

**SUBJECT: General State Aid Claim Form Electronic Submission Using IWAS -
Submit online by June 23, 2004**

The General State Aid Claim Form is now available for electronic submission using the Illinois State Board of Education Web Application Security (IWAS) system. The appearance of the claim form document has not changed from last year, only the method of logging into the Illinois State Board of Education (ISBE). IWAS allows for secure document submission using one login name and password to access most of ISBE's Internet-based systems, including General State Aid Claim.

The distribution of General State Aid (GSA) to Illinois schools is determined by a statutorily defined funding formula and the claim form is used to collect data used in the formula. The amount of GSA distributed to school districts is determined by the yearly appropriations made by the Illinois General Assembly and signed into law by the Governor.

This system is designed for use by staff and administrators at the District Offices of Education and the Regional Offices of Education (ROE). All District and ROE superintendents will automatically be authorized to use the General State Aid Claim system with their IWAS administrative login accounts (the account created with an ISBE generated access code).

Below is a brief explanation of the different IWAS access levels (associated with the users Login Name) and job flow for the General State Aid Claim system:

1. Document Author – The document author may enter the General State Aid Claim and then submit the claim to the District Office of Education for approval. This person is typically the district support or business staff.
2. RCDT Admin – This person (typically the District Superintendent) reviews and electronically signs the General State Aid Claim document and then submit the claim to the Regional Superintendent for approval. This level of access is automatically granted to all district superintendents. If a district superintendent wishes to delegate their signatory authority, they may place someone into this role. By doing that, that designee will electronically sign the General State Aid claim through 'Pending Documents'.
3. ROE Admin – The Regional Superintendent must review and electronically sign the General State Aid Claim before it can be processed at ISBE. This level of access is automatically granted to all regional superintendents.

Please follow the instructions for accessing the General State Aid Claim Form.

Step 1 Access the Illinois State Board of Education Web Application Security System (IWAS) website, <https://isbes1.isbe.net/iwas> or go to the ISBE homepage, <http://www.isbe.net/> and click on the link “IWAS (ISBE Web Application Security)” under “Hot News”.

Step 2 Please see bullet points below and then enter the appropriate Login Name and Password (case sensitive) and click on the LOGIN button.

- If you are an administrator and have created an IWAS administrative account, please use your IWAS administrative Login Name and you will automatically be approved to enter data. Once you are logged in, the IWAS homepage will show “DISTRICT/RCDT Administrator” or “ROE Administrator”.
- If you are NOT an IWAS administrator and have previously created an IWAS Login Name, please use that Login Name and continue to Step 3 to signup for this system and then wait for authorization from your local IWAS administrator.
- If you are NOT an IWAS administrator and you do not have an IWAS Login Name, type the following into your web browser address bar and press the enter key for instructions on creating a Login Name and signing up for the system:
<https://isbes1.isbe.net/iwas/htm/signupInstructions.htm>
- If you have created an IWAS Login Name and Password, but forgot what they are, type the following into your web browser address bar and press the enter key for instructions on finding your IWAS Login Name or Password:
<https://isbes1.isbe.net/iwas/htm/findLoginPasswordInstructions.htm>

Step 3 Click on “System Listing” found on the left side of the screen.

- If there is a line item that reads “General State Aid Claim” continue to Step 4.
- If “General State Aid Claim” is not listed, click on the link “Want to Signup For Other Systems?”

Step 4 On the line that reads “General State Aid Claim” look under the column labeled Authorization.

- If the line states, “Authorized”, proceed to Step 5.
- If it states “Pending District”, you will need to notify your local IWAS administrator to access IWAS using their administrative Login Name and give you authorization for the system, “General State Aid Claim”. For instructions on approving your signup for this system please instruct the administrator to type the following into the web browser address bar and press the enter key:
<https://isbes1.isbe.net/iwas/htm/signupApprovalByAdminInstructions.htm>
- If the line reads “Sign up now”, click “Sign up now” and complete the information requested.

Step 5 Under System Description, click on “General State Aid Claim” and you will be taken to the claim form for entry.

Step 6 Fill out the claim form using the “General State Aid Claim Instructions for 2003-04” found at: <http://www.isbe.net/funding/html/gsa.htm>.

Step 7 While filling out the claim form, you have a couple of options at the bottom of the page.

“**Calculate & Save**”: Allows you to save a draft and at this point will calculate subtotals and totals. You will want to click this button or the submit data button within twenty minutes or risk losing the data you have entered.

Depending on your access level you will see: “**Submit to District**”, “**Submit to ROE**”, “**Disapprove**”, “**Approve**”, “**Submit to ISBE**” or “**Submit to ISC**” allowing you to submit data on to the next level with signatory authority. No changes can be made after you click on the submit data button. The final page is a confirmation page that will display the entered data with the status listed in the heading. This page may be printed for your records by clicking on the web browser menu option - File, Print.

If you need technical assistance with the IWAS system, please contact the Call Center at (217) 558-3600.

If you have any questions regarding the General State Aid Claim, please contact our office at (217) 782-5256 requesting assistance for the General State Aid Claim or email mail to: <mailto:jmathes@isbe.net>.