

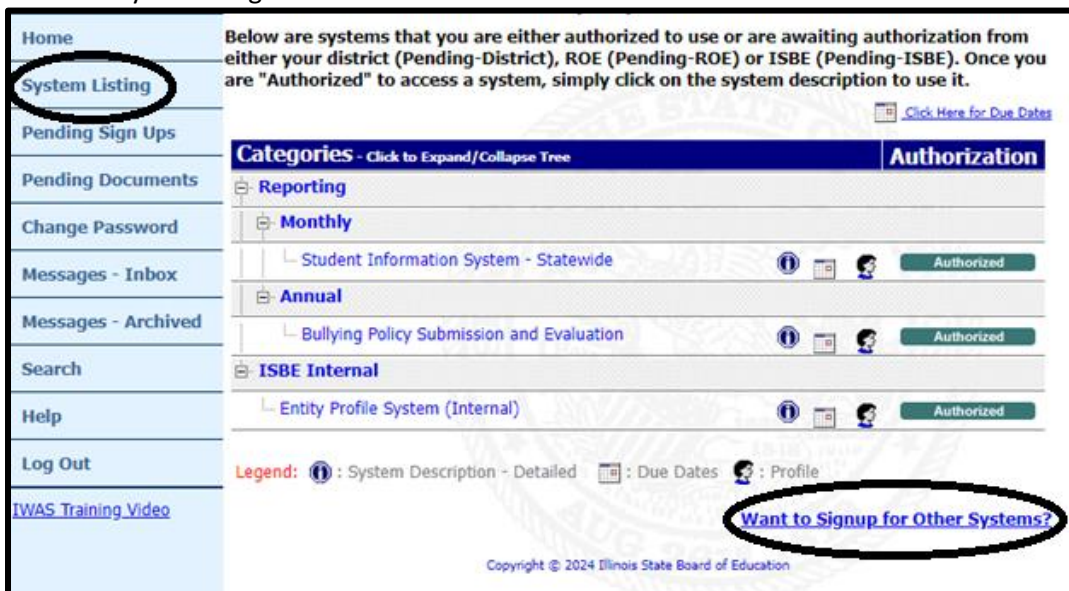
IWAS System User Guide

Bullying Policy Submission and Evaluation

Please refer to this document for assistance when submitting school/district bullying prevention policies to the IWAS system. Entities are required to file bullying prevention policies to the system every two years. At this time, policy submissions are not accepted via email. For information regarding required policy items and the policy review process, please refer to [105 IL CS 5/22-110](#), [Illinois Administrative Code title 23 § 1.295](#), and ISBE’s “[Bullying Prevention Policy Requirements and Guidance](#)”. If you have questions or require further assistance, please contact the Student Care department at bullyingpolicy@isbe.net or (217) 782-5270.

How to gain access to the system:

1. Login to your IWAS account. If you do not have an IWAS account, click [ISBE Web Application Security](#) and select “Sign Up Now”.
2. Once logged in, click “System Listing” on the left-hand side of the screen. You see all of the systems that you currently have permission to access.
3. To sign up for the Bullying Policy system, click “Want to Signup for Other Systems?” at the bottom of your listing.



The screenshot shows the IWAS System Listing interface. On the left sidebar, the 'System Listing' menu item is circled. The main content area displays a list of systems under the 'Reporting > Annual' category. The 'Bullying Policy Submission and Evaluation' system is highlighted. At the bottom of the system listing, the link 'Want to Signup for Other Systems?' is circled.

4. You will see a long list of all available systems. To find the required system, look under **Reporting > Annual > Bullying Policy Submission and Evaluation**. Click “Sign Up Now” to the right of the system title.
5. You will then be prompted to enter a list of information; some may be automatically populated based on the information you provided when creating your account.
6. Select “DISTRICT ADMIN” as your access level and click “Submit”.
7. Once the signup is approved, you will have access to file your bullying prevention policy.

How to submit your policy:

1. Login to your IWAS account.
2. On the left-hand side of the screen click “System Listing” (see previous page).
3. Click on “Bullying Policy Submission and Evaluation” (under “Annual”).
4. You will be directed to the welcome page which includes links to the statute and an ISBE guidance document. Click “Continue”.
5. You should now see your school/district listed under its designated category (public districts, private schools, charter districts, and nonpublic special education districts).
6. Click “Fill Application”



7. The first section you must fill out is titled “Entity Information”. You will be asked to enter “Bullying Contact Information”. This can be either the primary administrator for the school/district OR the designated staff member responsible for receiving reports of bullying. You must also enter a “Board Policy Review Date”. This is the date on which your policy was formally adopted OR the date of the most recent school/district review or re-evaluation of the policy.

A screenshot of the 'Bullying Contact Information' form. It has a dark blue header with the title. Below the header are four input fields: 'Contact Name', 'Contact Email', 'Contact Phone', and 'Board Policy Review Date'. Each field has a placeholder text: 'Enter contact name', 'Enter contact email', 'Enter contact phone', and 'Enter last board review date'. A blue 'Save' button is circled in red and labeled with a red '1'. At the bottom right, a blue 'Next' button is circled in red and labeled with a red '2'. A small asterisk note at the bottom reads: '*Please review and enter necessary information above.'.

8. Once the contact information and date are complete, click “Save” then “Next”.
9. You will then be directed to the “Upload Policy Document” section. First, you must enter a “Policy Link Address”. This is the website URL that would direct ISBE staff **to the specific webpage where the policy is posted on your school/district website**. Then, you must upload a copy of your policy (PDF or Word Doc) by clicking “Choose File”. You do not need to upload a second document unless requested by ISBE staff. Once the link and file are added, click “Next”.

10. You will then be directed to the “Final Application” section. Simply check the box to affirm that your policy includes the contact information for a bullying report manager. When you are ready, click “Submit Application”.

What happens next:

1. ISBE staff will review your uploaded policy for the required policy items. If your policy is approved, no further action is needed. If your policy is not approved, you will receive an email notifying you of the disapproval.
2. When a policy is not approved, you will see the specific policy items that were missing listed in your application. ISBE staff will notify you of the disapproval.
3. Any missing policy items must be addressed within 90 days of receiving the notification of disapproval. A new document must be uploaded by following the same steps outlined in Step 9 previously above. The website posting should also be updated to the new policy.
4. Once a new document is uploaded, click “Next” and submit your application.
5. ISBE staff will review your resubmission and will contact you if anything further is needed.

ISBE maintains a [Model Policy for Bullying Prevention](#) which you may adopt as your own policy. The model policy includes all the required policy items. If you wish to use this model policy, follow the instructions below:

1. Click the link above and download the model policy.
2. In the first text box, enter you school/district name. Click “Enter” on your keyboard and the name will be automatically populated throughout the document.
3. On page 3, enter the name and contact information for the school/district staff responsible for receiving bullying reports.
4. On the final page, enter the date (month, day, year) on which your school/district adopted the policy. You do not need to enter a “Date of Most Recent Review/Re-evaluation” until the policy is up for a review (two years after the date of adoption and every two years thereafter).
5. Post the policy to your school/district website and submit the policy to the IWAS system by following the instructions above.