1. Section 2-3.25o(e) of the Illinois School Code defines a nonpublic school as any *nonprofit*, *non-home-based*, and nonpublic *elementary* or *secondary* school that is in compliance with Title VI of the Civil Rights Act of 1964 and attendance at which satisfies the requirements of Section 26-1 of the Illinois School Code.

In Illinois, registration of a nonpublic school is voluntary. However, Illinois law *requires* every school, whether public or nonpublic, to report immunization/health, eye, and dental examination data annually to the Illinois State Board of Education (ISBE).


2. Per 23 Illinois Administrative Code 425.20(a)(2), the voluntary registration of a nonpublic school requires the chief administrator of the school to provide the following assurances:

   a. The school offers an academic term of at least 176 days annually, with no fewer than five hours of daily instruction or a yearly total of 880 clock hours.
   b. The school provides instruction in English.
   c. The school requires the students who are enrolled to attend daily during the entire regular school term.
   d. The school complies with prevailing state or local building code and fire safety requirements and maintains annual inspection.
   e. The school will report immunization/health examination data (by November 15), eye examination data (by June 30), and dental examination data (by June 30), as prescribed in Section 27-8.1 of the Illinois School Code.
   f. The school complies with applicable federal and state laws prohibiting discrimination.

3. A nonpublic school must be operational and currently educating students at the time of application for registration.

4. A prekindergarten only school cannot be registered as a nonpublic school.

5. Registration of a nonpublic school is valid only for the school year in which the school is registered, which means that a nonpublic school should register each year if it wants to remain a registered school without interruption.

6. If a nonpublic school wants to apply for recognition, the school must be registered first. Nonpublic school recognition information is posted at http://www.isbe.net/grants/html/np_recognition.htm.
7. Registration Process
   a. First-Time Registrant
      i. A nonpublic school may apply for registration for the first time by completing ISBE Form
         87-01. (A copy of the form will be available for printing October 1 of the current school year
         at http://www.isbe.net/research/htmls/np_entity.htm.)
         Mail the completed form to the address at the top of the form. **Fax and email submissions**
         **are not acceptable. The completed form, including signature, must be received by ISBE**
         **no later than June 25 for the school to be registered by June 30 for the current school**
         **year.**
      ii. The school will receive a letter regarding the outcome of its application for registration.
      iii. A nonpublic school will be assigned a unique Region-County-District-Type-School
         (RCDTS) code after submitting complete information for initial registration.
      iv. The administrator of the newly registered nonpublic school (i.e., the school principal) will be
         provided directions for setting up an Illinois Web Application Security (IWAS)
         administrative account, which will provide access to IWAS so the school can renew its
         registration online in subsequent years and report required immunization/health, eye, and
         dental examination data. Assistance in setting up the administrative account may be obtained
         from the ISBE help desk at 217-558-3600 or help@isbe.net.
   b. Repeat Registrant
      i. An already-registered nonpublic school must renew its registration **online only** using the
         ✓ All students being served in a registered school must have their data reported as of the
         last school day of September.
      ii. Registration renewal must be completed **no earlier than October 1 and no later than**
         **November 15.**

8. School administrators (i.e., school principals with IWAS administrative accounts) can make
   changes, such as school name, address, telephone or fax number, grades served, spelling corrections,
   etc., online through the IWAS Entity Profile System (EPS). However, a request for a change in
   administrator should be sent to

   Illinois State Board of Education
   Attention: Ann Plogger, S-395
   100 North First Street
   Springfield, IL  62777-0001

   Administrator change requests may also be faxed to Ann Plogger at 217-782-1976. The changes
   must be faxed on the organization’s letterhead **and signed by the organization’s chief**
   **administrator, i.e., the outgoing or incoming principal of the nonpublic school.**

   **IWAS Administrator Changes:** If a nonpublic school changes its administrator, an IWAS
   administrative account letter will be faxed to the new administrator after the change has been
   processed. The fax will contain set-up instructions and an access code for creating a new IWAS
   administrative account. Please direct all questions regarding IWAS to the ISBE help desk at 217-
   558-3600 or help@isbe.net.
9. To close a nonpublic school, ISBE requires the following information to be submitted on the organization’s letterhead and signed by the organization’s chief administrator, i.e., the outgoing or incoming principal of the nonpublic school:

RCDTS Code
Facility Name
Effective Closing Date

Submit nonpublic school closing requests to

Illinois State Board of Education
Attention: Ann Plogger, S-395
100 North First Street
Springfield, IL 62777-0001

Nonpublic school closing requests also may be faxed to Ann Plogger at 217-782-1976.