

Annual Application for Recognition User Guide for Electronic Submission



Illinois State Board of Education
Public School Recognition
August 2013

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Application for Recognition of Schools (ARS)

User Guide for Electronic Submission

The Application for Recognition of Schools (ARS) system replaces paper forms with a web-based application, which provides ROE's, district, and school administrators with these capabilities:

- 1. Electronic Access to the Application for Recognition of Schools**
- 2. Timely Submission of the Data to ISBE**
- 3. Elimination of Paper Applications**

This guide provides instructions on reporting and submitting the Application for Recognition of Schools (ARS) data to the Illinois State Board of Education (ISBE). It is available online via the Application for Recognition of Schools web pages. Click the "*User Guide*" tab to access the instruction booklet for this system.

Due Dates

Each public school is required to submit the ARS electronically to its district office prior to September 30, 2013. Each school district must submit the ARS for each of its schools to the respective Regional Office of Education by the close of business on September 30, 2013. In the case of Chicago Public Schools (CPS), each school is required to submit the ARS electronically to the CPS Office of Education Policy and Procedures by the close of business on September 30, 2013. The Regional Offices of Education and the CPS Office of Education Policy are then required to electronically transmit the ARS to the Illinois State Board of Education by the close of business on October 15, 2013.

Who is Exempt?

Charter schools and preschools are exempt from submitting an Application for Recognition.

ISBE Web Application Security (IWAS) Screens:

Getting Started:

Before using the Application for Recognition of Schools system, you will need an IWAS account.

If you do not have an existing IWAS account, register for one by accessing the IWAS homepage through the IWAS link at this address: www.isbe.net. Once you have an account, you will need to request access to the Application for Recognition of Schools system. Instructions for registering for an IWAS account and obtaining authorization for the Application for Recognition of Schools system are included in the IWAS User Guide which is located on the IWAS homepage. Please contact the ISBE Help Desk at 217/558-3600 if you need assistance.

If you already have an existing IWAS account with access to the Application for Recognition of Schools system, you may begin completing the Application for Recognition of Schools.

The following steps provide guidance on how to access the form:

IWAS - Homepage Screen

Illinois State Board of Education
Gery J. Chico, Chairman Christopher A. Koch, State Superintendent

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

Get 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 logon id and password by clicking on the following link. After you establish your logon, 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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About SSL Certificates

Provide an IWAS login name and password, and click the “*Login*” button. If a valid login name and password was entered, the “*Message*” screen will be displayed.

Message Screen:

The screenshot shows the user interface for the Illinois State Board of Education. At the top, there is a blue header with the ISBE logo and the text "Illinois State Board of Education" followed by "Gery J. Chico, Chairman" and "Christopher A. Koch, State Superintendent". Below this, a repeating pattern of "IWA STRAIN" is visible. The user is logged in as "CARTERDSTADM" and is identified as a "DISTRICT / RCDT Administrator".

A left-hand navigation menu includes links for Home, System Listing, Pending Sign Ups, Pending Documents, Change Password, Messages - Inbox, Messages - Archived, Preferences, View Sign Ups, Help, Log Out, and IWAS Training Video.

The main content area displays a welcome message: "Hello candy, you last logged in 9/13/2012 9:13:43 AM." Below this, the "Messages" section shows "1 unread Inbox message(s)" and "0 unread Archived message(s)". A "Require Action" section lists "0 Sign-ups pending your approval" and "0 Documents pending your approval".

To the right, a notice states: "We have your email address listed as: cpulley@isbe.net. If this is NOT correct, click here to update." Below the messages, a "News Items" section is highlighted in blue and contains the text: "Presently there are no active News Items".

At the bottom of the main content area, a copyright notice reads: "Copyright © 2012 Illinois State Board of Education".

From the menu on the left, click the “*System Listing*” link. The “My Systems” screen will be displayed.

The “Messages Area” on the screen is used to identify if you have any unread messages, any unread archived messages, and/or any pending messages.

Using the “Messages Area” may help you track any applications that are waiting to be approved or that have been disapproved.

The “Require Action” area can be used to identify applications that need to be approved.

My Systems Screen

The screenshot shows the "My Systems" page on the Illinois State Board of Education website. At the top, the logo and name of the board are displayed, along with the names of the Chairman and Superintendent. Below this, the user's login name "CARTERDSTADM" is shown. The main heading is "My Systems". A message explains that systems are either authorized for use or pending authorization from the district, ROE, or ISBE. A navigation menu on the left includes links for Home, System Listing, Pending Sign Ups, Pending Documents, Change Password, Messages - Inbox, Messages - Archived, Preferences, View Sign Ups, Help, Log Out, and IWAS Training Video. The main content area features a "Categories" section with a "Surveys" sub-category. Under "Surveys", there is a link for "Application Recognition For Schools" and a status indicator "Authorized". A legend at the bottom explains the icons used for system descriptions, due dates, and profiles. A link for "Want to Signup for Other Systems?" is also present.

On the “My Systems” screen, click the “*Application for Recognition of Schools*” link which is located under the Surveys category heading.

Clicking the “*Application for Recognition of Schools*” link will take you to the Home page for the Application for Recognition of Schools.

Overview of Application for Recognition of Schools Screens

Illinois State Board of Education

Application for Recognition of Schools 2013-2014

RCDS: 06016099002-2011 Name: Cicero SD 99 Authority: 1
School: Woodbine Elem School

Home | **View Application** | View Paraprofessionals | User Guide

Welcome to the Application for Recognition of School website, arsdoc

Reminder: Applications for Recognition must be approved by your Board of Education.

Each school's application needs to be submitted to their district office **prior to** September 30, 2013. The district superintendent must forward all applications for their schools to the respective Regional Office by September 30, 2013.

The regional superintendent will submit approved applications to the Illinois State Board of Education by October 15, 2013.

References shown are from the 23 Illinois Administrative Code, Part 1: Public Schools Evaluation, Recognition and Supervision. Based upon "yes" responses to the following items, a school will receive recognition for the 2013-2014 school year. If "no" is checked, provide a written explanation identifying which of the criteria for recognition have not been met and include a corrective action plan (with timelines) to meet the criteria.

Please select a menu option [above](#)

[Link to view 23 Illinois Administrative Code, Part 1](#)

Welcome to the Application for Recognition of Schools (*Home tab*)

This page gives general information regarding the submission of the Application for Recognition of Schools.

This application needs to be approved by each local Board of Education **prior** to submission to the Illinois State Board of Education.

Each school principal is to submit the application for their school to their district office **prior to September 30, 2013**. Each district superintendent must submit all applications for the schools in their district to their Regional Office of Education by September 30, 2013.

The regional superintendent will submit approved applications to the Illinois State Board of Education by October 15, 2013.

All questions asked on this school portion of the application are referenced from the *23 Illinois Administrative Code, Part 1: Public Schools Evaluation, Recognition and Supervision* or the *Illinois School Code*. Links to view the legal references are provided for your convenience.

The school application consists of seven questions regarding rules of the 23 Illinois Administrative Code. In addition, an approval date is required to be provided to indicate when the local school board accepted this application.

Each question requires a response of Yes or No. If the school has met the requirements, as stated in the item number, choose Yes. If No is chosen, an explanation is required. Please note, explanations/notes cannot be altered or deleted after they are saved. However, you can add another explanation to explain any necessary corrections to your previous statement(s).

After the application is completed, it is to be submitted to the next level of authority.

School Document Author /District Document Author to School Administrator/District Administrator

School Administrator to District Administrator

District Administrator to ROE Administrator

ROE Administrator to ISBE

ISBE Agency Header Bar:

The ISBE Agency Header Bar contains the agency name and application title (ARS).

A small menu is located in the upper right corner of the header bar. Logoff menu item is used to exit the system.

A session timeout clock is located in the lower right corner of the header bar. If the application is left idle and the timer reaches zero, the session is cancelled. To restart the session, you will have to log back into IWAS.

Demographics Bar:

The Demographics Bar is used to identify the school and school district for the application you are referencing.

The following items are displayed:

Region-County-District-School Code

District Name

School Name

View Application Tab

To enter the application for your school click the “*View Application*” tab. This opens the application for your school. Answer all the questions with a yes or no answer. If any question is answered “no” a dialog box will pop up requiring a detailed explanation which should include a timeline for correcting the situation.

Application Body:

The Application for Recognition begins with the following statement “Do you have any paraprofessionals in your school? If you answer No proceed to the next question. If you mark Yes the screen will change and ask you to list the paraprofessionals working in your school. Please note, if your school listed paraprofessionals on the 2011-2012 Application for Recognition the names of these individuals should appear on this list. You may edit the names shown or add more names using the buttons provided. You should include any staff members on your Paraprofessional List who meet the following definition: [Reference: **23 Illinois Administrative Code, Part 25, Section 25.510 Paraprofessionals; Teacher Aides**]

The terms “paraprofessionals” and “teacher aides” shall be used to refer to the noncertificated personnel authorized by Section 10-22.34 of the School Code [105 ILCS 5/10-22.34] to be employed to assist in instruction. The terms “paraprofessional, teacher aide, and instructional aide” shall be considered synonymous.

Note: Service as a paraprofessional requires a statement of approval issued by the State Board of Education, in consultation with the State Teacher Certification Board. If an individual does NOT meet this requirement, do NOT list them.

An Illinois Educator Identification Number (IEIN#) must be entered for each person employed as a paraprofessional. Two search mechanisms have been included to aid in finding the IEIN# for each paraprofessional listed; one is “Search by IEIN#” and the other is “Search for Name”.

If the paraprofessional listed provides instructional support in a **Title I Funded Targeted Assisted Program** and is paid with federal funds under Title I, Part A, please place a check in the appropriate box on the form.

If the paraprofessional listed provides instructional support in a **Title I Funded School-Wide Program** and is paid with federal funds under Title I, Part A, please place a check in the appropriate box on the form.

If neither situation applies, and the paraprofessional is not paid with Title I funds, **please mark “No” for both boxes.**

How to Complete the Paraprofessionals List

Illinois State Board of Education
Application for Recognition of Schools 2013-2014
RCDTS: 06016099002-2006 Name: Cicero SD 99 Authority: 2
School: Abe Lincoln Elem School
SESSION TIMEOUT 19:57

Home View Schools View Principals Teacher/Principal Evaluations View Application View Paraprofessionals User Guide

TEST - WSURVEY-TEST Last Updated By: ADMININIT - 7/30/2013 3:23:00 PM

Based upon the 'yes' responses to the assurances, a school will receive recognition for the 2012-2013 school year pursuant to Section 2-3.25 of the School Code and the 23 Illinois Administrative Code, Part I. The following assurances and the resulting designation may be subject to verification through an on-site visit. If 'no' is checked, attach a written explanation identifying which of the criteria have not been met and include a corrective action plan (with timelines) to meet the criteria.

Items in this application must be answered yes or no.

Yes No Do you have any paraprofessionals in your school? [View Paraprofessionals](#)

Yes No 1. The school is in accordance with the 23 Illinois Administrative Code Part I, Subpart A, [Sections 1.10-1.00](#), School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc.

Yes No 2. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart B, [Sections 1.210-1.290](#), School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc.

Yes No 3. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart C, [Sections 1.310-1.330](#), School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc.

Yes No 4. The school is in accordance with 23 Illinois Administrative Code, Part I, Subpart D, [Sections 1.410-1.470](#), The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.

View Paraprofessionals Tab

- Please note: The terms “paraprofessionals” and “teacher aides” shall be used to refer to the noncertificated personnel authorized by Section 10-22.34 of the School Code [105 ILCS 5/10-22.34] to be employed to assist in instruction. The terms “paraprofessional” and “teacher aide” shall be considered synonymous.
- If your school does not have any paraprofessional staff members answer “no” leave the list blank and proceed to question 1 of the Application for Recognition.

Paraprofessional List continued

	IEIN #	First Initial Last	Qualified	Instructional Support Provided	Title I Funded Targeted Assistance	Title I Funded School Wide	Approvals
	407135	FFMaFMaax A LLBaLBoaxLBoaB	Yes	Yes			TASN
	200063	FFSaFSuax LLDaLDeaxLDeaD	Yes	Yes			TASN
	407391	FFDaFDeax A LLHaLHaaxLHaaH	Yes	Yes			TASN
	373937	FFAaFAdax T LLMaLMiaxLMiaM	Yes	Yes		Yes	
	369849	FFAaFamax R LLMaLMiaxLMiaM					
	423928	FFLaFLaax J LLPaLPiaxLPiaP	Yes	Yes			TASN
	440596	FFLaFLaax S LLVaLVaaxLVaaV	Yes	Yes			TASN

For the 2013-2014 school year, the prior 2012-2013 paraprofessional list is being provided to the schools. The school administrator will continue to make additions, changes, and deletions to the list. An Illinois Educator Identification Number (IEIN#) must be entered for each paraprofessional. ISBE wishes to track IEIN#'s and gather name and approval information from the Teacher Certification Information System (TCIS). The ARS application has the flexibility to allow the school administrator to provide an IEIN# or a name to search against TCIS. The application will also allow entry of a paraprofessional that has not yet been processed by TCIS.

Definitions:

- TAS Approval means that the paraprofessional listed is state approved.
- TASN Approval means the paraprofessional listed is both state and NCLB approved.

Paraprofessional List continued

Illinois State Board of Education

Application for Recognition of Schools 2013-2014

RCDTS: 06016099002-2011 Name: Cicero SD 99 (06) Authority: 1
 School: Woodbine Elem School

Home | View Application | View Paraprofessionals | User Guide

TEST - WSURVEY-TEST

	IEIN #	First Initial Last	Qualified	Instructional Support Provided	Title I Funded Targeted Assistance	Title I Funded School Wide	Approvals
✕	Ⓜ	Ⓜ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1							

[Return Back to Application](#)

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or [Click here to Contact Us](#)

- To start the list of paraprofessionals for your school just type in the required information or search by name.
- If you know the paraprofessional’s IEIN#, enter it and click the magnifying glass icon. If found the paraprofessional’s name and IEIN# will be filled in.

Paraprofessional List continued

- If the IEIN# is not known, type in the person's name or some part of their name and click the magnifying glass icon so a search can be done.
- The system will display a blue drop down box. Click the pull down arrow on the blue box so names similar to your request will be displayed. You will see full names and birthdates for each paraprofessional with a similar name.
- When the name is found, click it. The system will fill in the name and the IEIN#. Then hit the diskette icon which is the save button.


Illinois State Board of Education
ISBE HOME | LOGOUT

Application for Recognition of Schools 2013-2014

RCDS: 19022010002-2002
Name: Itasca SD 10 (19)
SESSION: 19:42

School: Elmer H Franzen Intermediate Sch
Authority: 1

[Home](#) | [View Application](#) | [View Paraprofessionals](#) | [User Guide](#)

TEST - WSURVEY-TEST

	IEIN #	First Initial Last	Qualified	Instructional Support Provided	Title I Funded Targeted Assistance	Title I Funded School Wide	Approvals
 	0	smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
 	407135	FFMaFMaax A LLBaLBoaxLBoaB	Yes	Yes			TASN
 	200063	FFSaFSuax LLDaLDeaxLDeaD	Yes	Yes			TASN
 	407391	FFDaFDeax A LLHaLHaaxLHaah	Yes	Yes			TASN
 	373937	FFAaFAdax T LLMaLMiaxLMiaM	Yes	Yes		Yes	
 	369849	FFAaFAmax R LLMaLMiaxLMiaM					
 	423928	FFLaFLaax J LLPaLPiaxLPiaP	Yes	Yes			TASN
 	440596	FFLaFLaax S LLVaLVaaxLVaaV	Yes	Yes			TASN
 	732699	Amanda R Midden					

1

[Return Back to Application](#)

Paraprofessional list continued

	IEIN #	First Initial Last	Qualified	Instructional Support Provided	Title I Funded Targeted Assistance	Title I Funded School Wide	Approvals
		H Fonville not found on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	407135	FFMaFMaax A LLBaLBoaxLBoab	Yes	Yes			TASN
	200063	FFSaFSuax LLDaLDeaxLDeaD	Yes	Yes			TASN
	407391	FFDaFDeax A LLHaLHaaxLHaah	Yes	Yes			TASN
	373937	FFAaFAdax T LLMaLMiaxLMiaM	Yes	Yes		Yes	
	369849	FFAaFAmax R LLMaLMiaxLMiaM					

- If there is no approval on file for the name entered the system will let you know.
- **Before the application can be submitted to ISBE, all prior paraprofessionals listed with an IEIN# of zero (0) or negative one (-1) will need to be corrected. All paraprofessionals must have an IEIN#.**
- To edit an existing name click the pencil icon so you can make changes to the existing information.
- Indicate whether or not this person meets the “Qualified” certification requirements for paraprofessionals.
- Indicate whether or not this person provides instructional support to students.
- To indicate the district uses Title I Targeted Assistance Funds to pay this person’s salary click the box. If paid with district funds leave it blank.
- To indicate the district uses Title I School Wide funds to pay this person’s salary click the box. If paid with district funds leave it blank.
- If you need to delete an entry click the pencil icon with the slash mark.
- If you need to delete a name carried over from the previous school year hit the icon with the red x.
- To print your paraprofessional list, just click the printer icon on your Internet browser.

How to Complete ARS Application

Application for Recognition of Schools Application Screen

The screenshot shows the application interface for the Illinois State Board of Education. At the top, there is a header with the board's logo and name, the title "Application for Recognition of Schools 2013-2014", and user information including "ISBE HOME | LOGOUT" and "SESSION TIMEOUT 19:31". Below the header, the application ID "RCDS: 19022010002-2002" is displayed, along with the school name "Name: Itasca SD 10 (19)" and "School: Elmer H Franzen Intermediate Sch", and the user's "Authority: 1". A navigation bar contains links for "Home", "View Application", "View Paraprofessionals", and "User Guide". The main content area is titled "TEST - WSURVEY-TEST" and contains a paragraph explaining that recognition is based on 'yes' responses to assurances, subject to verification. Below this, it states "Items in this application must be answered yes or no." and lists three questions with radio button options for "Yes" and "No".

Based upon the 'yes' responses to the assurances, a school will receive recognition for the 2012-2013 school year pursuant to Section 2-3.25 of the School Code and the 23 Illinois Administrative Code, Part 1. The following assurances and the resulting designation may be subject to verification through an on-site visit. If 'no' is checked, attach a written explanation identifying which of the criteria have not been met and include a corrective action plan (with timelines) to meet the criteria.

Items in this application must be answered yes or no.

Yes No Do you have any paraprofessionals in your school? [View Paraprofessionals](#)

Yes No 1. The school is in accordance with the 23 Illinois Administrative Code Part I, Subpart A, [Sections 1.10-1.00](#), School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc.

Yes No 2. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart B, [Sections 1.210-1.290](#), School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc.

Yes No 3. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart C, [Sections 1.310-1.330](#), School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc.

- For any question, use the mouse to click **YES**.
- For any question, use the mouse to click **NO**. All “no” answers require an explanation including a timeline for compliance (see snapshot on the next page).
- If you would like to read the rules that pertain to any question, click the Section link for the 23 Illinois Administrative Code, Part 1.
- Application is complete **only** when all items have been answered.

Response Screen - when you mark an answer NO

Yes No 1. The school is in accordance with the 23 Illinois Administrative Code Part I, Subpart A, [Sections 1.10-1.00](#), School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc.

Yes No 2. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart B, [Sections 1.210-1.290](#), School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc.

Yes No 3. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart C, [Sections 1.310-1.330](#), School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc.

Yes No 4. The school is in accordance with 23 Illinois Administrative Code, Part I, Subpart D, [Sections 1.410-1.470](#), The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.

Yes No 5. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart E, [Sections 1.510-1.530](#), Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.

Yes No 6. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart F, [Sections 1.610-1.660](#), Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc.

Yes No 7. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart G, [Sections 1.705-1.790](#), Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc.

The response screen displays the question along with a response box for you to enter an explanation, note, or comment.

Note: After explanation, notes, or comments have been saved they cannot be altered or deleted.

- If you click “NO” you will be required to give a response. Your application cannot be submitted without a response for any items answered “NO”.

Response Screen continued

Enter Application

Yes No 3. In accordance with the 23 Illinois Administrative Code, Part I, Subpart C, Sections 1.310-1.330, School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc.

Yes No 4. In accordance with 23 Illinois Administrative Code, Part I, Subpart D, Sections 1.410-1.470, The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.

Yes No 5. In accordance with the 23 Illinois Administrative Code, Part I, Subpart E, Sections 1.510-1.530, Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.

Yes No 6. In accordance with the 23 Illinois Administrative Code, Part I, Subpart F, Sections 1.610-1.660, Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc.
Several staff members have not provided original copies of their college transcripts.....

Yes No 7. In accordance with the 23 Illinois Administrative Code, Part I, Subpart G, Sections 1.705-1.790, Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc.

Pending - School Admin

Save Application Cancel Changes Submit Print Comment/Response

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us
Copyright © 2004-2008, Illinois State Board of Education

- If you need to make revisions to your response after you have closed the dialog box you will have to enter another response and indicate what needs to be edited or added. Click the “*Comment/Response*” button to add additional information.

District Login View: School Selection Screen

Illinois State Board of Education

Application for Recognition of Schools 2013-2014

ISBE HOME | LOGOUT

SESSION TIMEOUT: 19:18

RCDT: 06016099002 Name: Cicero SD 99 Authority: 2

Home | **View Schools** | View Principals | Teacher/Principal Evaluations | User Guide

TEST - WSURVEY-TEST

App Not Received	App In Question	District	RCDTS	Application Status
***		Abe Lincoln Elem School	06-016-0990-02-2006	
***		Cicero East Elem School	06-016-0990-02-2002	
***		Cicero West Elementary School	06-016-0990-02-2014	
***		Columbus East Elem School	06-016-0990-02-2003	
***		Columbus West Elementary School	06-016-0990-02-2015	
***		Daniel Burnham Elem School	06-016-0990-02-2001	
***		Drexel Elem School	06-016-0990-02-2004	
***		Goodwin Elementary School	06-016-0990-02-2005	
***		Liberty Elem School	06-016-0990-02-2013	
***		Mckinley Elem School	06-016-0990-02-2007	
***		Sherlock Elem School	06-016-0990-02-2009	
***		T Roosevelt Elem School	06-016-0990-02-2008	
***		Unity Jr High School	06-016-0990-02-1002	
***		Warren Park School	06-016-0990-02-2012	
***		Woodbine Elem School	06-016-0990-02-2011	
***		Woodrow Wilson Elem School	06-016-0990-02-2010	

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST Monday - Friday or Click here to Contact Us

When the district office administrator logs onto the ARS system, select the “*View Schools*” tab to select the application you want to review and approve as well as see the application status for each of the district’s schools.

The screen consists of five columns:

1. Application not Received
2. Application in Question
3. School Name(s) – Charter schools and Preschools are exempt from submitting this application.
4. RCDTS Number is your ISBE assigned region, county, district, type, school number
5. Application Status – will note where the application is in the approval process

Principal Mentoring Screen

The screenshot shows the Illinois State Board of Education's "Application for Recognition of Schools 2013-2014" interface. The header includes the ISBE logo and navigation links for "HOME" and "LOGOUT". The user is identified as "Cicero SD 99" with an "Authority: 2". A navigation menu contains "Home", "View Schools", "View Principals", "Teacher/Principal Evaluations", and "User Guide". The main content area is titled "TEST - WSURVEY-TEST" and contains the following text:

Public Act 94-1039 established the Illinois New Principal Mentoring Program beginning July 1, 2007, and subject to an annual appropriation by the General Assembly. Administrative Rules (Section 35.20) require that each district superintendent shall report to the State Superintendent of Education, the number of first-year principals who are expected to be working in the district in the coming school year and required to participate in the mentoring program and the number of second-year principals for whom a second year of mentoring is being requested.

You are now able to report that information on this system. It is imperative that you provide the data requested so that the State Superintendent may make a determination if the New Principal Mentoring Program is sufficiently funded to serve all participants.

Do you have any new principals hired after July 1, 2012? Yes No

Below the question is an "Add Principal" button. At the bottom of the page, a footer provides contact information for the Call Center: (217) 558-3600, available between 7:00am - 4:30pm CST, Monday - Friday.

For the 2013-2014 school year district superintendents are required to report the names of the district's **new** first-year principals. This is being done to help determine the number required to participate in the principal mentoring program. Please read the paragraphs on the screen shot above for a full explanation of this requirement. **Only first year principals and those second year principals for whom a second year of mentoring is being requested need to be reported. Only list those hired after July 1, 2012.**

The Applications for Recognition for your district's schools cannot be submitted without this item being completed. If your district does not have any principals that meet these requirements, just mark "No."

This item is completed at the district level only!

Principal Mentoring continued



Illinois State Board of Education

Application for Recognition of Schools 2013-2014

ISBE HOME | LOGOUT

SESSION TIMEOUT: 19:48

RCDTS: 06016099002-0000 Name: Cicero SD 99 Authority: 2

[Home](#) | [View Schools](#) | [View Principals](#) | [Teacher/Principal Evaluations](#) | [User Guide](#)

TEST - WSURVEY-TEST

Public Act 94-1039 established the Illinois New Principal Mentoring Program beginning July 1, 2007, and subject to an annual appropriation by the General Assembly. Administrative Rules (Section 35.20) require that each district superintendent shall report to the State Superintendent of Education, the number of first-year principals who are expected to be working in the district in the coming school year and required to participate in the mentoring program and the number of second-year principals for whom a second year of mentoring is being requested.

You are now able to report that information on this system. It is imperative that you provide the data requested so that the State Superintendent may make a determination if the New Principal Mentoring Program is sufficiently funded to serve all participants.

Do you have any new principals hired after July 1, 2012? Yes No

[Add Principal](#)

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST Monday - Friday or [Click here to Contact Us](#)

- Click the “*Add Principal*” button to add a name.

Principal Mentoring continued



Illinois State Board of Education

Application for Recognition of Schools 2013-2014

[ISBE HOME](#) | [LOGOUT](#)
 SESSION TIMEOUT: 19:47

RCDTS: 06016099002-0000
Name: Cicero SD 99
Authority: 2

Home
View Schools
View Principals
Teacher/Principal Evaluations
User Guide

TEST - WSURVEY-TEST

Public Act 94-1039 established the Illinois New Principal Mentoring Program beginning July 1, 2007, and subject to an annual appropriation by the General Assembly. Administrative Rules (Section 35.20) require that each district superintendent shall report to the State Superintendent of Education, the number of first-year principals who are expected to be working in the district in the coming school year and required to participate in the mentoring program and the number of second-year principals for whom a second year of mentoring is being requested.

You are now able to report that information on this system. It is imperative that you provide the data requested so that the State Superintendent may make a determination if the New Principal Mentoring Program is sufficiently funded to serve all participants.

Do you have any new principal's hired after July 1, 2012? Yes No

For each current principal hired as of July 1st, 2012 and after. If so, provide their first hire date in the position of principal.

		IEIN #	First Initial Last	Date First Hired In District as Principal
1	 	<input type="text" value="0"/> 	<input type="text" value="smith"/>  Choose a name...	<input type="text"/> 

- Enter the person's IEIN# in the space provided then click the magnifying glass so the system will search for the principal's name. Once found the system will fill in the name.
- If you don't know the person's IEIN# type in the person's name or a few letters of the first and last names then click the magnifying glass. The system will do a search. A blue drop down box will appear with the search results. Click the down arrow to display the names. Find the person you want, you can verify the name by selecting the name with your employee's birthdate.
- The district superintendent or district document author should then enter the principal's hire date. This can be done two ways. By typing in the date using the mm/dd/yyyy format (example: 08/02/2012) or by clicking the calendar icon and searching for the date the person was hired.
- Click the diskette icon to save the entry. If you don't save each entry you will have to reenter the information.
- If you need to add another name, click the "Add Principal" button and repeat the process.

Teacher and Principal Evaluation Screen

Illinois State Board of Education
Application for Recognition of Schools 2013-2014
SESSION TIMEOUT: 19:56
RCDTS: 06016099002-0000 Name: Cicero SD 99 (06) Authority: 2

Home View Schools View Principals **Teacher/Principal Evaluations** User Guide

TEST - WSURVEY-TEST Last Updated By: ARSCDIST - 8/6/2013 2:54:00 PM

Pending - ROE Admin

Each item, which includes the applicable statutory reference, must be answered either "yes" or "no". Though implementation dates may vary, the items in this section apply to all school districts in Illinois.

Yes No 1. In accordance with Section 5/24A-3 (b) of the School Code [105 ILCS 5/24A-3 (b)], the school district assures each evaluator that undertakes an evaluation has completed the pre-qualification training program required by law.

Yes No 2. In accordance with Section 5/24A-5 of the School Code [105 ILCS 5/24A-5], as part of its teacher, principal, and assistant principal evaluation plans, the school district has implemented a four category rating system using "excellent," "proficient," "needs improvement," and "unsatisfactory."

Yes No 3. In accordance with Sections 5/24A-15 and 34-8 of the School Code [105 ILCS 5/24A-15 and 105 ILCS 5/34-8] and Part 50 of the 23 Illinois Administrative Code [23 Ill Admin. Code 50], the school district assures **evaluations of principals and assistant principals** use student growth as a significant factor in evaluation ratings. "Significant factor" is defined as at least 25% during 2012-2013, 25% during 2013-2014, and 30% for 2014-2015 and thereafter.

Pending - ROE Admin

Print

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST Monday - Friday or Click here to Contact Us

Districts are also required to respond to questions regarding Teacher and Principal Evaluations. Each item, which includes the applicable statutory reference, must be answered either "yes" or "no". Though implementation dates of PERA and Senate Bill 7 may vary, the items in this section apply to all school districts in Illinois.

Important note: due to confusion in the previous application submission, a district will not be able to submit the ARS for its schools [see paragraph (a) above] until it has submitted the Teacher and Principal Evaluation responses to the Regional Superintendent of Schools.

These questions are to be answered at the district level only!

School Board Approval

The screenshot shows a web browser window titled "Enter Application". The page contains several questions with radio button options for "Yes" and "No".

Question 5: In accordance with the 23 Illinois Administrative Code, Part I, Subpart E, Sections 1.510-1.530, Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.

Question 6: In accordance with the 23 Illinois Administrative Code, Part I, Subpart F, Sections 1.610-1.660, Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc. A text box below this question contains the text: "Several staff members have not provided original copies of their college transcripts....."

Question 7: In accordance with the 23 Illinois Administrative Code, Part I, Subpart G, Sections 1.705-1.790, Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc.

Below the questions, there is a text field: "School Board has approved the application for recognition and is so noted in the official school board minutes." followed by a date field: "Date the school board has approved the application for recognition [] (mm/dd/yyyy)". The date field is circled in blue.

A red error message banner reads: "Error Listing: School Board Date needs a valid date in mm/dd/yyyy format. Before submitting the application, the error(s) listed need to be addressed." Below the banner, it says "Pending - School Admin".

At the bottom, there are buttons for "Save Application", "Cancel Changes", "Print", and "Comment/Response". A footer contains contact information for the Illinois State Board of Education.

- School Board Approval is done at the **district level only!**
- You are required to fill in the date your School Board approved the Application(s) for Recognition for your district. The date must be in a mm/dd/yyyy format (example: 09/28/2013). The date must be the current date or a date in the past. **Future dates will not be accepted.** If you enter a date that is beyond the current date you will get an error message. You cannot pre-approve an application.
- The system will not accept your application if this item is not answered.
- If your school board will be unable to approve your application(s) by the due date **you must** inform your Regional Office of Education that your application(s) will be late.

Saving the Application

... equal opportunities for all students, nature of school fees, discipline, absenteeism, and safety policies, and use of isolated time-out and physical restraint, etc.

<input checked="" type="radio"/> Yes <input type="radio"/> No	3. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart C, Sections 1.310-1.330 , School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc.
<input checked="" type="radio"/> Yes <input type="radio"/> No	4. The school is in accordance with 23 Illinois Administrative Code, Part I, Subpart D, Sections 1.410-1.470 , The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.
<input checked="" type="radio"/> Yes <input type="radio"/> No	5. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart E, Sections 1.510-1.530 , Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.
<input checked="" type="radio"/> Yes <input type="radio"/> No	6. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart F, Sections 1.610-1.660 , Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc.
<input checked="" type="radio"/> Yes <input type="radio"/> No	7. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart G, Sections 1.705-1.790 , Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc.

School Board has approved the application for recognition and is so noted in the official school board minutes.

Date the school board has approved the application for recognition (mm/dd/yyyy)

Application has been saved; however the application has NOT been submitted.

Pending - District Admin

Buttons:

Save Application Use the *Save Application* button to save data you have entered. The application screen will display a grid for any notes you have entered.

Cancel Changes Use the *Cancel Changes* button to exit without saving.

Submit Once your application is complete, use the *Submit* button to send your application to your district administrator or regional office of education.

Disapprove If the application needs to be sent back to the district or school because it cannot be approved as submitted click the “*Disapprove*” button.

Print Allows you to print the screen.

Comment/Response This button will open a dialog box for additional comments or information regarding the application being submitted.

Application with Errors

The following screen shows the application has been saved. However, an error has been identified. Missing or incomplete items will be identified with a red asterisk and bold red borders at the top and bottom of the page. The bottom border will indicate what items are incorrect or need to be addressed.

personnel, etc.

Yes No

7. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart G, [Sections 1.705-1.790](#), Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc.

School Board has approved the application for recognition and is so noted in the official school board minutes.

Date the school board has approved the application for recognition (mm/dd/yyyy)

Error Listing:
Question 7 requires an explanation.

Before submitting the application, the error(s) listed need to be addressed.

Pending - District Admin

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or [Click here to Contact Us](#)

Submitting an Application

Clicking the “*Submit*” button allows an application to be submitted once all required items are completed.

The screenshot shows a web-based application form with a menu bar (File, Edit, View, Favorites, Tools, Help) and a list of seven compliance questions. Each question has a 'Yes' radio button selected. Below the questions, there is a text field for the date of school board approval, which contains '09/13/2012'. A yellow banner displays the message: 'Application has been saved; however the application has NOT been submitted.' Below this banner, the status is 'Pending - District Admin'. A row of buttons includes 'Save Application', 'Cancel Changes', 'Submit' (circled in red), 'Disapprove', 'Print', and 'Comment/Response'. At the bottom, a blue footer bar contains contact information: 'Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us'.

<input checked="" type="radio"/> Yes <input type="radio"/> No	4. The school is in accordance with 23 Illinois Administrative Code, Part I, Subpart D, Sections 1.410-1.470 , The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.
<input checked="" type="radio"/> Yes <input type="radio"/> No	5. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart E, Sections 1.510-1.530 , Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.
<input checked="" type="radio"/> Yes <input type="radio"/> No	6. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart F, Sections 1.610-1.660 , Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc.
<input checked="" type="radio"/> Yes <input type="radio"/> No	7. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart G, Sections 1.705-1.790 , Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc.

School Board has approved the application for recognition and is so noted in the official school board minutes.
Date the school board has approved the application for recognition (mm/dd/yyyy)

Application has been saved; however the application has NOT been submitted.

Pending - District Admin

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or [Click here to Contact Us](#)

The green bar will indicate the application has been submitted and the tan bar will indicate the next level of administration that needs to approve the application.

<input checked="" type="radio"/> Yes <input type="radio"/> No	4. The school is in accordance with 23 Illinois Administrative Code, Part I, Subpart D, Sections 1.410-1.470 , The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.
<input checked="" type="radio"/> Yes <input type="radio"/> No	5. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart E, Sections 1.510-1.530 , Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.
<input checked="" type="radio"/> Yes <input type="radio"/> No	6. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart F, Sections 1.610-1.660 , Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc.
<input checked="" type="radio"/> Yes <input type="radio"/> No	7. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart G, Sections 1.705-1.790 , Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc.
School Board has approved the application for recognition and is so noted in the official school board minutes.	
Date the school board has approved the application for recognition <input type="text" value="09/13/2012"/> (mm/dd/yyyy)	
Application has been submitted.	
Pending - ROE Admin	
<input type="button" value="Print"/> <input type="button" value="Comment/Response"/>	
Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us	

To Exit the ARS Application:

To exit the ARS system, click the “LOGOUT” menu item. The logout menu item is located in the upper right hand corner of the application.

The screenshot shows the ARS application interface. At the top, there is a blue header with the Illinois State Board of Education logo on the left and the text "Application for Recognition of Schools 2013-2014" in the center. In the top right corner, there are links for "ISBE HOME" and "LOGOUT", and a "SESSION TIMEOUT" indicator showing "19:56". Below the header, there is a navigation bar with buttons for "Home", "View Schools", "View Principals", "Teacher/Principal Evaluations", and "User Guide". The main content area displays "TEST - WSURVEY-TEST" and "Last Updated By: ARSCDIST - 8/6/2013 2:54:00 PM". A yellow banner indicates the status "Pending - ROE Admin". Below this, there is a paragraph of instructions: "Each item, which includes the applicable statutory reference, must be answered either 'yes' or 'no'. Though implementation dates may vary, the items in this section apply to all school districts in Illinois." This is followed by three numbered items, each with a "Yes" and "No" radio button option. Item 1 refers to Section 5/24A-3 (b) of the School Code. Item 2 refers to Section 5/24A-5 of the School Code. Item 3 refers to Sections 5/24A-15 and 34-8 of the School Code and Part 50 of the 23 Illinois Administrative Code. A second yellow banner also indicates "Pending - ROE Admin" with a "Print" button. At the bottom, there is a footer with contact information: "Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us".

ROE Welcome Screen

The screenshot shows the top navigation bar of the application. On the left is the Illinois State Board of Education logo. The main title is "Application for Recognition of Schools 2013-2014". On the right, there are links for "ISBE HOME" and "LOGOUT", and a session timeout indicator showing "SESSION TIMEOUT 19:47". Below the navigation bar, the user's RCDT is "06000000000" and their name is "Region 06 West Cook ISC 2". There are three menu options: "Home", "View Districts", and "User Guide".

Welcome to the Application for Recognition of School website, arsroe

Reminder: Applications for Recognition must be approved by your Board of Education.

Each school's application needs to be submitted to their district office **prior to** September 30, 2013. The district superintendent must forward all applications for their schools to the respective Regional Office by September 30, 2013.

The regional superintendent will submit approved applications to the Illinois State Board of Education by October 15, 2013.

References shown are from the 23 Illinois Administrative Code, Part I: Public Schools Evaluation, Recognition and Supervision. Based upon "yes" responses to the following items, a school will receive recognition for the 2013-2014 school year. If "no" is checked, provide a written explanation identifying which of the criteria for recognition have not been met and include a corrective action plan (with timelines) to meet the criteria.

Public Act 94-1039 established the Illinois New Principal Mentoring Program beginning July 1, 2007, and subject to an annual appropriation by the General Assembly. Administrative Rules (Section 35.20) require that each district superintendent shall report to the State Superintendent of Education, the number of first-year principals who are expected to be working in the district in the coming school year and required to participate in the mentoring program and the number of second-year principals for whom a second year of mentoring is being requested.

Please select a menu option [above](#)

[Link to view 23 Illinois Administrative Code, Part I](#)

When the Regional Office of Education (ROE) logs into the ARS system the welcome screen will appear.

ROE – View Districts Screen

Illinois State Board of Education		Application for Recognition of Schools 2013-2014			ISBE HOME LOGOUT
RCDT: 06000000000		Name: Region 06 West Cook ISC 2		SESSION TIMEOUT 19:44	
Home		View Districts		User Guide	
Apps Not Received	Apps In Question	District	RCDT	New Principals Count	Application Status
****		Bellwood SD 88	06-016-0880-02		
****		Berkeley SD 87	06-016-0870-02		
****		Berwyn North SD 98	06-016-0980-02		
****		Berwyn South SD 100	06-016-1000-02		
****		Brookfield Lagrange Park SD 95	06-016-0950-02		
****		Cicero SD 99	06-016-0990-02		Pending ROE
****		Elmwood Park CUSD 401	06-016-4010-26		
****		Forest Park SD 91	06-016-0910-02		
****		Franklin Park SD 84	06-016-0840-02		
****		Hillside SD 93	06-016-0930-02		
****		J S Morton HSD 201	06-016-2010-17		
****		Komarek SD 94	06-016-0940-02		
****		La Grange SD 102	06-016-1020-02		
****		La Grange SD 105 South	06-016-1050-02		
****		LaGrange Highlands SD 106	06-016-1060-02		
****		Levden CHSD 212	06-016-2120-16		
****		Lindop SD 92	06-016-0920-02		
****		Lyons SD 103	06-016-1030-02		
****		Lyons Twp HSD 204	06-016-2040-17		
****		Mannheim SD 83	06-016-0830-02		
****		Maywood-Melrose Park-Broadview 89	06-016-0890-02		
****		Norridge SD 80	06-016-0800-02		
****		Oak Park - River Forest SD 200	06-016-2000-13		
****		Oak Park ESD 97	06-016-0970-02		
****		Pennoyer SD 79	06-016-0790-02		
****		Pleasantdale SD 107	06-016-1070-02		

By clicking the “View Districts” tab the ROE is able to access the applications for recognition for the districts and public schools in their region.

The screen consists of five columns:

1. Application not Received
2. Application in Question
3. District Names
4. RCDT Number for the District
5. Application Status – will note where the application(s) are in the approval process

To review the applications for a particular district click the district name.

Viewing Schools within a District

Illinois State Board of Education
Application for Recognition of Schools 2013-2014
RCDT: 06016095002 Name: Brookfield Lagrange Park SD 95 Authority: 3
Home View Districts View Principals Teacher/Principal Evaluations **View Schools** User Guide

TEST - WSURVEY-TEST

App Not Received	App In Question	District	RCDIS	Application Status
***		Brook Park Elem School	06-016-0950-02-2002	
***		S.E. Gross Middle School	06-016-0950-02-1001	

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST Monday - Friday or [Click here to Contact Us](#)

By clicking the “View Schools” tab the ROE is able to see the list of schools within a district and the status of their applications for recognition.

To review and approve the application for schools that have submitted their applications to the ROE just click the school’s name.

Viewing Schools within a District continued



Illinois State Board of Education

Application for Recognition of Schools 2013-2014

ISBE HOME | LOGOUT

SESSION TIMEOUT 19:48

RCDTS: 06016099002-2002

Name: Cicero SD 99

School: Cicero East Elem School

Authority: 3

[Home](#) | [View Districts](#) | [View Principals](#) | [View Schools](#) | [View Application](#) | [User Guide](#)

TEST - WSURVEY-TEST Last Updated By: ARSCDIST - 8/6/2013 3:35:00 PM

Pending - ROE Admin

Based upon the 'yes' responses to the assurances, a school will receive recognition for the 2012-2013 school year pursuant to Section 2-3.25 of the School Code and the 23 Illinois Administrative Code, Part I. The following assurances and the resulting designation may be subject to verification through an on-site visit. If 'no' is checked, attach a written explanation identifying which of the criteria have not been met and include a corrective action plan (with timelines) to meet the criteria.

Items in this application must be answered yes or no.

Yes No Do you have any paraprofessionals in your school? [View Paraprofessionals](#)

Yes No 1. The school is in accordance with the 23 Illinois Administrative Code Part I, Subpart A, [Sections 1.10-1.00](#), School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc.

Yes No 2. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart B, [Sections 1.210-1.290](#), School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc.

Yes No 3. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart C, [Sections 1.310-1.330](#), School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc.

Yes No 4. The school is in accordance with 23 Illinois Administrative Code, Part I, Subpart D, [Sections 1.410-1.470](#), The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.

Yes No 5. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart E, [Sections 1.510-1.530](#), Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.

Yes No 6. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart F, [Sections 1.610-1.660](#), Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc.

The application for the school selected should open for your review.

Submitting Application to ISBE

File Edit View Favorites Tools Help
Administration rules, i.e., administrative responsibilities, evaluation or certified staff in contractual continued service, and hazardous materials training, etc.

Yes No 4. The school is in accordance with 23 Illinois Administrative Code, Part I, Subpart D, [Sections 1.410-1.470](#), The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.

Yes No 5. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart E, [Sections 1.510-1.530](#), Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.

Yes No 6. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart F, [Sections 1.610-1.660](#), Staff Certification Requirements rules, i.e., noncertificated personnel, transcripts of credits, records of professional personnel, and records of professional personnel, etc.

Yes No 7. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart G, [Sections 1.705-1.790](#), Staff Qualifications rules, i.e., requirements for elementary teachers, requirements for teachers of middle grades, requirements for secondary teachers and specified subject area teachers in grades 6 and above, standards for reading, media services, pupil personnel services, special education personnel, requirements for bilingual education teachers, teachers of English as a second language, substitute teachers, and supervision of speech-language pathology assistants etc.

School Board has approved the application for recognition and is so noted in the official school board minutes.
Date the school board has approved the application for recognition (mm/dd/yyyy)

Pending - ROE Admin

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or [Click here to Contact Us](#)

If the application can be approved click the “*Submit*” button.

If the application cannot be approved and needs to be corrected click the “*Disapprove*” button. That will send the application in question back to the district office. The system will automatically send an email message to the district document author (if there is one), the school document author (if there is one) and district administrator letting them know an application has been returned.

ROE Submits Application to ISBE

Illinois State Board of Education

Application for Recognition of Schools 2013-2014

RCDS: 06016099002-2002 Name: Cicero SD 99 (06) Authority: 3
School: Cicero East Elem School

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TEST - WSURVEY-TEST Last Updated By: ARSROE - 8/6/2013 3:38:00 PM

Received By ISBE
Application has been submitted.

Based upon the 'yes' responses to the assurances, a school will receive recognition for the 2012-2013 school year pursuant to Section 2-3.25 of the School Code and the 23 Illinois Administrative Code, Part I. The following assurances and the resulting designation may be subject to verification through an on-site visit. If 'no' is checked, attach a written explanation identifying which of the criteria have not been met and include a corrective action plan (with timelines) to meet the criteria.

Items in this application must be answered yes or no.

- Yes No Do you have any paraprofessionals in your school? [View Paraprofessionals](#)
- Yes No 1. The school is in accordance with the 23 Illinois Administrative Code Part I, Subpart A, [Sections 1.110-1.100](#), School Recognition Requirements rules, i.e., accountability framework including school improvement plans, operational requirements, state assessment, waiver of State Board Rules and School Code Mandates, etc.
- Yes No 2. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart B, [Sections 1.210-1.290](#), School Governance rules, i.e., equal opportunities for all students, waiver of school fees, discipline, absenteeism, and truancy policies, and use of isolated time out and physical restraint, etc.
- Yes No 3. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart C, [Sections 1.310-1.330](#), School District Administration rules, i.e., administrative responsibilities, evaluation of certified staff in contractual continued service, and hazardous materials training, etc.
- Yes No 4. The school is in accordance with 23 Illinois Administrative Code, Part I, Subpart D, [Sections 1.410-1.470](#), The Instructional Program Rules, i.e., basic standards, criteria for elementary and high schools, required course substitute, special programs, credit earned through proficiency examinations, consumer education proficiency tests, ethnic foreign language credit and program approval, adult and continuing education, etc.
- Yes No 5. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart E, [Sections 1.510-1.530](#), Support Services rules, i.e., transportation, health services, and training of school bus driver instructors, etc.
- Yes No 6. The school is in accordance with the 23 Illinois Administrative Code, Part I, Subpart F, [Sections 1.610-1.660](#), Staff Certification Requirements rules, i.e.,

In this example, the ROE has submitted the application to ISBE. A green bar is displayed at the top and the bottom of the application to indicate the application has been submitted to ISBE.