

FY25 AFR Confirmation System Instructions

District Admin Instructions to Review and Confirm the AFR:

1. Log in to [IWAS](#).
2. Select **"System Listing"** on the left-hand side.
3. Click **"School District Financial Reports"** found in the **"Reporting – Annual"** section.
4. Select the **"AFR"** tab on the left-hand side.
5. Under the **Action** column, click the **hand icon**.
6. At the bottom of the page, under **Version History**, click the hyperlink titled **"View ISBE Approved AFR Form."**
7. **Review the AFR.** Pay special attention to the Auditor Questionnaire tab. If any boxes in Part A are checked (boxes 1 – 14), the district must develop and submit a corrective action plan. ISBE provides a [template](#) for this plan that districts can choose to use.

Once the AFR has been reviewed:

9. From the left-hand menu, select the **"AFR Confirmation"** tab. **Note:** the "AFR Confirmation" tab will only appear after selecting the "AFR" tab first.
10. Under the **Action** column, click the **hand icon**.
11. Click the **"Limitation of Administrative Costs Worksheet File Upload"** box to upload the district's **signed Limitation of Administrative Costs Worksheet** (PDF format).
12. If applicable, click the **"Corrective Action Plan File Upload"** box to upload the **Corrective Action Plan** (PDF format), which is only required if there are findings on the **Auditor Questionnaire** tab, Part A, of the AFR.
13. Under the file upload boxes, check the box to confirm that the AFR has been reviewed and a copy has been provided to the regional office of education and township treasurer (if applicable).
14. Click the **"Submit"** button (top right side of the page) to send the files and confirmation to ISBE.

FY25 IWAS AFR Confirmation Page (District View):

School District Financial Reports

- District Afr1
- AFR
- Budget
- ASA
- PCTC
- Financial Profile
- AFR Confirmation**
- Log Out

File Review

Submit

Fiscal Year	Entity	Status
2025	05-016-0650-04-Evanston CCSD 65	Submitted

Limitation of Administrative Costs Worksheet File Upload	Corrective Action Plan File Upload	Uploaded PDF File(s)
Bond County CUSD #2 Corrective Action 5).pdf	Bond County CUSD #2 Corrective Action 5).pdf	Bond County CUSD #2 Corrective Action 5).pdf

By accepting the annual financial report, you confirm that the submitted AFR has been reviewed by the district superintendent and a copy provided to the regional office of education and township treasurer (as applicable). Further, you confirm that you have uploaded a corrective action plan if there are findings on the auditor questionnaire tab of the AFR and the district's signed limitation of administrative cost worksheet.

District Admin Comment	Comments Conversation
Type your comment here...	08/20/2025 10:21 - Afradmin1 - Submitted - Test 08/20/2025 10:20 - Afradmin1 - (Message) - Test

Send Message

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