



Weekly Message

Oct. 19, 2016

Message From State Superintendent Tony Smith, Ph.D.

Hello,

Earlier this week, President Obama announced that the nation's four-year high school graduation rate has reached a record 83.2 percent. I am proud to say that Illinois' 2014-15 graduation rate is above this national average at 85.6 percent. Educators, students, and families have continued to work together to ensure that more of our students are graduating from high school. A high school diploma remains vital not only for students who plan to go on to college but also for students who plan to enter the workforce. As you will see when the Report Card is released at the end of the month, Illinois also tracks students' five-year graduation rate-- and this year will be the first year that we share data on six- and seven-year graduation rates.

Congratulations to Stillman Valley High School and Urbana High School for receiving Silver Recognition from the Schools of Opportunity Project! The project, a program of the National Education Policy Center, recognizes 20 schools from across the country for their commitment to research-based practices focused on closing gaps in opportunity in order to ensure every student has a chance to succeed. Stillman stands out because of its extensive academic and career-based course offerings and for working hard to meet diverse student needs without compromising rigor or quality. Urbana High School has a strong focus on building relationships with students, staff, and the community at large and offers a wide variety of services and opportunities to students and staff. Both are wonderful examples of the great work that goes on in our Illinois schools!

Congratulations also to Richard Benson of Peotone for his [63 years of service](#) as an educator. He was inducted into Illinois State University's College of Education Hall of Fame this year. He has worked as an English teacher, principal, assistant superintendent, and adult educator. View the entire list of 2016 Hall of Fame inductees [here](#).

Table of Contents

Those Who Excel	3
Illinois Report Card	4
Every Student Succeeds Act.....	4
5Essentials	4
Funding and Disbursements.....	5
School Health Issues	6
Nutrition and Wellness Programs.....	7
Data Analysis.....	8
Technology Revolving Loans Program.....	9
Special Education Services	10
Federal and State Monitoring.....	10
School Business Services	11
Grant Accountability & Transparency Act	11
In Brief.....	13



**Thank you,
principals!**

#NationalPrincipalsMonth

#ThankaPrincipal



Illinois
State Board
of Education

For me, the best part about being State Superintendent is visiting schools across the state and interacting with the students and educators. Last month, I had the opportunity to visit the West 40 Regional Safe School in Hillside, where I met with a group of incredible students who inspired me with their aspirations and willingness to connect and share their stories. Thank you for welcoming me so warmly into your community and for sharing your reflections on our time together in this [wonderful video](#).

As I mentioned last week, October is National Principals Month. I cannot thank you enough for all of your hard work and dedication to the quality education of our students! Join us in celebrating the leadership of principals across the state by tagging us in your [Facebook posts](#) and [tweets](#) or emailing stories about your inspiring principals to social_media@isbe.net.

Also, it is important to note that National Bullying Prevention Awareness Month continues. This truly is a 365-day-a-year effort. I want to share some resources for you to use in your schools. I encourage you to visit StopBullying.gov and take a look at the new [Bullying Prevention Training Course](#). The [KnowBullying app](#) from the Substance Abuse and Mental Health Services Administration is a free bullying prevention tool for educators and families, and the [National Center on Safe Supportive Learning Environments](#) has more information about how to foster a safe and healthy learning environment for all students.

Lastly, thank you all for your participation in the ISBE Assessment Survey. We have the results posted by law [here](#). Thank you again for your time, effort, and quick turnaround on this request.

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>.

- **State Board of Education Meeting** – Oct. 20 (<http://www.isbe.net/board/pdf/2016-board-meetings.pdf>)
- **Great Central U.S. ShakeOut** – Oct. 20 (www.shakeout.org/centralus/)
- **2016 Those Who Excel banquet** – Oct. 22 (www.isbe.net/those-who-excel/default.htm)
- **Part 1 (Public Schools Evaluation, Recognition and Supervision) and Part 650 (Charter Schools) – Public comment ends** – Oct. 24
- **Illinois Report Card Release** – Oct. 31
- **Deadline to submit FY 2017 School District Budget/Joint Agreement Forms to ISBE** – Oct. 31 (www.isbe.net/sfms/budget/default.htm)
- **Deadline to submit EIS Employment/Position data** – Nov. 1
- **2016 Special Education Summer School State Aid Claim** – Nov. 1
- **ISBE offices closed for Election Day** – Nov. 8
- **Deadline to submit data in the Unfilled Positions Survey system** – Nov. 10
- **ISBE offices closed for Veterans Day** – Nov. 11
- **2015-16 Pupil Transportation Claim Reimbursement System Corrections** – Nov. 14
- **Deadline to submit data in the Student Health Data Immunization** – Nov. 15
- **Deadline to submit Limitation of Administrative Costs Worksheet** – Nov. 15

- **Annual Financial Report (ISBE Form 50-35) due to ISBE** – Nov. 15
- **State Board of Education Meeting** – Nov. 18 (<http://www.isbe.net/board/pdf/2016-board-meetings.pdf>)
- **ISBE offices closed for Thanksgiving** – Nov. 24-25
- **FY17 NCLB/ESSA Monitoring Instrument** – Nov. 30
- **FY17 NCLB/ESSA Title I Comparability Analysis** – Nov. 30
- **FY 17 School Technology Revolving Loan Program application deadline** – Dec. 1 (www.isbe.net/ed-technology/html/revolving_loan.htm)
- **State Board of Education Meeting** – Dec. 15 (<http://www.isbe.net/board/pdf/2016-board-meetings.pdf>)
- **Annual Statement of Affairs (ISBE Form 50-37) due to ISBE** – Dec. 15
- **ISBE offices closed for Christmas Day** – Dec. 26
- **Certificate of Tax Levy (ISBE Form 50-02) to the county clerk** – Dec. 26
- **ISBE offices closed for New Year's Day** – Jan. 2, 2017
- **Postmark deadline for waiver applications to be considered by the General Assembly in spring 2017** – Jan. 13, 2017 (See www.isbe.net/isbewaivers/default.htm for public notice requirements for all waiver requests.)
- **Deadline to submit data in the Student Health Data Vision** – June 30, 2017

Those Who Excel

Meet Illinois Teacher of the Year Finalist Anthony Zarate of Brighton Park Elementary

Anthony Zarate initially planned to become a nurse. His family is deeply rooted in nursing and the medical field so it seemed only natural to expect Anthony to follow suit. At least it felt natural to everyone but Anthony! He felt a strong pull toward becoming a teacher, but his family and friends felt he had too much potential to become a teacher. He entered college and struggled through the nursing program his freshman and sophomore years. Anthony said he “had no passion” for the subject so it became incredibly difficult. A friend told him about a summer opportunity for students to teach urban youth in Philadelphia so Anthony took a chance. His experiences in Philadelphia were difficult and trying, but Anthony found his passion and he never looked back.



Today Anthony is in his fourth year of teaching English language arts at Chicago's Brighton Park Elementary, a UNO Charter School Network school. The school's director says Anthony transforms students, teachers, and the entire school with his

enthusiasm and passion for teaching: “As we determine future goals, we frequently turn to Mr. Zarate's room as a proof point of what's possible.” Anthony uses “fight for your spot” as the motto of his classroom and students buy into it. He makes sure they understand that he has high expectations and he holds himself to equally high expectations. Students and teachers alike respect him and genuinely believe in themselves because he encourages them to believe in themselves.

One of his students said his initial impression of Anthony was that he wasn't going to be a good teacher because he was way too young. The student initially went out of his way to be difficult and cause problems in the class, but Anthony didn't back down or give up. After two years, Anthony offered to be a mentor to the student and the results were amazing. The student began earning straight A's and held the highest GPA in his class for quite a while: “He has had a huge impact on my education. He mentors me and other students and pushes us to be successful. He always worked hard to help me even when I was extremely difficult and disrespectful. He never gave up on me.”

Anthony is one of our 10 finalists for Illinois Teacher of the Year, which we will name at the Those Who Excel banquet in Normal on Oct. 22.

To learn more about the other finalists, visit www.isbe.net/those-who-excel/default.htm.

Those Who Excel Banquet Sold Out

The Oct. 22 Those Who Excel/Illinois Teacher of the Year banquet is sold out. We apologize for any inconvenience.

Illinois Report Card

MyIRC Train the Trainer Events

ISBE and Northern Illinois University are holding Train the Trainer events entitled “What’s New at MyIRC – Spotlight: PARCC.” The events will teach participants how to facilitate use of data available on the Illinois Report Card and MyIRC - including the PARCC individual student data for the past two years.

MyIRC is free to all public schools in Illinois. Participants will receive training, facilitators guide, presentation materials, and technical support to be able to redeliver training to local communities, schools, or districts.

The professional development events are from 8:30 a.m.– 3 p.m. at two venues and are free.

- Nov. 1 at St. Clair ROE, 1000 S. Illinois Street, Belleville. To register, contact Donna Willett at dwillett@stclair.k12.il.us.
- Nov. 8 at Joliet PDA, 2705 McDonough St., Joliet. To register, go to www.pdaonline.org/Registration/WorkshopDetail.php?id=161108W-1.

For those unable to attend either of the face-to-face sessions, a webinar will also be available. Additional information will be forthcoming.

Every Student Succeeds Act

Supplement not Supplant Regulations

On Sept. 6, the U.S. Department of Education posted notice of proposed rulemaking regarding [supplement not supplant regulations](#). The intention of these rules is admirable, but the methodology will not help – and may, in fact, hurt – the students the proposed regulations are intended to benefit. Quality, types, and amount of resources are not considered compared to dollars spent. There is a lack of flexibility or consideration for state and local control that is in contrast to the intention of the Every Student Succeeds Act.

It is CRITICAL that the U.S. Department of Education hear from districts on the impact of these proposed regulations. We’ve crafted a template letter that you can use to include your individual details and then submit via www.regulations.gov by **Nov. 7**. The template letter can be found at (www.isbe.net/ESSA/word/sns-district-template.docx).

More information on the regulations can be found on the ISBE website, including a [memorandum](#), [overview](#), [webinar](#), and [PowerPoint](#). If we can be of any support, please reach out to Melina Wright at (312) 814-1295 or via email at mewright@isbe.net.

5Essentials

Adding Optional District Voice Information

On this year’s Report Card, districts will have an opportunity to add a district voice to their 5Essentials Survey results. The district voice will provide principals and superintendents an opportunity to provide some local context and explain how the district is utilizing the results. Principals can enter the information into their MyIIRC school site after the release of the 2016 Illinois Report Card on Oct. 31. This change developed out of the 5Essentials Focus Group. The district voice could include areas described below:

1. Provide a local context for the school results.
2. Explain the changes made in the district/school over the last year.
3. Principals can describe how they are addressing culture and climate in the school.
4. Talk about how the data is being utilized for school improvement planning and organizational growth.
5. Express how the school and district are engaging parents and the community on the topic of culture and climate.
6. What are the next steps for improving school culture and climate in the district/school?

Detailed instructions on how to add the 5Essentials feedback onto the Report Card are available at www.isbe.net/5essentials/pdf/2016-17/5E-feedback-form-sy17.pdf.

2016-17 FAQ and Survey Questions Now Available

The 2016-17 5Essentials FAQ is now available at www.isbe.net/5essentials/html/faq.htm. The FAQ provides information regarding the 5Essentials and the 5Essentials Survey, including definitions; reasons for implementation; and details on benefits, participation, and administration.

The 5Essentials Survey student, teacher, and parent core questions have also been made available at www.isbe.net/5essentials/pdf/2016-17/2016-17-5E-Survey-Questions.pdf.

Funding and Disbursements

2015-16 Regular Transportation Reimbursement – Equalized Assessed Valuation Correction

Please be advised that ISBE has determined that the Equalized Assessed Valuation (EAV) figure utilized for the initial 2015-16 Regular Transportation claims payment in September was in error.

ISBE incorrectly processed the 2014 Original EAV for the September payment instead of the 2014 Adjusted EAV. The correct 2014 Adjusted EAV will be used to compute final reimbursement for all 2015-16 Regular Transportation claims when they are finalized in December. All remaining quarterly payments processed in December, March, and June will be adjusted to correct each district's claim using the 2014 Adjusted EAV.

A comparison of the current 2015-16 Regular/Vocational Transportation claims using the Original EAV to the Adjusted EAV can be accessed at www.isbe.net/funding/excel/reg-trans-claims-15-16-compare-eav.xlsx. Please note that use of the Adjusted EAV does not result in an overall increase for some districts due to the fact that the estimated statewide proration decreased from 71.6 percent to 71.5 percent. As a reminder, all current 2015-16 claims are preliminary as data may be corrected and submitted to ISBE until Nov. 14.

If you have any questions regarding this information, please contact Mark Morten at mmorten@isbe.net or by phone at (217) 782-5256.

Final 2015-16 IDEA Room and Board Claim Payment Information

The 2015-16 Individuals with Disabilities Education Act (IDEA) Room and Board program is now complete and all claims were reimbursed at 100 percent. As a reminder, claims were paid at 90 percent during the 2015-16 school year to assure sufficient funding was available to pay all claims equally. After all claims for the fiscal year were received, an assessment of the availability of Room and Board funds was performed and a final payment was made. There was sufficient funding available this year to pay all claims for the additional 10 percent due. The following link provides a graph demonstrating the claims and available IDEA Part B funds utilized for the Room and Board program in the past few years: www.isbe.net/funding/pdf/sped-rb-history-graphFy16.pdf.

The final 2015-16 school year voucher was processed by ISBE on Sept. 28 and released by the Office of the Comptroller on Sept. 30.

2016-17 School Year: The projected increase of claims and available IDEA funds for the 2016-17 school year is estimated at a proration of approximately 95 percent; therefore, to avoid potential overpayment, submitted monthly claims will be paid at 90 percent during the year. Final claims and proration will be calculated and paid after all claims are finalized in September 2017.

If you have questions, please contact Lisa Willhoit in the Funding and Disbursement Division at lwillhoi@isbe.net or (217) 782-5256.

Special Education Summer School State Aid Claim Due Nov. 1

The Special Education Summer School claim authorized under Section 18-4.3 is statutorily required to be received by ISBE **on or before Nov. 1**. Claims are for eligible students educated in 2016 summer programs and must be filed electronically via ISBE's Web Application Security System (IWAS). No claims will be accepted or honored after the statutory date.

Eligibility requirements for pupils claimed for summer school are:

(1) the pupil must be enrolled in one or more courses offered for at least 60 clock hours in the summer session;

(2) the pupil must be eligible pursuant to the requirements for continued summer school services per his or her Individualized Education Program;

(3) there shall not be a tuition charge to families to ensure a "free, appropriate public education."

Questions regarding completion of the Special Education Summer School claim should be directed to Jodi Whitlow, Division of Funding and Disbursement Services, at (217) 782-5256 or via email at jwhitlow@isbe.net.

2015-16 (FY 2017) Annual Claim for Pupil Transportation Reimbursement – Correction Period Now Open

All local education entities are hereby notified that the review and amendment (if needed) process is now open and will end at midnight on Nov. 14. All revisions to the Pupil Transportation Reimbursement Claim must be completed and transmitted on or before midnight on Nov. 14. No revisions will be accepted after this date in order to close the claim file and schedule the three remaining quarterly payments.

INSTRUCTIONS FOR REVIEWING THE CLAIM

1. Log into IWAS.
2. Click on "System Listing" on the IWAS homepage.
3. Select "Pupil Transportation Claim Reimbursement System" under the "Annual Claims" heading.
4. Click on "**Claim Review**" under the "Reimbursement Claim" heading on the homepage. **Do not click on "Revise Claim" button unless you need to make revisions.**
5. The claim will be loaded to the screen in read-only format. Carefully review each line on the claim for possible revisions. If you entered transportation assets on the Depreciation Schedule, don't forget to click on the "Depreciation Schedule" button at the bottom of the screen and review the depreciation schedule data for possible revisions.

If you do not have any revisions, you do not need to do anything. Your claim will remain as originally submitted by the statutory Aug. 15 due date.

INSTRUCTIONS FOR REVISING THE CLAIM

If you have reviewed the claim and found that revisions are needed to the depreciation schedule and/or the pupil transportation reimbursement claim:

1. Click on the "Revise Claim" link under the "Reimbursement Claim" heading on the homepage.
2. You may enter notes in the "Your Comments" text box to help you remember why revisions were needed. Click on the "Revise Claim" button at the bottom of the screen to proceed with revisions to the depreciation schedule (if needed) and the pupil transportation reimbursement claim.
3. Note that all links for the reimbursement claim are open and may be revised as needed. The "Depreciation Schedule Summary" link under the "Depreciation Schedule" heading has been changed to "Calculate Depreciation Allowance." If you made any changes to transportation assets after the August submit date, you must click on this link and update the Depreciation Schedule.
4. **After all revisions have been made, click on the "Review & Submit Claim."** All revised claims must be resubmitted to ISBE through the proper channels (Document Author to the District Superintendent and District Superintendent to ISBE).

NO REVISIONS TO THE CLAIM WILL BE ACCEPTED AFTER MIDNIGHT ON MONDAY, NOV. 14, 2016.

If you have questions regarding the amendment process, contact Mark Morten at (217) 782-5256 or via email at mmorten@isbe.net.

School Health Issues

Illinois Certificate of Religious Exemption Form Update

As you are aware, the Illinois Department of Public Health updated its "Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form" last year. This form now reflects changes to Illinois law made by Public Act 99-0249,

which amends Section 27-8.1 of the School Code (105 ILCS 27-8.1). Section 27-8.1 requires the Certificate of Religion Exemption, created by the Department of Public Health, to be signed by a student's health care provider and submitted to the local school authority prior to the student entering kindergarten, sixth grade, and ninth grade.

This law does not require the certificate to be completed annually. Districts may, at their discretion for the purposes of consistent record keeping, request that students and families use this form to document religious exemptions to immunizations and/or examinations on an annual basis, but the fully completed form is only mandatory at the grade levels required by statute.

Therefore, a student should not be excluded from school because his/her form was not completed and submitted in grades other than kindergarten, sixth grade, and ninth grade.

IDPH School Health Days

The Illinois Department of Public Health will hold School Health Days sessions at five locations around the state in November. To register, please visit www.ipha.com and scroll down to "Events" and click on Illinois School Health Days. The brochure/agenda is listed below the registration button. Room reservations are being accepted now.

- Nov. 2: Hyatt-Lisle, 1400 Corporetum Drive, Lisle, (630) 852-1234
- Nov. 3: Doubletree by Hilton Chicago, 75 W. Algonquin Road, Arlington Heights, (847) 364-7600
- Nov. 10: Radisson, 200 S. Bell School Rd., Rockford, (815) 226-2100
- Nov. 15: Rend Lake Resort & Conference Center, 11712 E. Windy Lane, Whittington, (618) 629-2211
- Nov. 22: Northfield Inn & Suites Center, 3280 Northfield Dr., Springfield, (217) 523-7900

Contact Marie Irwin at (217) 524-5992 or email at marie.irwin@illinois.gov if you have any questions.

Warning About Halloween Colored Contacts

The Illinois Department of Financial and Professional Regulation (IDFPR) is reminding the public that purchasing colored contact lenses from anyone other than a licensed eye care professional or pharmacist is dangerous. The health risk is serious and most of the customers seeking cosmetic contact lenses are teens and young adults. IDFPR is partnering with ISBE and the Department of Public Health to alert teachers, administrators, and health care professionals in every school district and county in the state about the serious health and vision problems facing young people and warning signs to look for in their students and patients.

For more information, please see IDFPR's press release at

www.idfpr.com/news/2016/10122016HalloweenColoredContactsCouldDamageEyes.asp.

Nutrition and Wellness Programs

Sign up for Administrative Review/Procurement/Resource Management Training

Registration is underway for School Nutrition Programs Administrative Review/Procurement/Resource Management Training workshops scheduled across the state. The workshops are free and will be presented by Illinois State Board of Education Nutrition and Wellness Programs Division staff.

All four workshops offered are scheduled from 8 a.m. to 4:30 p.m. with a working lunch provided. Check-in begins at 7:30 a.m. Here are the dates scheduled:

- **Fairview Heights: Nov. 9** at the Four Points Sheraton Fairview Heights
- **Springfield: Nov. 10** at the Crowne Plaza
- **Lisle: Nov. 15** at the Hilton Lisle
- **Alsip: Nov. 16** at the DoubleTree Alsip

The workshops are offered to train school personnel on the requirements of the SNP administrative review process. General procurement training is designed to provide schools with information regarding the proper procedures to be used in the procurement of contracts for foods and goods (not meal services contracts) in SNP. The resource management portion is designated

for superintendents, business managers, and/or those staff responsible for the financial aspects of the district.

To register, visit <http://isbe.net/nutrition/default.htm> and click the “SNP Administrative Review/Procurement/Resource Management Training” link under the “Child Nutrition Programs Workshops” header. Please note that seating is limited so register today!

If you have any questions, please contact our division staff at (800) 545-7892 or via email cnp@isbe.net.

Breakfast After the Bell Mandate Grant Funding Available; Apply by Nov. 18

Eating breakfast at school has been proven to reduce tardiness, absenteeism, and visits to the nurse, while improving test scores. Unfortunately, less than half of eligible Illinois students currently have access to school breakfast. Illinois ranks 40th in the nation in the ratio of school lunch participants who also eat breakfast. By serving school breakfast, we can ensure that all children start the day with the nutrition they need to reach their full potential.

[Public Act 99-0850](#) requires every public school in which at least 70 percent of the students were eligible for free or reduced-price lunches in October of the preceding year to operate a Breakfast After the Bell program. Breakfast After the Bell means breakfast is provided to children after the instructional day has officially begun and does not prohibit schools from also providing breakfast before the instructional day begins. Schools may choose whatever delivery model that best suits the students. Typical options include:

- **Breakfast in the Classroom:** Food is delivered (by staff, students, or volunteers) to each classroom after school begins and students are permitted to eat breakfast in the classroom.
- **Grab and Go Breakfast:** Students pick up bagged or boxed breakfast from carts or specified areas and are permitted to eat in either designated areas or the classroom.
- **Second-Chance Breakfast:** An extended passing or breakfast period is offered in the cafeteria, following the first or second period of the day.
- Other options include serving breakfast during an early recess or outdoor lesson. Schools and

districts have great flexibility in serving breakfast after the bell as long as it is offered to all students after the instructional day has begun.

FUNDING: State reimbursement to offset a portion of the cost of the meal is available if a site serves a reimbursable meal to a student eligible for a free meal and the site is enrolled in the Illinois Free Breakfast and Lunch Programs. Both state and federal reimbursement is available if a site enrolls in the National School Lunch Program and/or School Breakfast Program.

Grant funding is also available for new and expanding Breakfast After the Bell programs statewide. The next **No Kid Hungry Illinois Breakfast Grant deadline is Nov. 18**. Grants are available for up to \$5,000 each that will help schools purchase approved equipment and materials and institute initiatives facilitating [alternative breakfast models](#), such as Breakfast in the Classroom or Grab and Go Breakfast. To apply, visit grants.nokidhungry.org. The application is easy. You will need to create an account – when prompted, enter the access code: ILBREAKFAST2017.

For more information on this mandate, please visit www.isbe.net/nutrition/htmls/hb_756.htm. For more information on the No Kid Hungry Illinois Breakfast Grant, contact schoolbreakfast@gcfd.org.

Data Analysis

2016-17 Immunization/Health Exam and Eye Exam Data Collection

Immunization/Health Examination Data

The Student Health Immunization System is open for data entry through Nov. 15. The data must be submitted online using IWAS. Once logged into IWAS, the “Student Health Data – Immunization” link will appear on the System Listing page under “Annual.”

Below are important links to reference when submitting your data:

- Student Health Data – Immunization System – IWAS User Guide for Electronic Submission: www.isbe.net/research/pdfs/immunization_user_guide.pdf

- Immunization Data Entry Worksheet:
www.isbe.net/research/xls/immunization_worksheet.xlsx
- How to Calculate Actual Unduplicated Count of Students:
www.isbe.net/research/pdfs/UnduplicatedCount.pdf

As mandated by Section 5/27-8.1 of the School Code, immunization/health examination data must be submitted for all Illinois schools in grades PreK-12 by **11:59 p.m. Nov. 15**.

A report must be submitted for every eligible school, without exception. Schools that are not the home school for any student should submit the report by selecting the option that declares they have no data to report. All eligible schools should receive IWAS inbox messages regarding the Student Health Data - Immunization Data Collection. Please check your IWAS inbox for reminders and updates.

Eye Examination Data

The Student Health Vision System is open for data entry through June 30, 2017. The data must be submitted online in this timeframe using IWAS. Once logged into IWAS, the “Student Health Data – Immunization” link will appear on the System Listing page under “Annual.”

Below are links to important related documents. Please use them for assistance with submitting your data.

- Student Health Data – Vision System – IWAS User Guide for Electronic Submission:
www.isbe.net/research/pdfs/vision_iwas_guide.pdf
- Eye Examination Data Entry Worksheet:
www.isbe.net/research/xls/eye_exam_wsht.xls
- School Eye Examinations – Information Sheet:
www.isbe.net/research/pdfs/eye_examinations.pdf

As mandated by Section 5/27-8.1 of the School Code, vision data must be submitted for all eligible schools serving kindergarten and any students enrolled for the first time in an Illinois school as of Oct. 17, 2016, by **11:59 p.m. June 30**.

A report must be submitted for every eligible school, without exception. Schools that are not the home school for any student should submit the report by

selecting the option that declares they have no data to report. This option may also be selected by home schools that do not serve kindergarten students and had no students in grades 1-12 enrolling for the first time in an Illinois school. All eligible schools should receive IWAS inbox messages regarding Student Health Data -Vision Data Collection. Please check your IWAS inbox for reminders and updates.

Questions

Questions regarding school health issues should be referred to Jessica Gerdes at (312) 814-5560 or jgerdes@isbe.net. Questions regarding the information entered for immunization/health examination and eye examination data collection should be referred to Data Analysis at (217) 782-3950 or mrbeiro@isbe.net. For technical assistance with IWAS, please contact the ISBE Help Desk at (217) 558-3600.

Final EIS Deadline for Employment/Position Data Approaching

This notice is to remind districts that the final deadline to submit data for Employment Information System (EIS) employment, position records, and noncertified aggregated full time equivalent (FTE) counts is **Nov. 1** to align with new 5Essentials reporting requirements.

Certain data elements have been enhanced or introduced, in accordance with federal law. This was covered in the September webinar “[Introduction to 2017 EIS: New Features and Updates](#).”

Again, the final deadline for 2016-17 employment, position records, and noncertified employee aggregated FTE counts is **Nov. 1**. Please submit the data using IWAS or batch files.

For further EIS assistance, please contact the EIS help desk at (217) 782-3950 or email datahelp@isbe.net. For technical assistance with IWAS, please contact the ISBE Help Desk at (217) 558-3600.

Technology Revolving Loan Program FY 2017 Applications Now Available

The fiscal year 2017 School Technology Revolving Loan Program (STRLP) application materials for eligible districts and schools have been posted at www.isbe.net/ed-technology/html/revolving_loan.htm.

This year the loan is for school districts serving grades 9-12.

Applications will be accepted through Dec. 1. The loans will be awarded on a first-come, first-served basis. The STRLP is a three-year loan with a 2 percent interest rate. The amount that each district is eligible to apply for is listed under “Loan Eligibility Listing” found at www.isbe.net/ed-technology/pdf/strlp-elig-listing-fy17.pdf.

Questions can be directed to Jamey Baiter at (217) 524-4832 or via email at jbaiter@isbe.net.

Special Education Services

Social and Emotional Learning Awareness

ISBE is offering a new 2016 SEL Awareness Webinar available at <http://isbe.net/learningsupports/html/sel-resources.htm> to support important work at the school and classroom levels to strengthen Social and Emotional (SEL) competencies for all students.

The resource is prepared as an overview of current efforts heightening the opportunities to incorporate awareness and teaching of SEL at every level of services to students. It highlights opportunities to thread SEL competencies through existing frameworks and directs the viewer to a variety teaching and learning resources for SEL via the ISBE Comprehensive Learning Supports webpage and Illinois Classrooms in Action links. Information is suitable for both teachers and administrators. The overview is also a preview of information that will be shared through a series of fall conferences offered through Illinois Classrooms in Action, Oct. 19 through Nov. 17. For conference information, go to <http://www.ilclassroomsinaction.org/>.

Federal and State Monitoring

NCLB/ESSA Monitoring Instrument and Title I Comparability

The FY 2017 No Child Left Behind/Every Student Succeeds Act (NCLB/ESSA) Monitoring Instrument is available for completion and submission in IWAS. The due date is **Nov. 30**.

All districts receiving NCLB/ESSA funding are required to submit the document every year. As before, the previous year’s information will be

imported to the document, and the district should ensure its accuracy before submitting. You may be able to see that some questions have been omitted in line with the new ESSA guidance while a new question or two has been added. Each “Comment/Proof Indicator” box will need to have a comment that identifies the documents that support your answers or clarifies your “yes,” “no,” or “N/A” response. You will not be able to submit the form without providing an answer in each box.

There is a sample list of comments or proof indicators for each question on the Federal and State Monitoring website at www.isbe.net/ea/pdf/proof-indicators.pdf. The FY 2017 NCLB/ESSA Title I Comparability analysis is also available for completion and submission in IWAS.

A new resource has been developed to help you get answers to frequently asked questions. It is titled “NCLB/ESSA Title I Comparability Frequently Asked Questions/Answers and Common Errors.” This document can be located along with other useful tools for completing your comparability analysis on our [website](#).

Districts that are “exempt” will continue to select the “Exempt” radio button and then “Submit.” Their submittal requirements will have been met when the superintendent submits it.

An updated “Comparability User’s Guide” for FY 2017 is located on the menu bar of the comparability application and on our [Federal and State Monitoring website](#).

All districts receiving Title I funds must complete the document. Failure to comply will result in frozen program funds and a recovery of expenditures of Title I funds in buildings where they are determined to be non-comparable.

Questions concerning the Title I Comparability or the Monitoring Instrument should be directed to Federal and State Monitoring at (217) 782-7970 or FSM@isbe.net.

School Business Services

Deadline Set to Submit Limitation of Administrative Costs Worksheets

Section 17-1.5 of the School Code requires school districts to limit the growth of “administrative” expenditures to a maximum of 5 percent from one fiscal year to the next. School districts must file the Limitation of Administrative Costs Worksheet with ISBE’s School Business Services Division by Nov. 15.

A blank Limitation of Administrative Costs Worksheet is available at www.isbe.net/sfms/AdminCaps/AdminCaps.htm.

Additionally, the Limitation of Administrative Costs Worksheet is included in the Illinois School District Annual Financial Report - June 30, 2016 (ISBE 50-35). If a completed Limitation of Administrative Costs Worksheet is submitted along with the school district’s Annual Financial Report, a separate worksheet does not have to be submitted. Please note that the worksheet included in the School District Budget Form July 1, 2016 - June 30, 2017 (ISBE 50-36) is a working document for local use only and will not be accepted for official submission of the Limitation of Administrative Costs Worksheet.

Submitted Limitation of Administrative Costs Worksheets will be reviewed to ensure figures match to the district’s submitted School District Budget Form July 1, 2016 - June 30, 2017 (ISBE 50-36) and the district’s submitted Annual Financial Report - June 30, 2016 (ISBE 50-35). Inaccurate Limitation of Administrative Costs Worksheets will be returned to districts for correction.

Districts exceeding the limitation may amend their budgets prior to June 30, 2017, to become in compliance with the limitation. Districts unable to amend their budgets would have to waive the limitation in order to become in compliance. School districts with administrative expenditures in the 25th percentile or below (4th quartile) may waive the limitation following a public hearing and with the affirmative vote of at least two-thirds of the members of the school board. Any district waiving the limitation shall notify ISBE within 45 days of such action. If a school district that is ineligible to waive the limitation by board action exceeds the limitation solely because

of circumstances beyond the control of the district and the district has exhausted all available and reasonable remedies to comply with the limitation, the district may request a waiver from the General Assembly pursuant to Section 2-3.25g of the School Code. Procedures for requesting a waiver in accordance with Section 2-3.25g of the School Code are available at www.isbe.net/isbewaivers/default.htm.

Quartile rankings for all school districts and a sample waiver resolution for qualifying districts are available at www.isbe.net/sfms/AdminCaps/AdminCaps.htm.

If you have questions, contact Michelle Heninger, School Business Services Division, at (217) 785-8779 or mheninge@isbe.net.

Grant Accountability & Transparency Act

FY 2017 Indirect Cost Rates

In accordance with a Delegation Agreement between the U.S. Department of Education and ISBE, and pursuant to its authority under the Grant Accountability and Transparency Act (GATA) and administrative rules, the Governor’s Office of Management and Budget has granted ISBE an exception to the federal Uniform Guidance and GATA regarding the determination of indirect cost rates that may be utilized by all grantees that receive a state award or federal pass-through award for grant programs administered by ISBE.

Local Education Agencies (LEAs) may utilize either the restricted indirect cost rate the LEA negotiates annually with ISBE (school districts) or the statewide average indirect cost rate calculated by ISBE (Regional Offices of Education, Intermediate Service Centers, special education cooperatives, area vocational centers, charter schools, and university laboratory schools approved by ISBE). These LEAs will also utilize the ISBE-established restricted indirect cost rates for state and federally funded grant programs administered by other state agencies. Therefore, LEAs do not need to take any further action in order to establish or utilize an indirect cost rate for any state or federally funded grant program administered by any state agency.

Not-for-profit agencies, community/faith-based organizations, and for-profit entities may utilize the statewide average indirect cost rate calculated by ISBE.

for all state and federal grant programs administered by ISBE. Colleges and universities will be restricted to a maximum indirect cost rate of 8 percent or other indirect cost rate calculated by their cognizant federal agency, whichever is less, for state and federal grants administered by ISBE. However, these entities must negotiate a separate indirect cost rate or select another indirect cost rate option through the State of Illinois Centralized Indirect Cost Rate System (linked below) in order to claim an indirect cost reimbursement for state and federally funded grant programs administered by other state agencies.

The restricted indirect cost rates calculated by ISBE for LEAs and non-LEA entities are found at <http://www.isbe.net/GATA/pdf/gata-indirect-rates-fy17.pdf>. If you are a non-LEA that needs information about applying for an alternate indirect cost rate through the State of Illinois Centralized Indirect Cost Rate System to utilize with other state agencies, go to www.illinois.gov/sites/GATA/Grantee/CentralizedIndirectCostSystem/Pages/default.aspx.

Notice of State Award and Grant Agreement Pages in eGMS

All FY 2017 state and federal grants in the electronic Grants Management System will incorporate the new Notice of State Award (NOSA) and Grant Agreement pages. Specific conditions are reflected in the NOSA as a result of the Fiscal Internal Control Questionnaire (ICQ) and Program Risk Assessment grantee responses. Per the requirements of GATA, please be advised that a required component prior to FY 2017 grant execution is grantee acceptance of the specific award conditions as well as the terms, conditions, assurances, and grant exhibits in the Grant Agreement.

IMPORTANT: ISBE is currently reviewing the specific conditions assigned to grantees as a result of the responses from the ICQ and Program Risk Assessments. ISBE is meeting with other state agencies to discuss the appropriate course of action to implement specific conditions in the NOSA, including evaluation of grantee risk and the necessity of imposing additional specific award conditions. Your organization will be kept advised of the decisions, adoption of administrative rules, and ISBE's implementation plan in this regard. Depending on the specific condition, you will be notified how you can provide evidence of your organization's corrective

actions to ISBE or your state cognizant agency according to the timeframe indicated in the NOSA. If you have questions regarding the specific conditions and ISBE's implementation plan, please contact your grant consultant. All other inquiries can be directed to GATA@isbe.net.

Grantees completing their GATA registration should have received an automated notification to complete the ICQ. Separately, each grantee was also required to login via the ISBE IWAS portal and complete the Programmatic Risk Assessment. The completion status of these important steps can be accessed at www.isbe.net/GATA/pdf/gata-grantee-status-report.pdf. If specific conditions are not present in the NOSA section, this indicates that either the ICQ and/or Program Risk Assessment has not been submitted and/or approved. Guidance for resolving grantee registration issues can be found under the Prequalification and Registration Status header on the ISBE GATA website at www.isbe.net/GATA/default.htm.

Grantee Status Report

Please remember to check the grantee status report which can be accessed at www.isbe.net/GATA/default.htm by clicking on the "GATA Grantee Status Report" under the "Prequalification and Registration Status" tab. Please reference this link to assess your organization's completion of the GATA requirements needed for FY 2017 grant execution. ISBE updates the link daily so please refer back to this report for the latest information.

As reminder, each grantee must complete the following:

1. Registration – Complete on the GATA website at www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx.
2. Fiscal Internal Control Questionnaire (ICQ) - After completion of the registration process, an automated email will provide a link to access the grantee's State of Illinois ICQ form, which must be completed and submitted.
3. Program Risk Assessment – Access via the IWAS login portal and choose the GATA Risk Assessment System. A DISTRICT ADMIN-level user must submit the GATA Risk

Assessment. The GATA Risk Assessment application link will not be available to all users. Users with district-level accounts should request access to the system internally from their administrator. Technical assistance regarding system access steps can be directed to the ISBE Help Desk at (217) 558-3600.

Grantee registration and submission of the ICQ and Program Risk Assessment are required to be completed one time by each grantee and are good for one year.

Please refer to the following data elements in the GATA Grantee Status report:

1. RCDT – Region-County-District-Type Code for each ISBE grantee.
2. Local Education Agency Name – Generic label to describe each ISBE grantee.
3. DUNS Number Used for Grantee Registration – This is the nine-digit Data Universal Numbering System number entered by the grantee at GATA registration.
4. Grantee Registration – Overall status of registration. If status is not indicated as “Complete,” refer to the adjoining columns to remedy registration issues.
5. Illinois Secretary of State Standing – If status indicates “Not Applicable,” no further action is necessary. For status indicating “Unknown,” ISBE will notify you of appropriate action (if applicable).
6. SAM.gov Account Status – If status is “Expired” or blank, please refer to the guidance for activating or creating a SAM.gov account provided at <http://www.isbe.net/GATA/default.htm> under the Prequalification and Registration Status heading.
7. Fiscal Internal Control Questionnaire – If blank, please complete Grantee Registration. If status indicates “Unsubmitted,” please complete and submit the ICQ.
8. Program Risk Assessment – If status indicates “Not Started” or “Started,” please complete and submit via IWAS to ISBE.

In Brief

District Opportunities

- Applications to participate in **TECH 2017** are now being accepted. Each year, hundreds of students and teachers from across the state come together at the State Capitol Building in Springfield to speak with legislators about the innovative ways in which they use technology to enhance student learning. The window to submit an application is now open and closes on Feb. 3, 2017. Find out more information, including how your district can be one of the 100 schools representing Illinois' classrooms, at www.iceberg.org/tech/.

Student Opportunities

- Veterans of Foreign Wars is partnering with schools to offer scholarship programs such as the **Patriot's Pen Contest (grades 6-8) and the Voice of Democracy Contest (grades 9-12)**. The entry deadline is Nov. 1. For more information, please visit www.vfw.org/youth/.
- The **U.S. Department of State** has announced scholarship opportunities for American high school students to study abroad. For more information, visit www.exchanges.state.gov.

Professional Development

- The **Illinois Association of School Nurses** will hold its annual conference Friday, Oct. 21, and Saturday, Oct. 22, in Springfield at the downtown Wyndham Springfield City Centre. Continuing nursing education credits are available for license renewal under IDFPR rules for RNs and LPNs. Registration is available at <http://iasn.org/2016-conference/>.

Rebate Program

- The Environmental Protection Agency's **2016 School Bus Rebate Program** is now accepting applications. This rebate program replaces and retrofits older school buses in both the public and private fleets. To learn more about the program, applicant eligibility, and the selection process, visit www.epa.gov/cleandiesel/clean-diesel-rebates.

School Health Staff Recognition

- Congratulations to three Illinois school nurses who were honored as **“40 under 40” Emerging Nurse Leaders** by the Illinois chapter of American Nurses Association on Sept. 22 during a ceremony at Rush University Medical Center in Chicago. The nurses were among 40 Registered Nurses (RNs) under 40 years of age recognized for their achievements as RNs in their specialty fields. The awardees are Saria Lofton, MSN, RN, PEL-CSN, University of Illinois at Chicago, school nurse certificate program, formerly of Chicago Public Schools; Anne Marie Mullins, BSN, RN, PEL-CSN/NCSN, head school nurse, Niles Township High School District 219; and Gloria Barrera, MSN, RN, PEL-CSN, District 229 Oak Lawn Community High School.

Employment Opportunities

- Watch for vacancy lists and find instructions for applying on ISBE’s Human Resources webpage at www.isbe.net/hr/Default.htm.