

IWAS Site-Based Expenditure Reporting System opens for FY 2019 reporting

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 opens today, July 1, 2019. All submissions are due by August 15, 2019.** Edits in the IWAS System will be possible until August 30, 2019, at which point the reporting window will close entirely. Site-Based Expenditure data will be displayed for the first time on the Illinois Report Card published on October 30, 2019.

LEAs will move through the IWAS System for Site-Based Expenditure Reporting (SBER) in 4 major steps:

1. Enter FY 2019 sites, enrollments, and site-based expenditure data
 - a. LEAs may use the provided *Data Collection Template* to upload these data points OR may manually enter these data points on the “*Add/Edit*” screen
 - b. LEAs may review, verify, and/or edit pre-populated FY2019 sites and enrollments in the provided *Data Collection Template* and *Enrollment Report*
 - c. LEAs may use the provided *Data Calculation Template* as an optional aid for translating their general ledger into reportable SBER data
2. Review site-specific data on the *Add/Edit* screen
3. Add optional public-facing narrative and/or internal-facing notes on the *Narrate* screens
4. Review full submission on the *Submit* screen

Further resources regarding the IWAS application, data calculation template, data collection tool, and the site-based expenditure reporting requirement are posted at www.isbe.net/site-based. All questions not addressed in these materials may be directed to site-based@isbe.net.

The ISBE team will also host office hours on this topic every Thursday from 9:00 AM CST to 12:00 PM CST in July and August. (Exception: there are no office hours on Independence Day – Thursday, July 4. Office hours that week will be Wednesday, July 3 from 9:00 AM CST to 12:00 PM CST.) To sign up for a 15-minute slot, visit calendly.com/site-based. (More time slots will be added on an ongoing basis.)

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.