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 at any time. 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 the State Board’s IWAS system for the current school year prior to being considered for recognition. Information concerning Nonpublic School Registration and the Immunization Health Data Survey can be obtained from the Data Analysis and Progress Reporting Division by calling 217/782-3950.

2. An Initial Application for Nonpublic School Recognition and an Educational Program Description must be submitted. Visit our website at http://www.isbe.net/grants/html/np_recognition.htm under the Nonpublic School Recognition link for more information on both these items.

3. A school calendar for the current school year must also be submitted. 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 two copies of the Initial Application for Nonpublic School Recognition, the Education Program Description, a report of the most recent Fire Inspection, and a school calendar along with a letter requesting state recognition for your school to Melina Wright, Division Administrator, Title Grant Administration Division, Illinois State Board of Education, 100 North First Street, N-242, Springfield, Illinois 62777-0001. When these four items have been reviewed and found acceptable, a consultant will be assigned and a date for the on-site review visit will be established.

5. A Nonpublic School Consultant from the State Board of Education will chair an on-site review team. A representative from the Regional Office of Education and a minimum of two other educators of your choosing (one from a public school and one from a nonpublic school) will normally comprise the review team.

6. The team makes a recommendation regarding the recognition status of the school and drafts a report. A written report of the on-site review team will be prepared.

7. A Certificate of Recognition is issued by the State Superintendent of Education once it is determined that a nonpublic school meets the recognition requirements. Recognition is awarded annually by the State Superintendent of Education.