Nonpublic School Application for Recognition and Calendar

User Guide for Electronic Submission

Illinois State Board of Education
Title Grant Administration
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Introduction to Nonpublic School Application for Recognition and Calendar

User Guide for Electronic Submission

Nonpublic schools may voluntarily participate in programs administered by the Illinois State Board of Education (ISBE) to register and to become recognized. It is important to remember that these are two separate processes and that the two processes are housed in different parts of ISBE—registration is found in the Data Analysis and Accountability Division and recognition in the Title Grants Administration Division. This User Guide is concerned with the recognition part of the process.

For help with registration, contact the Data Analysis and Accountability Division or visit http://www.isbe.net/research/htmls/np_entity.htm.

The Nonpublic School Application for Recognition and Calendar system replaces paper forms with either a free-standing electronic form (initial applications) or a web-based renewal application (IWAS), the latter of which provides ROEs/ISCs and school administrators with these capabilities:

1. Electronic Access to the Nonpublic School Application for Recognition
2. Electronic Access to the Nonpublic School Calendar
3. Timely Submission of the data to ISBE
4. Elimination of Paper Applications

This User Guide provides instructions on reporting and submitting the Nonpublic School Application for Recognition and Calendar data to the Illinois State Board of Education (ISBE). It is available online via the Nonpublic School Recognition link on the ISBE website (http://www.isbe.net/grants/html/np_recognition.htm).

Due Dates:
The Nonpublic School Application for Recognition and Calendar for all recognized nonpublic schools must be submitted by November 15. This is done in a freestanding electronic form for initial applications and in web-based electronic form (IWAS) for renewal applications. Except for nonpublic schools in Chicago, these are sent to the respective regional superintendents of schools, who then review the applications and forward them to ISBE by November 15. For schools within Chicago, the applications come directly to ISBE.

IMPORTANT: The Nonpublic School Registration, Enrollment and Staff Report and the Student Health Data - Immunization for the current school year MUST have been submitted to ISBE in order to submit a Nonpublic School Application for Recognition and
Calendar. For recognition renewals, IWAS will not allow the submission of the recognition application until these other two reports have been submitted.

**ISBE Web Application Security (IWAS) Screens:**

**Getting Started**

Before using the Nonpublic School Application for Recognition and Calendar system, you will need an IWAS account. An IWAS account is established when a school first registers.

If a school does not have an existing IWAS account, it must register for one by accessing the IWAS homepage through the IWAS link: [https://sec1.isbe.net/iwas/asp/login.asp?js=true](https://sec1.isbe.net/iwas/asp/login.asp?js=true).

A school seeking recognition for the first time does NOT use the IWAS system. Instead, the school should visit the Nonpublic School Recognition website ([http://www.isbe.net/grants/html/np_recognition.htm](http://www.isbe.net/grants/html/np_recognition.htm)) to retrieve the *Initial Application for Nonpublic School Recognition*. This should be completed and mailed to

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A currently recognized school with an IWAS account may request access to the Nonpublic School Application for Recognition and Calendar system. Instructions for registering for an IWAS account and obtaining authorization for the Nonpublic School Application for Recognition and Calendar are included in the IWAS *User Guide* which is located on the IWAS homepage. Please contact the ISBE Help Desk at 217-558-3600 if assistance is needed. Once a school has an existing IWAS account with access to the Nonpublic School Application for Recognition and Calendar, it may begin completing the application and calendar once the system opens to receive those data, approximately October 1 each year. The following steps provide guidance on how to access the form:
Provide an IWAS login name and password, and click on the Login button. If a valid login name and password was entered, the Message screen will be displayed.
The “Messages” area on the screen is used to identify if the user has any unread messages, any unread archived messages, and/or any pending messages.

Use of the “Messages” area may help track any applications that are waiting to be approved or that have been disapproved.

The “Require Action” area can be used to identify applications that need to be approved.
From the menu on the left, click on the “System Listing” link. The “My Systems” screen will be displayed.

On the “My Systems” screen, click the “Nonpublic School Application for Recognition and Calendar” link which is located under the Reporting, Annual category heading.

Clicking on the “Nonpublic School Application for Recognition and Calendar” link will open the Home Page for the application and calendar.
Overview of Nonpublic School Application for Recognition and Calendar

ISBE Agency Header Bar

The ISBE Agency Header Bar contains the agency name and application title.

A small menu is located under the header bar. Log off menu item is used to exit the system.

A session timeout clock is located in the right hand corner. Sixty minutes are allowed per session. If the application is left idle and the timer reaches zero, the session is cancelled. To restart the session, one must log back into IWAS.

After logging into the application and calendar, the welcome page should display the user's log-in name.
Nonpublic School Application for Recognition

Enter Application Tab

Several useful pieces of information are displayed: the RCDTS number will be in the left hand corner with the name of the school underneath. The relevant county name and Regional Office of Education (ROE) number are also listed. The status of the application will be shown as well as the date and time.

A user is only allowed to fill out the application and calendar for that user’s school. Each item should be answered by clicking the yes, no, or N/A button. If the answer to any question is no, an explanation is required. If the answer to any question is not applicable to the school, N/A should be selected, but selecting N/A will also require an explanation to be typed in.

The application and calendar are three pages long.

View Only Tab

This tab displays the application and calendar but does not allow any changes.

User Guide Tab

This tab will allow access to the User Guide for this application and calendar. This guide provides directions and explanations on how to complete the application and calendar.
Save the Application

Once the Nonpublic School Application for Recognition is completed, one may either "Cancel Application Changes" or "Save Application" by clicking the desired choice. However, choosing "Cancel Application Changes" means one must start the application over from the beginning.

By clicking "Save Application," the answers chosen will be saved, and one may proceed to page 2, which is the Nonpublic School Calendar.
Nonpublic School Calendar

Schools are required to complete the nonpublic school's proposed calendar for the application school year.

*School Term Begin and End Dates:* The pull down arrows will help in finding the month and date needed.

*Normal School Day Start and End Times:* Be sure to indicate whether the time is a.m. or p.m.

*Instructional School Day Length:* A full day of attendance must have no fewer than 5 clock hours (300 minutes) of instruction per day. The 5 clock hours do not include passing time between classes, lunch periods, or recess as those are not moments of formal instruction. These 5 clock hours also do not include time spent in coursework that is not part of the portion of the curriculum required by recognition, such as religious instruction.

*Instructional Half Day Length:* A half-day of attendance must have no less than 2½ clock hours (150 minutes) of instruction. Half-day instructional time does not include passing time between classes, lunch periods, or recess.

*Back to Previous Page* button: Clicking this button takes the view back to a previous screen.

*Save* button: Clicking this button will save the completed items in the application and calendar.

*Save & Continue to Next Page* button: This button saves the document as currently completed and moves the viewer to the next page.
There is a **calendar icon** to the right of the School Term Begin Date and/or School Term End Date items under the word “Date.” Clicking on this icon will show a regular monthly calendar displaying the days of the week and corresponding dates of the month. This icon is just there to help.

To advance the calendar to the next month, click the ≥ symbol located after the month and year. To go back a month, click the ≤ symbol located before the month and year.
Length of an Instructional School Day

Here one fills in the actual amount of instructional time for a normal full day of attendance in hours and minutes. Again, a full day of attendance must have a minimum of five clock hours (300 minutes) of instruction. Instructional time does not include passing time between classes, lunch periods, or recess. The system also requires the instructional time for a half day of school. Half days must be a minimum of two and a half clock hours (150 minutes).

Back to Previous Page button: Clicking this button takes the view back to a previous screen.

Save button: Clicking this button will save the completed items in the application and calendar.

Save & Continue to Next Page button: This button saves the document as currently completed and moves the viewer to the next page.

Clear Entire Calendar button: This button wipes out all the calendar information that has been entered.
A calendar for each month of the school year must be completed. Use the ≥ or ≤ symbols to navigate the monthly calendar from one month to another. The dropdowns located above the monthly calendar may also be used to pick a selected month and date.

The calendar form has instructions explaining how to make changes to the nonpublic school’s calendar. Please note that the legal school holidays and full days of pupil attendance have already been marked. However, any of these days can be changed to reflect the calendar for a specific school. If the school is one that has regular attendance days on weekends, the calendar will allow days of attendance to be entered on Saturdays and Sundays.

An error message will display if a mistake is made when trying to change a code.
Calendar Change Codes

Based on the data entered, each day with an “X” is marked as a full day of attendance. If for a certain day students are only going to be in school half a day or have a day where they will not be in attendance, the calendar days will have to be changed individually.

Just highlight the date to be changed, then use the pull down menu on the right to pick a new code; once a new code has been selected, click the Save Calendar button. This will save the change. If the Save Calendar button is not clicked, the change will not occur; the button must be clicked before one can proceed. The calendar change codes are listed below:

- X is for a Full Day of Pupil Attendance
- XH is for Half Day of Pupil Attendance
- NIA is for Not in Attendance
- HOL is for Holiday

If the school is one that has regular attendance days on weekends, the calendar will allow days of attendance to be entered on Saturdays and Sundays. For purposes of this page, attendance on the weekend is for regular academic classes just like any other regular school day and is not intended to reflect attendance at special occasions or festivals.

On the lower portion of the screen is a running tally of the various days of attendance, holidays, etc. that are being recorded. The calendar will also give an accounting of the number of attendance days and the instructional hours. As calendar page work is done, be sure to periodically check these tallies for accuracy.
A nonpublic school calendar must have at least 176 pupil attendance days, with at least five hours of instruction, or a minimum total of 880 hours of instruction per school year. Many nonpublic schools go less than 176 days but have more than 880 instructional hours, which is acceptable. Instruction hours cannot include time spent in coursework that is not part of the portion of the curriculum required by recognition, such as religious instruction.

The calendar and application for recognition will not be accepted if the calendar lacks the required number of days or instructional hours per year. If the calendar is incomplete or does not have the proper days or hours, an error message, such as is shown above, will appear.

Be sure the calendar for the school is correct before hitting the Submit button.
While an application can be created and edited, IWAS will not allow the Nonpublic School Application for Recognition and Calendar to be submitted if the Nonpublic Registration, Enrollment and Staff Report and the Student Health Data – Immunization have not been submitted for the current school year. Section 425.30 of the 23 Illinois Administrative Code is the legal reference for this requirement. It is important to watch the submission deadline dates for each IWAS system as extensions, in most cases, will not be allowed. Failure to submit all items concerning nonpublic school registration will affect the recognition status of the nonpublic school. In the example above, the school in question is unable to submit its Nonpublic School Application for Recognition and Calendar because its Nonpublic Registration Enrollment and Staff Report and Student Health Data – Immunization had not been submitted first.
The system will ask if the applicant is ready to submit the application and calendar. If so, click the OK button. If not, click the Cancel button.

Once the Nonpublic School Application for Recognition and Calendar has been completed and properly submitted, this confirmation message should appear. It is highly recommended that the school print a copy of the submitted application and calendar for its records as such verification might be needed at a later date. A copy may also be printed with the current status shown at the top of the page from the View Only tab.
Finished Calendar

Once the calendar is completed and submitted, it will print out as shown above. For all months of the school year will be shown on one page. The calendar legend totals appear at the top of the calendar. It is also advisable to print a copy of this for the school’s records.
School Administrator Screens

Directions for School Administrators

A school might have more than one person with access to IWAS, but only one person is known to IWAS as the School Administrator. If a person prepares the application but is not the administrator (or at least, is not logged in as the administrator), then IWAS will require approval of the Nonpublic School Application for Recognition and Calendar by the school administrator. **NOTE:** Until that approval is given, ISBE does not consider the application to have been submitted; the application is consider to still be at the school and is labeled “draft.”

When the administrator logs in, the *Require Action* section lets the administrator know the number of sign-ups pending approval as well as the number of documents waiting review and approval. Click on the link will bring up the desired item for review and approval.

If there are no items listed in the *Require Action* section, but the administrator wants to review the application and calendar for the school, the administrator should click the *System Listing* button found on the left hand side of the page. This will bring up the screen from which the desired system can be accessed.
System Description

This page lists the systems the administrator is authorized to approve. Click the “Nonpublic School Application for Recognition and Calendar” link to view the documents waiting to be approved.
Welcome Screen

The school administrator is required to review, approve, and submit the Nonpublic School Application for Recognition and Calendar to the Regional Office of education by November 15. Please click the “Approve Application” tab to review the application and calendar for the school.
School Administrator Approval Screen

Review the data entered by the document author, and if acceptable, click on the Submit button at the bottom of the page that says Submit Application to Regional Office of Education. If the document is not ready for approval, click the button that says Disapprove Application Submitted by Document Author, which will send it back to the document author.
Once the application and calendar for the school have been successfully submitted, a confirmation message like the one above will appear. Be sure to print a copy of this confirmation page for the school’s records. Equivalent documentation may also be printed with the current status shown at the top of the page from the View Only tab.
Regional Office of Education/Intermediate Service Center Screens

Directions for Regional Superintendents and ISC Executive Directors

To approve the Nonpublic School Application for Recognition and Calendar for one or more nonpublic schools in the region, log into the IWAS system as the regional superintendent of schools or ISC Executive Director.

Once logged in, the Require Action section shows the number of sign-ups pending approval as well as the number of documents waiting for review and approval. Click the link for access to the documents pending review and approval.

If there are no items listed in the Require Action section, but the ROE/ISC wants to review the application and calendar for the school, the reviewer should click the System Listing button found on the left hand side of the page. This will bring up the screen from which the desired system can be accessed.
System Description

This page lists the systems the ROE/ISC is authorized to approve. Click the “Nonpublic School Application for Recognition and Calendar” link to view the documents waiting to be approved.
ROE/ISC Approval

The ROE/ISC is required to review, approve, and submit the Nonpublic School Application for Recognition and Calendar for the recognized nonpublic schools in the region to ISBE by November 15.

The above menu lists the schools that have submitted their data to the ROE/ISC for approval (e.g. Quincy Notre Dame High School). Click on the school name to access the application and calendar for a particular school. If the document has NOT been approved by the school administrator, the ROE/ISC reviewer will be taken to a view only page and will be unable to approve the document until the school administrator submits it to the ROE/ISC.
The ROE/ISC must review the data submitted by the school administrator and if acceptable, click the Submit button at the bottom of the page that says Submit Application to ISBE. If the reviewer does not approve of the application and wants the document author to make changes, the reviewer should click the button that says Disapprove Application Submitted by School Administrator, which will send a message to the school so that the application may be corrected.
Once the application and calendar for the school approved by the ROE/ISC have been successfully submitted, the ROE/ISC will get a confirmation message like the one above indicating the final approval step has occurred and ISBE has received the data. Click the “Approve Application” tab to continue approving other schools’ applications.