

User Guide for the Nonpublic Registration and Recognition System

Last Updated: April 2024

For questions, please use the contact information at the bottom of
www.isbe.net/nonpublicprograms



Illinois State Board of Education

Darren Reisberg, *Chairman*Dr. Carmen I. Ayala, *State Superintendent of Education*

I W A S T R A I N I W A S T R A I N I W A S T R A I N I W A S T R A I N I W A S T R A I N I W A S T R A I N

[ISBE Home](#)[Home](#)[Sign Up Now](#)[Get Password](#)[Contact Us](#)[Help](#)[IWAS User Guide](#)[IWAS Training Video](#)**Already have an account? Login Here :****Login Name****Password**☐ Remember Login Name**LOG IN****Forgot Your Password?**

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)**New Partner - Sign up Now**

Some ISBE web-based systems require electronic signatures. You can create your own login id and password by clicking on the following link. After you establish your login, you will then have the ability to request authorization to use ISBE's systems.

[Sign Up Now](#)**Need Help?**

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.



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The first step to using this system is to login to IWAS at <https://apps.isbe.net/iwas/asp/login.asp?js=true>.

If you cannot remember your username or password, please use the "Find Login/Password" option.

If you still have trouble logging in, please use the "Contact Us" button on the left-hand side of the screen.

- Home
- System Listing
- Change Password
- Messages - Inbox
- Messages - Archived
- Contact Us
- Help
- Log Out

[IWAS Training Video](#)

My Systems

Below are systems that you are either authorized to use or are awaiting approval. If you are either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE) and you are "Authorized" to access a system, simply click on the system description to view the system details.

Categories - Click to Expand/Collapse Tree

Reporting

Annual

Nonpublic Registration and Recognition Renewal



Authorized



Authorized

Legend: ⓘ : System Description - Detailed 📅 : Due Dates 👤 : Profile

[Want to Signup for Other Systems?](#)

Once you are logged in, please click the "System Listing" button in the left-hand column. At that point, you should see a list of all the systems to which you currently have access.

Please locate the system titled *Nonpublic Registration and Recognition Renewal* and click it.

Please proceed to the next page if you need instructions for renewing Registration.

Please proceed to [page 22](#) if you need instructions for renewing Recognition.

User Guide for Renewing Registration

Last Updated: April 2024

For questions, please use the contact information at the bottom of
www.isbe.net/nonpublicprograms

[Home](#)[Registration](#)[Recognition](#)

Welcome Npubtest1

Dashboard

Enter Report

Missing Persons Report

School Name:

RCDT Code:

Address:

Phone:

Administrator:

Administrator's Email:

[Please click here for instructions on updating this information if needed](#)

Submission

Registration: Approved by ISBE Admin for 2023 - 2024

Recognition: Not Applicable for 2023 - 2024

If your school isn't recognized by ISBE, you'll see this status displayed.

By default, you will see the "Home" screen pictured here.

Please review the contact information for your school, and if changes are needed, click the link provided for instructions on updating your contact information.

If your contact information is correct, click "Registration" at the top to show three additional options. The "Dashboard" and "Enter Report" options are covered on the next slides.

[Home](#)[Registration](#)[Recognition](#)

Welcome Npubtest1

Registration System Status

Current Status: Registration system is currently open.

Open Date: 9/2/2023

Close Date: 6/30/2024

Your Status: Approved by ISBE Admin for 2023 - 2024

[Click here to enter the system](#)

System Announcements

No announcements at this time.

Helpful Links

[User Guide](#)

[Nonpublic Registration & Recognition Website](#)

Document Authors

Document authors can enter data and information into this system but cannot finalize the

Frequently Asked Questions

Coming Soon

Dashboard

No information is entered on this page. It is for informational purposes only.

This page gives a basic overview of the registration system and your school's current status.

Once you're ready to proceed, click on "Click here to enter the system" or click "Registration" again at the top and then "Enter Report."

System is currently open.

Select School Year 2020-2021

Copy Excel CSV PDF

Search:

RCDTs	School Name	Application Status	Last Login
01001012Y100000	Quincy Notre Dame High School	Disapproved by the ISBE Admin	Derreck Langwith - 2020-10-30 13:06:50

Showing 1 of 1 entries

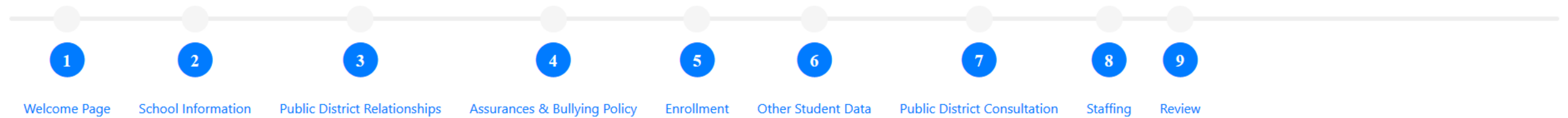
Previous 1 Next

The "Copy", "Excel", "CSV", and "PDF" buttons are only used by ISBE and can be ignored.

The rest of the information on this screen is self-explanatory except for the "Application Status" column. Please see the next page for more information.

When you are ready to begin the renewal process, please click your school's RCDT code in the first column.

Explanation of "Application Status" Messages		
Status	Explanation	Is Your Renewal Complete?
Data Entry Not Started	No data has been entered	NO
Draft	Some data has been entered	NO
Disapproved by the ISBE Admin	Your application was disapproved by an ISBE Admin. In almost all cases, you will only see this status if you made an error and need to correct it. If we disapprove the application without your knowledge, we will notify you via e-mail.	NO
School Doc Author has submitted to the School Admin	You or a previous school administrator created a Document Author. Document Authors can enter data but cannot submit the application to ISBE. The school administrator <u>must</u> login and finalize the submission to ISBE.	NO
Approved by ISBE Admin	Your application was successfully submitted! No further action is needed at this time	YES
Entered by the ISBE Admin	If you have trouble submitting your application, an ISBE Admin can do it for you. If that happens, this is the status that will display. Your application is still considered successfully submitted.	YES



Welcome Page

Welcome to the **2020-2021** Nonpublic Registration Renewal Report. This report will take approximately 30 minutes to complete if you have all necessary information prepared. You may click "Save" at the bottom of any page to save your data and return at a later time. Please be aware that this system will close on **Thursday, 31 December 2020**.

In addition to completing this report, **you must also submit your immunization information** in the *Student Health Data – Immunization* IWAS system.

Section 1 – Welcome Page

This page displays the date the system will close in red. Please be sure to submit your renewal before the deadline.

Please note that if you wish to return to an earlier section of this application (for example, you are on Section 8 and wish to return to Section 1), you can click the blue circle for that section at the top of your screen to jump backwards. However, the system will not let you jump forward (for example, you wish to return to Section 8 from Section 1).

If you go back to a previous section, you will need to hit the Save & Continue button several times to return to where you left off. This is intentional as the system needs to check your answers in previous sections to populate information in later sections.

[Previous](#) [Save & Continue](#)



Please confirm the information below. If any changes are needed, please exit this system and make updates in the Entity Profile System (EPS). EPS is located on the "System Listing" page of IWAS after initially logging in.

Mailing Address

Street Address

123 Imaginary Lane

City

Springfield

Zip

55555

Administrator

Name

Abraham Lincoln

Phone

555-555-5555

Fax

555-555-5555

Email

HonestAbe@example.com

Section 2A – School Information

The first part of Section 2 asks you to review the information we currently have on file for the school. You are not able to change the information here. If anything is incorrect, please follow the instructions on the screen to make changes.

Notice that Section 1 shows a green check mark indicating you have finished that section. It also shows the username as well as the date and time it was completed.

Grade Levels Provided

Elementary

☐ Pre K ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
☐ 7 ☐ 8

Secondary

☐ 9 ☐ 10 ☐ 11 ☐ 12

RCDT

12-345-678X-90

Affiliation

Independent-Regular (Not Religious Affiliated) (Not Paren

Organizational Membership

Organizational Membership

Nonprofit Verification [What's This](#)

If you selected affiliation 01, 16, or 19, you must supply the file number assigned to the not-for-profit school by the Illinois Secretary of State, Department of Business Services. This number may be found on the application returned to the school by the Secretary of State's office or at <http://www.ilsos.gov/corporatellc/>.

Secretary of State file number

Secretary of State file number

Section 2B – Grades Served & Memberships

The second part of Section 2 requires you to select the grades you currently serve. Simply click the box next to each grade.

You will also see your school's RCDT code and Affiliation. You cannot change this information.

If your RCDT code ends in 14, you will see an additional box here titled [Affiliation Explanation](#). Please enter your religious affiliation in that box (not pictured here).

New The [Organizational Membership](#) box allows you to identify any organization your school belongs to. This box is optional.

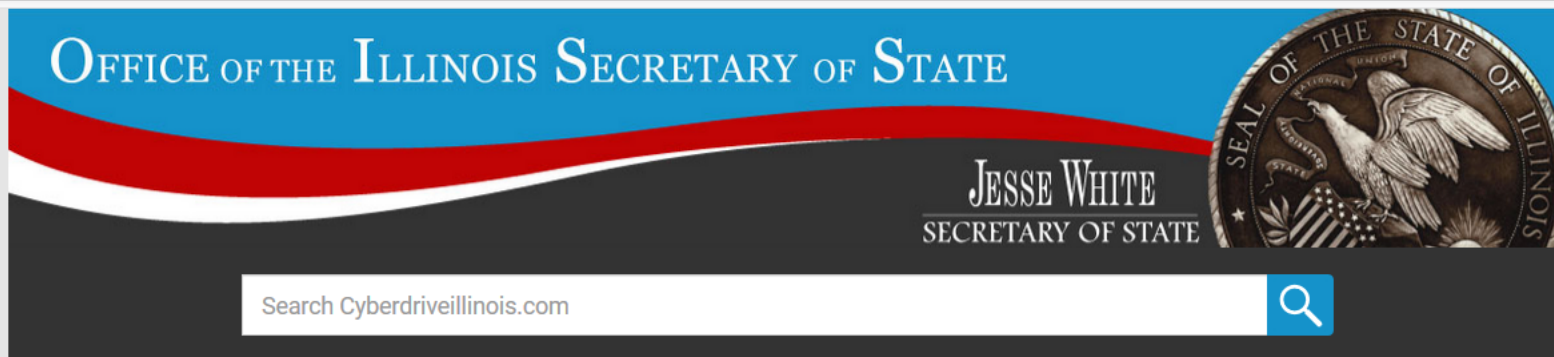
Section 2C – Nonprofit Verification

If your RCDT code above ends in 01, 16, or 19, you will be asked to provide your secretary of state filing number as proof that your school is not-for-profit.

You cannot complete this application until this number is provided. Please contact the Secretary of State or use the lookup feature linked if you need assistance finding your filing number. An example is shown on the next page.

Previous

Save & Continue



Corporation/LLC Search/Certificate of Good Standing

Corporation File Detail Report

File Number	60929904
Entity Name	CLIENTS FIRST, A NONPROFIT ORGANIZATION
Status	DISSOLVED
	Involuntary Dissolution on Friday, 14 August 2015

Example for schools that must provide a Secretary of State filing number.

Please proceed to the next page if this is not applicable to your school.

Entity Information	
Entity Type	CORPORATION
Type of Corp	NOT-FOR-PROFIT
Incorporation Date (Domestic)	Monday, 20 March 2000
State	ILLINOIS
Duration Date	PERPETUAL

Agent Information	
-------------------	--

11/2/2020 3:21:14 PM

You must agree to all of these assurances to proceed.

Assurances - Please indicate an answer for each question below

Choose an Option	Question
Yes No	1. The school provides instruction in the English language in the areas of language arts, mathematics, biological and physical science, social science, fine arts, and physical development and health.
Yes No	2. The school offers an academic term of at least 176 5-hour instructional days or 880 instructional hours.
Yes No	3. The school complies with prevailing state or local building code and fire safety requirements and holds annual inspections as required.
Yes No	4. The school will report immunization/health examination data (by November 15), eye examination data (by June 30), and dental examination data (by June 30).
Yes No	5. The school complies with 105 ILCS 5/22-30, 22-33, 23 Ill. Adm Code 1.540, and any other law pertaining to the administration or self-administration of the school.
Yes No	6. The school can document that each student participating in interscholastic athletics has had an annual physical examination and that it complies with 105 ILCS 5/25-1.20.
Yes No	7. The school complies with applicable federal and state laws prohibiting discrimination.
Yes No	8. The school agrees to comply with any other applicable State and federal laws, relevant case law, and State and federal rules and regulations.
Yes No	9. The school complies with requirements for birth certificates, student records, and more as required under 105 ILCS 5/2-3.13a and 23 Ill. Adm Code 375.75.

Section 4A– Assurances

This section requires you to select "Yes" next to each assurance. Your school is required to comply with each item listed as part of the registration process.

An answer of "No" will not be accepted.

Section 4A– Assurances

This section requires you to select "Yes" next to each assurance. Your school is required to comply with each item listed as part of the registration process.

An answer of "No" will not be accepted.

Yes No	7. The school complies with applicable federal and state laws prohibiting discrimination.
Yes No	8. The school agrees to comply with any other applicable State and federal laws, relevant case law, and State and federal rules and regulations.
Yes No	9. The school complies with requirements for birth certificates, student records, and more as required under 105 ILCS 5/2-3.13a and 23 Ill. Adm Code 375.75.

You must agree to all of these assurances to proceed.

Bullying Policy - Please indicate an answer for each question below

Choose an Option	Question
Yes No	1. The school has adopted a bullying policy that is compliant with 105 ILCS 5/27-23.7.
Yes No	2. The school's current bullying policy is distributed annually to students and their parents or guardians.
Yes No	3. The school updates (as necessary) and resubmits their bullying policy every two years to ISBE through the electronic IWAS system for

Section 4B– Bullying Policy
You will only see this section if your RCDT code ends in 01, 16, or 19. For all other schools, this section is not applicable and is hidden.

If you see this section, you must agree to the assurances listed in order to proceed.

Please note that your bullying policy will be uploaded and approved in a separate IWAS system.

Special Education

DO NOT count any student twice. A student entered in the Elementary/Secondary/All Grades sections should not be reported in the Special Education section and vice versa.

[illegible][Previous](#)

Other Student Data – Please answer the questions below

1. Please select the type of student. * --Select Student Type--

- o Day students - Students live in a residence outside the school and commute to and from the school every day. (Most common)
- o Resident only - Students live at the school or on school grounds. Common for boarding schools.
- o Mixed day and resident - A combination of both of the above.

2. What is the estimated number of students coming from Low-Income Families? * 0

3. How many 12th grade graduates (including mid-year graduates) completed their graduation requirements during the past school year? *

- a. Male * 0
- b. Female * 0

4. How many of your students are served as English Learners? * 0

- a. How many are Elementary? * 0
- b. How many are Secondary? * 0

Section 6 – Other Student Data
This section asks for some other information about the students enrolled in your school.

You are not required to provide verification of Low-Income or English Learner status in this application. Those statuses are verified if/when your school applies for other services or benefits.

Previous Save & Continue

appsqa.isbe.net/NonpubRegistratio X

https://appsqa.isbe.net/NonpubRegistration/Home/Welcome?rcdts=15016161X140000&schoolYear=2021#PublicDistrictConsultationTab

Public District Consultation
Not Submitted

Staffing
Not Submitted

Review
Not Submitted

Welcome Page
Completed
Derreck Langwith
11/5/2020 8:08:57 AM

School Information
Completed
Derreck Langwith
11/5/2020 8:09:04 AM

Public District Relationships
Completed
Derreck Langwith
11/5/2020 8:09:08 AM

Assurances & Bullying Policy
Completed
Derreck Langwith
11/5/2020 8:09:18 AM

Enrollment
Completed
Derreck Langwith
11/5/2020 8:21:19 AM

Other Student Data
Not Submitted
Derreck Langwith
11/5/2020 8:28:04 AM

Public District Consultation – Please enter the information below

Public districts are required to consult with nonpublic schools to determine if any nonpublic students are eligible for services provided under federal funding. Completing this page will help ensure that districts can comply with federal law requiring timely and meaningful consultations.

Services may be provided based on where the student’s residence is located, and the table below supplies the nonpublic school’s best estimate of student residence by public district. Please use each student’s home or place of residence when entering the information below, not the address where your school is physically located.

You can search based on the Public School District’s Name.

+ District Name

Public School District Name	City of District Office	RCDT Code	Number of your students residing within thi
A-C Central CUSD 262	Ashland	01009262026	20
Adlai E Stevenson HSD 125	Lincolnshire	34049125013	20
Abingdon-Avon CUSD 276	Abingdon	33048276026	100
Total:			140

Agency Information Accessibility Privacy Policy Careers at ISBE

Section 7 – Public District Consultation

This section requires you to report your total enrollment based on the district your students live in.

For example, this school entered a total enrollment of 140 in Section 5. You can see that box highlighted in red.

Now, the school must report in what district those 140 students live. In our example, you can see that 20 students attending this nonpublic school commute from A-C Central CUSD 262. 20 more commute from Adlai E Stevenson HSD 125.

Keep in mind that the totals highlighted in red must match on this page in order for you to proceed.

Staffing – Please enter the information below

INSTRUCTIONS: Full-time equivalence is defined as the amount of time employed in an assignment category divided by the amount of time that a full-time NON-VOLUNTEER employee would be expected to serve in that assignment category. One full-time equivalent number is expressed as 1.0.

The following examples illustrate how full-time equivalence should be computed:

- a. If a teaching position were filled by two persons, one male and one female, each working one-half day, count each person as 0.5, and add 0.5 to the count for male teachers and 0.5 to the count for female teachers.
- b. If a full-time employee was assigned to teaching one-half time and worked as a guidance counselor the remaining time, count this person as 0.5 teaching and 0.5 pupil personnel service.

Include FILLED NON-VOLUNTEER POSITIONS ONLY and round each full-time equivalent number to the nearest tenth decimal place. For example, round to 1.4 if the computed equivalence number is 1.35.

Administrative Staff includes superintendents, assistant superintendents, administrators, principals, business managers, and administrative assistants.

Pre-Kindergarten Teachers includes teachers of students below the kindergarten level or age 3-4

Kindergarten Teachers includes teachers of students at the kindergarten level or age 5.

Elementary Teachers includes teachers of students in grades 1 through 8 or age 6 through 13.

Secondary Teachers includes teachers of students in grades 9 through 12 or ages 14 through 21.

Special Education Teachers includes those teachers of students in special education programs.

Pupil Personnel Services Staff includes guidance counselors, social workers, nurses, psychologists, speech pathologists, occupational therapists, physical therapists and other medical staff.

Supervisory Staff includes deans, supervisors, consultants, coordinators, and directors.

Support Staff includes secretaries, custodians, and teacher aides.

Total Staff includes sum of all assignment categories.

Section 8 – Staffing
This section requires you to report your school staff. Please read the instructions on the page for more information.

When you are ready to enter data, click the buttons highlighted in red for a popup box that will allow you to enter data.

Gender	Administrative Staff	Pre-Kindergarten	Kindergarten	Elementary (1-8)	Secondary (9-12)	Special Education	Pupil Personnel Services Staff	Supervisory Staff	Support Staff	Total Staff
Male										
Female										

Previous

Review

Draft

School Information

Grades Served	Pre-K, K, 1
Affiliation	Other Religious Affiliation Please Specify
Secretary of State File #	N/A

District Information

District 1	City of Chicago SD 299
District 2	N/A

Contact Information

Mailing Address	7955 S Western Ave, Chicago, 60620
Administrator	Netonia Burrell
Phone	773-392-8845
Fax	773-737-4865
Email	astepaheaddc@yahoo.com

Section 9 – Review

This is your chance to review information about your school before you submit.

If everything looks correct, hit the "Submit" button highlighted in red.

Once you submit, your application will be locked. If you need to make corrections, please use the contact information located on the first page of this User Guide.

Previous Save & Continue Submit

User Guide for Renewing Recognition

Last Updated: April 2024

For questions, please use the contact information at the bottom of
www.isbe.net/nonpublicprograms

[Home](#)[Registration](#)[Recognition](#)

Welcome Npubtest3

Dashboard

Enter Report

Your School's Information

School Name:

RCDT Code:

Address:

Phone:

Administrator:

Administrator's Email:

Please click [here](#) for instructions on updating this information if needed

Submission

Registration: Disapproved by the ISBE Admin for 2023 - 2024

Recognition: Recognition renewal has not started for 2023 - 2024

If this status is anything other than "Approved by ISBE Admin" or "Entered by ISBE Admin" then you have not finalized your registration renewal. Please [see page 9](#) for further information.

By default, you will see the "Home" screen pictured here.

Please review the contact information for your school, and if changes are needed, click the link provided for instructions on updating your contact information.

If your contact information is correct, click "Recognition" at the top to show 3 additional options. Each option is covered in order on the next three slides.

[Home](#)[Registration](#)[Recognition](#)

Welcome Npubtest3

Recognition System Status

Current Status: Recognition system is currently open.

Open Date: 9/1/2023

Close Date: 6/30/2024

Your Status: Recognition renewal has not started for 2023 - 2024

[Click here to enter the system](#)

System Announcements

No announcements at this time.

Helpful Links

[User Guide](#)[Nonpublic Registration & Recognition Website](#)

Document Authors

Document authors can enter data and information into this system but cannot finalize the

Frequently Asked Questions

Coming Soon

Dashboard

No information is entered on this page. It is for informational purposes only.

This page gives a basic overview of the recognition system and your school's current status.

Once you're ready to proceed, click on "Click here to enter the system" or click "Recognition" again at the top and then "Enter Report."

Enter Report

This page shows several helpful pieces of information explained below.

To begin the recognition renewal process, click on your school's RCDT code highlighted in red below.

Welcome Npubtest3

Recognition system is currently open.

Select School Year 2024

Copy

Excel

CSV

PDF

This will show your school's recognition status for the year based on your level of compliance.

This status tells you if you are doing a self evaluation year or receiving an on-site evaluation.

RCDTS	School Name	Application Status	Recognition Status	Last Evaluation Date	Last Isbe Evaluation	Next Evaluation Year	Current Evaluation Type	Last Login
01001002X060000	St James Lutheran	Data entry not started	Draft	2022-07-01 00:00:00	2023	2028	Self	

Showing 1 to 1 of 1 entries

Previous 1 Next

You know your renewal is complete if this status says "Approved by ISBE Admin" or "Entered by ISBE Admin."

This is the next year your school will receive an on-site compliance monitoring visit.

Section - School Policy

101 - Governance and Policy-Making

Question

1. The school maintains written descriptions of its governance structure and
[Get help with this item](#)

In Compliance

Yes

No



2. The school maintains its policies in written form, and
[Get help with this item](#)

Yes

No

Comments



3. The school makes its policies routinely available to parents of the students enrolled and to school staff, as well as to other individuals upon request.
[Get help with this item](#)

Yes

No

To complete recognition renewal, proceed through each of the sections and questions answering “Yes”, “No”, or “N/A.”

If you answer “No” to any question, please leave a comment detailing the school’s plans to address this issue.

✓

1

Welcome Page
Welcome

✓

2

School Policy
Completed
Derreck Langwith
3/27/2024 11:34:25 AM

✓

3

Curriculum
Completed
Derreck Langwith
3/27/2024 11:34:48 AM

✓

4

Student Records
Completed
Derreck Langwith
3/27/2024 11:35:06 AM

✓

5

Staff Records
Completed
Derreck Langwith
3/27/2024 11:35:36 AM

✓

6

School Records
Completed
Derreck Langwith
3/27/2024 11:36:11 AM

7

Submission Status
Review

PreviousSave & ContinueSubmit

Review

Once you’ve answered all of the questions, you’ll be taken to the final page to review everything and submit.

Once you submit, you will be able to see your status change reflected on the “Home” screen or “Dashboard” sections of the system.

Fully Recognized

Nonpublic schools can be recognized as fully recognized, pending further review, on probation, and nonrecognized.

Your school has been recognized as fully recognized. Thank you for renewing your status as a recognized nonpublic school!

Don’t forget to click “Submit” above or below to finalize your submission.

Section - School Policy

101 - Governance and Policy-Making

Question	In Compliance
1. The school maintains written descriptions of its governance structure and its policy-making procedure, including its policies on student discipline, student safety, and student health.	YesNo