTRATOR'S E-MAIL

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

**NONPROFIT VERIFICATION**

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). The requirement described later in this paragraph applies to schools who have chosen either "01 Independent—Regular (non-religious affiliated/non-parent operated)," "16 Montessori School," or "19 Independent—Special Education (non-religious affiliated/non-parent operated)" in the Affiliation section above. If you selected affiliation 01, 16, or 19, you must supply the file number assigned to the not-for-profit school by the Illinois Secretary of State, Department of Business Services.

The Secretary of State file number for this school is \_\_\_\_\_. 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/>. This application cannot be processed without this number.

## ASSURANCES

**Instructions:** Review these assurances, and check “Yes” if the school complies. Note that each must be “Yes” before the school can be registered.

**Yes**

- 1. The school offers an academic term of at least 176 days annually, with no fewer than five hours of daily instruction or a yearly total of 880 clock hours of instruction.
- 2. The school provides instruction in English.
- 3. The school requires the students who are enrolled to attend daily during the entire regular school term.
- 4. The school complies with prevailing state or local building code and fire safety requirements and holds annual inspections as required.
- 5. 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 Section 27-8.1 of the Illinois School Code.
- 6. The school complies with applicable federal and state laws prohibiting discrimination.
- 7. The school agrees to comply with any other applicable state or Federal law or regulatory requirement as prescribed in 23 Ill. Admin. Code 425.10(c).

## BULLYING POLICY REQUIREMENT (105 ILCS 5/27-23.7)

**Instructions:** There is an additional set of requirements for **NONSECTARIAN** schools. These schools would have chosen either “01 Independent—Regular (non-religious affiliated/non-parent operated)” or “19 Independent—Special Education (non-religious affiliated/non-parent operated)” in the Affiliation list above. If affiliation 01 or 19 was selected, answer the questions below; note that there must be a date entered for item 2.

All other schools should ignore these questions and simply go on to the “DISTRICT RELATIONS” section.

**Yes      No      N/A**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 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 <a href="http://www.isbe.net/recognition/html/bullying_resources.htm">http://www.isbe.net/recognition/html/bullying_resources.htm</a> . |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 2. The school has filed its original bullying policy with the Illinois State Board of Education by e-mailing its policy to <a href="mailto:nonpublic@isbe.net">nonpublic@isbe.net</a> on _____.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. The school’s bullying policy is more than two years old, and the school has updated the policy.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. The school has filed its updated bullying policy with the Illinois State Board of Education by e-mailing its policy to <a href="mailto:nonpublic@isbe.net">nonpublic@isbe.net</a> on _____.  |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 5. The school’s current bullying policy is distributed annually to students and their parents or guardians.   |

**DISTRICT RELATIONS**

**Instructions:** Nonpublic schools are not required but encouraged to submit the information requested in this section. It will be used to facilitate required consultations between public school districts and nonpublic schools as set forth in Elementary and Secondary Education Act of 1965, as amended, Title I, Part A, 20 U.S.C. 6301 et seq.

All of the students attending a nonpublic school would otherwise attend a public school that is part of a public school district. Please indicate below the number of children at the nonpublic school who are associated with each such public school district. If uncertain, the school may enter estimates of student numbers, but every child in the school should be included in the count for some district so that the total in this table agrees with the total enrollment reported elsewhere in this application. If the district is in another state, please identify the district as well as possible.

Illinois school district RCDT codes can be found in the Directory of Educational Entities under the "Public Dist & Sch" tab (<http://www.isbe.net/research/htmls/directories.htm>) by combining the numbers in columns C and D.

DISTRICT NAME	CITY OF DISTRICT OFFICE	DISTRICT RCDT CODE	NUMBER OF STUDENTS
<b>STUDENT TOTAL</b>			

**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 <small>(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)</small>		American Indian or Alaska Native <small>(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.)</small>		Asian <small>(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.)</small>		Black or African American <small>(A person having origins in any of the black racial groups of Africa.)</small>		Native Hawaiian or Other Pacific Islander <small>(A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)</small>		White <small>(A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)</small>		Two or More Races <small>(A person having origins in more than one race.)</small>		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																
<b>TOTAL</b>																

**STUDENT LOAN DATA**

**INSTRUCTIONS:** Count all 12th grade graduates (including mid-year graduates) who completed their requirements during the past school year. Indicate whether the students are day students, resident students, or mixed day and resident students. Estimate the number of students, ages 5-17, 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. This estimate is needed to determine if a nonpublic teacher is eligible for a National Defense or a National Direct Student Loan discount or loan forgiveness.

Number of 12th Grade Graduates for Last School Year (including mid-year graduates): Female \_\_\_\_\_ Male \_\_\_\_\_

The students are:  Day students      Estimated Number of Pupils from Low-Income Families: \_\_\_\_\_  
 Resident only  
 Mixed day and resident

**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										

\_\_\_\_\_  
*Original* Administrator's Signature

\_\_\_\_\_  
 Submission Date (mm/dd/yyyy)

\_\_\_\_\_  
 Print/Type Administrator Name