

ILLINOIS STATE BOARD OF EDUCATION

Title Grant Administration Division
100 North First Street, N-242
Springfield, Illinois 62777-0001

STEPS TO RECOGNITION NONPUBLIC ELEMENTARY AND SECONDARY SCHOOLS

The following is a chronological list of steps to follow for initial recognition of a nonpublic elementary or secondary school by the Illinois State Board of Education (ISBE). Because recognition is voluntary on the part of the school, it is the school's responsibility to follow through in preparing for the process. ISBE staff can answer questions and provide assistance. The phone number to the Title Grant Administration Division is 217/524-4832.

1. A school must be registered for one calendar year prior to being allowed to apply for recognition. A school must also have submitted the *Immunization Health Data Survey* and the *Nonpublic Registration, Enrollment and Staff Report* via ISBE's IWAS system for the current school year prior to being considered for recognition. Information concerning nonpublic school registration can be found on our website at <https://www.isbe.net/nonpublicprograms>. Information about the Immunization Health Data Survey can be obtained from the Data Analysis and Progress Reporting Division by calling 217/782-3950.
2. An *Application for Initial Recognition of Nonpublic Schools*, which includes school calendar information, must be submitted. Visit our website at <https://www.isbe.net/nonpublicprograms> under the Nonpublic School Recognition link for more information on both these items.
3. An acceptable calendar must have at least 880 hours of instruction per year or 176 pupil attendance days. A full school day must have at least 5 clock hours (300 minutes) of instruction. Instructional time does not include lunch, recess, or passing time between classes. The calendar must include the first and last days of school and the starting and ending times for a full and half day of attendance.
4. Send the *Application for Initial Recognition of Nonpublic Schools* and a report of the most recent fire safety inspection along with a letter requesting state recognition for your school to Title Grant Administration Division, Illinois State Board of Education, 100 North First Street, N-242, Springfield, Illinois 62777-0001. When these items have been reviewed and found acceptable, a date for the on-site review visit will be established.
5. A consultant from ISBE or a professional working on behalf of ISBE will chair an on-site review team. A minimum of two other educators of (one from the public school world and one from the nonpublic school world) will complete the review team although additional persons, such as a representative from the Regional Office of Education or Intermediate Service Center, may enlarge the team. While the composition of the team is ultimately ISBE's responsibility, traditionally the schools select the public and nonpublic school representatives.
6. The team drafts a report that reflects what it found during the visit. The report draft is shared with the school so that the school may resolve some or all of any compliance issues noted. These resolutions then cause the draft report to be changed to remove resolved compliance issues. After 30 days, the draft report goes to ISBE so that a recognition status can be assigned or that recognition is denied altogether.
7. Assuming recognition is awarded, a Certificate of Recognition is issued by the State Superintendent of Education.