



FY 2025 Budget Hearing Instructions

The Illinois State Board of Education (ISBE) invites the public to submit funding requests for the state's fiscal year 2025 budget for pre-K through 12th-grade public education. The public has the option to participate in the FY 2025 budget process by submitting written testimony with or without oral testimony. **Please note that submission of written testimony alone will be considered equivalent to oral testimony.** Instructions follow for both options.

All of the budget hearings are accessible to persons with disabilities and to persons speaking languages other than English. Persons planning to participate who need real-time captioning, American Sign Language, or spoken language translation services should contact ISBE's Language Access Coordinator Ana Arredondo at aarredon@isbe.net or (312) 814-5818 at least two weeks prior to the meeting.

Submit a Funding Request and Speak at the Budget Hearing – 3-Step Process

Step 1: Submit Your Funding Request

Complete ISBE's FY 2025 Funding Request Form to submit a funding request in writing at <https://www.isbe.net/budgetrequestform>. This step must be completed prior to registration to speak at a hearing. The final deadline for written requests to be received by ISBE is Oct. 31.

If you only wish to submit a request in writing and do not wish to speak at a hearing, you only need to complete Step 1. Check the option for "I do not plan to attend a hearing but still wish to submit written testimony" on ISBE's FY 2025 Funding Request Form.

You may submit attachments and supplemental documentation to isbefy25@isbe.net. Please include the reference number that you received when the funding request was submitted.

If you need to edit or delete a request, contact ISBE at isbefy25@isbe.net as soon as possible.

Step 2: Register to Speak at a Virtual Hearing, or Skip to Step 3 to Speak at the In-Person Hearing

If you would like to speak at or listen into the Oct. 5 or Oct. 30 **virtual hearings**, register in GoToWebinar by completing the steps below. If you would like to speak at or listen into the **in-person hearing** in Springfield Oct. 3, skip to Step 3.

- ❖ Click on the blue box in the [Budget Hearings](#) section on the right of the page to register for the meeting.
- ❖ Fill out the meeting registration. You will see a light blue box with a count of current participants. There is a limit of 50 speakers for each hearing. If your first choice for a meeting time is full, please register for the other meeting.
- ❖ If you are registering to speak at the hearing, be sure to enter the reference number that you received when you submitted your request in writing via ISBE's FY 2025 Funding Request Form.

The following table provides the deadline to complete the registration process for each of the hearings:

Hearing Date	Hearing Time	Registration Deadline	Address/GoToWebinar Link
Oct. 3	4-7 p.m.	Submit written funding request online by Sep. 28	100 North First Street Springfield, IL 62777
Oct. 5	4-7 p.m.	11:59 p.m. Oct. 2	https://register.gotowebinar.com/register/3186800745874812248
Oct. 30	1-4 p.m.	11:59 p.m. Oct. 25	https://register.gotowebinar.com/register/6905563475780803166

Step 3: Attend the Hearing

For the in-person hearing on Oct. 3, join at the ISBE Springfield office at 100 North First Street Springfield, IL 62777.

For the virtual hearings Oct. 5 and Oct. 30, join by clicking the GoToWebinar link that was emailed to you after you registered.

- ❖ The order in which speakers will testify will be determined before the day of the hearing. ISBE will email all participants a schedule at least 24 hours prior to the start time of the hearing with an approximate time when you can expect to speak. Speakers at each hearing will be grouped by the same or similar program requests.
- ❖ We suggest that you arrive/log on 15 minutes prior to your scheduled time to speak.
- ❖ All participants will be allowed **three minutes** each to speak. A timer will be used to monitor minutes. Please adhere to this timeline as a courtesy to other speakers due to limited time.
- ❖ Only **one** person representing each organization will be able to speak for a submitted written funding request.
- ❖ Speakers will provide testimony immediately after brief opening remarks at the beginning of the hearing.
- ❖ For the virtual hearings, if you experience difficulties connecting, please call the ISBE call center at (217) 558-3600. The virtual hearings will be recorded and posted to the ISBE website.

