Nonpublic School Application for Recognition and Calendar
User Guide for Electronic Submission

Illinois State Board of Education
Title Grant Administration Division
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Welcome

Welcome to the *User Guide* for the *Nonpublic School Application for Recognition and Calendar*. This application is used by the Illinois State Board of Education (ISBE) to collect detailed information about nonpublic schools that are voluntarily seeking to be recognized nonpublic schools in Illinois. Nonpublic school recognition has technological and programmatic aspects. If you find yourself with technology problems, please contact the ISBE Help Desk at (217) 558-3600. If you have questions about the recognition program, please contact ISBE's Title Grant Administration Division at (217) 524-4832.

The purpose of the *Nonpublic School Application for Recognition and Calendar* system is to provide nonpublic schools with the capability to enter accurate data regarding compliance with state statutory and regulatory requirements as well as details about the school calendar to ISBE. This *Application* may be entered by a document author or the school administrator. However, it is the responsibility of the school administrator to review it for correctness using their RCDT Admin IWAS login name prior to submission to the ISBE and to submit the *Application* from that Admin IWAS account. This user guide provides instructions for entering the *Application* and then submitting for approval, as well as for viewing submitted data. This *User Guide* is available online at http://www.isbe.net/nonpublic/default.htm as well as within the *Nonpublic School Application for Recognition and Calendar* system.

All nonpublic schools in Illinois are required to submit health and immunization data each fall, which is done in IWAS in the *Student Health Data—Immunization* system. Schools seeking to be recognized must be registered, and the *Nonpublic Registration, Enrollment and Staff Report* system in IWAS is used to renew registration, also each fall. However, both the health data submission and the registration renewal must be completed before the recognition application may be submitted successfully although the *Application* can be drafted before the work in the other two systems.

Getting Started

ISBE Web Application Security (IWAS)

ISBE's IWAS is the doorway to a lot of software programs, called "systems." Different IWAS users have access to different systems based on their needs. Before using the *Nonpublic School Application for Recognition and Calendar* system, you will need an IWAS account. When you first registered your school through a paper document, you should have received back from ISBE access information for IWAS and an RCDT code for your school.

If you do not have an existing IWAS account, please register for one by accessing the IWAS homepage through the IWAS link at this address: http://www.isbe.net . Once you have an account, you will need to request access to the *Nonpublic School Application for Recognition and Calendar* system. Instructions for IWAS account registration and obtaining *Nonpublic School Application for Recognition and Calendar* system authorization are included in the IWAS *User Guide* located on the IWAS homepage. Please contact the ISBE Help Desk at (217) 558-3600 if you need assistance. If you have an account but are uncertain about your password and username, please contact the Help Desk

With your IWAS account information in place, having renewed your registration and submitted your student health data, and with access to the *Nonpublic School Application for Recognition and Calendar* system, you are ready to proceed. The following steps provide guidance on using the *Nonpublic School Application for Recognition and Calendar* system:

Logging into IWAS

Go to https://sec1.isbe.net/iwas/asp/login.asp?js=true, and you should see this screen, where you will enter your login name and password and hit your enter key.   (Alternatively, you can go to www.isbe.net and click on the IWAS tab underneath the banner.)


This should take you to this screen, where you will notice a few details:

- Underneath the banner, you see that the Administrator is logged in.   Remember that only the administrator can submit the *Application* to ISBE, so if you do not see that indication, IWAS is not recognizing you as the administrator.
- The fake school being used for these screen shots has two messages.   If you were the user here and you wished to see the messages, you would click on the text for the item to be viewed.
- On the left side of the screen, there is a list of options.   To proceed to the *Application*, click "System Listing."
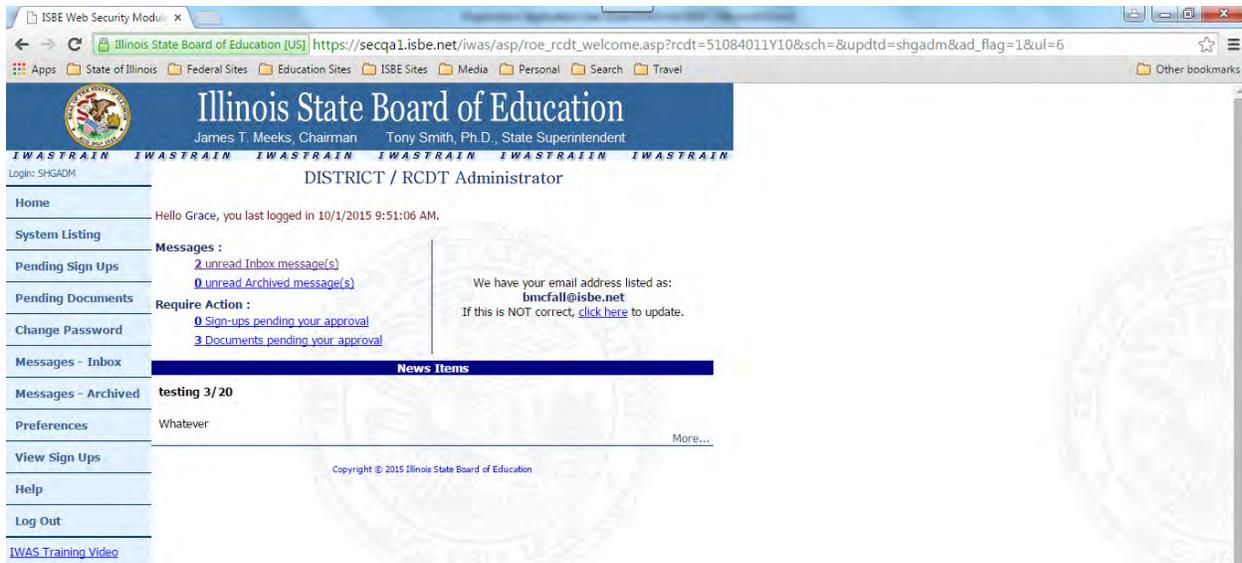
You will then see the "My Systems" page, shown below, where you will click on *Nonpublic School Application for Recognition and Calendar* in the list under the category "Reporting" and then "Annual."
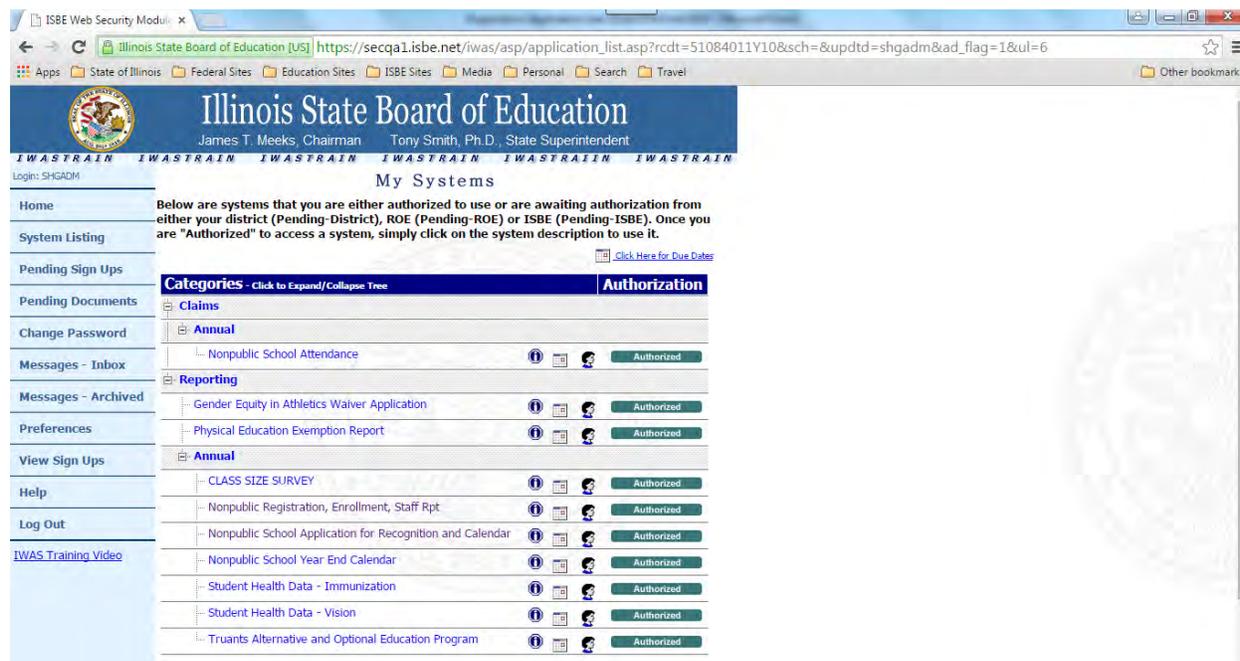
Completing the Nonpublic School Application for Recognition

When the *Application* opens, you will see various tabs under the banner by which to navigate through this system.   These tabs include

> View Only—This tab will allow you to view your *Application* and *Calendar* but not make any changes.

> User Guide—This tab will allow access to this *User Guide*, which provides directions and explanations on how to complete the *Application* and *Calendar*.

Begin writing your *Application* by clicking on the "Enter Application" tab.   The school's RCDT number will be in the left-hand corner with the name of your school underneath; your county name and Regional Office of Education (ROE) number are also listed.   The status of your *Application* will be shown as well as the date and time.

Each item should be answered by clicking the "yes," "no," or "N/A" button.   Please note that each time you click on a button your screen will "blink" for technical reasons; this is normal and while a little disconcerting, does not indicate a problem.   With a few exceptions, if the answer to any question is "no" or "N/A," a text box will appear, and you must supply an explanation.

Once the application is completed, you will be asked to either "Cancel Application Changes" or "Save Application."   Just click your choice.   If you "Cancel Application Changes" you will have to start over from the beginning.   By clicking "Save Application," the answers you have submitted will be saved, and you will be allowed to proceed to the *Calendar* section.

Creating the Nonpublic School Calendar

In general, the calendar data to be supplied are for the current school year calendar. There might be extenuating circumstances that would lead to supplying a previous year calendar, but this should be quite rare.

The *Calendar* section is in two parts. In the first part, begin by supplying the first and last days of the school year. It does not matter if you include some teacher work days that occur before or after the last instructional day as you will account for these in the second part of the calendar. Then enter the start and end times of the normal school day; be sure to correctly indicate AM or PM.

Fill in the actual amount of instructional time for a normal full day and any half days attendance in hours and minutes. Note that instructional time does <u>not</u> include passing time between classes, lunch periods, homeroom time, recess, etc. A full day of attendance must have a minimum of five clock hours <u>of instruction</u>, and half days must be a minimum of two-and-a-half clock hours. Then click to move to the second part of the *Calendar*.

On this page you will see a calendar on the left and a drop down list of options on the right. At the bottom of the screen is a summary section that will indicate totals for the various calendar options you select; this will update automatically as you make changes to each month. Select each month of the school year in turn, and make changes from the default information put there based on what you selected in the first part of the calendar section.

The calendar form has instructions explaining how to make changes to your nonpublic school calendar. Please note that the legal school holidays and full days of pupil attendance have already been marked to save you time. However, any of these days can be changed to reflect the calendar for your school. If for a certain day, for example, students are only going to be in school half a day or have a day where they will not be in attendance you will have to change the *Calendar*. Similarly, if your school is one that has attendance days on weekends, the *Calendar* will allow you to enter days of attendance on Saturdays and Sundays. Attendance on the weekend is for regular academic classes (i.e., a regular school experience) and is not intended for special occasions or festivals.

The calendar codes used are listed below:

> X is for a Full Day of Pupil Attendance
> XH is for Half Day of Pupil Attendance
> NIA is for Not in Attendance
> HOL is for Holiday

Use the > or < symbols to navigate the calendar from one month to another; you can also use the dropdowns located above the calendar to pick a selected month and date. To change a code, highlight the date you want to change, then use the pull down menu on the right to pick a new code; once a new code has been selected click the "Save Calendar" button. This will save the change. If you fail to click the "Save Calendar" button, the change will not occur. You must click this button before you can proceed.

An acceptable nonpublic school calendar must have at least 176 pupil attendance days <u>OR</u> a minimum total of 880 hours of instruction per school year. Many nonpublic schools have fewer than 176 attendance days but have more than 880 instructional hours, which is acceptable. The *Nonpublic School Application for Recognition and Calendar* will not be accepted if the calendar lacks the required number of days or instructional hours per year. If the calendar is incomplete or does not have the proper days or hours you will get an error message. Be sure the calendar for your school is correct before you hit the submit button.

Reviewing and Submitting the *Application* and *Calendar*

If the *Nonpublic School Application for Recognition and Calendar* for your school was created by a document author rather than by the school administrator, when the document author submits the *Application*, it is not being submitted to ISBE but to the school administrator for approval.   In this case, the school administrator will have to login to approve the *Application* and thus send it on to ISBE via the appropriate Regional Office of Education.   Make sure to allow sufficient time before the submission deadline for the ROE to review and pass on the *Application* to ISBE (i.e., do not complete the *Application* at the school level at the last minute).

The "Require Action" section lets the school administrator know the number of sign-ups pending approval as well as the number of documents waiting for review and approval.   Click the link for the one you want to review and approve.   Review the data entered by the document author and if acceptable, click on the submit button at the bottom of the page that says "*Submit Application to Regional Office of Education.*"   If you do not approve of the *Application* and want the document author to make changes click the button that says "*Disapprove Application Submitted by Document Author*" which will send it back to the document author.

Once the *Nonpublic School Application for Recognition and Calendar* for your school has been successfully submitted, you will get a confirmation message.   Be sure to print a copy of this confirmation page for your records.   You may also print a copy with the current status shown at the top of the page from the "View Only" tab.

Approval by Regional Offices of Education or Intermediate Service Centers

As a regional superintendent of schools or director of an intermediate service center, you are required to review, approve, and submit a *Nonpublic School Application for Recognition and Calendar* for each of the recognized nonpublic schools in your region to ISBE by November 15, 2013.   To approve the *Nonpublic School Application for Recognition and Calendar* for a nonpublic school in your region, log into the IWAS system as the regional superintendent of schools.

Once logged in, the "Require Action" section lets you know the number of sign-ups pending your approval as well as the number of documents waiting for your review and approval.   Click the link for access to the documents pending your review and approval.

From the above menu you are able to see what schools have submitted their data to your office for approval (e.g., Quincy Notre Dame High School).   Click on the school name to access the *Nonpublic School Application for Recognition and Calendar* for a particular school.   If the document has NOT been approved by the school administrator you will be taken to a view only page and will be unable to approve the document until the school administrator submits it to you.   Review the data submitted by the school administrator and if acceptable, click the submit button at the bottom of the page that says "*Submit Application to ISBE.*"   If you do not approve of the *Application* and want the document author to make changes click the button that says "*Disapprove Application Submitted by School Administrator*" which will send a message to the school so that the *Application* may be corrected.

Once the *Nonpublic School Application for Recognition and Calendar* for the school you approved has been successfully submitted you will get a confirmation message indicating the final approval step has occurred, and ISBE has received the data.   Click the "Approve Application" tab to continue approving other school's applications.

If you have no items pending approval in the "Require Action" section but want to review the *Applications* and *Calendars* that have been submitted, click the "System Listing" button found on the left hand side of the page.   This will take you to the screen where you can select what system you want to access.