IWAS Site-Based Expenditure Reporting System updated with FY 2019 default sites and enrollments

Per the federal Every Student Succeeds Act, all Local Education Agencies (LEAs) will report their expenditure data by school for the first time this summer. The reporting window for FY 2019 data will open on July 1, 2019 and close on August 15, 2019 (with editing available until August 30, 2019), in anticipation of display on the Report Card published on October 30, 2019.

Before the FY 2019 reporting window opens, LEAs can access IWAS to see what they will need to upload and what tools are available for them. **Pre-populated FY 2019 sites and enrollments are now available in IWAS for LEA review** such that LEAs can familiarize themselves and make any necessary adjustments to these foundational data points. A first step for any LEA reporting site-based expenditure data is to establish the number of sites in the district and the number of students at each site. This pre-population allows LEAs to take that first step even before the official reporting window opens on July 1, 2019 and even before FY 2019 books close. The IWAS "beta release" of FY 2018 sites and enrollments has now been archived in order to make room for this FY 2019 information.

All pre-population is drawn from SIS and the Illinois Report Card. For details on the business rules behind the pre-population, please refer to pages 3, 4, and 9 of the ISBE Reporting Guidance. LEAs can change the default sites and enrollment displayed if they believe them to be inaccurate. Any questions on application of the guidance or the pre-populated information may be directed to site-based@isbe.net.

As a reminder, LEA superintendents have automatic access to the IWAS application for site-based expenditure reporting. ISBE encourages superintendents to grant access to anyone else in the district who will be responsible for compiling the LEA's site-based expenditure data submission. To complete IWAS authentication,
1. Sign into IWAS via System Quick Links from the ISBE home page.
2. Select "IWAS: ISBE Web Application Security."
3. Log in using IWAS login name and password.
4. Upon login, click on "System Listings" to access the Site-Based Expenditure Reporting System.
5. Under the Annual section of Reporting Category, click the system description "Site-Based Expenditure Reporting System" to access the System Home page.
6. District administrators will be automatically authorized to access the IWAS system
7. Other district users will click on "Sign Up Now" button associated with the Site-Based Expenditure Reporting System to proceed to request authorization. This request sends an electronic request to the district superintendent for authorization. After authorization, district users will receive an email confirmation from the district superintendent or their designee.
8. For assistance in signing up to use systems listed within IWAS, refer to the IWAS User Guide and Training video under the IWAS Help section.

The IWAS application currently contains a **data calculation template** and **data collection tool**. These tools are designed to support LEAs in reporting their new SBER data.
- **The data calculation template** helps translate an LEA's general ledger into reportable SBER data.
  - The use of this template is entirely optional. It may not be appropriate for the state's largest LEAs or for LEAs already using a system to produce reportable SBER data.
- **The data collection tool** is an option for uploading SBER data into the IWAS application.

- o When the FY 2019 reporting window opens, LEAs will choose between A) uploading their data through this data collection tool or B) manually entering it into the IWAS application.

Further resources regarding the IWAS application, data calculation template, data collection tool, and the site-based expenditure reporting requirement generally are posted at www.isbe.net/site-based.