

IWAS System User Guide

Bullying Racism-Free Schools Act

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Accessing the System

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[IWAS User Guide](#)

[IWAS Training Video](#)

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Password

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Forgot Your Password?

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

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New Partner - Sign up Now

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

[Sign Up Now](#)

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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Accessing the System

The screenshot shows the "My Systems" interface of the Illinois State Board of Education. On the left is a navigation menu with options like Home, System Listing (highlighted with a red box), Pending Documents, Change Password, Messages - Inbox, Messages - Archived, Contact Us, Help, and Log Out. The main area displays a list of systems under the heading "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." A link "Click Here for Due Dates" is present. Below this is a table with columns "Categories - Click to Expand/Collapse Tree" and "Authorization". The first row shows "Reporting" as the category and "Annual" as the system name. The system name "Bullying Racism free Schools Act - QA" is highlighted with a red box. To its right, there are icons for system details, due dates, and profile, followed by an "Authorized" status indicator.

Welcome Page

- This page will list any news and updates related to this collection.
- Click “Continue” to enter the system

The screenshot shows the welcome page for the Bullying and Racism Free School Act (BRSA) reporting system. At the top, the Illinois State Board of Education logo is on the left, and links for "Contact Technical Support", "Privacy Policy", and "IWAS Help" are on the right. Below this is a dark blue navigation bar with "Bullying and Racism Free School Act" and a "Home" button on the left, and user information (RCDT, User Access, District Admin, User, Tester test1) and a timestamp (17:522) on the right. The main content area has a heading "Welcome to the Bullying and Racism Free School Act (BRSA) reporting system". Below the heading, a paragraph explains that the ISBE is tasked with implementing data provisions of two recent Public Acts – the Racism-Free Schools Law (Public Act 103-0472) and Bullying Prevention (105 ILCS 5/27-23.7), as modified for data collection per PA 103-0047). It states that these Public Acts require that, starting with the 2024-25 school year, all Illinois school districts; charter schools; and nonpublic, nonsectarian elementary or secondary schools collect, maintain, and submit to ISBE non-identifiable data pertaining to incidents of bullying, discrimination, harassment, and retaliation. Another paragraph states that ISBE is providing the spreadsheet and this guidance before the start of the school year so that administrators can collect their data beginning on the first day of school. This proactive approach will help ensure comprehensive and accurate reporting. Please ensure that your school administrators and staff are aware of these new requirements and are prepared to begin data collection at the start of the 2024-25 school year. A link to "Racism-Free Schools Law and Bullying Prevention Data Collection Guidance" is provided. Below this, a section titled "Updates, News, and Other Information" contains a sub-section "testing the news and updates box." with a link to "Racism-Free Schools Law and Bullying Prevention Data Collection Guidance" and "Testing ISBE admin Messages". A red box highlights a "Continue" button in the bottom right corner. At the bottom of the page, there is a footer with the text "Equity • Collaboration • Quality • Community" and links for "Agency Information", "Accessibility", "Privacy Policy", and "Careers at ISBE".

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Bullying and Racism Free School Act Home RCDT 04101122022 User Access District Admin User Tester test1 17:522

Welcome to the Bullying and Racism Free School Act (BRSA) reporting system

The Illinois State Board of Education (ISBE) is tasked with implementing data provisions of two recent Public Acts – the Racism-Free Schools Law (Public Act 103-0472) and Bullying Prevention (105 ILCS 5/27-23.7), as modified for data collection per PA 103-0047). These Public Acts require that, starting with the 2024-25 school year, all Illinois school districts; charter schools; and nonpublic, nonsectarian elementary or secondary schools collect, maintain, and submit to ISBE non-identifiable data pertaining to incidents of bullying, discrimination, harassment, and retaliation.

ISBE is providing the spreadsheet and this guidance before the start of the school year so that administrators can collect their data beginning on the first day of school. This proactive approach will help ensure comprehensive and accurate reporting. Please ensure that your school administrators and staff are aware of these new requirements and are prepared to begin data collection at the start of the 2024-25 school year.

- [Racism-Free Schools Law and Bullying Prevention Data Collection Guidance](#)

Updates, News, and Other Information

testing the news and updates box.

- [Racism-Free Schools Law and Bullying Prevention Data Collection Guidance](#)
- Testing ISBE admin Messages

Continue

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Agency Information Accessibility Privacy Policy Careers at ISBE

User Levels

District Admin.

- May upload data for the district associated with IWAS account
- Submit, edit, or delete individual incidents
- May complete batch uploads of districtwide data

School Admin.

- May upload data for the school associated with IWAS account
- Submit, edit, or delete individual records
- May NOT complete batch uploads

ISBE Admin.

- ISBE staff only
- May review records submitted for each district statewide

Entities List

- **District-level** users will see a listing of all schools.
- **School-level** users will see their individual school.
- Click the eye icon under “Actions” to review, edit, or mark individual incidents as erroneous

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Bullying and Racism Free School Act [Home](#) User Access ▸ District Admin User ▸ Tester Test1

[Home](#) > [Entities](#)

Entity List - [REDACTED]

Program Year: 2024-2025 ▾

[Entities List](#) [Uploads](#)

RCDS	School Name	Contact	Address	Incident(s) Count	Actions
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	7	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	1	

Uploading Data – School Admin.

- From the “Entities List,” select the eye icon next to your school’s name
- This will open the school’s “Incident List”
- Click “Add New” to add a record
- Complete the required fields and click “Save”

Uploading Data – School Admin.

- After saving, you will be taken back to the “Incidents List.”
- Click the edit icon to make changes to a record
- Click the “X” icon to mark a record as erroneous

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Bullying and Racism Free School Act Home

User Access School Admin User Tester bully 17.51

Home > Entities > Incidents

Incidents List - [Redacted] Back Add New

☐ Show Erroneous (records shown in red)

Allegation Received	Alleged Incident	Allegation Type(s)	Allegation Status	Investigation Resolved	Pending Investigation Information	Other Pertinent Information	Bullying Findings	Bullying Characteristics	Last Modified	Actions
2/5/2026	2/2/2026	Verified allegation of bullying (non-cyber related...	Founded	2/5/2026		text here	text here	Race	BatchProcessingSer... - 2/5/2026 3:08:24 PM	 

1 10 items per page 1 - 1 of 1 items

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Agency Information Accessibility Privacy Policy Careers at ISBE

Batch Uploads

News and Updates

What should I do if my child is the target of bullying?

Bullying Prevention Policies

Bullying, Discrimination, Harassment, and Retaliation Reporting

RACISM FREE SCHOOLS LAW AND BULLYING PREVENTION DATA COLLECTION GUIDANCE

The Illinois State Board of Education (ISBE) is tasked with implementing data provisions of two recent Public Acts – the Racism-Free Schools Law (Public Act 103-0472) and Bullying Prevention (105 ILCS 5/27-23.7), as modified for data collection per PA 103-0047). These Public Acts require that, starting with the 2024-25 school year, all Illinois school districts; charter schools; and nonpublic, nonsectarian elementary or secondary schools collect, maintain, and submit to ISBE non-identifiable data pertaining to incidents of bullying, discrimination, harassment, and retaliation.

ISBE is providing the spreadsheet and this guidance before the start of the school year so that administrators can collect their data beginning on the first day of school. This proactive approach will help ensure comprehensive and accurate reporting. Please ensure that your school administrators and staff are aware of these new requirements and are prepared to begin data collection at the start of the 2024-25 school year.

- Racism-Free Schools Law and Bullying Prevention Data Collection Guidance
- Bullying Racism Free Schools Data Collection Template**

Bullying Tools/Resources

- An Excel template is available on the [ISBE Bullying Prevention webpage](#).

Batch File Template General Rules

- ***Do not*** rename columns
- ***Do not*** remove columns
- ***Do not*** add columns
- ***Do not*** add data outside of template columns
- ***Do not*** change the order of columns
- The example row (row 2) ***must be deleted***

Batch File Template General Rules

- Files must be submitted in Microsoft Excel format.
 - Data cannot be exported from PDF, JPEG, or other file formats.
- Use the following format when naming the file:

BRSA-[RCDTS].xlsx

Example: BRSA-123456789101112.xlsx

Uploading Data – District Admin.

- District admin. users may complete batch uploads of districtwide data.
- Must use the ISBE-provided Excel template
- Select “Uploads” next to “Entities List”

The screenshot shows the ISBE District Admin interface. At the top, there is a header with the ISBE logo and navigation links. Below the header, there is a sidebar with 'Bullying and Racism Free School Act' and 'Home' links. The main content area is titled 'Entity List' and includes a 'Program Year' dropdown set to '2024-2025'. Below this, there is a tabbed interface with 'Entities List' and 'Uploads'. The 'Uploads' tab is highlighted with a red box. Below the tabs, there is a table with columns: RCDTS, School Name, Contact, Address, Incident(s) Count, and Actions. The table contains three rows of data, all of which are redacted with black boxes.

RCDTS	School Name	Contact	Address	Incident(s) Count	Actions
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	7	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	1	[REDACTED]

Uploading Data – Batch Uploads

- Click “Select File” and select the file you wish to upload
- Click “Submit”
- All uploaded files will be listed below.

The screenshot shows the Illinois State Board of Education's web portal for the Bullying and Racism Free School Act. The header includes the ISE logo, navigation links for 'Contact Technical Support', 'Privacy Policy', and 'IWAS Help', and a user menu with 'RCDI', 'User Access', and 'District Admin'. The main content area is titled 'Entity List - [redacted]' and features a 'Program Year' dropdown set to '2024-2025'. Below this, there are two tabs: 'Entities List' and 'Uploads'. The 'Uploads' tab is active and contains a 'Select file...' button. At the bottom right of the form, there is a 'Submit' button. The footer of the page reads 'Bullying Racism Free Schools Data Collection Template'.

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Contact Technical Support | Privacy Policy | IWAS Help

Bullying and Racism Free School Act | Home

RCDI | User Access | District Admin | User | Tester test1 | 19-4

Home > Entities

Entity List - [redacted]

Program Year
2024-2025

Entities List | Uploads

Select file...

Bullying Racism Free Schools Data Collection Template

Submit

Upload Status – Batch Uploads

File Name	Status	Error Count	Last Modified	Actions
Click the link to download a copy of the uploaded file	Success	0	IWAS Username – date/time uploaded	 View Errors  View Incidents  Mark Erroneous
Click the link to download a copy of the uploaded file	Failure	# of errors	IWAS Username – date/time uploaded	 View Errors  View Incidents
Click the link to download a copy of the uploaded file	Erroneous	0	IWAS Username – date/time uploaded	 View Errors  View Incidents

Actions – View Incidents



- Click the eye icon to review the incident(s) uploaded from the file
- A window will appear listing each incident and other general information.
- Individual incidents can be reviewed, edited, or marked erroneous by clicking the corresponding icon next to a given incident.

Batch Upload Incidents



☐ Show Erroneous (records shown in red)

Search...

RCDTS	Allegation Received	Alleged Incident	Allegation Type(s)	Allegation Status	Investigation Resolved	Pending Investigation Information	Other Pertinent Information	Bullying Findings	Bullying Characteristics	Last Modified	Actions
	2/4/2025	1/30/2025	Sexual harassment, Discrimination on the basis of ...	Investigation Pending		Some text here describing the pending investigatio...	Some text here describing additional pertinent inf...	Some text here describing findings related to the ...	Race, Religion	bully_1 - 7/24/2025 8:29:41 AM	

Actions – View Errors



- Click the caution icon to review errors from the file upload
- A window will appear listing the specific error(s) along with the row in which the error can be found.
- Use this list to make corrections to the file and reupload

Batch Upload Errors



Error Description
Row 2: RCDTS is not part of the district or not eligible for this program year.

Data Elements

Column	Data Element	Cell Value
A	Incident ID	May be left blank OR begin with 1 and number accordingly.
B	RCDTS	15-character RCDTS Code (no dashes)
C	Date allegation received by the school	MM/DD/YYYY
D	Date of alleged incident	MM/DD/YYYY

Data Elements

Column	Data Element	Cell Value
E	Sexual harassment	Y/N
F	Discrimination or harassment on the basis of race, color, or national origin	Y/N
G	Discrimination or harassment on the basis of sex	Y/N
H	Discrimination or harassment on the basis of religion	Y/N
I	Discrimination or harassment on the basis of disability	Y/N
J	Retaliation	Y/N

Data Elements

Column	Data Element	Cell Value
K	Verified allegation of bullying (non-cyber related)	Y/N
L	Verified allegation of bullying (cyber related)	Y/N
M	Allegation status	1 = Founded 2 = Unfounded 3 = Investigation Pending
N	Investigation pending additional information	Text entry, must not contain any identifying information
O	Date investigation resolved	MM/DD/YYYY

Data Elements

- Columns **P** through **AT** are only required if the incident is either a:
 - Verified allegation of bullying (non-cyber related)
 - Verified allegation of bullying (cyber related)

Column	Data Element	Cell Value
P through AK	These columns each identify an actual or perceived characteristic listed in Section 27-23.7(a).	• Mark “Y” under any characteristic on which the bullying was based • Mark “N” if the bullying was NOT based on that characteristic • If the bullying was NOT based on any actual or perceived characteristic, mark “Y” under “None” and “N” for the rest

Data Elements

Column	Data Element	Cell Value	Explanation
AL	School adhered to bullying policy	Y/N	Did the school adhere to its bullying prevention policy implemented under 105 ILCS 5/27-23.7?
AM	Parent notification within 24 hours	Y/N	Were the parents/guardians of all students involved in the alleged incident notified of their students' involvement in the incident within 24 hours?
AN	Number of bullying incidents referred to the complaint manager	Numeric	Were there multiple reports of bullying made for the same incident(s)?
AO	Number of safety plans issued to students as a result of the outcome of the bullying investigation	Numeric	How many safety plans were issued to students because of the bullying investigation?

Data Elements

Column	Data Element	Cell Value
AP	Other pertinent information to the investigation	Text entry; must not contain any identifying information
AQ	Findings related to the bullying investigation	Text entry; must not contain any identifying information
AR	Victim count for this incident	Number of victims involved in the allegation
AS	Bully count for this incident	Number of bullies involved in the allegation
AT	IDHR training occurred	Y/N

Technical Assistance

Wellness & Student Care Department

BullyingPolicy@isbe.net

217-782-5270