



Weekly Message

May 23, 2017

Message From State Superintendent Tony Smith, Ph.D.

Hello,

Once again, the school year is ending and our high school seniors are putting on their graduation caps. As students in the class of 2017 exit their school doors, I am confident in your work to prepare them for an ever-evolving world. I know that you have had to confront financial challenges and make painful choices to continue to provide students with innovative learning experiences, diverse curricula, and leadership opportunities in a safe and supportive school environment. Your work to foster the development of the whole child and meet the strengths and needs of all students from preschool through high school will carry them through to the next steps in their journeys. Thank you for your diligence and commitment to equipping our students with the knowledge and skills they need to thrive in college, career, and beyond.

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ISBE staff learned last week about one of these creative opportunities for high school students at Stanford Olympia High School, where they met with veteran science teacher Chris Embry Mohr and her students. Mohr has been involved with science education on a national level since 2011, serving on the Life Science Writing Team to create the Next Generation Science Standards. She developed a classroom project, the “Prosthetic Arm Design Challenge,” to challenge students to connect new scientific concepts with a complex real-life problem. Using a family farm accident as the premise, she asks students to design, construct, evaluate, and redesign a prosthetic arm that mimics the structure and function of a human arm. Mohr’s project integrates engineering design, part of the new science standards. Learn more about this project and find other innovative ideas from across Illinois on our [“Great Ideas” webpage](#).

Leadership experiences have also helped our students get ready for what’s next. ISBE is proud to offer a group of high school students the opportunity to provide feedback to the State Board through the Student Advisory Council (SAC). Students learn about education issues in Illinois, research a topic of their

choosing, and present their findings at a State Board meeting. The 2016-17 SAC examined the lack of awareness of mental health issues in Illinois public schools and explored ways to strengthen connections between students, teachers, counselors, and administrators and improve students' academic, social, emotional, and behavioral outcomes. This Friday, May 26, is the deadline for 2017-18 Student Advisory Council applications. The application and more information is available at <https://www.isbe.net/Pages/Student-Advisory-Council.aspx>.

We love seeing all of your graduation photos and videos on social media. Use #ILgraduate on [Twitter](#) and [Facebook](#) and we'll share your posts from high school, middle school, elementary school – even kindergarten – graduations. Congratulations to the class of 2017!

Have a great week!

Tony

Upcoming ISBE Dates and Deadlines

Please note this is not a complete list of events, meetings, and deadlines. For questions, call the Illinois State Board of Education at (866) 262-6663 or (217) 782-4321 or visit the agency's official website at <http://www.isbe.net>.

- **Illinois State Board of Education Meeting** – May 24
- **Deadline to submit 2017-18 Student Advisory Council applications** – May 26
www.isbe.net/Pages/Student-Advisory-Council.aspx
- **ISBE offices closed for Memorial Day** – May 29
- **Deadline to submit FY 2018 Child Find Public Awareness Project RFP** – May 30
- **Deadline to submit FY 2018 Early CHOICES RFP** – May 30
- **Deadline to submit FY 2018 STARNET RFP** – May 30
- **Deadline to submit final grant amendments for projects ending June 30** – May 31
- **Deadline for SFAs to submit Procurement Procedures and Code of Conduct documents** – May 31
- **Deadline to submit nomination forms for the 2017-18 Those Who Excel/Illinois Teacher of the Year program** – June 6 (www.isbe.net/Documents/03-10-those-who-excel.pdf)
- **Illinois State Board of Education meeting** – June 14
- **Deadline to submit IL-EMPOWER RFA** – June 15 (www.isbe.net/Pages/Request-for-Proposals.aspx)
- **Lead, Focus, Connect Conference** – June 19 (educationregistration.org/index.php/iarss)
- **Deadline to submit data in the Student Health Data Vision and Dental** – June 30
- **Deadline to submit SY 2017-18 CEP documentation** – June 30
- **Postmark deadline for waiver applications to be considered by the General Assembly in fall 2017**– Aug. 11 (See www.isbe.net/Pages/Waivers.aspx for public notice requirements for all waiver requests.)
- **Deadline to submit Annual Pupil Transportation Reimbursement claim** – Aug. 15
- **Deadline to submit FY 2018 School District Budget/Joint Agreement Forms** – Oct. 31

School Business Services

School District/Joint Agreement Budget Forms Available

The fiscal year 2018 School District/Joint Agreement Budget forms (ISBE Form 50-36/50-39) are now

available at the School Business Services Division [website](#) with additional information and instructions, including links to current Rules and School Code requirements; dates to remember; additional help guides and other useful links.

FY 2018 School District Budget/Joint Agreement Forms must be submitted to ISBE no later than **Oct. 31**. School districts/joint agreements are required to electronically submit the adopted annual budget to ISBE per 105 ILCS 5/17-1. That statute also requires school districts that adopt an unbalanced budget in the operating funds to complete a Deficit Reduction Plan to balance the budget within three years.

Please submit the amended budgets to ISBE through the [Attachment Manager](#) to **School Finance Reports**.

Every Student Succeeds Act

IL-EMPOWER RFA Deadline Extended

The deadline for the IL-EMPOWER Request for Application (RFA) has been extended to 11:59 p.m. **June 15** due to high interest. Additionally, the RFA has been updated with a recorded webinar, including FAQs. The RFA, webinar, and additional information can be found at www.isbe.net/Pages/Request-for-Proposals.aspx. Any questions should be sent to il-empower@isbe.net.

Updated ESSA State Plan for Illinois

ISBE submitted the ESSA State Plan for Illinois to the U.S. Department of Education (ED) on April 1, 2017. On April 10, ED identified a section of the plan that it considered incomplete. This section included measurements of interim progress for academic attainment, graduation rate, and English Learner proficiency.

In the plan submitted on April 1, 2017, ISBE stated that it intends to develop measurements of interim progress based on three-year baseline data and that this data is currently unavailable due to not having three years of data from which to determine a baseline for academic attainment, graduation rate, and English Learner proficiency.

ISBE also provided measurements of interim progress by using the 15-year time line recommended by stakeholders for academic attainment based upon 2016 PARCC data in grades 3-12; four-year, five-year, and six-year graduation rates; and English Learner proficiency on ACCESS.

The ESSA State Plan for Illinois that contains this information was submitted to ED on May 2, 2017. In this updated version of the plan, ISBE states that the

measures of interim progress for academic attainment, graduation rate, and English Learner proficiency will be revisited once three-year composite averages are available for the data.

On May 4, 2017, ED verified that the ESSA State Plan for Illinois is complete and it will undergo peer review May 22-24, 2017.

The updated plan is available [here](#). Please send any questions to essa@isbe.net.

School Health

Information Regarding P.A. 99-0927

P.A. 99-0927 (Lightford/Lilly) was signed into law in January of this year. Beginning next school year, the required health examination must include an age-appropriate developmental screening and an age-appropriate social and emotional screening. The Illinois Department of Public Health is responsible for drafting rules and changes to the Child Health Examination form related to this Public Act and is currently forming the required working group to draft rules. ISBE will share additional information once available.

The full text of the Public Act can be found at <http://ilga.gov/legislation/publicacts/99/PDF/099-0927.pdf>. For more information, please contact Michele Carmichael at mcarmich@isbe.net.

Early Childhood Education

Preschool for All 3-5 Years Old – Monitoring for Early Childhood Block Grant RFSP Released

The FY 2018 Preschool for All (PFA) 3-5 Years Old – Monitoring for Early Childhood Block Grant – Program Improvement & Compliance Request for Sealed Proposals (RFSP) has been released. ISBE seeks an Offeror to work in consultation with ISBE staff members to serve as the entity to conduct program assessments of PFA, PFA-Expansion and Preschool Development Grant-Federal programs using the Early Childhood Environment Rating Scale-3 (ECERS-3). These assessments will assist with determining program improvement needs as well as professional development needs around the state.

Proposals for the RFSP are due to ISBE no later than 2 p.m. on May 30. Information regarding the RFSP is available on the Illinois Procurement Bulletin at www.purchase.state.il.us. Questions regarding the RFSP should be sent to Craig Foxall at cfoxall@isbe.net.

Community System Development Training and Technical Assistance RFSP Released

The FY 2018 Community System Development Training and Technical Assistance RFSP has been released. ISBE seeks an Offeror to provide a system of statewide supports for early childhood community systems development: training, technical assistance, and coaching to community collaborations that are focused on increasing enrollment of children ages 0-5 with high needs into high-quality early childhood programs. This assistance will focus on building the capacity of existing early childhood collaborations and supporting the efforts of communities working to develop an early childhood collaborative.

Proposals for the RFSP are due to ISBE no later than 2 p.m. on June 15. Information regarding the RFSP is available on the Illinois Procurement Bulletin at www.purchase.state.il.us. Questions regarding the RFSP should be sent to Craig Foxall at cfoxall@isbe.net.

College and Career Readiness

Registration Now Open for 2017 College Changes Everything® Conference

The seventh annual College Changes Everything® Conference will be taking place on July 20 in Tinley Park. This one-day conference focuses on effective practices and showcases resources available to help with increasing access to postsecondary education, college completion, and career readiness. This year's conference looks at how we can help ensure equity in our college and career readiness initiatives so all students are equipped for success. These efforts require identifying and addressing the obstacles and barriers to postsecondary education faced by some student populations, including reducing or eliminating opportunity gaps to improve outcomes for underrepresented students, and engaging all students in

ways that are inclusive, culturally responsive, and socially just.

Attendees typically include, but are not limited to, high school leaders, counselors, and case managers; college access practitioners; college and university leaders and administrators; leaders from state agencies, non-profits, foundations, and community-based organizations; business leaders; and policymakers and elected officials. Breakout sessions are presented by state and national experts and practitioners, including topics such as college readiness, navigating the college-going process, after-school programs, support systems for undocumented students, mentoring programs, career readiness, and more.

The conference will take place from 8 a.m. to 4:30 p.m. at the Tinley Park Convention Center. Registration is \$40.00. Space is limited and fills quickly. To register, [click here](#). For more information about the conference, please visit the College Changes Everything® [website](#).

Data Analysis

2016-17 Dental Examination Data Collection

As mandated by Section 5/27-8.1 of the School Code, **Student Dental data must be submitted on or before June 30**. Please submit this data through IWAS. For assistance with your submission, please refer to the IWAS Dental User Guide at www.isbe.net/Documents/dental_user_guide.pdf.

The following resources can be found on the Dental Health [Webpage](#):

- Learn more about student dental data collection by checking the **School Dental Examinations Information Sheet**: www.isbe.net/Documents/dental_information.pdf.
- Forms acceptable for the school year 2016-17 include the **IDPH Proof of School Dental Examination Form**, a tool for dentists to record student dental information: www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf.
- The **IDPH Dental Examination Waiver Form** is for students who are unable to obtain

the required dental examination:

www.idph.state.il.us/forms/ohpm/Dental%20Exam%20Waiver.pdf.

- The **Dental Information-Data Entry Worksheet** allows you to enter your data and double-check your aggregate numbers: www.isbe.net/documents/dental_worksheet.xls.

Public school districts may enter the data for each of their schools or approve school IWAS users to enter the data. Regardless of who enters data, it is the responsibility of the nonpublic school administrator/public school district administrator to review the accuracy of entered data and assure submission of the finished data to ISBE by the deadline.

Again, note that all dental data must be submitted for all schools serving any combination of kindergarten, grade 2, and/or grade 6 students (enrolled as of May 15) **by June 30**.

If you have any questions on this collection, please contact Marjorie Ribeiro at (312) 814-7239 or mrribeiro@isbe.net.

For technical assistance with IWAS, please contact the ISBE Help Desk at (217) 558-3600.

Charter Schools

INCS Hosting Gala to Celebrate 20 Years of Charter Public Schools in Illinois

The Illinois Network of Charter Schools (INCS) is hosting a gala on Sept. 25 at the Hyatt Regency Chicago to celebrate 20 years of charter public schools' dedication to innovation, transformation, and opportunity for Illinois families. Outstanding community members and students will be recognized at the event, which will include cocktails, dinner, student performances, and a keynote. Contact Rena Dascal, director of development, with questions or to purchase a ticket: rdascal@incschools.org.

Find and Share Ideas at Best Practice Corner

ISBE's Charter Schools' webpage now has a [Best Practice Corner](#), where educators can share innovative ideas and practices occurring at charter schools

throughout Illinois. Feel free to use any great ideas that you see on the page and do not hesitate to reach out to charter@isbe.net if you would like to include any practices of your own!

Nutrition Programs

'Team Up for Creative Ways to Boost Flavor With Less Sodium' in School Meals

The Institute of Child Nutrition and the U.S. Department of Agriculture (USDA) will present "Team Up for Creative Ways to Boost Flavor With Less Sodium!" on Thursday, May 25. The webinar starts at 2 p.m.

Learn how some school districts are using innovative strategies to boost the flavor of school meals with less sodium. Presenters will share their efforts with procurement, menu planning, student acceptance, and staff professional development related to creating heart friendly school meals.

USDA Food and Nutrition Service staff will also share the latest on the agency's sodium reduction initiatives in school meals. There may be strategies and ideas you can glean from their efforts.

Read more and [register on the ICN website](#). After registering, participants will receive a confirmation email containing information about joining the webinar. If you are unable to attend the live webinar, there will be a recording of the webinar available at www.theicn.org/teamup 24-48 hours after the live webinar.

Healthier Meals Cooking Classes Offered June 3, 4 in Chicago

Kendall College Culinary School in Chicago will host three Healthier Meals Cooking Classes in June. The sessions of "Baking and Whole Grains" are set for June 3 and June 4. Two classes will be offered on June 3 (8 a.m. and 1 p.m.) and one on June 4 (8 a.m.). Attendees get the opportunity to increase their professional skills with hands-on cooking in a state-of-the-art kitchen and receive a certificate of completion for the course. Those working with the Child and Adult Care Food Program (CACFP), the National School Lunch Program, and the School Breakfast

Program are all welcome to attend the classes. Classes are free and available at Kendall College.

To register for the courses, look under “Training Opportunities” at www.isbe.net/Pages/Child-Adult-Care-Food-Program.aspx and click “Healthier Meals Cooking Classes.”

Space is limited. Please note that while this is considered the Level 3 course in the Healthier Meals Cooking Class series, the Level 1 and 2 courses are not required before taking “Level 3: Baking and Whole Grains.” For questions, call the Nutrition and Wellness Programs Division at (800) 545-7892.

Registration Underway for New CACFP Meal Pattern Trainings

The Illinois State Board of Education is partnering with the Institute of Child Nutrition and the USDA to host a series of one-day workshops to review the new Child and Adult Care Food Program meal patterns that take effect Oct. 1, 2017.

The workshops are set for 8 a.m. to 5 p.m. each day and offered twice in each location. Lunch will be provided. Training dates and locations are:

- June 6 or 7 in Schaumburg
- June 13 or 14 in Springfield
- June 20 or 21 in Lisle
- June 27 or 28 in Collinsville

Due to limited spacing, we are limiting registration to a maximum of two participants from each sponsoring organization/ RCDT agreement number. Therefore, please select no more than two key staff members to attend one workshop. Training documents and additional resources can be found at www.theicn.org/cacfpmp.

To register for the workshops, visit the [ISBE’s Nutrition and Wellness Programs Division online](http://www.isbe.net/Pages/Nutrition-and-Wellness-Programs-Division-online) and click on the “CACFP Meal Pattern Training” link under “What’s New?”

Student Advisory Council

Student Advisory Council Application Available Online for 2017-18 School Year

Applications are currently being accepted for ISBE’s Student Advisory Council for the 2017-18 school year. Students attending a public high school in Illinois who are entering the fall semester as a sophomore, junior, or senior are eligible to apply. The application is now available at <https://www.isbe.net/Pages/Student-Advisory-Council.aspx>. Ten positions are open for the 2017-18 school year. Interested candidates must complete the application and essays. The deadline to apply is 5 p.m. May 26. If you have questions, please contact Vince Camille at (217) 557-6763 or vcamille@isbe.net.

Assessment and Accountability

SAT Score Reporting Portal Workshops

College Board will be providing training on the Score Reporting Portal for the SAT Suite of Assessments in June. The purposes of the workshops are to provide district and school leaders access to the Online Score Reporting Portal, an understanding of how to navigate and use the features of the portal, a step-by-step walk-through of exam results and an explanation of how to connect to resources and best practice tools, an overview of Khan Academy, and an explanation of how students are able to view and link their scores. Each location will have a morning and afternoon session with the same material covered at both sessions. Morning sessions are from 9-11:30 a.m. and afternoon sessions are from 1-3:30 p.m. All workshops are free and light refreshments will be available at both sessions.

- June 12 - Oakton Community College, Des Plaines
- June 12 - University of Illinois, Champaign
- June 13 – Southwestern Illinois College, Belleville
- June 13 – University of Illinois, Springfield
- June 15 – Joliet Junior College, Joliet
- June 19 – University of Lake County, Grayslake
- June 20 – Western Illinois – Quad Cities, Moline
- June 20 – John A. Logan College, Carterville
- June 22 – Rockford University, Rockford
- June 22 – Elgin Community College, Elgin

To register, click [here](#).

Please review the following materials as they will support information covered at the workshops:

- Professional Development Module #6: [Access Here](#)
- Understanding your SAT Score – Student Reports (YouTube Video): [Access Here](#)
- Setting up Access in your College Board Educator Professional Account: [Access Here](#)
- Score Report Portal Help and FAQ Guide: [Access Here](#)

If you have any questions or concerns, please contact College Board at ilsat@collegeboard.org or (847) 653-4554.

SAT Score Availability and Access

Student scores started being released on a rolling basis on May 8 so students would have that information available for early submission deadlines. Most students who tested on April 5 should see their scores. Students who tested later should check regularly to see when their scores are posted.

Educators should see scores as early as May 15, although these are preliminary data, as some scores will continue to be processed into June. For more information on what scores are available when, please check www.isbe.net/Documents/ISBE-SAT-School-Day-Student-Score-Release-Memo.pdf.

For instructions on how to access score data, please read www.isbe.net/Documents/Accessing-SAT-Suite-of-Assessment-Results.pdf.

Educator Effectiveness

Seeking Participants for TAP Conference

ISBE and the Evaluation Systems group of Pearson are in the process of reviewing the passing standard for the Test of Academic Proficiency (TAP). A Passing Score Review Conference for the TAP is being held on July 11-12 in Springfield. At this two-day conference, a committee of practitioners will examine each item included on a test form to recommend passing score judgments.

Current educators with a minimum of three years of experience, especially those with content expertise in **reading, language arts, mathematics, and writing**, are needed to serve on the committee of practitioners to recommend passing scores for the TAP. Such educators should possess the ability to work independently within a group setting. Committee members should possess knowledge of recent educational trends and have demonstrated a positive impact on student achievement.

Additionally, a TAP “Linking Study” committee meeting will be conducted on July 13 in Springfield. The purpose of this meeting is to review and document the relationship between the knowledge, skills, and abilities represented by the TAP objectives and the tasks performed by teachers in Illinois. We are also looking for public school educators to participate in this one-day meeting.

Educators serving on these committees will be reimbursed for travel, hotel accommodations (if necessary) and meals. Substitute reimbursement for committee work during the conference is available through ISBE, providing that the educator is not required to use benefit time to attend.

To complete an application for participation, click [here](#). For questions, please contact Amy Cosgriff at acosgrif@isbe.net.

Funding and Disbursements

Pupil Transportation Claim Reimbursement Webinar Materials

ISBE staff conducted a live webinar on April 12 regarding completion of the annual Pupil Transportation Reimbursement Claim. You may review the recorded webinar, PowerPoint Presentation, Auditor’s Presentation, and Participant Q&A under the Pupil Transportation header at www.isbe.net/Pages/Funding-and-Disbursements-Transportation-Programs.aspx.

If you have questions regarding the content of the webinar or completion of the Pupil Transportation Reimbursement Claim, please contact Mark Morten at mmorten@isbe.net or (217) 782-5256.

Updated Transportation Manuals – Special Populations

The Division of Funding and Disbursement Services has recently updated the following two transportation manuals for special populations:

- Infant, Toddlers and Preschool Transportation, which can be accessed at www.isbe.net/Documents/prek_transport.pdf;
- Special Needs Student Transportation, which can be accessed at www.isbe.net/Documents/special_needs_transport.pdf.

These documents have been revised using the latest National Congress for Student Transportation guidelines for best practices in student transportation.

Questions may be directed to Mike Slife at mslife@isbe.net or by phone (217) 782-5256.

2016-17 (FY 2018) Pupil Transportation Claim Reimbursement System Now Available

Please be advised that the Pupil Transportation Claim Reimbursement System (PTCRS) is now available for Local Education Agencies to enter claim data for the 2016-17 school year. Please refer to the 2016-17 Pupil Transportation Reimbursement Claim Instructions (www.isbe.net/Documents/pupil_reimburse_instructions.pdf) for assistance in completing the claim.

Per statute, the Annual Pupil Transportation Reimbursement claim is due to ISBE on or before **Aug. 15**.

If you have questions regarding PTCRS, please contact Mark Morten at mmorten@isbe.net or call (217) 782-5256. If you encounter technical issues with PTCRS in IWAS, please contact the ISBE Call Center at (217) 558-3600 between 7 a.m. and 5 p.m. Monday through Friday.

2016-17 Final Public School Calendars

The Final Public School Calendar for the 2016-17 school year is now available via the Public School Calendar system in IWAS. Please complete and submit the Final Calendar to the appropriate Regional Office

of Education (ROE)/Intermediate Service Center (ISC) by the last day of school.

A Final Public School Calendar must be submitted and approved prior to filing the 2016-17 claims for General State Aid, Pupil Transportation, and 18-3 Regular Education Orphanage. The document type Final Calendar must be submitted even if the district has previous approval on a document type Amended Calendar. If a document type Amended Calendar is in draft status (i.e., has not been submitted for RCDT Administrator or ROE/ISC for approval), leave it in draft status and proceed entering the Final Calendar.

HELPFUL HINT: The unused proposed emergency days (calendar code XED) that are coded at the end of the school calendar may be removed by correcting the Regular School End Date to the last day of actual school activity. Once the Regular School End Date has been corrected, the calendar codes after that date will be omitted.

Questions that are not addressed in the [Public School Calendar Guidelines](#) or [Final/Proposed Calendar Checkpoints](#) may be directed to the respective ROEs, the Cook County ISC, or to ISBE Funding and Disbursement Division staff member Mike Slife at mslife@isbe.net or (217) 782-5256. If you encounter technical issues with the Public School Calendar in IWAS, please contact the ISBE Call Center at (217) 558-3600 between 7 a.m. and 5 p.m. Monday through Friday.

Title Grant Administration

FY 2018 Every Student Succeeds Act Technical Assistance Workshops

ISBE staff invites you to attend a one-day technical assistance workshop being offered throughout the state. This will be the first year of ESSA implementation in the state and will be the focus of the workshop. This summer, the ISBE Title Grant Administration staff will provide information on the application and programmatic changes. Please note, the pre-session for new directors is not available due to the new implementation.

There is no fee to attend and lunch will be provided. Space is limited, so early registration is encouraged. Registration deadline is Monday, **June 12**.

For workshop dates, locations, and registration instructions, please visit www.isbe.net/Pages/Title-Grants.aspx.

Grant Accountability Transparency Act

Required FY 2018 GATA Grantee Pre-Qualification Process

The grantee pre-qualification registration portal may be accessed directly on the GATA website at www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx. All grantees **must complete** the registration process and be qualified to do business with the State of Illinois.

To be qualified to **apply** for an FY 2018 grant award, an entity must complete the following four steps:

1. Authentication (New for FY 2018)

The Grantee Portal can be accessed through the Grantee Links heading on the GATA website. A personal or business email address is required to establish an account. Authentication is required through the Illinois.gov authentication portal. It establishes or verifies the relationship between an individual and the organization they represent. Authentication is performed once for each individual associated with a registration. If your email was not previously associated with the organization that you represent, click the “Create a new account” link below the “Sign in” button. After you have entered the required information, you will receive a confirmation email that will instruct you to click a link to complete the account creation process. For help with the Illinois.gov Authentication Portal, please browse to www.illinois.gov/sites/accounts/Pages/default.aspx. Additional instructions may also be found at www.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx.

2. Registration

Once your Illinois.gov account is created, you must return to the Grantee Portal log-in screen and enter your user name and password to

continue. The system will then ask for your organization’s DUNS number. If the DUNS number for your organization is on record with GATA from the previous year, the system will associate you with your organization. The process may require the approval of the primary GATA system registrant for your organization. After accessing your entity’s registration information, you must click the “Edit” button found near the top of the screen. This will allow you to correct/confirm the listed information and select the appropriate organization type for your entity.

If the DUNS number that you enter is not found in the GATA system, the system will invite you to create a new grantee account for the entity related to that DUNS number. Please confirm that you entered the correct DUNS number before creating a new account. Creation of a new grantee account is accomplished by providing your organization’s:

- DUNS number (click [HERE](#) to view instructions on obtaining a DUNS number);
- FEIN;
- Organization type (NOTE: school districts, special education joint agreements, and education for employment consortiums should select “School District”);
- Secretary of State ID (NOTE: the following types of organizations have been deemed EXEMPT from this requirement: school districts, colleges, universities, Regional Offices of Education, special education joint agreements, and education for employment consortiums);
- Organization name; and
- Address.

3. Grantee Pre-qualification

All entities must be qualified to do business with the State of Illinois. To be qualified for a grant award, an entity must:

- Be registered in the GATA Grantee Portal system as described above;
- Have a valid DUNS number (click [HERE](#) to view instructions on obtaining a DUNS number);
- Have a current SAM.gov account (click [HERE](#) to view instructions on obtaining a SAM Cage Code);
- Not be on the Federal Excluded Parties List (click [HERE](#) to verify utilizing the Quick Search);
- Be in Good Standing with the Illinois Secretary of State, as applicable) (click [HERE](#) to verify). (NOTE: the following types of organizations have been deemed EXEMPT from this requirement: school districts, colleges, universities, Regional Offices of Education, special education joint agreements, and education for employment consortiums.);
- Not be on the Illinois Stop Payment list; and
- Not be on the Department of Healthcare and Family Services Provider Sanctions list.

Pre-qualification status will be verified after Grantee Registration is submitted and nightly thereafter. If an entity has a pre-qualification issue, the specific issue and remediation support is provided through the Grantee Portal. Entities on the Federal Excluded Parties List are not eligible to do business with the State of Illinois.

4. Fiscal and Administrative Risk Assessment (ICQ)

Entities must complete an FY 2018 Internal Controls Questionnaire (ICQ) as the Fiscal and Administrative Risk Assessment. The ICQ is completed annually for each fiscal year. All state agencies will utilize the results of the ICQ. The entity can access the ICQ from the Grantee Portal. The portal provides access to prior year ICQ responses for those entities that received grants in FY 2017. The FY 2018 ICQ template must be completed prior to making application for an FY 2018 grant. The ICQ should be completed by someone with financial or accounting experience.

The status of compliance with each of the requirements described above is displayed in the Grantee Portal for each registered entity. Again, **completion of these four steps is required prior to making application for funding for FY 2018.**

Entities must also complete a programmatic risk assessment for each grant award in FY 2018. **The programmatic risk assessment will be included in each electronic grant application through ISBE. Paper grant applicants will be directed to the IWAS system once applications have been received.**

The ISBE “GATA Grantee Status Report” provides updated status information for all ISBE grantees and can be found under “Resources” on the left side of the [ISBE GATA website](#). Please direct any questions you might have related to the GATA registration and pre-qualification process to GATA@isbe.net or (217) 782-5630.

In Brief

Educator Recognition

- **Congratulations to Mary Catherine Coleman** from Frances W. Parker School in Chicago for receiving the 2017 American Association of School Librarians’ Collaborative School Library Award. Congrats, Ms. Coleman!
- **Congratulations to Steve Jenkins**, a building trades teacher at Robinson High School, for receiving a 2017 Golden Apple Award by [WTHL-TV](#). Congrats, Mr. Jenkins!

District Recognition

- **Congratulations to Belleville Public School District 118** for receiving the National District of Character recognition for 2017 from character.org. Great job!

Funding Opportunities

- Looking for funding to improve the healthy eating and physical activity opportunities at your school? Learn more at [Fuel Up to Play 60](#). Up to \$44,000 per year is available to qualified K-12 schools enrolled in Fuel Up to Play 60 to jumpstart healthy changes. The deadline to apply is June 14.

Upcoming Events

- The Tourette Syndrome Camp Organization will host the 24th **Annual Tourette Syndrome Camp USA** from June 25 – July 1 at YMCA Camp Duncan in Ingleside. For more information, visit www.tourettecamp.com.

Educator Opportunities

- **Teach Plus** is looking for excellent teachers for the [Illinois Teaching Policy Fellowship](#). Teachers will learn about policy issues that affect them and their students, practice advocacy skills such as writing op-eds or meeting with legislators, and work to influence state education policy to ensure that all students receive a great education. Fellows also receive a stipend. If you are an experienced teacher (at least three years classroom experience) who is ready to expand your influence, learn more [here](#).

Student Recognition

- **Congratulations to the FFA members** who were named [State Proficiency Winners](#) in each area and will be moving on to the national level competition!

ISBE Employment Opportunities

- Watch for ISBE career opportunities and find instructions for applying at www.isbe.net/Pages/Careers-at-ISBE.aspx.