

Health /Life Safety (H/L S)
Processing System

Instructions

Effective 1/2008

Illinois State Board Of Education

School Business and Support Services



Darren Reisberg
Chairman

Dr. Carmen I. Ayala
State Superintendent of
Education

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Instructions: H/L S Processing System

First, gain IWAS portal access, so that H/L S Processing system may be accessed. Architects (also school districts with staff architects creating Ten Year Surveys and/or Amendments) must request IWAS access from the appropriate school district per instructions. Visit:

<https://sec1.isbe.net/iwas/asp/login.asp?js=true>

IWAS Online

Help

User Guide

Training Video

Requesting IWAS Access - Architect Example (includes school district staff architects)

ISBE Web Security Module - Login Screen - Windows Internet Explorer

https://sec1.isbe.net/iwas/asp/login.asp?js=true

File Edit View Favorites Tools Help

ISBE Web Security Module - Login Screen

Illinois State Board of Education

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

ISBE Home

Home

Sign Up Now

Get Password

Contact Us

Help

IWAS User Guide

IWAS Training Video

VeriSign Secured

About SSL Certificates

Already have an account? Login Here :

Login Name

Password

☐ Remember Login Name

LOGIN

Get 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 login id and password by clicking on the following link. After you establish your login, you will then have the ability to request authorization to use ISBE's systems.

Sign Up Now **Click here**

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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[Internet Explorer](#) [Netscape](#)

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start 4 Microsoft Office O... HLSWeb : Database (... 090507 Press Summa... Presentation-Instruct... ISBE Web Security M... 4:46 PM

Signing up for IWAS access to the H/L S Processing System

Instructions: H/L S Processing System

ISBE Web Security Module - Sign-Up Screen - Windows Internet Explorer

http://webqa1.isbe.net/iwas/asp/sign_up.asp?action=submit

File Edit View Favorites Tools Help

ISBE Web Security Module - Sign-Up Screen

Illinois State Board of Education

Home Home Home Home Home Home Home

ISBE Home

Home

Sign Up Now

Get Password

Contact Us

Help

[IWAS User Guide](#)

[IWAS Training Video](#)

About SSL Certificates

The Login Name has already been taken, please choose a different Login Name.

First Name: Mary

Last Name: schmoe

Login Name: mschmoe

Password:

Confirm Password:

Email Address: mbaksys@isbe.net

Secret Question: who am i

Answer:

Continue >>

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Done

start Presentation-Instruct... Inbox - Microsoft Out... Microsoft Excel - Ass... ISBE Web Security M...

ISBE Web Security Module - Confirmation Screen - Windows Internet Explorer

http://webqa1.isbe.net/iwas/asp/congratulations.asp?message=Record%2Bhas%2Bbeen%2Bupdated%2Bin%2Bthe%2Bd...

File Edit View Favorites Tools Help

ISBE Web Security Module - Confirmation Screen

Illinois State Board of Education

Home Home Home Home Home Home Home

Login: MSCHMOE

Home

System Listing

Change Password

Messages - Inbox

Messages - Archived

Contact Us

Help

Logout

[IWAS Training Video](#)

About SSL Certificates

Congratulations Mary schmoe on signing up for your personal IWAS Internet account.

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.

From this page you can click on the "Continue" button to access a list of the available ISBE Internet-based systems.

Continue >>

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Done

start Presentation-Instruct... Inbox - Microsoft Out... Microsoft Excel - Ass... ISBE Web Security M...

Instructions: H/L S Processing System

ISBE Web Security Module - Application List for Sign-Up - Windows Internet Explorer

http://webqa1.isbe.net/iwas/asp/application_list.asp?updtid=mschmoe

File Edit View Favorites Tools Help

ISBE Web Security Module - Application List for Sign-Up

Application	Sign Up Now
Reading Improvement Block Grant - QA	Sign Up Now
Rural and Low Income Grant - QA	Sign Up Now
Show GUID Info. for testing	Sign Up Now
TIG Grant 1 - External	Sign Up Now
TIG Grant 2 - External	Sign Up Now
Surveys	
Application Recognition For Schools 2007-2008 [Test]	Sign Up Now
Child Lures Prevention Pgm Curric Survey	Sign Up Now
Health Life Safety Survey	Sign Up Now
Induction/Mentoring Survey	Sign Up Now
NCLB Homeless Child Survey	Sign Up Now
Reduction In Force Survey (RIF)	Sign Up Now
SEL Practices Survey (Survey 1)	Sign Up Now
Survey Designer - View All Surveys	Sign Up Now
Title I Status Survey 2007-2008	Sign Up Now
Title I Status Survey Net 2005	Sign Up Now
Unfilled Positions Survey	Sign Up Now
Reporting	
District Spec Ed Profile	Sign Up Now
Electronic Expenditure Reports	Sign Up Now
Equipment Deletion - Transfer Report	Sign Up Now
Gender Equity in Athletics Waiver Application	Sign Up Now
School Facility Inventory System	Sign Up Now

Click here

start Presentation-Instruct... Inbox - Microsoft Out... Microsoft Excel - Ass... ISBE Web Security M...

Presentation-Instructions - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

10:45 AM

ISBE Web Security Module - Sign-Up Application Screen

Home

If you have signed up for any of the applications, you will see a message in the top right corner of the screen.

System Listing

Change Password

Messages - Inbox

Messages - Archived

Contact Us

Help

Logout

EMAS Training Video

My Info

First Name: Mary

Middle Name:

Last Name: schmoe

RCDT (no email)

School (no email)

Title:

Address 1:

Address 2:

City:

State:

Zip:

Phone:

Fax:

Email:

Broadcast Email: YES - Send system messages to the above email address

Email Type: HTML

Region: -- Select a Region --

Category: -- Select Category --

District / Entity: -- Select a District --

Insert RCDT Code

Close

CLOSED - Can be selected for up to six months after it has closed. This will allow you to file reports such as End Of Year, Electronic Expenditures, etc., for the closed entity.

Done

Internet 100%

10:47 AM

Page 4 Sec 1 4/4 At 1" Ln 1 Col 2 REC TRK EXT DNR

Instructions: H/L S Processing System

The top screenshot shows the 'My Profile (for ALL Systems)' form. The 'Region' dropdown is open, showing a list of school districts. A red circle highlights the 'Region' dropdown.

The bottom screenshot shows the same form. The 'District / Entity' dropdown is open, showing a list of school districts. A red circle highlights the 'District / Entity' dropdown.

Instructions: H/L S Processing System

ISBE Web Security Module - Sign-Up Application Screen - Windows Internet Explorer

http://webqa1.isbe.net/iwas/asp/sign_up_application.asp?rcdt=8sch=8updt=mschmoe&ad_flag=0&ul=2&type=insert&sy:

File Edit View Favorites Tools Help

ISBE Web Security Module - Sign-Up Application Screen

Messages - Inbox
Messages - Archived
Contact Us
Help
Logout
IWAS Training Video

About SSL Certificates

First Name: Mary
Middle Name:
Last Name: schmoe
RCDT (No dashes): 09010142004 Find District
School (No dashes): Find School
Title:
Address 1:
Address 2:
City:
State:
Zip:
Phone:
Fax:
Email: mbaksys@isbe.net
Broadcast Email: YES -- Send system messages to the above email address
Email Type: HTML

Region: CHAMPAIGN/FORD ROE
Category: Public District
District / Entity: LUDLOW CCSD 142 - LUDLOW
School: LUDLOW ELEMENTARY SCHOOL - LUDLOW
-- Select a School --
LUDLOW CCSD 142 - LUDLOW
LUDLOW ELEMENTARY SCHOOL - LUDLOW

CLOSED - will allow you to file reports such as End Of Year, Electronic Expenditures, etc., for the closed entity.

Done Internet 100%

Select "School District" & "School"

My Access Level (For the Health Life Safety Survey 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.

Access Level: NONE

javascript:openWindow("school")

start Presentation-Instruc... Inbox - Microsoft Ou... Microsoft Excel - Ass... ISBE Web Security M... http://webqa1.isbe...

ISBE Web Security Module - Sign-Up Application Screen - Windows Internet Explorer

http://webqa1.isbe.net/iwas/asp/sign_up_application.asp?rcdt=8sch=8updt=mschmoe&ad_flag=0&ul=2&type=insert&sy:

File Edit View Favorites Tools Help

ISBE Web Security Module - Sign-Up Application Screen

Address 2:
City: Springfield
State: IL
Zip: 62704
Phone: - ext.
Fax: - ext.
Email: mbaksys@me.net
Broadcast Email: YES -- Send system messages to the above email address
Email Type: HTML

Complete all fields for effective communication

Add correct email address to receive notifications!

My Access Level (For the Health Life Safety Survey 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.

Access Level: NONE

Justification (max 1000 characters): I need access through the Ludlow school district so that I can create a 10 Year Survey and/or amendment for Ludlow Elementary School.

Status: NONE
Admin Contact: --

Submit Clear

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Done Internet 100%

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Instructions: H/L S Processing System



Confirmation of Request for IWAS Access

Instructions: H/L S Processing System

ISBE Web Security Module - Application List for Sign-Up - Windows Internet Explorer

http://webqa1.isbe.net/iwas/asp/application_list.asp?rcdt=09010142004&sch=&supdt=mschmoe&ad_flag=0&ul=2

ISBE Web Security Module - Application List for Sign-Up

Illinois State Board of Education

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**

Surveys

Health Life Safety Survey [More Info](#) [Pending](#) [District](#)

[Pending District Approval](#)

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

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

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H/L S Processing System Access via IWAS Portal – Pending District Approval

Instructions: H/L S Processing System

ISBE Web Security Module - Application List for Sign-Up - Windows Internet Explorer

http://webqa1.isbe.net/iwas/asp/application_list.asp?rcdt=09010142004&sch=&updt=mschmoe&ad_flag=0&ul=2

ISBE Web Security Module - Application List for Sign-Up

Illinois State Board of Education

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**

Surveys

Health Life Safety Survey [More Info](#) [Pending - District](#)

Legend:

http://webqa1.isbe.net/iwas/asp/more_info.asp?rcdt=09010142004&sch=&updt=mschmoe&ad_flag=0

You are waiting for someone to authorize you to use the **Health Life Safety Survey** system.

The individual listed below is the administrator responsible for granting access to this system; however they do not have access to this system.

Name : EDUCATIONAL PARTNER
Phone :

You may wish to contact this person, and advice him/her to contact ISBE Call Center at 217-558-3600 for getting access to this system.

[Close Window](#)

Done

Internet 100%

start Presentation-Instruct... Inbox - Microsoft Out... Microsoft Excel - Assi... ISBE Web Security M... http://webqa1.isbe.n... 11:06 AM

Note: ensure the email contact address entered into IWAS is always correct and current, so that notices of access to the system and any future system notices, such as document rejection notices are received..

Login to the H/L S Processing System via IWAS

@ <https://sec1.isbe.net/iwas/asp/login.asp?js=true>

ISBE Web Security Module - Login Screen - Windows Internet Explorer

http://webqa1.isbe.net/iwas/asp/login.asp?js=true

File Edit View Favorites Tools Help

ISBE Web Security Module - Login Screen

Illinois State Board of Education

IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN

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 ludlow

Password

☐ Remember Login Name

LOGIN

New Partner - Sign up Now

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

[Sign Up Now](#)

Get Password?

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

[Find Login/Password](#)

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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Done

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Enter name and password into IWAS.

Instructions: H/L S Processing System

ISBE Web Security Module - Welcome Screen - Windows Internet Explorer

http://webqa1.isbe.net/iwas/asp/welcome.asp?rem=&rcdt=09010142004&sch=0000&updt=ludlow&ad_flag=0&ul=2

File Edit View Favorites Tools Help

ISBE Web Security Module - Welcome Screen

Illinois State Board of Education

IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN

Login: LUDLOW

Hello paula, you last logged in 8/9/2007 10:06:05 AM.

Messages :

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

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

News Items

Presently there are no active News Items

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Navigation Links:

- Home
- System Listing**
- Change Password
- Messages - Inbox
- Messages - Archived
- Contact Us
- Help
- Logout
- [IWAS Training Video](#)
- About SSL Certificates

Select 'System Listing' to the upper left, below 'Home'

Select 'System Listing', below 'Home'.

Instructions: H/L S Processing System



Select 'Health Life Safety', under 'Surveys'.

Private Architectural Firm or School District Staff Architect Role

1. Gain IWAS access as an architect, enter accurate email address
2. Create survey and/or amendment
 - a. Select facility
 - b. Select existing architectural firm or add new firm
 - c. Add Architect Name and select whether an Amendment is being created (system default is ten year survey if checkbox for amendment is not marked)
 - d. The ROE should first be consulted in determining whether an amendment is a true emergency
 - e. If an Emergency Amendment and/or Co-op is selected in the H/L S Processing System, before proceeding further call the Illinois State Board of Education @ (217) 785-8779
3. Copy/import violation schedule items from existing surveys/amendments or add new violation schedule items

Instructions: H/L S Processing System

4. View printable 'Schedule of Violations' and 'Schedule of Work Items'
5. Enter architect data
6. Approve/submit survey and/or amendment for review; approval or rejection by the school district
7. Review, revise and resubmit/approve rejected surveys and/or amendments.
8. Ensure that required hard copy executed, stamped attachments are noted in the H/L S Processing System and are forwarded to the School District's office ('Certificate of Need' and/or 'Application for Approval', building plans, etc.)

H/L S Processing System

- Session time allows 20 minutes of inactivity before automatic logoff
- 'Create Documents' section varies depending upon the user. There is a similar document status view for ALL users, except the ROE and ISBE do not view documents until they are in 'District Submitted' status.

To create Ten Year Survey and/or Amendment

Logout countdown time 20 minutes

Application opens to this view

Create Documents
10 Year Survey / Amendment

Emergency Amendment

Note: the 'Facility Inventory' link in the left hand corner of the screen allows for viewing of applicable district's facilities and the associated detail information.

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us
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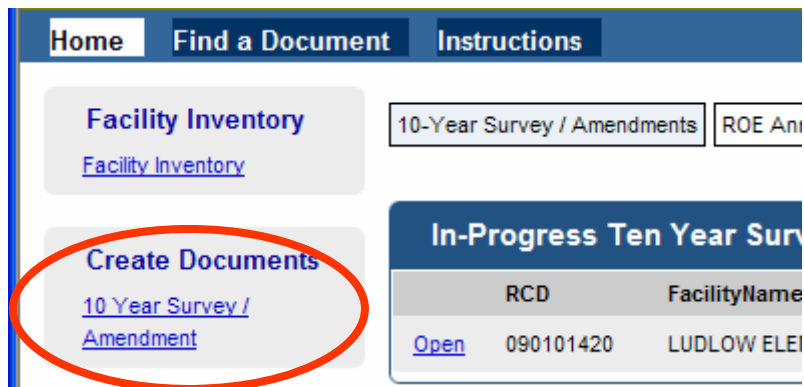
Home Screen - Architect or District User View

Creating a Survey/Amendment

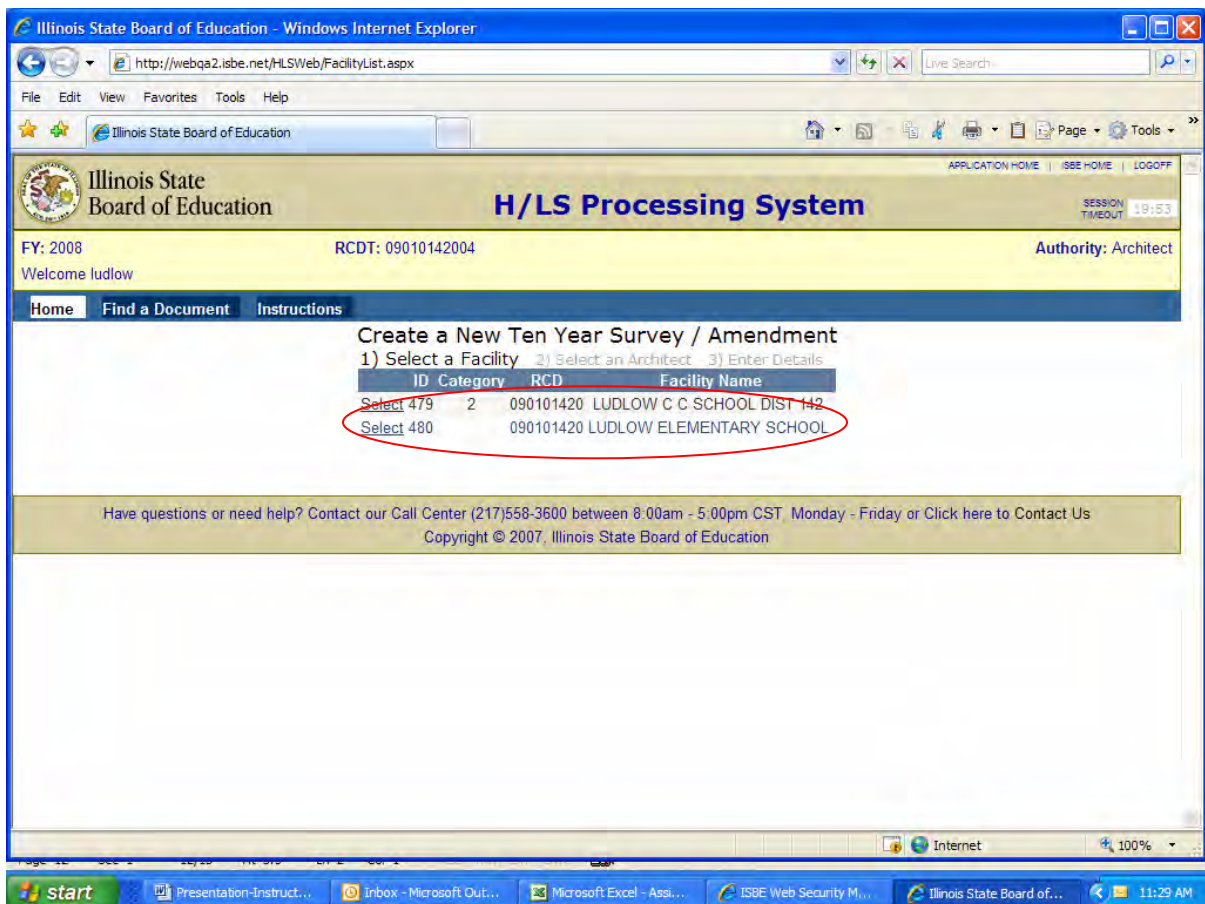
Follow the steps below to create a new Survey or Amendment

Instructions: H/L S Processing System

1. Click the 'Create 10 Year Survey/Amendment' link on the 'Home' screen.



2. Select the facility to create a survey/amendment by clicking the 'Select' link next to the facility.



Selecting a Facility

3. Select the architect.
 - add a new architect firm if necessary (also need to add School District staff)

Instructions: H/L S Processing System

- architects in this manner.)
- filter the list alphabetically by firm name

Illinois State Board of Education - Windows Internet Explorer

http://webqa2.isbe.net/HLSWeb/ArchitectList.aspx?facilityId=480

APPLICATION HOME | ISBE HOME | LOGOFF

H/LS Processing System

FY: 2008 RCDT: 09010142004 Authority: Architect

Welcome ludlow

Home Find a Document Instructions

[Add New Architect](#)

Create a New Ten Year Survey / Amendment

1) Select a Facility 2) **Select an Architect** 3) Enter Details

Filter By Firm Name:

ArchitectId	Firm Name	Type	Contact
Select 0	- Not Yet Identified	A	
Select 20	A ILEKIS	I	
Select 30	A ILEKIS ASSOCIATES PC.		Test
Select 40	AAI-CAMPBELL CORP.	A	
Select 45	ADG/ARCHITECTURE & DESIGN GROUP	A	
Select 50	ADVANCED ENERGY SYSTEM CO.	A	
Select 60	AIR BILL RITTER A.I.A.	I	
Select 70	AIR QUALITY TESTING INC.	A	
Select 80	AIRES ENVIRONMENTAL SERVICES	A	
Select 90	AL FRANKE	A	
Select 100	ALAN BOMBICK-AIA	A	
Select 105	ALAN HUNT (ORLAND PARK SCHOOL DIST 135)	A	
Select 110	Alfred G. Dierke	I	

Selecting an Architect Firm

- Enter the correct architect firm information into the fields below.
- Click the 'Save' button.
- Navigate breadcrumbs back to 'Home'.
- Select architect firm.

Instructions: H/L S Processing System

Illinois State Board of Education - Windows Internet Explorer

http://webqa2.isbe.net/HLSWeb/EditArchitect.aspx

File Edit View Favorites Tools Help

Illinois State Board of Education

APPLICATION HOME | ISBE HOME | LOGOFF

Illinois State Board of Education

H/LS Processing System

SESSION TIMEOUT 10:51

FY: 2008 RCDT: 09010142004 Authority: Architect

Welcome ludlow

Home Find a Document Instructions

Home > Add / Edit Architect

'breadcrumbs' - trail of links to current view

Add / Edit Architect

Firm Name:

Contact:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Phone:

Fax:

Note:

Save Cancel

start Presentation-Instruct... Inbox - Microsoft Out... Microsoft Excel - Assi... ISBE Web Security M... Illinois State Board of... 11:30 AM

Adding/Editing an Architect Firm

4. After selecting the architect firm, enter the necessary details below and click the 'Create...' button to create the survey/amendment. Click the 'Cancel' button to return to the home screen. To create an amendment, check the 'Is this an Amendment?' checkbox; for an emergency amendment, check the 'Is this for an Emergency Amendment?' checkbox; for a cooperative/joint agreement, check the 'Is this for a Co-op?' checkbox. Call ISBE at (217)785-8779 if a cooperative or emergency amendment is indicated. (The ROE should first be consulted in determining whether an amendment is a true emergency).

Instructions: H/L S Processing System

Illinois State Board of Education - Windows Internet Explorer

http://webqa2.isbe.net/HLSWeb/CreateTenYearSurvey.aspx?facilityId=480&architectId=5950

File Edit View Favorites Tools Help

Illinois State Board of Education

APPLICATION HOME | ISBE HOME | LOGOFF

Illinois State Board of Education

H/LS Processing System

SESSION TIMEOUT 16:23

FY: 2008 RCDT: 09010142004 Authority: Architect

Welcome ludlow

Home Find a Document Instructions

Create a New Ten Year Survey / Amendment

1) Select a Facility 2) Select an Architect 3) Enter Details

Are you sure you want to create a new Ten Year Survey / Amendment for LUDLOW ELEMENTARY SCHOOL .

Yes, Create 10 Year Survey / Amendment No, Cancel

Ten Year Survey / Amendment Details:

Facility Name: LUDLOW ELEMENTARY SCHOOL

Architect Firm: WIGHT & COMPANY

Architect Name: Mary

Fiscal Year: 2008

Is this an Amendment?: ☐

Is this an Emergency Amendment?: ☐

Is this for a Co-op?: ☐

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us

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start Presentation... Inbox - Mic... Comments a... RE: Commen... Microsoft Ex... ISBE Web S... Illinois State ... 11:35 AM

Creating a Ten Year Survey/Amendment

Survey/Amendment Document Jacket

The Survey/Amendment serves as a consolidated view of all of the information related to the survey and/or amendment. **If the document is a ten year survey, with no amendment associated, then the document jacket will label the document details under 'Ten Year Survey'; otherwise, all other document details are labeled under 'Amendment'.** The different sections of this screen are listed below.

Survey/Amendment Header Information

The header information provides critical information about the survey/amendment, such as the last user to update the document, the date it was created, the document's current status, etc.

Instructions: H/L S Processing System

Illinois State Board of Education - Windows Internet Explorer

http://webqa2.isbe.net/HLSWeb/TenYearSurveyView.aspx?surveyId=61

File Edit View Favorites Tools Help

Illinois State Board of Education

APPLICATION HOME | ISBE HOME | LOGOFF

Illinois State Board of Education

H/LS Processing System

SESSION TIMEOUT 12:31

FY: 2008 RCDT: 09010142004 Authority: Architect

Welcome ludlow

Home Find a Document Instructions

Home > Ten Year Survey / Amendment

Ten Year Survey Header Information

[Edit Header Information](#)

[Import Survey / Amendment Items](#)

- Is Ten Year Survey?: Yes
- Is Amendment?: No
- Facility: LUDLOW ELEMENTARY SCHOOL
- Survey Year: 2008
- District: LUDLOW CCSD 142
- County: CHAMPAIGN
- District Superintendent: DRUSILLA LOBMASTER
- Architect: Mary
- Architect Firm: WIGHT & COMPANY
- Date Created: 9/6/2007
- Current Status: InProgress
- Last Updated By:
- Created By: ludlow
- Is this for a Coop?: No

Architect Signoff

Ten Year Survey Data

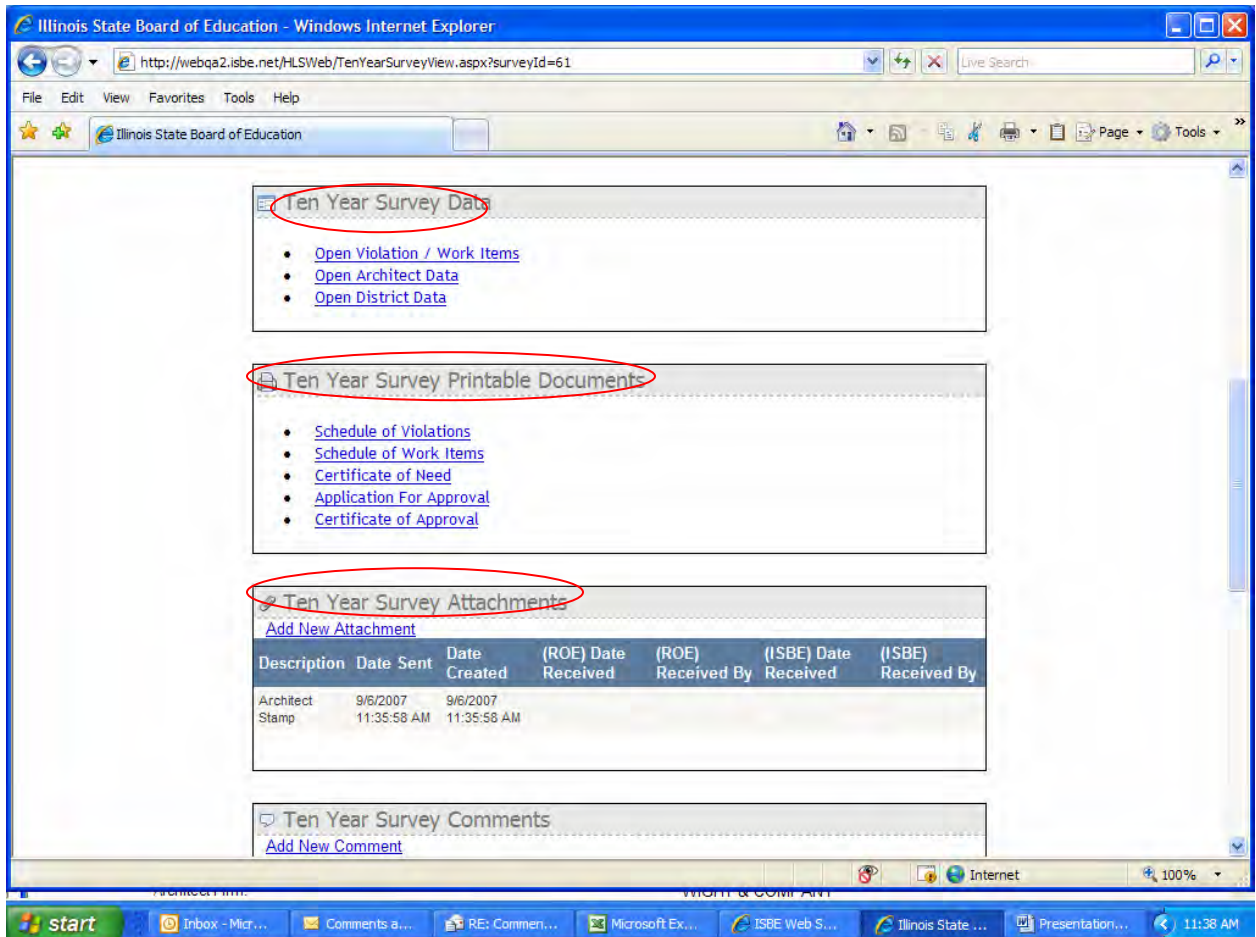
http://webqa2.isbe.net/HLSWeb/SelectSurvey.aspx?action=importItems&toSurveyId=61

start | Inbox - Mic... | Comments a... | RE: Commen... | Microsoft Ex... | ISBE Web S... | Illinois State ... | Presentation... | 11:43 AM

Document Jacket: Survey/Amendment Header Information

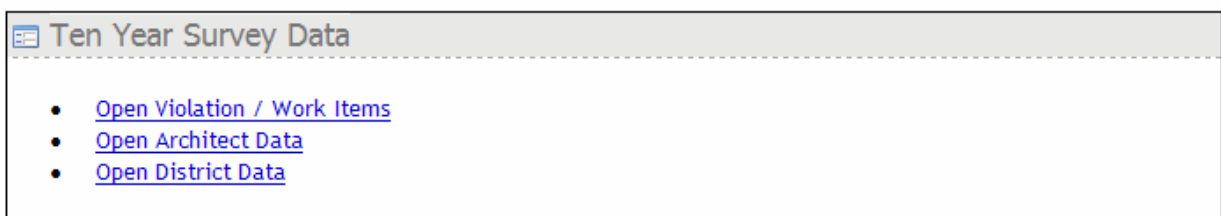
Next Pages: Ten Year Survey/Amendment Information, Printable Documents, Google Map

Instructions: H/L S Processing System



Survey/Amendment Data

The 'Survey/Amendment Data' section provides links to the different data entry forms for the survey/amendment.



Survey/Amendment Data

Survey/Amendment Printable Documents

Links to all of the printable documents can be found in the 'Survey/Amendment Printable Documents' section. The 'Application For Approval' link is only visible for Ten Year Surveys. If the Survey/Amendment is for a Master Coop (district administering a cooperative/joint agreement), then only the 'Schedule of Violations' and 'Schedule of Work Items' are visible under the 'Printable Documents', since each member district shares funding and provides authorization.

Ten Year Survey Printable Documents

- [Schedule of Violations](#)
- [Schedule of Work Items](#)
- [Certificate of Need](#)
- [Application For Approval](#)
- [Certificate of Approval](#)

The 'Application For Approval' will not appear on 'Amendment Printable Document' list

Survey/Amendment Printable Documents

Survey/Amendment Attachments

When an architect needs to submit hard copy documentation that cannot be entered into the system, they click, 'Add New Attachment'. This section serves as a listing of all of the attachments that will be mailed in hard copy. All survey/amendments will have a default 'Architect Stamp' attachment. **This denotes that an executed, stamped 'Certificate of Need' and/or 'Application for Approval' hard copy document must be received by the ROE and ISBE for each survey/amendment.** The architect will add additional hard copy documents as needed (e.g. building plans, etc). The ROE and ISBE users are provided with links to confirm receipt of the attachment. If a document is rejected by the ROE or by ISBE, the respective confirmation dates are cleared.

Amendment Attachments						
Add New Attachment						
Description	Date Sent	Date Created	(ROE) Date Received	(ROE) Received By	(ISBE) Date Received	(ISBE) Received By
Architect Stamp	7/16/2007 12:47:36 PM	7/16/2007 12:47:36 PM				

Click 'Add New Attachment' to denote that additional documents, such as certified plans, will be mailed.

Architect's View of Attachments

Survey/Amendment Comments


The 'Survey/Amendment Comments' section lists any comments that have been added to the survey/amendment. Click 'Add New Comment' to add a desired comment

Amendment Comments			
Add New Comment			
Comment	Author	Group	Date Created
check one of the checkboxes	ISBE Approver	ISBE Approver	7/5/2007 10:23:40 PM
acknowledge the attachments	ISBE Approver	ISBE Approver	7/5/2007 10:25:18 PM
Change the amendment number.	ISBE Approver	ISBE Approver	7/6/2007 3:11:38 PM
no thanks	ISBE Admin	ISBE Admin	7/6/2007 5:17:50 PM
Confirm that you received the attachment.	ISBE Approver	ISBE Approver	7/12/2007 5:54:21 PM

Survey/Amendment with multiple comments

Survey/Amendment History


An entry is added to the 'Survey/Amendment History' section any time the status of the survey/amendment changes. This allows the user to keep track of when the document was submitted, and by whom. The following is an Example of a test document with various approvals and a rejection of the document at the ISBE Approver Level. A rejection at any approval level places the document back into the 'In Progress' mode.

 **Ten Year Survey History**

- 7/10/2007 3:44:32 PM : Accepted By ISBE Approver
- 7/10/2007 3:41:38 PM : ISBESubmitted By TESTER
- 7/10/2007 3:40:21 PM : ROESubmitted By TESTER
- 7/10/2007 3:39:54 PM : DistrictSubmitted By TESTER
- 7/10/2007 3:18:52 PM : ArchitectApproved By TESTER
- 7/10/2007 3:17:14 PM : InProgress By hlsrctadm2
- 7/10/2007 3:00:17 PM : ArchitectApproved By TESTER

In this example, the survey was rejected by the school district on 7/10/2007 @ 3:17PM. (denoted by the 'In Progress By hlsrctadm2')

Survey with rejections.

 **Amendment History**

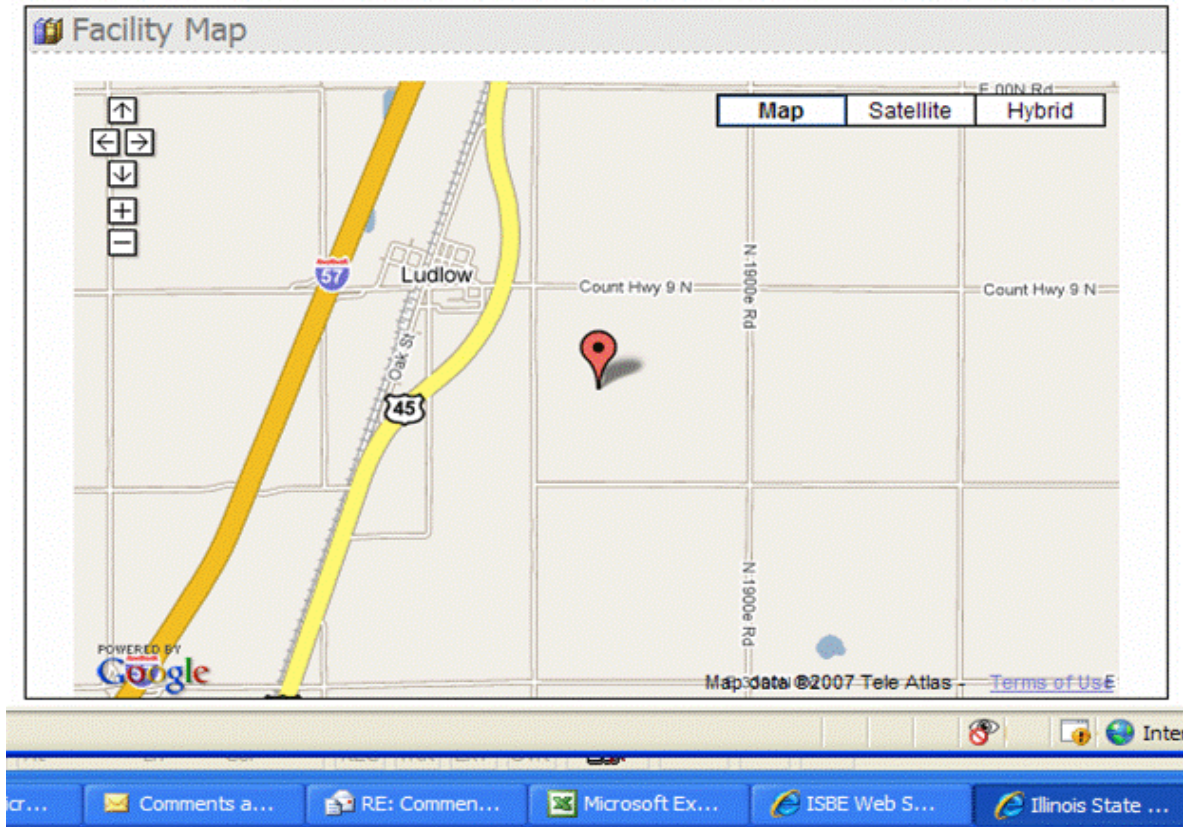
- 7/12/2007 5:54:21 PM : ROESubmitted By ISBE Approver
- 7/12/2007 5:52:09 PM : ISBESubmitted By ISBE Admin
- 7/12/2007 5:49:25 PM : ROESubmitted By TEST ROE USER
- 7/12/2007 9:19:06 AM : DistrictSubmitted By RCDT Admin
- 7/11/2007 3:23:22 PM : ArchitectApproved By ARCHITECT
- 7/6/2007 5:17:46 PM : InProgress By ISBE Admin
- 7/6/2007 3:11:38 PM : ROESubmitted By ISBE Approver
- 7/5/2007 10:26:12 PM : Accepted By ISBE Approver
- 7/5/2007 10:25:57 PM : ISBESubmitted By ISBE Admin
- 7/5/2007 10:25:18 PM : ROESubmitted By ISBE Approver
- 7/5/2007 10:24:29 PM : ISBESubmitted By ISBE Admin
- 7/5/2007 10:23:40 PM : ROESubmitted By ISBE Approver
- 7/5/2007 10:21:18 PM : ISBESubmitted By ISBE Admin
- 7/5/2007 10:19:48 PM : ROESubmitted By TEST ROE USER
- 7/5/2007 10:15:47 PM : DistrictSubmitted By RCDT Admin
- 7/5/2007 10:04:49 PM : ArchitectApproved By ARCHITECT

In this example, the amendment was rejected by ISBE on 7/6/2007 @ 5:17PM. (denoted by the 'In Progress By ISBE Admin'.)

Amendment with rejections.

Facility Map

A Google map of the relevant facility resides below each survey/amendment's detail information.



Google map of surveyed / amended facility

Importing Survey/Amendment Items

- Prevents duplication of typing similar or identical violation/work items.
- Users can import violation/work schedule items from other surveys/amendments that have been created for the district

ent Instructions
amendment

Ten Year Survey Header Information

[Edit Header Information](#)
[Import Survey / Amendment Items](#)

Is Ten Year Survey?: Yes
Is Amendment?: No
Facility: LUDLOW ELEMENTARY SCHOOL
Survey Year: 2008
District: LUDLOW CCSD 142
County: CHAMPAIGN
District Superintendent: DRUSILLA LOBMASTER
Architect: Mary

Click here

Instructions: H/L S Processing System

Click the 'Import Survey/Amendment Items' link in the 'Header' section of the survey/amendment's document jacket. Clicking this link brings the user to the 'Find a Survey/Amendment' screen where the user can: 1) select the facility related to the survey/amendment where the desired violation/work item resides, and 2) then click the button 'Load Surveys / Amendments'.

The screenshot shows the 'Find a Survey' page of the H/LS Processing System. At the top, there's a header with the Illinois State Board of Education logo and the system name. Below that, a navigation bar includes 'Home', 'Find a Document', and 'Instructions'. The main content area has a form titled 'Select a Survey' with three dropdown menus: 'Region' (CHAMPAIGN/FORD RQE), 'District' (LUDLOW CCSD 142), and 'Facility' (LUDLOW ELEMENTARY SCHOOL). A red circle labeled '1' points to the 'Load Surveys / Amendments' button, and another red circle labeled '2' points to the 'Select' button next to the facility dropdown. The page also includes a footer with contact information and a copyright notice.

Select the facility and load survey/amendment in order to import a violation/work item.

After the user selects a survey/amendment, they are presented with a list of violation/work schedule items. Then: 3)select the desired survey/amendment from the facility's list, and 4) click the check box next to each of the items to import. Finally: 5) click the 'Copy selected Items' button to import the desired violation/work item into the destination 'Schedule of Violations' and 'Schedule of Work Items'.

Note: More than one work item may be checked for import from a multiple violation /work item survey/amendment document.

Instructions: H/L S Processing System

Illinois State Board of Education - Windows Internet Explorer

http://webqa2.isbe.net/HLSWeb/SelectSurvey.aspx?action=importItems&toSurveyId=61

Select a Survey

Region: CHAMPAIGN/FORD ROE

District: LUDLOW CCSD 142

Facility: LUDLOW ELEMENTARY SCHOOL

Load Surveys / Amendments

3. Click here

10 Survey / Amendments were found.

	TenYearSurveyId	FacilityName	AmendmentNum	ArchitectName	SurveyYear	IsAmendment	RCD
Select	11	LUDLOW ELEMENTARY SCHOOL	1	Dan Wakefield	2007	<input type="checkbox"/>	090101420
Select	20	LUDLOW ELEMENTARY SCHOOL	2	X	2007	<input type="checkbox"/>	090101420
Select	25	LUDLOW ELEMENTARY SCHOOL	2	X	2007	<input type="checkbox"/>	090101420
Select	26	LUDLOW ELEMENTARY SCHOOL	2	X	2007	<input type="checkbox"/>	090101420
Select	27	LUDLOW ELEMENTARY SCHOOL	2	X	2007	<input type="checkbox"/>	090101420
Select	48	LUDLOW ELEMENTARY SCHOOL	3	X	2007	<input type="checkbox"/>	090101420
Select	49	LUDLOW ELEMENTARY SCHOOL	3	X	2007	<input type="checkbox"/>	090101420
Select	50	LUDLOW ELEMENTARY SCHOOL	3	X	2007	<input type="checkbox"/>	090101420
Select	56	LUDLOW ELEMENTARY SCHOOL		x	2007	<input type="checkbox"/>	090101420
Select	61	LUDLOW ELEMENTARY SCHOOL		Mary	2008	<input type="checkbox"/>	090101420

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us

start | Inbox - Mic... | Comments a... | Questions -... | Microsoft Ex... | ISBE Web S... | Illinois State ... | Presentation... | 11:54 AM

Illinois State Board of Education

H/LS Processing System

FY: 2008 RCDT: 09010142004 Authori

Welcome ludlow

Home Find a Document Instructions

Please select the items you wish to copy:

4. Click here

5. Click here

Copy Selected Items

ItemId	Location	RuleViolated	Description	Recommendation	ActionId	PriorityCode	Specifications	UnitOfMeasure	Quantity	WorkType	FundingType
<input checked="" type="checkbox"/> 1	Corridor 018	175.680	emergency lights are broken or non operational	see specifications below	c	b	Replace with new emergency lights with battery pack.	Ea.	5	Safety Standards	F

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us

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Done

start | Microsoft Office O... | Microsoft Excel - Asi... | ISBE Web Security M... | Illinois State Board of... | Presentation-Instruct... | 11:58 AM

Instructions: H/L S Processing System

To view the imported item, go to survey/amendment data, select:

Ten Year Survey Data

- [Open Violation / Work Items](#)
- [Open Architect Data](#)
- [Open District Data](#)

Survey/Amendment Data

Select to manually add violation/

Edit existing violation/work item

Illinois State Board of Education
H/LS Processing System
SESSION TIMEOUT 19:55
FY: 2008 RCDT: 09010142004 Authority: Architect
Welcome ludlow
Home Find a Document Instructions
Home > Ten Year Survey / Amendment > Violation / Work Item Listing
[Add Item to Schedule](#)
1. COUNTY CODE 010, CHAMPAIGN 2. DISTRICT CODE/NAME 1420, LUDLOW CCSD 142 3. FACILITY CODE/NAME LUDLOW ELEMENTARY SCHOOL

Item I.D.	Location (s) (Room No)	Rule Violated	Description of the violation	Recommendation to correct violation	Action I.D.	Priority Code	Specification(s)	Units Of Measure	Quantity	Labor Code	Estimated Cost	Estimated Completion Date	Funding Type
Open 1	Corridor 018	175.680	emergency lights are broken or non operational	see specifications below	c	b.	Replace with new emergency lights with battery pack.	Ea.	5	1	\$500.00	7/15/2007	F

Violation / Work Item Listing
Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us
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An existing survey/amendment violation/work item is copied to the current survey.

- The data entry form into which this line item was imported follows. This data may be edited and re-saved.
- To manually add additional violation/work items, select 'Add Item to Schedule' and manually type data into the schedule item data entry screen.

Note: This ten year survey has now become a combination ten year survey/amendment because the copied violation/work item cost estimate amount was imported – denoted by 'Funding Type' Fire Prevention rather than 'Other Funds'.

Instructions: H/L S Processing System

Architects and District users can add or edit violation/work items on the schedule item data entry screen below. ROE users can make adjustments in the 'ROE Adjustments' field. ISBE users can make adjustments in the 'ISBE Adjustments' fields.

Illinois State Board of Education - Windows Internet Explorer

http://webqa2.isbe.net/HLSWeb/EditScheduleItem.aspx?surveyId=61&itemId=57

File Edit View Favorites Tools Help

Illinois State Board of Education

Board of Education **H/LS Processing System** SESSION TIMEOUT 10:58

FY: 2008 RCDT: 09010142004 Authority: Architect

Welcome ludlow

Home Find a Document Instructions

Home > Ten Year Survey / Amendment > Schedule Item Listing > Add / Edit Schedule Item

Add / Edit Schedule Item

1 Location(s) (Name & Room Number):* Corridor 018

2 Priority Code:* Required

3 Rule Violated: 175.680
Pick From List View (23 Ill. Adm. Code 185) or (23 Ill. Adm. Code 175)

4 Description of the Violation:* emergency lights are broken or non operational

5 Recommendation to Correct Violation:* see specifications below

6 Action Id:* Repair

7 Specification(s):* Replace with new emergency pack.

8 Units Of Measure:* Ea.

9 Quantity:* 5

10 Labor Code:* District Employees will perform work.

11 Work Type:* Safety Standards

12 Estimated Cost:* \$500.00

13 Estimated Completion Date:* 7/15/2007

14 Funding Type:* Fire Prevention

ROE Adjustments

15 Adjusted Amount: \$

ISBE Adjustments

Adjusted Amount: \$ 16

Reason: Select 17

Save Item Cancel

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us
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Violation Schedule /Work Item data entry screen – populated with copied data.

Violation Schedule / Work Items

Following are the fields for the schedule item data entry screen:

1. **LOCATION NAME(S) & ROOM NUMBER(S).** Free text format. Specify the location name(s) and room number(s) where each of the violation(s) is found.
2. **PRIORITY CODE.** Select from the drop down list the priority that best describes the degree of hazard the problem creates:
 - a. Urgent identifies items that present an immediate hazard to the safety of students and reference specific rules in the code that are applicable to the building. These items must be corrected within one year. Examples are structural, egress, fire protection, fire detection.
 - b. Required identifies items that are necessary for a safe environment but present less of an immediate hazard to the safety of students and reference specific rules in the code that are applicable to the building. These items must be corrected within five years.
 - c. Recommended identifies items that do not present any immediate hazard to the students and do not reference any specific rule in the code that are applicable to the building as authorized by ILCS 5/17-2.11. These items are not required by code. Examples of recommended items are: *energy conservation; security; repair of school sidewalks, playgrounds, parking lots, school bus turnarounds; or accessibility.*
3. **RULE VIOLATED.** Free text and/or pick from list format. Specify the rule number in the code that is applicable to the facility where the violation is found, as stated in Section 180.60. *Example: Fire alarm systems are not functioning properly - specify section 185.395d, section 175.470 or section 918, the applicable rule used when the building was built.*
4. **DESCRIPTION OF VIOLATION.** Free text format. In a clear and concise manner, describe the violation.
5. **RECOMMENDATION TO CORRECT VIOLATION.** Free text format. In a clear and concise manner, describe the recommendation to correct the violation.
6. **ACTION I.D.** Select from the drop down list the action code that best describes the nature of the proposed work.
 - a. Abandon in place
 - b. Remove
 - c. Repair


Instructions: H/L S Processing System

- d. Relocate
 - e. Rebuild
 - f. Improve
7. **SPECIFICATIONS.** Free text format. Provide a statement to fully describe the nature and scope of the required work.
8. **UNITS OF MEASURE.** Free text format. Enter the abbreviated designation which indicates the unit of measure upon which the material cost, labor hours, and crew are based. Examples: C.Y.= Cubic Yard; S.F.= Square Foot; L.F.= Linear Feet; Ea.= Each; Opng.= Opening; Gal.= Gallon.
9. **QUANTITY.** Numeric value format (whole number). Enter the quantity of work to be performed (e.g. square feet to be repaired, cubic yard of earth to move, etc.).
10. **LABOR CODE.** Select from the drop down list the labor code if the labor to perform the work is to be provided by employees of the Board of Education as normal part of their routine employment.
- a. District employees will perform work
 - b. Work will be performed by contractor(s).
11. **WORK TYPE.** Select from the drop down list the type code that best describes the problem.
- a. Safety Standards
 - b. Energy Conservation
 - c. Handicapped Access
 - d. School Security
 - e. Asbestos Treatment
 - f. Paving Improvements
 - g. Replacements
 - h. Other Improvements
12. **ESTIMATED COST.** Numeric value format (00.00). Specify the cost incurred to design and execute the work, including profit and overhead. After totaling all of the items, add the architects/engineers' fees and contingency fees on separate lines resulting in the total amount requested.
13. **ESTIMATED COMPLETION DATE.** Date format (MM/DD/YYYY). Enter the estimated completion date.
14. **FUNDING TYPE.** *This is a new field.* Select from the drop down list whether the schedule item requires Fire Prevention (F) or Other Funds (O). *If 'Other Funds' is selected, Health/Life Safety funds are not requested.*

Instructions: H/L S Processing System

15. **ROE ADJUSTMENTS TO COST ESTIMATES.** This field is for ROE use only. Numeric value format (00.00). Specify the amount to be added to or subtracted from the estimated cost shown for the item in field 12. If no adjustment is needed leave blank.
16. **ISBE ADJUSTMENTS TO COST EXTIMATES.** This field is for ISBE use only. Numeric value format (00.00). Specify the amount to be added to or subtracted from the estimated cost shown for the item in field 12. If no adjustment is needed leave blank.
17. **REASON.** This field is for ISBE use only. Select from the drop down list the comment best describing the reason for the adjustment to the cost estimate.

View Printable Documents

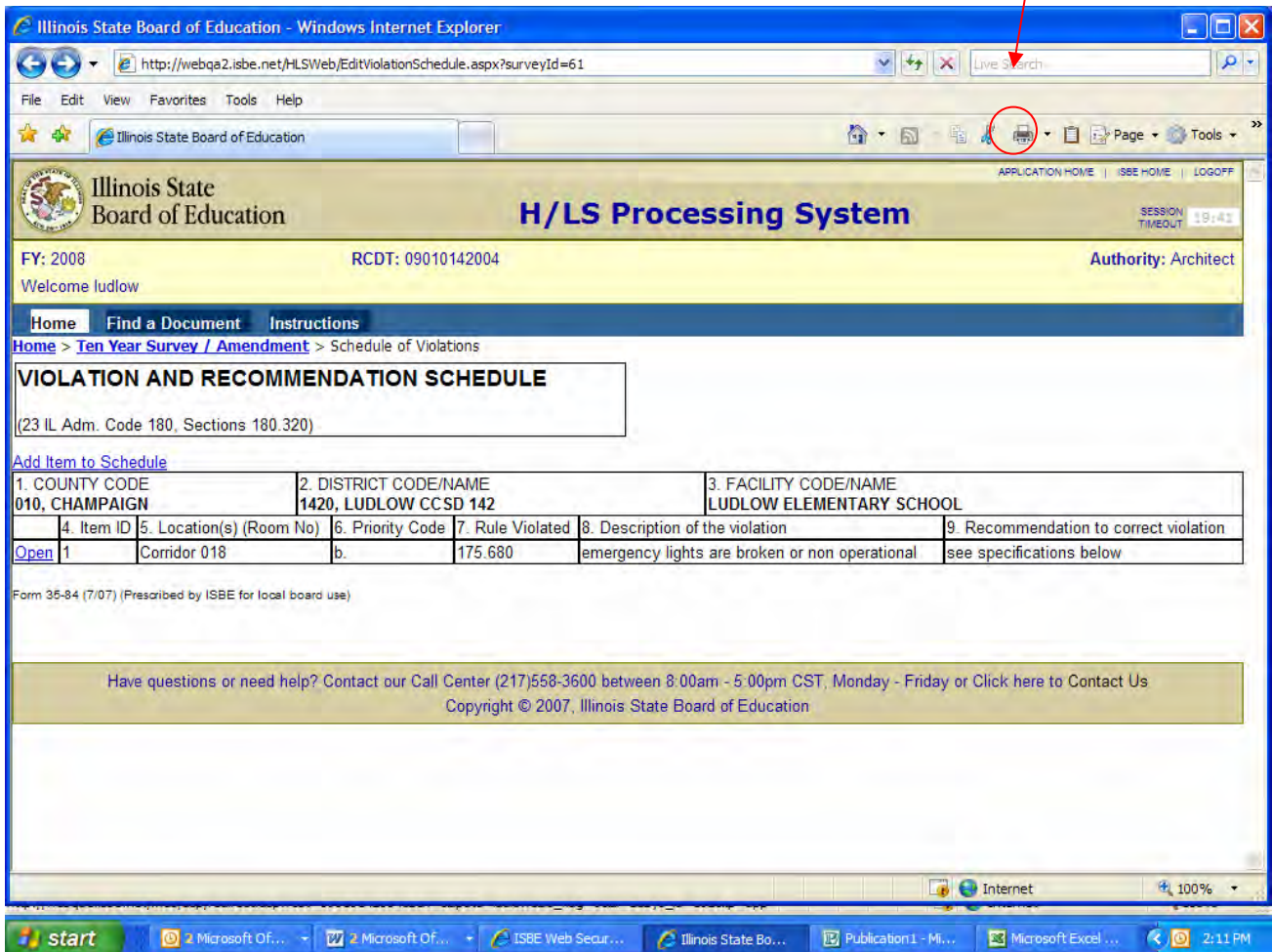
 **Ten Year Survey Printable Documents**

- [Schedule of Violations](#)
- [Schedule of Work Items](#)
- [Certificate of Need](#)
- [Application For Approval](#)
- [Certificate of Approval](#)

View Schedule of Violations

View Schedule of Work Items

Note: All 'Printable Documents' listed above are printed from the Web browser printer icon. Print margins, page orientation, etc. are the default of the user's web browser and must be customized locally by each user. Printer icon is circled below.



Illinois State Board of Education - Windows Internet Explorer

http://webqa2.isbe.net/HLSWeb/EditViolationSchedule.aspx?surveyId=61

File Edit View Favorites Tools Help

Illinois State Board of Education

APPLICATION HOME | ISBE HOME | LOGOFF

Illinois State Board of Education

H/LS Processing System

SESSION TIMEOUT 19:43

FY: 2008 RCDT: 09010142004 Authority: Architect

Welcome ludlow

Home Find a Document Instructions

Home > Ten Year Survey / Amendment > Schedule of Violations

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

[Add Item to Schedule](#)

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
010, CHAMPAIGN	1420, LUDLOW CCSD 142	LUDLOW ELEMENTARY SCHOOL

4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
Open 1	Corridor 018	b.	175.680	emergency lights are broken or non operational	see specifications below

Form 35-84 (7/07) (Prescribed by ISBE for local board use)

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Printable Schedule of Violations

Instructions: H/L S Processing System

Both the Schedule of Violations and the Schedule of Work Items have links to add or edit violation/work items on the schedule item data entry screen.

Illinois State Board of Education - Windows Internet Explorer

http://webqa2.isbe.net/HLSWeb/EditWorkItemSchedule.aspx?surveyId=61

File Edit View Favorites Tools Help

Illinois State Board of Education

Board of Education

FY: 2008 RCDT: 09010142004 Authority: Architect

Welcome ludlow

Home Find a Document Instructions

Home > Ten Year Survey / Amendment > Schedule of Work Items and Estimated Costs

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

[Add Item to Schedule](#)

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
010, CHAMPAIGN	1420, LUDLOW CCSD 142	LUDLOW ELEMENTARY SCHOOL

4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
Open 1	c	b.	Replace with new emergency lights with battery pack.	Ea.	5	1	\$500.00			7/15/2007	F

	Original Subtotal	Adjusted Subtotal
Original 10.00% Contingency	\$500.00	Adjusted 10.00% Contingency \$500.00
Original 10.00% A/E Fees	\$50.00	Adjusted 10.00% A/E Fees \$50.00
Original Grand Total	\$600.00	Adjusted Grand Total \$600.00

Items with a Funding Type of 'O' are not included in the cost calculation.
35-48 (7/07) (Prescribed by ISBE for Local Board Use)

Done

start 3 Microsoft Off... Microsoft Excel... ISBE Web Secur... ISBE Intranet Ho... Illinois State Boa... Presentation-Tns... 1:47 PM

Printable Schedule of Work Items

Survey/Amendment Data

Ten Year Survey Data

- [Open Violation / Work Items](#)
- [Open Architect Data](#)
- [Open District Data](#)

Select 'Open Architect Data'

Architect Data

All architect related input to the current survey/amendment has been consolidated to a single screen that follows.

The following items must be entered at the 'Architect Data' screen before the architect can submit the document.

- License Number
- License Expiration Date
- Date Architect Surveyed
- AE Fees Percent Or Flat Fee
- Contingency Percent Or Flat Fee

Add / Edit Architect Data	
Architect Firm:	WIGHT & COMPANY
Name of Architect/Engineer:	Mary
Architect Email Address:	Mary@Mary.net
Architect License Number:	001-123456
Expiration Date:	1/1/2008
All of the urgent or necessary work as indicated on the attached Form 35 48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines.	<input checked="" type="checkbox"/>
All other work recommended in the attached Form 35 48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation, handicapped accessibility, school security, and other repair purposes provided in Section 17 2.11 of the School Code.	<input type="checkbox"/>
Contingency %:	10
Or Contingency Flat Fee (cannot exceed 10% of estimated cost):	\$
A/E Fees %:	10
Or A/E Flat Fee:	\$
Date Surveyed:	9/24/2008
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Architect data screen

Architect Approval of Surveys / Amendments

Welcome ludlow

[Home](#) [Find a Document](#) [Instructions](#)

[Home](#) > Ten Year Survey / Amendment

Ten Year Survey Header Information

[Edit Header Information](#)
[Import Survey / Amendment Items](#)

- Is Ten Year Survey?: Yes
- Is Amendment?: No
- Facility: LUDLOW ELEMENTARY SCHOOL
- Survey Year: 2008
- District: LUDLOW CCSD 142
- County: CHAMPAIGN
- District Superintendent: DRUSILLA LOBMASTER
- Architect: Mary
- Architect Firm: WIGHT & COMPANY
- Date Created: 9/6/2007
- Current Status: InProgress
- Last Updated By:
- Created By: ludlow
- Is this for a Coop?: No

[Architect Signoff](#)

By Submitting this form, I certify that the survey referred to herein was prepared by me and to the best of my knowledge is true and accurate.

Architect Signoff

Architect's Name:	<input type="text" value="Mary"/>
Building in Full Compliance	<input type="radio"/>
Building Not in Compliance	<input type="radio"/>
License Number:*	<input type="text"/>
License Expiration Date:*	<input type="text"/>

Entering your name / license number and license expiration date and submitting this form serve as your digital signature. The license number and expiration date must match those on file.

[Save](#) [Cancel](#)

After entering violation schedule / work items, and completing the 'Architect Data', the architect can submit the survey/amendment to the appropriate school district. On the submission screen, the architect must enter the license number and license expiration date. **This information must match the information that was entered on the 'Architect Data' screen.** This serves as additional confirmation of the submission.

Instructions: H/L S Processing System

The screenshot shows the 'Architect Signoff' form within a web application. At the top, there are navigation tabs: 'Home', 'Find a Document', and 'Instructions'. Below the tabs, a breadcrumb trail reads 'Home > Ten Year Survey / Amendment > Architect Signoff'. A green success message states: 'The Survey has been submitted for district superintendent approval.' Below this is a blue information box with a note: 'By Submitting this form, I certify that the survey referred to herein was prepared by me and to the best of my knowledge is true and accurate.' The main form area is titled 'Architect Signoff' and contains several input fields: 'Architect's Name:' with the value 'Mary', 'Building in Full Compliance' with a radio button, 'Building Not in Compliance' with a radio button, 'License Number:*' with the value '001-123456', and 'License Expiration Date:*' with the value '1/1/2008'. At the bottom of the form is another blue information box stating: 'Entering your name / license number and license expiration date and submitting this form serve as your digital signature. The license number and expiration date must match those on file.' Below the information boxes are 'Save' and 'Cancel' buttons.

Ten Year Survey After Submitted by Architect to the School District for Review

Editing Survey/Amendment Header Information

Architect and District users can edit the header information for a survey by clicking the 'Edit Header Information' link in the Header Information section of the survey/amendment document jacket.

This link is visible when the survey/amendment is 'In-Progress' or 'Architect Approved'.

Deleting a Survey/Amendment

Only an Architect that created the survey/amendment can delete the survey/amendment.
Survey/Amendment must be in 'In-Progress' status.

The screenshot shows the 'Ten Year Survey Header Information' section of a document jacket. At the top, there are navigation tabs: 'Home' and 'Instructions'. Below the tabs, a breadcrumb trail reads 'Home > Ten Year Survey / Amendment > Header Information'. The main section is titled 'Ten Year Survey Header Information'. Below the title, there are two links: 'Edit Header Information' (which is circled in red) and 'Import Survey / Amendment Items'. A red callout box points to the 'Edit Header Information' link with the text 'Select 'Open Edit Header''. Below the links is a list of survey details:

- Is Ten Year Survey?: Yes
- Is Amendment?: No
- Facility: LUDLOW ELEMENTARY SCHOOL
- Survey Year: 2008
- District: LUDLOW CCSD 142
- County: CHAMPAIGN
- District Superintendent: DRUSILLA LOBMASTER
- Architect: Mary

Instructions: H/L S Processing System

Home Find a Document Instructions

Home > Ten Year Survey / Amendment > Edit Survey Header Information

You can only edit the header information when the status of the document is 'In-Progress'

Edit Survey Header Information

Facility:* LUDLOW ELEMENTARY SCHOOL

Architectural Firm:* WIGHT & COMPANY

Architect Name:* Mary

Survey Year:* 2008

Is Amendment?: ☒

Is Emergency?: ☐

Is For a Coop?: ☐

Save Header Cancel Delete

Architects can only modify surveys/amendments that are in 'In-Progress' status. Once an architect approves a survey/amendment, no modifications are allowed until the document is subsequently rejected and placed back into 'In-Progress' status. Had the above example not been approved, a 'Delete' button would be present where indicated above, and the document could be deleted.

School District Role

1. Gain IWAS access as a district document author or as an RCDT administrator, enter accurate email address
 - District Document Author – enters district data, but can't authorize documents.
 - RCDT Administrator (District) – Superintendent or authorized representative. Can enter district data **and** authorize documents.
2. Approve IWAS access requests for architectural firm or on-staff architect
3. Review all survey/amendment documents in 'Architect Approved' status
4. The ROE should first be consulted in determining whether an amendment is a true emergency, and if an Emergency Amendment and/or Co-op is selected in the H/L S Processing System, before proceeding further call the Illinois State Board of Education @ (217) 785-8779
5. Review 'Schedule of Violations' and 'Schedule of Work Items'
6. Enter district data
7. Review the 'Certificate of Need', and the 'Application for Approval'
8. Ensure that required hard copy executed, stamped attachments are noted in the H/L S Processing System and are provided to the ROE office ('Certificate of Need' and/or 'Application for Approval', building plans, etc.)
9. Approve/submit survey/amendment to ROE or edit and reject back to the architect – add comment as to the reason document is being rejected
10. Review Annual Inspection Reports created by the ROE

District Data

Add district related information into the consolidated district data entry screen below.

(1) Total available district funds, (2) whether a public hearing is required and (3) the related notice and (4) hearing dates, if appropriate should be entered and saved in the following data entry screen.

Home Find a Document Instructions

Home > Ten Year Survey / Amendment > Add / Edit Local School Board Data

Add / Edit District Data

Facility Name: LUDLOW ELEMENTARY SC

Total Estimated Costs: \$600.00

1 Total Available District Funds: \$

Total Funds to Raise: \$600.00

2 Requires Public Hearing?: ☐

3 Notice Publish Date (if applicable):

4 Public Hearing Date (if applicable):

Save Cancel

Ten Year Survey Data

- Open Violation / Work Items
- Open Architect Data
- Open District Data

District Data Entry Screen


District Approval or Rejection of Surveys / Amendments

After reviewing the Architect's work, the district can submit the survey/amendment to the ROE. The District should ensure that complete and accurate 'Certificate of Need' and/or 'Application for Approval', building plans, etc. hard copy documents should be forwarded to the ROE office.

The 'Total Available Funds' field must be entered on the 'District Data' entry screen before the survey/amendment can be submitted. Also, at least one violation/work schedule item must be entered for amendments. The district can only approve surveys/amendments that have been architect approved. If the district modifies any of the violation/work items after the survey/amendment has been approved by the architect, then the district will be forced to reject the survey/amendment to allow the architect to re-submit.

When the district disapproves a survey/amendment, a rejection notification is sent to the Architect user that created and approved the survey/amendment. Any comments entered by the district in the 'Comments' textbox will appear in the comments section of the survey/amendment document jacket, and will also be sent in the notification.

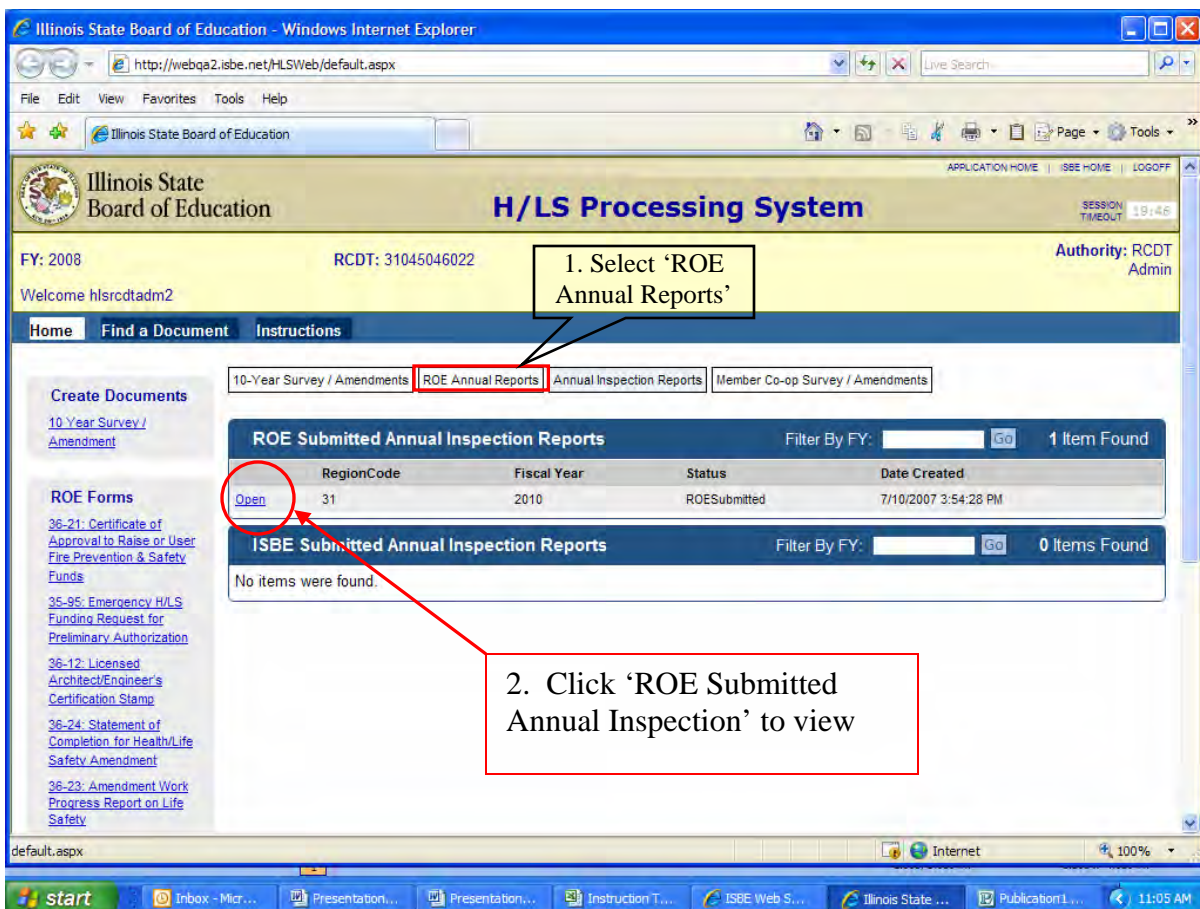
Instructions: H/L S Processing System

 Failure to submit accurate and complete safety survey reports as required shall subject a school district to recognition provisions of 23 Illinois Administrative Code 180.

District Submission	
President of Board of Education*	<input type="text" value="Test President"/>
Board Notification Date:*	<input type="text" value="9/4/2007"/>
Date President Certified Completeness of Survey:*	<input type="text" value="9/4/2007"/>
Secretary of Board of Education:*	<input type="text" value="Test Secretary"/>
Date Secretary Certified Completeness of Survey:*	<input type="text" value="9/3/2007"/>
Amendment Number:	<input type="text" value="2"/>
<input type="button" value="Submit to ROE"/> <input type="button" value="Reject"/> <input type="button" value="Cancel"/>	

Viewing Annual Inspection Reports

ROE administrators create Annual Inspection Reports. School districts can access listing of Annual Inspection Reports by clicking the 'Annual Inspection Reports' tab on the home screen. An Annual Inspection Report can be viewed by clicking the 'Open' link.



1. Select 'ROE Annual Reports'


2. Click 'ROE Submitted Annual Inspection' to view

Annual Inspection Report Tab

Instructions: H/L S Processing System

An Annual Inspection Report can be printed by clicking the 'Print Report' link.

Annual Inspection Report Information

 [Print Report](#)

County Name (s):

KANE ROE

Fiscal Year:

2010

Date Created:


7/10/2007

Created By:

TESTER

Current Status:

ROESubmitted

 Annual Inspection Report History

- 7/10/2007 3:57:55 PM : ROESubmitted By TESTER

	RCD	Facility Name	Inspection Date	Status
Open	310450460	BARTLETT ELEM SCHOOL		Making Acceptable Progress
Open	310450460	BARTLETT HIGH SCHOOL	9/3/2007 12:00:00 AM	In Full Compliance
Open	310450460	CANTON MIDDLE SCHOOL	9/3/2007 12:00:00 AM	In Full Compliance
Open	310450460	HERITAGE ELEM SCHOOL	9/3/2007 12:00:00 AM	In Full Compliance

School District View of Annual Inspection Report

HomeFind a DocumentInstructions

ANNUAL INSPECTION REPORT

TO: The Board of Education of SD U-46, 310450460, KANE

Pursuant to Section 3-14.21 of the School Code, and the provisions of the Health/Life Safety Code for Public Schools (23 Illinois Administrative Code Part 180), I have conducted or caused to be conducted inspections of your schools and make the findings as listed below.

Facility (Including Temporary)	Inspection Date	STATUS*
BARTLETT ELEM SCHOOL		Making Acceptable Progress
BARTLETT HIGH SCHOOL	9/3/2007	In Full Compliance
CANTON MIDDLE SCHOOL	9/3/2007	In Full Compliance
HERITAGE ELEM SCHOOL	9/3/2007	In Full Compliance

A copy of this report is being forwarded to the State Board of Education pursuant to the provisions of Section 3-14.21 of the School Code of Illinois.

Printable ROE Annual Inspection Report

Regional Office of Education(ROE) Role

1. Gain IWAS access as a ROE Administrator for the Superintendent or designated representative, enter email address

Instructions: H/L S Processing System

2. Create and submit Annual Inspection Reports
3. Create and submit ROE Annual Report
4. Review all survey/amendment documents in 'District Submitted' status
5. Call the Illinois State Board of Education @ (217) 785-8779 if an Emergency Amendment and/or Co-op is selected before proceeding further
6. Review Schedule of Violations and Schedule of Work Items
7. Adjust schedule item cost estimate, if appropriate (any other revisions require survey/amendment to be rejected back to the architect)
8. Review the 'Certificate of Need', and the 'Application for Approval'
9. Ensure that accurate hard copy executed, stamped attachments are noted in the H/L S Processing System and are provided to ISBE ('Certificate of Need' and/or 'Application for Approval', building plans, etc.)
10. Approve/submit survey/amendment to ISBE or edit and reject back to the architect – add comment as to the reason document is being rejected

Creating an ROE Annual Report Shell

Follow the following steps to create a new 'ROE Annual Report'

1. Click the 'ROE Annual Report' link in the 'Create Documents' section.

The screenshot shows the H/L S Processing System interface. At the top, there are tabs for 'Home', 'Find a Document', and 'Instructions'. Below these, there are three main sections: 'Facility Inventory', 'Create Documents', and 'District Submitted Ten-Year Surveys & Amendments'. The 'Create Documents' section is highlighted with a red circle, and the 'ROE Annual Report' link is visible. The 'District Submitted Ten-Year Surveys & Amendments' section shows a table with columns 'RCD', 'FacilityName', and 'Su'. The first row has the value 'Open' under 'RCD', '090101420' under 'FacilityName', and 'LUDLOW ELEMENTARY SCHOOL' under 'Su'.

Creating an ROE Annual Report

2. Enter the necessary details and click the 'Submit' button to create the ROE Annual Report. Click 'Cancel' to go back to the home page.

The screenshot shows the 'Create New Annual Report' form. The form has a title bar 'Create New Annual Report'. Below the title bar, there are six rows of input fields. The first row is 'Regional Superintendent' with the value 'DURAN RICHARD P HON'. The second row is 'Assistant Superintendent' with the value 'Test Assistant'. The third row is 'County Name (s):' with the value 'WILL ROE'. The fourth row is 'Phone Number:' with the value '815740-8360'. The fifth row is 'Fax Number:' with the value '815740-4788'. The sixth row is 'Fiscal Year: *' with the value '2007'. At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'.

Creating an ROE Annual Report.

ROE Annual Report Shell Data Entry

Once created an ROE Annual Report can be accessed by clicking the 'ROE Annual Reports' tab. The listing is visible to ROE and ISBE users only.

10-Year Survey / Amendments	ROE Annual Reports	Annual Inspection Reports	Member Co-op Survey / Amendment
-----------------------------	---------------------------	---------------------------	---------------------------------

In-Progress Annual Reports		
	RegionCode	Fiscal Year
Open	56	2008

ROE Annual Reports Tab

The 'In-Progress' Annual Reports listing is hidden from ISBE users, because they are only concerned with Annual Reports that have been submitted by the ROE.

An ROE Annual Report can be viewed by clicking the 'Open' link. On the ROE Annual Report Screen, the ROE user can add items to the report by clicking the 'Add New Item' link. The user can view the submission screen by clicking the 'Approve or Reject Report' button. If the user created the report, then a 'Delete' button will be visible.

Regional Superintendent's Annual Report for WILL ROE

Approve Or Reject Report
Delete

Annual Report Information

Regional Superintendent:	
Assistant Superintendent:	Test Assistant
County Name (s):	WILL ROE
Phone Number:	815740-8360
Fax Number:	815740-4788
Fiscal Year:	2008
Date Created:	7/12/2007
Created By:	TEST ROE USER
Current Status:	InProgress

Annual Report History

[Add New Item](#)
[Print Annual Report](#)

ROE Annual Report Screen

When adding or editing items in the report, ISBE's Ten Year Survey Date will be pulled from the Facility Inventory (if a date is entered or a Ten Year Survey has been submitted in the system) to allow the ROE user to compare and verify the date. The ROE User can delete items that they have created.

Instructions: H/L S Processing System

Add / Edit Annual Report Data	
1	District:* HOMER CCSD 33C
2	Facility:* HOMER JR HIGH SCHOOL
3	Building Permit Date:
4	Completion Date:
5	Certificate Type: Select
6	Certificate Of Occupancy Issue Date:
7	Annual HLS Inspection Date:
8	Inspection Status: Select
9	Ten Year HLS Inspection Date: ISBE's Date On File NOT ON FILE
10	Amendment No.
11	Approval Date (ISBE)
12	HLS Work Status: Select
13	SSDA Annual Review By 12/31? Select

Save Cancel Delete

ROE Annual Report Data Entry

ROE Annual Report Data Items

Following are the fields for the annual report data entry screen:

1. **DISTRICT NAME.** Select from the drop down list the district name.
2. **FACILITY.** Select from the drop down list the facility.
3. **BUILDING PERMIT DATE.** Date format (MM/DD/YYYY). Enter the date of any building permits issued for that facility **or when the building was acquired/bought or reopened.**
4. **COMPLETION DATE.** Date format (MM/DD/YYYY). Enter the date of completion of the work for which the building permit was issued or when all violations were corrected after the building was acquired/bought/reopened.
5. **CERTIFICATE TYPE.** Select from the drop down list the type of Certificate of Occupancy issued.
 - a. General
 - b. Partial
 - c. Temporary
 - d. Vehicular
6. **CERTIFICATE OF OCCUPANCY ISSUE DATE.** Date format (MM/DD/YYYY). Enter the Certificate of Occupancy issue date.
7. **ANNUAL HLS INSPECTION DATE.** Date format (MM/DD/YYYY). Enter the date in which the Annual Inspection was conducted for facility.

Instructions: H/L S Processing System

8. **INSPECTION STATUS.** Select from the drop down list the status of the inspection
 - a. In Compliance
 - b. Making Acceptable Progress
 - c. Non-Compliance
 - d. Continued Usage of Temporary Facility
9. **TEN YEAR HLS INSPECTION STATUS.** Date format (MM/DD/YYYY). Enter the date in which the Ten Year Survey was received by the Regional Superintendent for the facility. **If available, 'ISBE's Date on File' will be populated above this entry field.**
10. **AMENDMENT NUMBER.** Free text format. Enter the number assigned to any amendments received for that facility.
11. **ISBE APPROVAL DATE.** Date format (MM/DD/YYYY). Enter the Certificate of Approval date for the amendment received.
12. **H/LS WORK STATUS.** Select from the drop down list the status of H/LS work identified in ten year survey and/or amendment.
 - a. Completed
 - b. Started
 - c. Not Started
13. **SCHOOL SAFETY DRILL ACT (SSDA) ANNUAL REVIEW BY 12/31?** Select from the drop down list 'Yes' or 'No'.

Submitting ROE Annual Reports

The ROE user can submit the ROE Annual Report by clicking the 'Approve or Reject' button. This takes them to a submission screen where they will be presented with a list of any facilities that currently are not included in the report.

Approve Or Reject

I approve this Annual Report: ☐

Submit

Cancel

Unreported Facilities

246 Unreported Facilities were found.

FacilityId	Rcd	Type	FacilityName	Address	City	ZipCode	Category	PurposeCode	ConstructedYear
6601	5600000000	00	WILL ROE	302 N CHICAGO ST	JOLIET	604324059	1		
6602	5600000000	00	WILL ROE	302 N CHICAGO ST	JOLIET	604324059	A		
6603	5600000000	00	WILL COUNTY SAFE SCHOOL	51 W JACKSON STREET	JOLIET	60432	A		
6604	5600000000	00	PREMIER HIGH SCHOOL	51 W JACKSON ST	JOLIET	60432	A		
			PHOENIX	360 W BLAIR					

ROE User Submission for the ROE Annual Report

Instructions: H/L S Processing System

After the ROE submits the Annual Report, the status of the report becomes 'ROE Submitted' and ISBE can either approve or reject the report. If ISBE rejects the report, a notification is sent to the ROE user that submitted the report. If ISBE accepts the report's status becomes 'ISBE Approved'.

Approve Or Reject	
I approve this Annual Report:	<input type="radio"/>
I do not approve this Annual Report:	<input type="radio"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

ISBE User Submission for the ROE Annual Report

Creating an Annual Inspection Report

An Annual Inspection report can be created using existing data from an ROE Annual Report. Creating an Annual Inspection Report from an existing ROE Annual Report requires the following steps.

1. On the ROE Annual Report screen that follows, click the 'Approve or Reject' button. This will bring you to the submission screen.

Instructions: H/L S Processing System

Regional Superintendent's Annual Report for WILL ROE

[Approve Or Reject Report](#)

Annual Report Information [Delete](#)

Regional Superintendent:	
Assistant Superintendent:	Test Assistant
County Name (s):	WILL ROE
Phone Number:	815740-8360
Fax Number:	815740-4788
Fiscal Year:	2006
Date Created:	7/16/2007
Created By:	TEST ROE USER
Current Status:	InProgress

Annual Report History

[Add New Item](#) | [Print Annual Report](#)

	RCD	Facility Name	Building Permit Date	Completion Date	Certificate Type	Certificate Of Occupancy Issue Date	Annual Inspection Date	Inspection Status	10-Year Inspection Date	AMEND NO.	Approval Date (ISBE)	H/LS Work Status	SSDA Annual Review By 12/31?
Open	56099030C	TROY MIDDLE SCHOOL											
Open	56099033C	LUTHER J SCHILLING SCHOOL	9/3/2007	9/3/2007	Partial		9/3/2007	Making Acceptable Progress					

Note: the ROE user can add items to the report by clicking the 'Add New Item' link. If the user created the report, then a 'Delete' button will be visible. The user can view a printable report by clicking the 'Print Report' link

Creating an Annual Inspection Report

- At the submission screen, click the 'Generate Inspection Report' button.

Instructions: H/L S Processing System

Generate Inspection Report

ROE Annual Report Submission

Region Name:	WILL ROE
Regional Superintendent:	
Assistant Superintendent:	Test Assistant
County Name (s):	WILL ROE
Phone Number:	815740-8360
Fax Number:	815740-4788
Fiscal Year:	2006
Date Created:	7/16/2007
Created By:	TEST ROE USER
Current Status:	InProgress

Approve Or Reject

I approve this Annual Report: ☐

Submit Cancel

Creating an Annual Inspection Report From an Existing Annual Report

3. Enter the fiscal year. If the 'Copy Items...' checkbox is checked, then items from the ROE Annual Report will be imported into the Annual Inspection Report.

Create New Annual Inspection Report

Fiscal Year:	2006
Copy items from existing ROE Annual Report for the selected FY?:	<input checked="" type="checkbox"/>

Submit Cancel

Creating an Annual Inspection Report

Annual Inspection Reports –Notes of Interest

The process of creating an Annual Inspection Report has been discussed above. A listing of Annual Inspection Reports can be accessed by clicking the 'Annual Inspection Reports' tab on the home screen.

10-Year Survey / Amendments ROE Annual Reports Annual Inspection Reports Member Co-op Survey / Amendments

In Progress Annual Inspection Reports		
	RegionCode	Fiscal Year
Open	56	2008

Annual Inspection Report Tab

Instructions: H/L S Processing System

An Annual Inspection Report can be viewed by clicking the 'Open' link. On the Annual Inspection Report Screen, the ROE user can add items to the report by clicking the 'Add New Item' link. The user can view the submission screen by clicking the 'Approve or Reject Annual Inspection Report' button. If the user created the report, then a 'Delete' button will be visible. The user can view a printable report by clicking the 'Print Report' link.

Annual Inspection Report Information	
County Name (s):	WILL ROE
Fiscal Year:	2008
Date Created:	7/12/2007
Created By:	TEST ROE USER
Current Status:	InProgress

[Print Report](#)

[Annual Inspection Report History](#)

[Add New Item](#)

Annual Inspection Report

Add / Edit Annual Inspection Report Data	
District:	HOMER CCSD 33C
Facility:	HADLEY MIDDLE SCHOOL
Inspection Date:	09/03/2004
Status:	Extension of Time Requested

[Save](#) [Cancel](#)

Adding / Editing Annual Inspection Report Items

ROE Adjustments to Schedule/Work Item Estimated Costs

ROE users can adjust items after the survey/amendment has been submitted by the district. This is the only field on the Violation/Work Schedule Item Screen that the ROE user can modify.

Instructions: H/L S Processing System

The screenshot displays a web-based data entry form for the H/L S Processing System. The form is divided into several sections. The top section contains fields for 'Units Of Measure' (set to 'Ea.'), 'Quantity' (set to '5'), 'Labor Code' (set to 'District Employees will perform work.'), 'Work Type' (set to 'Safety Standards'), 'Estimated Cost' (set to '\$500.00'), 'Estimated Completion Date' (set to '7/15/2007'), and 'Funding Type' (set to 'Fire Prevention'). Below these fields is a section titled 'ROE Adjustments' which includes an 'Adjusted Amount' field set to '\$'. This field is circled in red. Below the 'ROE Adjustments' section is a section titled 'ISBE Adjustments' which includes an 'Adjusted Amount' field set to '\$' and a 'Reason' dropdown menu set to 'Select'. At the bottom of the form are 'Save Item' and 'Cancel' buttons. A footer bar contains contact information for the Illinois State Board of Education and a copyright notice for 2007.

Units Of Measure:*	Ea.
Quantity:*	5
Labor Code:*	District Employees will perform work.
Work Type:*	Safety Standards
Estimated Cost:*	\$500.00
Estimated Completion Date:*	7/15/2007
Funding Type:*	Fire Prevention
ROE Adjustments	
Adjusted Amount:	\$
ISBE Adjustments	
Adjusted Amount:	\$
Reason:	Select
Save Item Cancel	

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or [Click here to Contact Us](#)
Copyright © 2007, Illinois State Board of Education

Violation/Work Item data entry screen – ROE Adjustment


ROE Approval or Rejection of Surveys / Amendments


After the district submits a survey/amendment, the ROE can make adjustments to the cost estimates of the violation/work items. After reviewing the survey/amendment, the ROE can then submit the survey/amendment to ISBE. The ROE can also disapprove the survey/amendment. This moves the document back to the 'In-progress' state, and requires resubmission from the architect and district.

When the ROE disapproves a survey/amendment, a rejection notification is sent to the District and Architect users that previously submitted the survey/amendment. Any comments entered in the 'Comments' textbox will appear in the comments section of the survey/amendment document jacket, and will also be sent in the notification.

The Warning message below indicates that the survey/amendment attachments have not been confirmed as 'Received' by the ROE Administrator. The ROE should verify that hard copy attachments are received and correctly completed ('Certificate of Need' and/or 'Application for Approval', building plans, etc. hard copy documents), by clicking on 'Confirm Received'.

Instructions: H/L S Processing System

 The following attachments have not been confirmed as received:
Attachment: Architect Stamp

 By Submitting this form, I certify that the Safety Survey for School has been reviewed to assure the accuracy and completeness of the Ten-Year Safety Survey Report and is hereby:

ROE Submission	
Regional Superintendent:	<input type="text"/>
Approved:	<input type="checkbox"/>
Disapproved:	<input type="checkbox"/>
Disapproval Comments:	<div></div>
<div>Submit Cancel</div>	

Amendment Attachments						
Description	Date Sent	Date Created	(ROE) Date Received	(ROE) Received By	(ISBE) Date Received	(ISBE) Received By
Architect Stamp	7/5/2007 10:03:18 PM	7/5/2007 10:03:18 PM				<div>Confirm Received</div>

ISBE & ROE View of the Attachment Section – Receipt not Confirmed

Amendment Attachments						
Description	Date Sent	Date Created	(ROE) Date Received	(ROE) Received By	(ISBE) Date Received	(ISBE) Received By
Architect Stamp	7/9/2007 2:21:57 PM	7/9/2007 2:21:57 PM	7/9/2007 2:34:38 PM	hlsroe31		

After ROE Receipt Confirmation of Amendment Attachments

Illinois State Board of Education(ISBE) Role

1. Gain IWAS access as an ISBE Administrator or as the ISBE Superintendent, enter email address
 - ISBE Administrator - can approve documents and modify Costs Estimates, add/edit facility information, add/edit reason codes, edit form letters,

Instructions: H/L S Processing System

create ad hoc reports, and view legacy amendments, surveys and summary of approved amounts

- ISBE (Superintendent) Acceptance – Superintendent final approval of documents, can “unlock” archived documents for changes in amendment number and prior cumulative approved amount changes only.
2. Create Facility Inventory
 3. Review and submit or reject Annual Inspection Reports in ‘ROE Submitted’ status
 4. Review and approve or reject ROE Annual Report in ‘ROE Submitted’ status
 5. Review all survey/amendment documents in ‘ROE Approved’ status
 6. Review ‘Schedule of Violations’ and ‘Schedule of Work Items’
 7. Adjust schedule item cost estimate, if appropriate (any other revisions require survey/amendment to be rejected back to the architect)
 8. Review the ‘Certificate of Need’, and the ‘Application for Approval’
 9. Review ‘Certificate of Approval for the Expenditure of Fire Prevention And Safety Funds’
 10. Verify system amendment numbers and cumulative amounts against legacy reports
 11. Review and confirm receipt of required hard copy executed, stamped attachments noted in the H/L S Processing System (‘Certificate of Need’ and/or ‘Application for Approval’, building plans, etc.)
 12. Approve/archive survey/amendment or reject back to the architect – add comment as to the reason document is being rejected
 13. ‘Unlock’ archived amendments to correct amendment number and prior cumulative approved amount

Home Find a Document Instructions

ISBE Links

- [Facility Inventory](#)
- [Edit Form Letters](#)
- [Edit Reason Codes](#)
- [Past Due Annual Reports](#)
- [Past Due Annual Inspection Reports](#)
- [Past Due Ten Year Surveys](#)
- [View Legacy Amendments](#)
- [View Legacy Surveys](#)
- [View Summary Report](#)
- [Ad-Hoc Reporting](#)

10-Year Survey / Amendments ROE Annual

District Submitted Ten-Year

	RCD	FacilityName
Open	090101420	LUDLOW ELEM
Open	310450460	HERITAGE ELEM
Open	310450460	HERITAGE ELEM

ROE Approved Ten-Year

	RCD	FacilityName
Open	310450460	HIGHLAND ELEM

‘ISBE Links’ replace ‘Create Documents’ on login view

ISBE View of Login to H/L S processing System

ISBE Adjustments to Schedule /Work Item Estimated Costs

ISBE users can make adjustments to the cost estimates of violation/work schedule items after the survey/amendment has been submitted by the ROE. ISBE users must adjust any items that have been adjusted by ROE users. A reason for the adjustment may be selected from a drop down list of selected reasons for the adjustment in the field below the 'ISBE Adjusted Amount'.

The screenshot shows a web-based form for making adjustments to schedule/work item estimated costs. The form is organized into several sections:

- Top Section:** Contains input fields for 'Units Of Measure' (set to 'Ea.'), 'Quantity' (set to '5'), 'Labor Code' (set to 'District Employees will perform work.'), 'Work Type' (set to 'Safety Standards'), 'Estimated Cost' (set to '\$500.00'), 'Estimated Completion Date' (set to '7/15/2007'), and 'Funding Type' (set to 'Fire Prevention').
- ROE Adjustments Section:** A shaded gray box containing an 'Adjusted Amount' field with a dollar sign and a yellow input area.
- ISBE Adjustments Section:** Another shaded gray box containing an 'Adjusted Amount' field with a dollar sign and a yellow input area, and a 'Reason' dropdown menu with 'Select' as the current option.
- Action Buttons:** 'Save Item' and 'Cancel' buttons are located below the ISBE Adjustments section.
- Footer:** A yellow bar at the bottom contains the text: 'Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us' and 'Copyright © 2007, Illinois State Board of Education'.

Schedule /Work Item data entry screen – ISBE Adjustment and Reason

ISBE Document Submission

If the ISBE user attempts to submit a survey/amendment without adjusting items that have been adjusted by the ROE, they will be presented with a list of items under the 'Items that Require Adjustment' heading of the ISBE Submission screen. As stated above, if the ROE has adjusted a cost, then ISBE is required to make an adjustment as well.


The 'Previously Approved Amount' is the sum of the approved amounts for any survey/amendments for the selected facility that have been previously approved,


ISBE can also enter an amount in the 'Total Previously Approved' field of the facility inventory. This will be the start amount that the 'Previously Approved Amount' calculation will be based.

Any adjusted items (where the ISBE adjustment differs from the original estimated amount) will appear under the 'Adjusted Items' heading.

Instructions: H/L S Processing System

Any comments entered on this screen will appear in the 'Certificate of Approval' printable document.

 The following attachments have not been confirmed as received:
Attachment: Architect Stamp

 By Submitting this form, I certify that I have been authorized by the State Superintendent of Education to acknowledge receipt of the estimate of cost certified by the architect/engineer required:

Notice of Approval

Name Of State Superintendent

☐

to bring this school building into compliance with the safety standards set forth in 23 Ill. Adm. Code Part 175, 23 Ill. Adm. Code Part 180, and or 23 Ill. Adm. Code Part 185 as promulgated by the State Board of Education.

☒

to bring the school building into compliance with the Asbestos Abatement Act 105 et seq of the School Code and the Asbestos Hazard Emergency Response Act (AHERA).

☒

to provide funds for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes pursuant to Section 17-2.11 of the School Code with funds not necessary for the completion of items under No. 1 or No. 2 above.

Items that Require ISBE Adjustment:

No items were found

Adjusted Items:

Previously Approved Amt:

\$50.00

Comments:

Submit

Cancel

ISBE Rejection


ISBE can disapprove a survey/amendment. When the ISBE disapproves a survey/amendment, a notification is sent to the ROE, District and Architect users that previously submitted the survey/amendment. Any comments entered in the 'Comments' textbox will appear in the comments section of the survey/amendment document jacket, and will also be sent in the notification.

Instructions: H/L S Processing System

Notice of Disapproval	
Architect / Engineer:	<input type="text" value="Dan Gartner"/>
Firm:	<input type="text" value="ADG/ARCHITECTURE & D"/>
Facility Name:	<input type="text" value="HUBERT H HUMPHREY MID"/>
County:	<input type="text" value="WILL"/>
District Name:	<input type="text" value="VALLEY VIEW CUSD 365U"/>
Comments:	<div><div></div></div>
<div><div>Reject Survey / Amendment</div><div>Cancel</div></div>	

ISBE Superintendent Approval

After the survey/amendment is submitted by ISBE staff, it must be approved by the ISBE Superintendent or his authorized representative ('ISBE Approver') in order to be archived. If the survey/amendment is rejected at this level, its status is changed to 'ROE Submitted' and is thus able to be modified and resubmitted by the ISBE staff. A notification is sent to the 'ISBE Submitter'. If approved at this final level, the status is changed to 'Accepted' and it is archived.




By Submitting this form, I certify that the Safety Survey for HUBERT H HUMPHREY MIDDLE SCHOOL School has been reviewed to assure the accuracy and completeness of the Ten-Year Safety Survey / Amendment Report and is hereby:

ISBE Submission	
State Superintendent Name:	<input type="text"/>
Approved:	<input type="checkbox"/>
Disapproved:	<input type="checkbox"/>
Disapproval Comments:	<div><div></div></div>
<div><div>Submit</div><div>Cancel</div></div>	


ISBE Approver – Rejecting Archived Surveys/Amendments


If the 'Previously Approved Amount' or the Amendment Number need to be updated after a survey / amendment has been approved and archived, then the ISBE Approver can reject the archived document. This changes the status to 'ISBE Submitted' and allows the ISBE Approver to modify these values, and then re-approve the document.

 By Submitting this form, I certify that the Safety Survey for BOLINGBROCK HIGH SCHOOL School has been reviewed to assure the accuracy and completeness of the Ten-Year Safety Survey / Amendment Report and is hereby:

ISBE Submission	
State Superintendent Name:	<input style="width: 90%;" type="text"/>
Approved:	<input type="radio"/>
Disapproved:	<input type="radio"/>
Disapproval Comments:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;"> <p>Modifying the amendment number or the 'Previously Approved Amount'</p> </div>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

After rejecting the archived survey/amendment, the ISBE Approver can then go to the 'Survey/amendment Document Jacket.' Clicking the '(ISBE) Final Approval' button, presents the following:

 This Survey / Amendment is Archived

 **Amendment Header Information**

- Is Ten Year Survey?: Yes
- Is Amendment?: Yes
- Amendment Num: 10
- Is Emergency?: No
- Facility: BOLINGBROOK HIGH SCHOOL
- Survey Year: 2007
- District: VALLEY VIEW CUSD 365U
- County: WILL
- District Superintendent: DR PHILLIP W SCHOFFSTAL
- Architect: Dan Gartner
- Architect Firm: ADG/ARCHITECTURE & DESIGN GROUP
- Date Created: 7/10/2007
- Current Status: ISBESubmitted
- Last Updated By: ISBE Approver
- Created By: ARCHITECT
- Is this for a Coop?: No

(ISBE) Final Approval

Instructions: H/L S Processing System

The ISBE Approver can modify the 'Amendment Number' and the 'Previously Approved Amount' fields.

By Submitting this form, I certify that the Safety Survey for BOLINGBROOK HIGH SCHOOL School has been reviewed to assure the accuracy and completeness of the Ten-Year Safety Survey / Amendment Report and is hereby:

ISBE Submission	
State Superintendent Name:	<input type="text"/>
Approved:	<input type="checkbox"/>
Amendment Num:	<input type="text" value="10"/>
Previously Approved Amt:	<input type="text" value="\$1063000.94"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

After submitting, the status of the document will be changed from 'ISBE Submitted' to 'Approved', and the changes will be saved. (The 'Approved' option button must be checked.)

Finding a Survey/Amendment

Users can find a particular survey/amendment by clicking the 'Find a Document' link.

Welcome DISTRICT USER

[Home](#) [Find a Document](#) [Instructions](#)

[Create Documents](#) [10-Year Survey / Amendme](#)

Find a Document Link

On the search screen, users can select a region, district and facility to view a list of surveys/amendments for the selected facility. District users and architects can only select facilities within their RCDT. ROE users can search districts within their region for the desired facility. ISBE users can search through regions and districts to find the desired facility.

Select a Region, District And Facility to view the associated Survey / Amendment.

Select a Survey	
Region:	<input type="text" value="WILL ROE"/>
District:	<input type="text" value="VALLEY VIEW CUSD 365U"/>
Facility:	<input type="text" value="Select"/>
<input type="button" value="Load Surveys / Amendments"/>	

Searching for Surveys/Amendments

Cooperatives

Call ISBE at (217) 785-8779 before proceeding with a Cooperative survey/amendment.

Architects and District users can create cooperative/joint agreement Surveys/Amendments at the Survey/Amendment creation screen by checking the 'Is this for a Co-op?' checkbox.

Create a New Ten Year Survey / Amendment
1) Select a Facility 2) Select an Architect 3) Enter Details

Are you sure you want to create a new Ten Year Survey / Amendment for INDEPENDENCE ELEM SCHOOL .

Ten Year Survey / Amendment Details:	
Facility Name:	INDEPENDENCE ELEM SCHOOL
Architect Firm:	AAI-CAMPBELL CORP.
Architect Name:*	<input type="text"/>
Fiscal Year:*	<input type="text" value="2007"/>
Is this an Amendment?:	<input type="checkbox"/>
Is this an Emergency Amendment?:	<input type="checkbox"/>
Is this for a Co-op?:	<input checked="" type="checkbox"/>

Creating a Coop

At the Survey/Amendment Jacket screen, the 'Coop Info' section will appear.

Amendment Coop Info

[Add New Coop Participant](#)

Current Sum of Member District Ratios: 0%

Open	Member RCDT	CostRatio	Delete	Administrative?	Survey / Amdmt Status
Open	56099365U26		Yes		

Coop Info

Here, district users can add members to this coop. The district of the user that created the survey/amendment is automatically added to the list as the 'Administrative District'. The district users can add other members to the coop by clicking the 'Add New Coop Participant' link.

The user must select a region and district, and then must enter the 'Cost Ratio' for the member of the coop.

Instructions: H/L S Processing System

Edit Coop Information	
Master District:	56099365U26
Region:*	BOND/EFFINGHAM/FAYETTE ROE ▼
District:*	(03026203026) - VANDALIA CUSD 203 ▼
Cost Ratio (%):	50.0

Edit Coop Members

If the Administrative Member of the Coop is to be included in the cost sharing, click the 'Open' link to edit its 'Cost Ratio'. A district can only be added to the coop once. The sum of the cost ratios must equal 100% before the survey/amendment can be submitted by the district.

For the Administrative Survey/Amendment, the district must enter '0.00' in the 'Total Available District Funds' field on the 'District Data' screen. Any available funds for the Administrative District must be entered on its generated member survey/amendment, if it has a Cost Ratio.

After the members have been added to the coop and the violation/work items have been added to the system, the survey/amendment will be submitted by the district. After submission, a new survey/amendment will be created for each member of the coop that will be contributing to the cost sharing. The cost amounts on these surveys/amendments will reflect the 'Cost Ratio' that was entered in the coop information.

The only printable documents available for the Administrative Coop Survey/Amendment are the 'Work Item Schedule' and the 'Violation Item Schedule'.

 Amendment Printable Documents

- [Schedule of Violations](#)
- [Schedule of Work Items](#)

Administrative Coop Printable Documents

After a coop is submitted, the 'Coop Info' section of the Administrative Survey/Amendment provides links to the generated surveys/amendments for the members of the coop as well as the current status of the member surveys/amendments.

Instructions: H/L S Processing System

Amendment Coop Info					
Current Sum of Member District Ratios: 100.0000%					
Open	Member RCDT	CostRatio	Child Surveys	Administrative?	Survey / Amdmt Status
Open	56099365U26	50.0000	Open Survey	Yes	InProgress
Open	03026203026	50.0000	Open Survey	No	InProgress

Administrative Survey/Amendment – Coop Info After Submission

Member Coop Surveys/Amendments do not have an ‘Attachments’ section. The only data entry that can be performed on a Member Coop Survey/Amendment is on the ‘District Data’ data entry screen. Each member of the coop is responsible for entering the amounts that they have available.

Amendment Data	
<ul style="list-style-type: none">Open District Data	

Member Coop Data Entry

Add / Edit District Data	
Facility Name:	INDEPENDENCE ELEM SCH
Total Estimated Costs:	\$1500.47 Total Coop Costs (\$3000.94) X My Cost Ratio (50.00%)
Total Available District Funds:	\$
Total Funds to Raise:	\$1500.47
Requires Public Hearing?:	<input type="checkbox"/>
Notice Publish Date (if applicable):	
Public Hearing Date (if applicable):	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Member Coop District Data Entry

Since member coop surveys/amendments pull their violation and work item schedules from the Administrative Member Survey/Amendment, they do not have to be ‘Architect Approved.’ Member Surveys/Amendments cannot be approved by the ROE until the Administrative Survey/Amendment has been submitted by the ROE. Likewise for ISBE Submission and ISBE Approval.

Instructions: H/L S Processing System

A listing of Member Coop Surveys/Amendments appears under the 'Member Coop Surveys/Amendments' tab on the home screen.

10-Year Survey / Amendments ROE Annual Reports Annual Inspection Reports **Member Co-op Survey / Amendments**

In-Progress Coop Surveys & Amendments			
	RCD	FacilityName	Survey Year
Open	56099365U	INDEPENDENCE ELEM SCHOOL	2007
Open	56099365U	BOLINGBROOK HIGH SCHOOL	2004
Open	56099365U	BROOKS MIDDLE SCHOOL	2007
Open	56099365U	BOLINGBROOK HIGH SCHOOL	2007

Member Coop Listing