

IWAS Site-Based Expenditure Reporting System opens for FY 2020 reporting

Per the federal Every Student Succeeds Act, all Local Education Agencies (LEAs) must report their expenditure data by school annually. **The reporting window for FY 2020 data is now open. All submissions are due by August 14, 2020.** Edits in the IWAS System will be possible until August 31, 2020, at which point the reporting window will close entirely. Site-based expenditure data will be displayed on the Illinois Report Card published in October 2020.

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

1. Enter FY 2020 sites, enrollments, and site-based expenditure data
 - a. LEAs may review, verify, and/or edit pre-populated FY 2020 sites and enrollments in the provided *Data Import Template* and *Enrollment Report*
 - b. LEAs may use the provided *Data Calculation Template* as an optional aid for translating their general ledger into reportable SBER data
 - c. LEAs may use the provided *Data Import Template* to upload these data points OR may manually enter these data points on the “*Add/Edit*” screen
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 also hosts office hours on this topic every Thursday from 9:00 AM CST to 12:00 PM CST in July and August. To sign up for a 15-minute slot, visit calendly.com/site-based. More time slots may be added on an ongoing basis.

As a reminder, LEA superintendents and other authorized FY 2019 users have automatic access to the IWAS application for SBER. ISBE encourages superintendents to grant access to anyone else in the district who will be responsible for compiling the LEA’s SBER 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.