

Refresh Your Renewal

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Refresh Your Renewal

Learning Goal:

- Attendees will leave the presentation with a deeper understanding of the 2-year renewal process and each of the regulatory components.
- Attendees will learn personal tips for submitting a 2-year renewal from a seasoned nonpublic special education administrator.

1. Dates and Instructions

2. Application Updates

3. Application Attachments

4. Personnel Updates

5. Calendar Submission

6. Classroom Rosters

7. Program Description

8. Policies and Procedures

9. Document Submission

10. Deficiency Notices

11. Approval

12. Questions

Dates and Instructions

- December 2, 2024:
 - 2-year renewal packets emailed to programs electronically
- March 17, 2025:
 - Application submission deadline for 2-year renewal packets

Dates and Instructions

Two-Year Renewal Submission Instructions Checklist		Preparer's Initials
APPLICATION PAGES 1-2		
1.		Carefully review all typed demographic site and operating agency information on the first two pages of the application and submit any changes/updates, with the required documentation.
	a.	Make sure all contact information is correct by crossing out incorrect information and writing in current information.
	b.	If any handwritten changes are made to the first two pages of the application, the submission of a cover letter outlining the requested changes on program letterhead, signed and dated by the primary Site Administrator is required.
	c.	If your program has an approved residential component, attach a copy of the current residential license. For out-of-state facilities: If your program is located outside of Illinois, also attach a copy of the current educational license, certification, or approval.
	d.	Identify the date of the current, violation-free fire inspection and attach a copy of the State Fire Marshal Inspection Report completed within the past 36 months, or an inspection report completed within the past 12 months by a local governmental entity. For Illinois facilities: If the Illinois State Fire Marshal inspection report is over 36 months old, or set to reach 36 months before March 17, 2024, and there has not been a more recent inspection, complete the Illinois State Fire Marshal Inspection Request form and email it immediately to your primary Principal Consultant. Your application <u>cannot</u> be approved without the submission of a current, violation-free fire inspection report. For out-of-state facilities: You are responsible for scheduling your program's fire inspection and submitting a copy of the passing report with your program's application. Your application <u>cannot</u> be approved without the submission of a current, violation-free fire inspection report.
2.		Complete page two of the application by finishing the following tasks:
	a.	record the maximum number of Illinois students that will be allowed at the site and total number of students not funded by an Illinois school district; and
	b.	have the primary Site Administrator read, sign, and date the Statement of Assurance.

APPLICATION ATTACHMENTS			
3.		Review all information on the included attachments and submit necessary changes according to the directions below.	
	a.	Cross out previous year's calendar information on Attachment A and handwrite in calendar information for school year 2025-2026.	
	b.	Review all typed related services information on Attachment B and handwrite any necessary changes.	
	c.	Review all typed information on Attachments C-F (Personnel Record). Make any necessary updates to your program's personnel record via the SEPF application which is located in IWAS. For assistance with submitting staff updates electronically, see ISBE's submitting staff updates webinar , and the accompanying submitting staff updates PowerPoint . Reminders for Submitting Personnel Updates Electronically: - Staff must be listed exactly as their name and professional title appears on their license. - Staff must have the required credentials for the position as listed on the application. - For individuals with non-ISBE licensure (IDFPR, BABC, etc.) attach a copy of any new or expired personnel's license to the application. Staff with expired licensure are notated in bold. - For out-of-state programs, attach a copy of the license/certificate for all new or expired personnel holding a position that requires a license/certificate. If, pursuant to your state regulations, a position is not required to hold licensure, provide the corresponding regulatory citation. - Programs DO NOT need to make any updates to the Detailed Personnel Information page.	
CALENDAR SUBMISSION			
4.		Submit your program's proposed calendar for the 2025-2026 school year to the SEPF application which is located in IWAS. Please reference the attached memorandum "Instructions for Completing the Nonpublic Special Education Program School Calendar for 2025-2026" for submission instructions.	
CLASSROOM ROSTER SUBMISSION			
5.		Complete a separate "Nonpublic Classroom Roster" for each class at the program, including for each self-contained classroom and for each class period that is departmentalized.	

Dates and Instructions

PLEASE SIGN AND RETURN THIS DOCUMENT WITH YOUR 2-YEAR RENEWAL APPLICATION

Signature

Date of Submission

Phone Number

Application Updates

OFFICIAL NAME OF THE NONPUBLIC PROGRAM Nancy's Noteworthy Nonpublic School	PHONE (Include Area Code) 123-456-7890
SITE ADMINISTRATOR Nancy Nonpublic	FAX (Include Area Code) 123-456-7890
TITLE Director of Education	SITE ADMINISTRATOR E-MAIL ADDRESS nancy@nonpublic.org
ADDRESS (Street, City, State, Zip Code) 123 S Main St, Springfield, IL,62707	COUNTY Sangamon
OPERATING OR SPONSORING ORGANIZATION (If Applicable) Nonpublic Schools Inc.	PHONE (Include Area Code) 123-456-7890
CHIEF EXECUTIVE OFFICER NAME AND E-MAIL ADDRESS Steve Smith Ssmith@nonpublic.Org	FAX (Include Area Code) 123-456-7890
ADDRESS (Street, City, State, Zip Code) 123 S Main St, Springfield, IL,62707 _____	



Application updates can be made by hand or by using PDF editing tools.

Application Updates

THIS IS AN APPLICATION FOR:	(Check One)	(Check One)
	☐ Educational Program Only	☒ Co-educational
	☒ Educational/Residential Program Combination	☐ Males Only
	☐ Residential Program Only	☐ Females Only
RESIDENTIAL LICENSING AGENT (If Applicable)	Type of License	Expiration Date
State Agency Name		
Department Of Children & Family Services	Child Care Institution	10/09/25
EDUCATIONAL LICENSING AGENT (All Programs Outside of Illinois)	Type of License	Expiration Date
State Agency Name		
DATE OF LAST FIRE INSPECTION REPORT (Attach Copy)		
03/09/2022		



NOW is the time to double-check fire inspection and licensing dates!

Application Updates

EDUCATIONAL PROGRAMS		ACCEPTED AGE RANGE	14-7.02 ENROLLMENT	EDUCATIONAL PROGRAMS		ACCEPTED AGE RANGE	14-7.02 ENROLLMENT
X	A. Intellectual Disability	6 - 21			I. Speech or Language Impairment		
	C. Orthopedic Impairment				K. Emotional Disability		
X	D. Specific Learning Disability	6 - 21		X	L. Other Health Impairment	6 - 21	
	E. Visual Impairment				M. Multiple Disabilities		
	F. Hearing Impairment				N. Developmental Delay (3 through 9 Years Old)		
	G. Deafness			X	O. Autism		
	H. Deaf-Blindness				P. Traumatic Brain Injury		

Application Updates

120	Maximum Number of Illinois Students That will be Allowed at this Site
10	Total Number of Students Not Funded by an Illinois School District

Statement of Assurance

The applicant will obey and be in compliance with all laws, regulations, and executive orders prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap and all other laws, regulations, and executive orders applicable to its activities, including but not limited to the School Code (105 ILCS 5/1-1 et seq.), Title IX of the Amendments of 1972 (20 U.S.C. 1681 et seq.), the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.), the Public Works Employment Discrimination Act (775 ILCS 10/0.01 et seq.), and the Americans with Disabilities Act of 1990 (42 U.S.C.A. 12101 et seq.). Pursuant to Public Act 84-411, Illinois Criminal Background Checks have been conducted on the employees of this Program. Additionally, the undersigned certifies, under penalty of perjury, that he/she is not more than thirty (30) days delinquent in complying with a child support order; that failure to so certify may result in a denial of the renewal, and that making a false statement may subject the undersigned to contempt of court under 305 ILCS 5/10-17.6 of the Illinois Public Aid Code.

The applicant will obey and be in compliance with all laws and regulations indicated in IL Admin Code 401.10 (a)(5), including:

- Adam Walsh Child Protection and Safety Act of 2006 (42 USC 16911)
- Title IV of the Civil Rights Act of 1964 (42 USC 2000d) (this may have been included but with typo)
- Administrative Hearings [5 ILCS 100/Art. 10]
- Provisions of the School Code [105 ILCS 5/23.64a-5, 3-14.21, 10-20.14b, 10-22.21b, 10-21.4a, 14-4.01 and 14-7.02]
- Illinois School Student Records Act [105 ILCS 10]
- Uniform Conviction Information Act [20 ILCS 2635]
- Sex Offender Community Notification [730 ILCS 152]
- Illinois Murderer and Violent Offender Against Youth Registry [730 ILCS 154/85]
- Public Schools Evaluation, Recognition and Supervision (23 Ill. Adm. Code 1.30, 1.50, 1.280 and 1.285)
- Educator Licensure (23 Ill. Adm. Code 25.510)
- Health/Life Safety Code for Public Schools (23 Ill. Adm. Code 180)
- Special Education (23 Ill. Adm. Code 226)
- Contested Cases and Other Formal Hearings (23 Ill. Adm. Code 475)
- Illinois Purchased Care Review Board (89 Ill. Adm. Code 900)

I, the undersigned, attest that the information provided on and included with this application is accurate and true, that this Program is in compliance with applicable Rules and Regulations for Approval of Nonpublic Special Education Programs under Section 14-7.02 of the School Code of Illinois and agree that the Illinois State Board of Education has visitation rights to the above mentioned Program and may review the Program services to students for other statutory requirements under Section 14-7.02 of the School Code of Illinois.

and may review the Program services to students for other statutory requirements under Section 14-7.02 of the School Code of Illinois.

Signature of Chief School Administrator, Title Date

Signature of Authorized Agent (ISBE Staff) Date

Print Name

Application Attachments

Regular School Year Begins (Enter Date*)	08/24/23
Regular School Year Closes (Enter Date*)	06/03/24
Student Attendance Days for Regular School Year (176 Minimum)	176
Number of Instructional Hours per Day (Minimum of 5 hours per day)	5.5
Summer School Session Begins (Enter Date*)	06/12/24
Summer School Session Closes (Enter Date*)	07/26/24
Student Attendance Days for Summer Session	30
Number of Instructional Hours per Day	4.0
Total Hours Summer Session (Min 120 Hours)	120.0

* All dates on this form must be student attendance days.

Application Attachments

RELATED SERVICES	DIRECT		CONSULT Total Number of Students
	Total Number of Hours and Minutes Specified Per Week Hours	Minutes	
Art Therapy			
Counseling			
Individual Aides (indicate FTE)			15
Music Therapy			
Nursing			11
Physical Therapy			
Social Work	20	30	5
Speech	17	30	7
Occupational Therapy	15	0	27
Other			

Application Attachments

SPECIAL EDUCATION PROGRAM ADMINISTRATOR PERSONNEL						
START DATE	TERMINATION DATE	SPECIAL EDUCATION PROGRAM ADMINISTRATOR PERSONNEL NAME	POSITION TITLE	ILLINOIS EDUCATOR IEIN NUMBER	FULL TIME	PART TIME
8/22/2016		Mary Lanoue	Principal	264813	X	

SPECIAL EDUCATION PROGRAM RELATED SERVICES PERSONNEL						
START DATE	TERMINATION DATE	SPECIAL EDUCATION PROGRAM RELATED SERVICES PERSONNEL NAME	POSITION TITLE	ILLINOIS EDUCATOR IEIN NUMBER	FULL TIME	PART TIME
3/6/2024		Amanda Clay	Music Therapist			10
10/17/2016		Juliana Amoruso	School Psychologist	1285126	X	

Application Attachments

TEACHERS										
START DATE	TERMINATION DATE	TEACHER'S NAME	POSITION TITLE	Class	Disabilities	S/T Ratio	Age Range	ILLINOIS EDUCATOR IEIN NUMBER	FULL TIME	PART TIME
8/25/2022		Marlee Goldsworthy	Classroom teacher	SC	Specific Learning Disability (D) Autism (O)	10:2	10-13	998030	X	
1/15/2013		Laura Fowler	Classroom Teacher	D	Varies	Varies	Varies	405679	X	
7/9/2024		Amanda Clay	Classroom Teacher (sub)	D	Varies	Varies	Varies	1117826		30

Add/Update Staff



Is IEIN	Yes ▾	Start Date	07/09/2024
IEIN	1117826	End Date	
Title	Classroom teacher (sub)	Class Type	Departmentalized ▾
First Name	Amanda	Is Substitute	Yes ▾
Middle Name		Substitute Notice	SubstituteNotice
Last Name	Clay	Is Full Time	No ▾
Part Time Hours Per Week Hours 30 ▾ Minutes 0 ▾			

ELIS Licenses

Licenses:
SUB - Substitute Teaching License Registered through: 2027
Endorsements: None on file
Approvals: None on file

Save

Cancel

Application Attachments

SPECIAL SUBJECT TEACHERS						
START DATE	TERMINATION DATE	SPECIAL SUBJECT TEACHER'S NAME	POSITION TITLE	ILLINOIS EDUCATOR IEIN NUMBER	FULL TIME	PART TIME Hrs/Wk
8/24/2015		Holly Fester	French Teacher	951001  (Ctrl) ▾		30 Hrs

Application Attachments

OTHER NECESSARY PERSONNEL						
START DATE	TERMINATION DATE	OTHER NECESSARY PERSONNEL NAME	POSITION TITLE	ILLINOIS EDUCATOR IEIN NUMBER	FULL TIME	PART TIME
2/18/2020		Bob Smith	Paraprofessional	1234567	X	
3/13/2024		Jane Doe	Paraprofessional	1234567	X	
6/17/2019		Aaron Anderson	Paraprofessional	1234567	X	
2/16/2022		Sally Smith	1:1 Aide	1234567  (Ctrl) ~	X	

Personnel Updates

- After reviewing your personnel roster and determining what updates are needed, you will make ALL personnel updates via the Special Education Private Facility (SEPF) application which is located in IWAS.
- HANDWRITTEN PERSONNEL UPDATES ARE NO LONGER ACCEPTED!

Personnel Updates

Some examples will be shown in this presentation, but for a full tutorial on how to make staff updates, please see ISBE's [submitting staff updates webinar](#), and accompanying [submitting staff updates PowerPoint](#).

Personnel Updates

EXAMPLES

Personnel Updates

   **EXP** **Amanda Clay** Music Therapist (none) PT 10 Hour(s) 0 minute(s)

   **EXP** **Amanda Clay** Music Therapist (none) PT 10 Hour(s) 0 minute(s)

ELIS Licenses for Amanda Clay

No ELIS Licenses on file

NON-ELIS Licenses for Amanda Clay

 [New Non-ELIS License for Amanda Clay](#)

	Title	Authorizing Agency	License Number	Expiration Date	Active
 	Board Certified Music Therapist	Certification Board for Music Therapists	08544	11/1/2024	Yes

Edit License



Title	Board Certified Music Therapist
Authorizing Agency	Certification Board for Music Therapists
License Number	08544
Expiration Date	11/01/2027 
Active	Yes



In Illinois, most Non-ELIS licenses can be found at the following website:
<https://online-dfpr.micropact.com/lookup/licenselookup.aspx>

Personnel Updates

  

Andrea Shryock

Counselor

(none)

FT

(full)

ELIS Licenses for Andrea Shryock

No ELIS Licenses on file

NON-ELIS Licenses for Andrea Shryock

[+ New Non-ELIS License for Andrea Shryock](#)

	Title	Authorizing Agency	License Number	Expiration Date	Active
 	LICENSED PROFESSIONAL COUNSELOR	IDFPR	178003130	3/31/2025	Yes
 	LICENSED CLINICAL PROFESSIONAL COUNSELOR	IDFPR	180006626	3/31/2025	Yes

Edit License



Title

LICENSED PROFESSIONAL COUNSELOR

Authorizing Agency

IDFPR

License Number

178003130

Expiration Date

03/31/2025 

Active

No

Save

Cancel

Personnel Updates



Juliana Amoruso

School Psychologist

1285126

FT

(full)

Add/Update Staff ✕

Is IEIN	Yes	Start Date	10/17/2016
IEIN	1285126	End Date	11/14/2024
Title	School Psychologist	Service Type	Other
First Name	Juliana	Is Full Time	Yes
Middle Name			
Last Name	Amoruso		

ELIS Licenses

Licenses:
PEL - Professional Educator License Registered through: 2029
Endorsements:
SPSY - School Psychologist Grade Levels: PreKindergarten through Age 22

Personnel Updates

- Reminders for Submitting Staff Updates:
 - Staff must be listed exactly as their name and professional title appears on their license.
 - Staff must have the required credentials for the position as listed on the application.
 - Attach a copy of any new or expired personnel license to the application of individuals with non-ISBE licensure. Staff with expired licensure are notated in bold.
 - Examples of non-ISBE licensure include the Illinois Department of Financial and Professional Regulation (IDFPR) and the Behavior Analyst Certification Board (BACB)

Personnel Updates

- Reminders for Submitting Staff Updates:
 - For out-of-state programs, attach a copy of the license/certificate for all new or expired personnel holding a position that requires a license/certificate. If, pursuant to your state regulations, a position is not required to hold licensure, provide the corresponding regulatory citation.
 - Programs DO NOT need to make any updates to the Detailed Personnel Information page.

Calendar Submission

- Submit your program's proposed calendar for the 2025-2026 school year to the SEPF application which is located IWAS.
- If a program has an intensive program, both calendars need to match.
- There is a memorandum included in your 2-year renewal packet titled, *"Instructions for Completing the Nonpublic Special Education Program School Calendar for 2025-2026"*. Please review this document for assistance with submission.

Classroom Rosters

- Complete a separate “*Nonpublic Classroom Roster*” for each class at the program, including for each self-contained classroom and for each class period that is departmentalized.
- Only ISBE “*Nonpublic Classroom Roster*” forms that are included will be accepted for submission.

Classroom Rosters

- Reminders for Submitting Classroom Rosters:
 - The “Student First Name” column may be completed reflective of student identifiers, such as student initials, student 1, 2, 3... or student A, B, C.
 - All students must have their entire date of birth listed in mm/dd/yyyy format.
 - For out-of-state programs, any classroom that has at least one Illinois student enrolled must have a roster submitted. Please indicate which students are IL students.

Classroom Rosters

- Reminders for Submitting Classroom Rosters:
 - Cross reference each completed “Nonpublic Classroom Roster” with the program’s updated personnel roster in SEPF.
 - Staff names on rosters **MUST MATCH** the name listed in SEPF.
 - Indicate any staff vacancies on “*Nonpublic Classroom Roster*” by writing “VACANT” in the staff position.

Classroom Rosters

Can you spot the deficiencies on these classroom rosters?

Personnel roster reminder:

TEACHERS										
START DATE	TERMINATION DATE	TEACHER'S NAME	POSITION TITLE	Class	Disabilities	S/T Ratio	Age Range	ILLINOIS EDUCATOR IEIN NUMBER	FULL TIME	PART TIME
8/25/2022		Marlee Goldsworthy	Classroom teacher	SC	Specific Learning Disability (D) Autism (O)	10:2	10-13	998030	X	
1/15/2013		Laura Fowler	Classroom Teacher	D	Varies	Varies	Varies	405679	X	
7/9/2024		Amanda Clay	Classroom Teacher (sub)	D	Varies	Varies	Varies	1117826		30

Classroom Rosters

Nonpublic Special Education Program Classroom Roster

Program Name: **Nancy's Noteworthy Nonpublic School**

Private Facility Code: **1234567**

Teacher: **Marlee Goldsworthy**

Assigned Classroom Paraprofessional¹: **NA**

Class Identifier/Period²: **Rainbow Fish**

Student First Name/Identifier	Date of Birth	Age	Grade	All Disabilities	Individual Aide ³	Name of Individual Aide ⁴	Illinois Student? (out-of-state program use only)
1. DC	1/24/2015	9 y, 9mo	4 th	AUT, ID	☐		
2. AM	9/2/2013	11 y, 8 mo	6 th	ID, ED	X	Sally Smith	
3. ZW	6/13/2014	10y, 4 mo	5 th	AUT	☐		
4. BB	3/17/2015	9 y, 7 mo	4 th	ID, AUT	☐		
5. JR	7/20/2013	11 y, 3 mo	6 th	AUT	☐		
6. MW	10/10/2014	10 y, 0 mo	5 th	AUT	☐		
7.					☐		
8.					☐		
9.					☐		
10.					☐		

Classroom Age span (the difference between the oldest and youngest student in the class): ____1__ years, ____6__ months

Classroom Rosters



Use the following website to calculate the duration between oldest and youngest students:
<https://www.timeanddate.com/date/timeduration.html>

Nonpublic Special Education Program Classroom Roster

Program Name: **Nancy's Noteworthy Nonpublic School**

Private Facility Code: **1234567**

Teacher: **Amanda Mudd**

Assigned Classroom Paraprofessional¹: **Bob Smith**

Class Identifier/Period²: **Class period #1**

Student First Name/Identifier	Date of Birth	Age	Grade	All Disabilities	Individual Aide ³	Name of Individual Aide ⁴	Illinois Student? (out-of-state program use only)
1. DC	1/24/2015	9 y, 9mo	4 th	AUT, ID	☐		
2. AM	9/2/2013	11 y, 8 <u>mo</u>	6 th	ID, ED	X	Sally Smith	
3. ZW	6/13/2014	10y, 4 <u>mo</u>	5 th	AUT	☐		
4. BB	3/17/2015	9 y, 7 <u>mo</u>	4 th	ID, AUT	☐		
5. JR	7/20/2013	11 y, 3 <u>mo</u>	6 th	AUT	☐		
6. MW	10/10/2014	10 y, 0 <u>mo</u>	5 th	AUT	☐		
7. JA	6/13/2008	16 y, 4 <u>mo</u>	11 th	ID, ED	☐		
8.					☐		
9.					☐		
10.					☐		

Classroom Age span (the difference between the oldest and youngest student in the class): ____6__ years, ____9__ months

Program Description

- Submit your program’s *“Nonpublic Special Education Written Program Description”* aligned to the attached *“Instructions for Completing the Nonpublic Special Education Application Written Program Description”*.

Program Description

- Components of the Program Description:
 - Program History
 - Mission/Vision Statement
 - Purpose and Scope
 - Program Overview
 - Disability and Instructional Style
 - Related Services



Let's take a quick look at [Chaddock's current Program Description!](#)

Program Description

- Components of the Program Description:
 - Programmatic Outcomes
 - Data Collection
 - ***NEW*** Data Reporting on Previous Year's Programmatic Outcomes
 - Philosophy and Methodology for Reintegration



Programmatic outcomes should be SMART goals and could be goals that are pulled from your existing School Improvement Plan.

Policies and Procedures

- Submit copies of the following policies:
 - Behavioral Intervention Policy
 - Statement of assurance that policy is in alignment with 23 IAC 1.285 and 105 ILCS 5/14-8.05
 - Policy for safeguarding student privacy and dignity during personal care activities (toileting, diapering, other hygiene activities, etc.)
 - Medication Administration Policy
 - Must reference citations included on renewal checklist instructions



Direct your consultant to specific Page # and Section. These policies are often very long!

Policies and Procedures

- Submit copies of the following policies:
 - Statement of assurance that the facility and materials are maintained in clean, sanitary, and safe conditions
 - Non-smoking policy
 - Visitation guidelines
 - Must state that staff from contracting school districts and ISBE may visit at any time, with or without prior notice
 - Statement of assurance that indicates that date the program's bullying policy was submitting to ISBE via IWAS
 - A copy of the program's in-service training schedule for the 25-26 school year and a statement of assurance that the program adheres to the training record requirements as outlined in 23 IAC 401.250

Policies and Procedures

- Out-Of-State Programs:
 - Current behavioral intervention policy and a statement of assurance stating that all behavioral interventions used with Illinois students will be in alignment and compliance with 23 IAC 1.285 and 105 ILCS 5/14-8.05
 - Current medication administration policy and a statement of assurance that the program will adhere to 105 ILCS 5/22-30, 23IAC 1.540, 105 ILCS 5/10-22.21b, and 225 ILC 65/50-75(b) when administering medication to IL students.

Submitting Your Documentation

- Start early!
- Be clear and concise - assume the recipient knows nothing about your program.
- Many deficiencies are issued as a result of incomplete or miscommunicated information.

Submitting Your Documentation

Suggestions:

- Print the [Renewal Packet Template](#) that was uploaded to the portal. Use this template as your "file system" as you compile documents.
- When you are ready to send, combine everything into one PDF document and scan to your consultant. PDFs can be merged at:

<https://www.adobe.com/acrobat/online/merge-pdf.html?msockid=364ce38ebe5466f137eff7f4ba546851>

Deficiency Notices

What if my submission is incomplete?

- Incomplete submissions will receive a "deficiency notice" from their assigned principal consultant electronically via email.
- A deficiency notice is NOT a notice of non-approval.
- A deficiency notice is simply a way for both the program and principal consultant to keep track of any outstanding items needed for your renewal.

Deficiency Notices

Check-list	Application Descriptors	Educational	Residential	Combination	Rule Citation	Completion	Description of Deficiency	Documentation Needed
b.	Licensure, certification, or approval to operate a residential childcare facility is attached.		X	X	401.10(a)(6)	☐ Complete ☐ Incomplete ☐ NA		
c.	(Non-Illinois Programs Only) Licensure, certification, or approval to operate a nonpublic special education program is attached.	X		X	401.10(a)(7)	☐ Complete ☐ Incomplete ☐ NA		
d.	Building has been inspected with a passing report by State Fire Marshal or local governmental agency and report is attached.	X	X	X	401.10(a)(4)(A)(B)	☐ Complete ☐ Incomplete		
e.	The special education disability categories of students to be served is included.	X	X	X	401.10(a)(1)(A) 401.10(d)(2)	☐ Complete ☐ Incomplete		
f.	The ages of students to be served is included.	X	X	X	401.10(a)(1)(A)	☐ Complete ☐ Incomplete		
g.	The maximum number of students the program is intended to accommodate is included.	X	X	X	401.10(a)(1)(D)	☐ Complete ☐ Incomplete		

Approval

RE: 2025-2027 PROGRAM ELIGIBILITY (TWO-YEAR APPROVAL)

The review of the *Application for Eligibility of Nonpublic Programs to Serve Students with Disabilities* under Section 14-7.02 of the School Code of Illinois submitted by your agency is complete. In accordance with 23 Illinois Administrative Code 401, your program has been granted approval for school years 2025-2027. A copy of the approved application and all its required attachments is enclosed.

While approval has been granted for two school years pursuant to 23 Illinois Administrative Code (IAC) 401.10(f)(2), during next year's renewal cycle, you will be required to complete a continuing application to submit programmatic updates. Directions will be sent to you at that time.

23 IAC, Part 401 rules (Special Education Facilities under Section 14-7.02 of the School Code), may be accessed [here](#). The attached document includes information specific to maintenance of program eligibility status, application and notification requirements.

Marlee Goldsworthy is your primary principal consultant and can be reached at 217-782-5589 or by email at mgoldswor@isbe.net. Thank you for your willingness to serve Illinois students with disabilities.

Sincerely,



Mary Lanoue
Supervisor
Department of Special Education

QUESTIONS?

